

### **Dar Al-Hijrah Islamic Center – Social Services Office Assistant (Part-Time)**

The Office Assistant performs basic administrative duties that support the Social Services staff, including answering phones and fielding calls, receiving walk-in clients and visitors, filing and other light duties as needed.

He/She reports directly to the Social Services Director of the center.

This is a part-time position. Work hours are normally 11:00am – 4:00pm Monday through Friday, but may vary based on activities.

Necessary qualifications include:

- An ability to communicate pleasantly and professionally with clients, volunteers, community partners and other stakeholders of the center
- Strong organization and time management skills
- An ability to multi-task and prioritize in a fast-paced environment and high energy
- Attention to detail
- Proficiency in MS Office and Google Applications
- Fluency in Arabic, Spanish or Dari is helpful, but not necessary

The Office Assistant handles sensitive client information including Protected Personal Information (PPI) and case details. He/She will maintain strict confidentiality, and take care to handle any client information properly.

Send cover letter and resume to [socialservices@hijrah.org](mailto:socialservices@hijrah.org) to apply