



JOB POSTING – Legal Assistant

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 DESCRIPTION:

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 performing a variety of administrative functions for their assigned legal department. These responsibilities include scheduling appointments, collecting information and documents from people seeking legal services, updating calendars for their legal department, creating, maintaining and updating client files, process incoming email, data entry, and other duties as assigned. The Legal Assistant will participate in immigration clinics as needed, including on weekends and evenings. Legal assistant will assist in monthly Triage events (in person consultation intake system) which requires 7 AM - 3 PM work schedule one Saturday morning per month from 7 AM- 11 AM. This position requires a high-level energy, integrity and confidentiality.

PRIMARY DUTIES AND SPONSIBILITIES:

- Support in identifying 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 needed
- 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:

Required

- Minimum two years' community education or related field experience
- At least two years' experience in administrative support
- Spanish fluency is required as the job requires extensive legal counseling and representation in the Spanish language
- Excellent organizational skills – good attention to detail and well organized
- Excellent verbal and written communication skills – verbal and written
- Must be able to lift 25 pounds of force occasionally, and/or amount of force constantly to move objects
- Must have own transportation, a valid Driver's License, and be able to travel independent of public transportation between multiple work sites
- Must be able to travel between multiple CHIRLA branch offices
- Flexibility required based on the needs of the organization. The position will involve some evening and weekend work
- Proficient with Word, Excel, and Power Point and other Microsoft Suite or other software utilized by CHIRLA

Preferred

- Prior customer service experience
- Prior experience working in a law firm
- Fluency or strong language skills and ability in a language other than English

Desired Traits or Characteristic

- Ability to maintain positive working relationships with staff, members and allies
- Ability to work effectively under pressure with last minute deadlines
- High level of integrity and the ability to maintain confidentiality
- Experience collaborating with community organizations in local geographic area
- 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
- Self-motivated – proven ability to work independently and open to be innovative and creative
- Dedication and ability to work flexible hours
- Ability to plan and prioritize work activities, meet deadlines and follow-up on assignments with a minimum direction
- Excellent problem-solving and follow-through skills
- Excellent interpersonal and verbal and written communications skills
- Proficient with Word, Excel, and Power Point and other Microsoft Suite or other software utilized by CHIRLA
- Demonstrated commitment to public service
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities





JOB TITLE: Legal Assistant

Salary & Benefits: \$24.00/hr. CHIRLA also offers an excellent benefits package, which includes annual paid vacation; additional paid holiday leave in December; employer contribution to retirement account; health, dental, vision and life insurance plans.

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

Classification: CHIRLA recognizes a staff bargaining unit affiliated with AFSCME District Council 36. This position is included in CHIRLA's bargaining unit and covered under the terms of the collective bargaining agreement.

COVID-19 Requirements: CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

CLOSING DATE OF THIS POSITION: Position will remain open until filled

LOCATION: Multiple locations

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

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

