



Job Title: Bilingual Project Assistant (Spanish-English Preferred)  
FLSA Status: Non-Exempt  
Hourly Rate Range: \$23 - \$27 per hour  
Prepared Date: 4/29/2025

The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We meet survivors where they are and help them through the process of healing and self-empowerment. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports four operating Family Justice Centers: Solano Family Justice Center in Fairfield, West Contra Costa Center in Richmond, Central Contra Costa Center in Concord, and East Contra Costa Center in Antioch, and South Contra Costa Center in Danville.

### POSITION SUMMARY:

We are seeking one qualified candidate to fill the position of Project Assistant I (Spanish-English Bilingual Preferred) at our **Solano Center in Fairfield**. The Project Assistant will work as an integral member of the Family Justice Center team. The Project Assistant is a non-exempt position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Staff the reception desk, greeting clients and directing calls to appropriate staff, partners, and others.
- Assign rooms, maintain visitor/client log, assign visitor badges and welcome packets.
- Identify situations in which a Navigator is needed to address client needs.
- Manage information and external communications for interested parties including answering telephone calls and directing calls appropriately to Center staff and partners; disseminate information by using the telephone, mail services, Web sites, and e-mail.
- Perform basic clerical functions.
- Ensure reception area and client interview rooms are maintained in a neat and professional manner and monitor interview room activities.
- Collect and distribute messages and assist with mail distribution.
- Assists Center staff and lawyers for family justice with scheduling client appointments, room reservations, trainings, and community presentations.
- Operate office equipment; maintain appropriate supplies for office equipment, manage areas such as supply storage and resource library.
- Organize and maintain paper and electronic files.

- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Executive Director.

#### EDUCATION AND EXPERIENCE:

- High School Diploma.
- Minimum of two years administrative or reception experience.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Bilingual in English and Spanish languages preferred.
- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse or human trafficking or a willingness to learn about the field.
- Strong interpersonal skills.
- Excellent written and verbal communication skills.
- Working knowledge of the Microsoft Office Suite, Internet, email, web-based training, and online research.
- De-escalation and conflict resolution skills preferred.
- Flexibility and strong problem-solving capabilities to address the needs of a constantly changing organization.

#### COMPENSATION:

\$23-\$27/hr. (\$44,850-\$52,650/yr.) depending on experience. We provide generous fringe benefits, including paid holidays, paid annual and sick leave, health insurance coverage, dental and vision coverage, life insurance with fully paid premiums. We also offer retirement benefits.

To apply to this position, please submit a **cover letter and resume** to: [jenna@cocofamilyjustice.org](mailto:jenna@cocofamilyjustice.org). Please explain in your cover letter: (a) why you are interested in the position; and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.** Please note that finalists will be asked to perform a writing task.

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.