



JOB POSTING

JOB TITLE: Legal Assistant

SALARY RANGE: \$20.00 - \$22.00/hr.

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

FLSA Classification: Non-Exempt/Hourly, full-time, regular

REPORTS TO: Legal Support Manager

START: Immediately

LOCATION: Multiple branch office location available

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION:

The Coalition for Humane Immigrant Rights (CHIRLA) is seeking a Legal Assistant to assist the Legal Team. This position requires travel and the use of personal transportation. The Legal Assistant will be responsible for keeping and maintaining a call schedule and personal contacts record. Scheduling appointments and updating calendars for the legal department, assisting with immigration clinics including weekends and evenings. Legal assistant will assist in Triage (in person consultation intake system) which requires 7 AM- 3 PM work schedule and alternating Saturday mornings 7 AM- 11 AM. This position requires a high-level energy, integrity and confidentiality.

RESPONSIBILITIES AND DUTIES:

- Help identify individuals that need legal services and schedule appointments for consultation
- Make follow up calls to schedule legal appointments
- Assist the legal department with making copies, organize files and help clients on site as needed
- Assist with mail and its proper distribution
- Assist in preparing for clinics and Triage as schedule on Tuesday, Thursdays and Saturdays
- Provide regular updates and reporting on progress made to meet goals
- Submit reports on a timely manner
- Submit time and attendance and other administrative materials according to deadlines
- Attend legal context trainings to become familiar in legal services the organization provides
- Performs other duties and responsibilities as assigned





SKILLS AND QUALIFICATIONS:

- Minimum two years' community education or related field experience;
- A high level of integrity and the ability to maintain confidentiality
- Ability to have positive working relationships with staff, members and allies
- Ability to work effectively under pressure with last minute deadlines
- Ability to work in a team as well as lead a team
- Demonstrated commitment to public service
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Prior customer service experience
- Spanish fluency is required as the job requires extensive legal counseling and representation in the Spanish language
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

**To apply, submit cover letter, resume and references to: jobs@chirla.org
Subject Line should read: Legal Assistant**

