



## **JOB POSTING**

### **RECEPTIONIST / ADMINISTRATIVE ASSISTANT**

**Job title:** Receptionist / Administrative Assistant  
**Reports to:** Immigration Legal Services Director  
**Job type:** Full time/Non-Exempt  
**Salary:** Starting at 20.60/hr  
**Apply here:** <https://forms.cloud.microsoft/r/NxZNwwPU7J>  
**Deadline:** April 30<sup>th</sup>, 2026

**The Advocates for Human Rights:** The Advocates is a volunteer based, non-governmental, non-profit 501(c)(3) organization dedicated to the promotion and protection of internationally recognized human rights. The Advocates' programming focuses on women's rights, including freedom from violence; migrant and refugee rights, including both advocacy and legal services; peacebuilding in post-conflict societies; due process and freedom from persecution; and economic and social rights. The Advocates work to bring about systems change, reinforce accountability mechanisms, raise awareness, foster tolerance, and help individuals more fully realize their inherent rights.

#### **Position Summary**

The Receptionist / Administrative Assistant provides support to The Advocates for Human Rights, facilitating the success of the mission and administrative goals of the organization, working closely with the Immigration Legal Services and Administrative Teams.

#### **Primary Duties and Responsibilities**

##### **1. Legal Services Support (85%)**

- Greet and assist walk-ins clients in a professional and courteous manner.
- Perform data entry and support for Immigration Legal Services (ILS) database
- Assist with Pro Bono Program database management
- Enter intake information from legal clinics, detention center visits, and other events
- Support monthly case tracking for in-house and pro bono cases
- Enter Volunteer Attorneys sign-ups into LegalServer.
- Handle incoming and outgoing mail for ILS team including but not limited to USPS and FedEx.
- Other administrative support for ILS team, including filing and document management
- Maintain, help and organize self-help resources for walk-ins.

##### **2. Administration (15%)**

- Welcome, assist, and direct general guests at reception in a professional and courteous manner
- Ensure organizational mail is received/sent daily
- Process mailed donations, including documentation, recordkeeping, and notification of appropriate staff
- Monitor emails sent to organizational inboxes as directed

## **Qualifications**

### **Required:**

- Excellent organizational skills and attention to detail, with the ability to manage multiple priorities
- Strong written and verbal communication skills
- Experience coordinating meetings or events, including logistics and document preparation
- Ability to handle sensitive information with confidentiality and professionalism
- Consistently provides a warm, courteous, and professional experience for all clients, visitors, and staff at the front desk.
- Commitment to the mission of The Advocates for Human Rights and a collaborative, team-oriented approach
- Ability to interact effectively with individuals from diverse cultural, linguistic, and socioeconomic backgrounds
- Strong customer service orientation with the ability to remain calm, patient, and professional in high-volume or high-stress situations
- Ability to follow established procedures and maintain accuracy in data entry and recordkeeping
- Basic proficiency in office technology, including email systems, data entry platforms, and document management tools
- Ability to work independently while also collaborating effectively with a multidisciplinary team

### **Preferred:**

- Associate's or Bachelor's degree in Business Administration, Human Resources, or related field preferred, or equivalent work experience
- Knowledgeable with Microsoft Office 365, including SharePoint, Teams, and Outlook; experience with multi-factor authentication and admin centers is a plus
- Experience working in a nonprofit, legal services, or human rights organization
- Familiarity with client intake processes or case management systems (e.g., LegalServer or similar platforms)
- Bilingual or multilingual abilities, particularly in Spanish or other languages commonly spoken by client communities
- Experience working in a front desk or high-volume client-facing environment
- Understanding of trauma-informed or client-centered service approaches

## **Compensation**

Compensation is commensurate with experience. Generous benefits package currently includes vacation (employees accrue 3 weeks of vacation during their first year, and up to 6 weeks after 5 years employment), 3 personal days, and 11 paid holidays, 2 weeks of accrued sick leave annually, 6 weeks paid parenting leave); employer-paid premiums for medical, dental, and long-term disability/AD+D/life insurance; and pre-tax retirement plan.

## **Location and Status**

This position is currently fully in person at our downtown Minneapolis office. This position is not eligible for remote work.

This position is represented by the Office of Professional Employees International Union, Local 12.

This is a non-exempt, hourly position.

## **To Apply**

Please use the following link to submit your application, letter of interest, and resume:  
<https://forms.cloud.microsoft/r/NxZNwwPU7J>

*No phone calls, please.*

## **Equal Opportunity Employer**

The Advocates for Human Rights is an equal opportunity employer. The Advocates does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other legally protected status.