

**NEW MEXICO IMMIGRANT LAW CENTER  
JOB DESCRIPTION  
RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

**Volunteer Position Description**

The Receptionist / Administrative Assistant position is a great opportunity for you to gain experience working at a nonprofit legal aid organization. NMILC receives many requests for assistance and you would be responsible in managing calls, assessing callers' need for legal assistance, and providing referrals. Additionally, you will provide support to our staff in managing administrative tasks around the office, including case management and translation for clients and documents for case preparation.

**Responsibilities**

- Greet new and returning clients and response to questions
- Provide administrative support including managing shared calendar, scheduling appointments, and sorting through mail
- Answer telephone calls and provide referrals, as needed
- Assist with administrative projects as they arise

**Qualifications**

- At least one year of undergraduate university education completed
- Excellent communication skills
- Ability to organize information in a clear and concise manner
- Perfectly bilingual, English/Spanish absolutely required
- Multi-cultural experience
- Basic computer competency in MS Office and Windows

**Schedule**

Minimum of 10 hours per week. If you are not available for the minimum amount of time, you may be considered but priority is given to those who can commit at least 10 hours.

**Pay**

This is an unpaid volunteer position.

**Contact**

Send a cover letter and resume to [info@nmilc.org](mailto:info@nmilc.org).

Open until filled.