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(707) 644-8909, www.ccyoso.org (530) 241-4081

Job Title:	Bilingual Administrative Assistant	Job Category:	Clerical
Department/Group:	Immigration Program	Travel Required:	Yes
Location:	Vallejo, CA	Reports To:	ILS Director
Position Type:	Full Time, Non-Exempt	Salary	Commensurate with experience

Catholic Charities of Yolo-Solano (hereinafter “CCYS”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano. We are seeking an organized, self-motivated individual to join our Immigration Legal Services (ILS) team to support the mission, values and vision of CCYS.

NOTE: Not all unique aspects of the job are covered by this job description

Job Description

Catholic Charities Yolo-Solano (CCYS) is seeking a full time Bilingual Clerical Support Assistant for its Vallejo office. This position supports CCYS’s mission by providing quality immigrant-specific legal service, advice, and representation in support of low income individuals.

The Bilingual Clerical Support Assistant works closely with and reports to the ILS Program Director.

This position is responsible for answering phone calls and voicemails, responding to client requests in person and online, developing case opening and closing procedures with the Legal Services staff. This person will also assist with document translations and other administrative tasks, including ordering supplies.

Core Duties

- Answer phone call, voicemails, walk-in questions, online requests, schedule appointments at their respective office location
- Open all mail and provide administrative support to Legal Services staff, including translations, copying, and filing with USCIS
- Assist with data entry and completion of monthly and annual reports on program performance
- Assist legal staff with client services by checking clients in on consult and workshop days,
- Schedule appointments for all legal cases, prepare files, register clients in Immigration-Air, review and sign contracts
- Close case files and maintain closed cases according to office policy, including tracking filing deadlines
- Assist with legal service outreach at local events and with other service providers
- *Other duties as assigned*

Core Competencies

- Demonstrate a fundamental respect for the dignity of others.
- Understands and values quality improvement, able to effectively address overlapping projects and deadlines. Adaptable and reliable in face of conflict, crisis, or changing priorities
- A demonstrated commitment to diversity and inclusion, valuing a diversity of perspectives and encouraging contributions by all team members
- High analytical abilities to process large amounts of data from multiple sources
- Ability to prioritize across multiple types of work and coordinate the work of others
- Be a proven team builder
- Ability to network and interact internally and externally
- Experience serving client from many different cultures

Qualifications and Requirements

- 2+ years of experience providing administrative support in a professional office environment
- Data entry and reporting with software
- Strong administrative, organizational, interpersonal, verbal communication, writing and presentation skills required
- Professional technology skills including Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and database software
- Ability to scan, edit, and create PDF files and experience with shared folders
- Excellent verbal and written communication skills
- Must be fluent in spoken and written Spanish

Applicants must submit resume, cover letter, Diocese of Sacramento Pre-Employment Applications (found here: [Pre-Application Statement and Questionnaire and Employment Application](#) which should include three professional references) to Teresa Alonso-Bray at: teresa@cscssolano.org.

No Phone calls please

Position is open until filled