

**Position Title**: Refugee Services Program Assistant

**Organization**: Jewish Family Service of San Diego

**Position Type**: Full-time (37.5 hours per week), non-exempt

**Standardized Benefits**:Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

**Position Overview**

Manage front desk operations and provide administrative and practical support for the Refugee Resettlement and Immigration Department with a high degree of accuracy and professionalism. Primary duties include (but are not limited to):

* Assist refugee and immigrant clients in accessing services within the department
* Work closely with donors and other community stakeholders to increase access to resources and streamline services
* Assist and coordinate department volunteers
* Data entry, including use of specialized database software
* Maintain filing and archiving systems
* Basic accounting tasks, including maintaining petty cash and processing fee-for-service transactions and deposits

**Position Requirements**

* Some college, Bachelor degree desirable
* Two years related experience
* Strong computer skills including ability to learn and use specialty database software, proficiency in Word, Excel and Outlook, familiarity with web-based applications including Google Docs, Group and Calendar
* Excellent written, telephone and oral communication skills
* Ability to work effectively in a high-stress situation
* Ability to work with people from, and within the context of, a variety of cultures in a respectful, culturally-sensitive manner
* Ability to work both independently and as part of a team
* Completion of all tasks with a high degree of accuracy and in a manner to meet deadline and compliance requirements
* Fluency in a second language including Arabic, Farsi, Burmese, or Karen is helpful

**Additional Information**

The ideal candidate is a self-starter and takes the initiative to learn, as there is the potential for professional growth within the department.

**Contact Information**

To be considered, please submit your cover letter (including salary requirement) and resume to resume4321@jfssd.org. Please, principals only. Please, no follow-up phone calls or emails.

**About Jewish Family Service of San Diego**  
Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community.  For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving.  At Jewish Family Service, we believe our employees are the backbone of our Agency.  We strive to ensure that each employee is treated with dignity and respect.  Our goal is your success.  Come work at JFS and be our partner in *Moving Forward Together*.  To learn more about JFS, please visit jfssd.org.