Job Announcement

**Position Title: Bilingual Office Assistant (English and Spanish) for the Immigration and Citizenship program**

Catholic Charities of the Diocese of Monterey is recruiting for an Office Assistant for the Salinas office. Under the Supervision of the Deputy Director, this person will work with the office manager to provide quality administrative support to the immigration staff, including performing a variety of clerical duties related to filing, reception, phone calls, computer entry, form processing, record maintenance, mail, and greet clients with professionalism and courtesy. The position may also perform other appropriate duties as needed by the office.

**FUNDAMENTAL RESPONSIBILITIES:**

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

The ideal candidate should have a strong background in office/clerical work (employment or volunteer experience), have excellent attention to detail skills, and be a team player in a busy office with the ability to maintain strict confidentiality of privileged and sensitive information.

Some knowledge of Catholic Social Justice Teachings and ability to link it with our service a plus. Bilingual in Spanish and English is also required to serve Spanish Speaking clients.

This is a non-exempt, 27.5 hour a week position primarily located at Catholic Charities office in Salinas. Occasional evenings and weekends with some travel may be required. Starting wage is $16.00-18.00 an hour commensurate with experience and/or education. Clearance of fingerprint background is required. Benefits include holiday pay, prorated sick pay and prorated vacation pay as well as life insurance and pension benefits.

Please send a letter of interest and resume to Catholic Charities at hr@catholiccharitiesdom.org. This position will close on Friday, March 6, 2020.

For more information about the agency, please visit https://www.catholiccharitiesdom.org