

Position Announcement
Administrative Assistant, Baltimore City Office
Homeless Persons Representation Project, Inc.

Our Story:

The Homeless Persons Representation Project (HPRP) works to end homelessness in Maryland by providing free legal services, including advice, counsel, education, representation, and advocacy, to people who are experiencing homelessness or at risk of homelessness. HPRP's staff and volunteers pursue this mission by offering legal services in shelters, soup kitchens, welfare offices, community centers, and on the street. HPRP's direct representation informs broader-based systemic advocacy and impact litigation to address the root causes of homelessness.

Since its founding in 1987, HPRP has pursued impact litigation to achieve significant victories and settlements for its clients, including cases to remedy delays in government processing of subsistence benefits, and long-standing housing discrimination and residential segregation. It has also led or co-led landmark state and local policy initiatives such as the HOME Act, the Ending Youth Homelessness Act, and legislation to reform Maryland's expungement and public benefit programs. Driven by the belief in the power of people to determine their own solutions to systemic issues affecting their lives, HPRP actively engages persons with lived experience in advocacy efforts to improve tenant rights, end housing discrimination, end youth homelessness, and decriminalize homelessness. Learn more at www.hprplaw.org

Reports to: Director of Finance and Operations

Location: Baltimore, MD. HPRP is currently closed to the public, except on appointment-only basis due to the COVID-19 pandemic. Most of the responsibilities of the Administrative Assistant position require in-person presence at the Baltimore City office to carryout.

Responsibilities include:

- Greet visitors to HPRP and connect them with appropriate HPRP staff
- Greet all telephone callers to HPRP's Baltimore Office, connecting callers to HPRP staff as applicable
- Identify legal or other issues appropriate for HPRP staff and provide referrals to other legal service providers as necessary. Provide referrals to shelters and other social service providers as appropriate. Keep accurate data of all referrals.
- Receive and distribute mail to appropriate HPRP staff; scan mail for staff who are primarily working remotely
- Make copies, send faxes, ensure proper supply of fax coversheets and staff meeting agendas
- Monitor and, upon approval of the Director of Finance and Operations, order supplies for HPRP, including toner, copier paper, adding postage to the meter, and other office supplies as identified
- Assist the Development Director with mailings, donor data entry, and preparation of acknowledgement letters
- Make updates to the HPRP website and social media accounts, as requested
- Assist the Executive Director with administrative tasks, as requested
- Assist the directors of HPRP programs that do not have paralegal or administrative staff with administrative tasks, as requested
- Assist the Director of Finance and Operations with the upkeep and maintenance of copier, telephones, computers and other office equipment
- Participate in HPRP's ongoing race equity work
- Other duties as assigned

Required Qualifications:

- Minimum Education: High School Diploma, GED or High School Equivalency
- Proficiency with computer and internet technology, i.e. Microsoft Office for Windows (Word, Excel, Outlook, PowerPoint, etc.), database entry, websites, and social media accounts
- Administrative experience in an office environment, preferably in a nonprofit organization

- Prior experience with people living in poverty or experiencing homelessness
- Initiative identifying and troubleshooting problems and challenges
- Ability to set priorities and handle multiple tasks, detail oriented, and excellent oral and written communication skills
- Ability to remain calm and patient in a fast paced environment

Although the following experiences and skills are not required, they are valued for this position:

- Fluency in Spanish

Salary and Benefits: \$35,000 – 45,000, depending on experience, for a full-time, 40 hour workweek. (HPRP is open to considering applicants who wish to work as few as 30 hours per week, with salary and benefits to be adjusted accordingly for part-time work. Please indicate in your cover letter if you wish to work less than full-time.) For full-time employees, benefits include full health coverage (medical, prescription, dental) for employee plus contribution toward family coverage; long-term disability; life; ability to contribute to HPRP's 403(b) plan (employer supplemental salary contribution determined annually); vacation (20 days), sick leave (10 days), personal days (3 days), holidays. HPRP offers a generous benefits package for part-time employees as well. During the COVID-19 pandemic, HPRP has created special family/dependent care leave and is primarily teleworking, with limited use of office space as determined by the position and the organization's current COVID re-opening phase.

To Apply: send by email a resume and cover letter **addressed to Julian Garcia, Director of Finance and Operations.** These items should be sent (preferably as PDF attachments) to jobs@hprplaw.org. Specify "Administrative Assistant" in the subject line. We are looking for thoughtful, personalized cover letters that demonstrate the applicant's qualifications, work style, and interest in being part of a team working to eliminate homelessness in Maryland. We are looking for applicants who have a comprehensive understanding of oppression and structural racism, including how structural racism perpetuates barriers to housing and income. Resume reviews begin immediately and applications will be accepted until position is filled.

HPRP is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We strongly encourage applications from Black people, Indigenous peoples, people of color, immigrants, persons with disabilities, members of the TLGBQIA community, people with lived experience of poverty and/or homelessness, and people from other underrepresented and historically marginalized groups.