



Job Title: Legal Advocate/Paralegal – Sexual Assault “NIPSA” Project

Position Summary: Under the direction of the Supervising Attorney, the Legal Advocate/Paralegal will provide support to LACLJ staff attorneys who provide legal services to survivors of sexual assault, or other victimizations. The Legal Advocate will also assist with coordination of LACLJ's Non Intimate Partner Sexual Assault (NIPSA) project which provides civil legal and immigration services primarily to survivors of sexual assault.

About the Organization: Located in East Los Angeles, the Los Angeles Center for Law and Justice (LACLJ) is an emerging leader in the provision of legal services to immigrant survivors of domestic violence, sexual assault and human trafficking. The 30-person nonprofit law firm assists clients in obtaining restraining and custody orders, immigration relief and other legal remedies available to them as a result of surviving domestic violence, sexual assault or human trafficking. LACLJ also provides clients with wraparound supportive services, which include education, referrals, safety planning, and accompaniment through its Community Care Advocacy Program.

Principal Duties and Responsibilities include:

Project Coordination

- Coordinate trainings and meetings between LACLJ and Partner agencies.
- Collect and report data on all clients under the NIPSA project.
- Prepare agendas for trainings and meetings.
- Work closely with Partner agencies and maintain a positive relationship.
- Assist in the training of partner agencies regarding legal services for NIPSA survivors.

Litigation Support

- Screen clients for eligibility based on project guidelines; collect proof of identity and income.
- Complete off-site intakes with NIPSA clients as needed.
- Conduct interviews and engage in fact-gathering with clients.
- Prepare correspondence, memoranda, and legal forms under attorney supervision.
- Track deadlines for attorney including filings and court appearances.
- Prepare evidence (photos, receipts, etc.) for court or for other types of filings.
- Communicate with clients, opposing counsel, law enforcement and other entities.
- Perform legal research under attorney supervision.

Case Management

- Provide clients with education on the criminal justice system.
- Assist clients in understanding correspondence and/or reviewing documents.
- Connect clients to non-legal supportive services and community resources.
- Record client information in client database.

Qualifications

- Bachelor's degree in any subject plus two years of law-related experience under the supervision of an experienced attorney OR Associate's Degree and Certificate of Completion of a paralegal program approved by the CA Bureau for Private Postsecondary and Vocational Education plus two years of experience in the legal field.
- Strong technology and software skills including MS Outlook, Word, Excel, internet searches, etc.



JOB ANNOUNCEMENT

- Ability to communicate well orally and in writing.
- Ability to meet deadlines and perform multiple tasks with a strong attention to detail.
- Ability to work successfully with people from diverse backgrounds.
- Bilingual fluency in English and Spanish.
- Experience working with low-income persons, immigrants and/or other under-served, under-represented populations.
- Previous experience working with domestic violence and/or sexual assault survivors.
- Demonstrated commitment to public interest work.

Other Duties: Adheres to standards of professional responsibility; Adheres to all LACLJ policies and procedures, including the standards set forth in the Performance and Evaluation Standards; Participates in mandatory staff trainings and meetings; Other duties as assigned.

Working Conditions and Physical Requirements:

- Work will be performed in an office setting at a work station.
- This position requires concentration on tasks while facing distractions.
- This position requires attendance at meetings, both in and outside the LACLJ offices.
- Use of office machines such as computers, photocopiers and telephones.
- Ability to work at and travel between NIPSA Project Partners' offices and the LACLJ main office at 5301 Whittier Blvd. in East Los Angeles.

Salary and Benefits: The Legal Advocate/Paralegal is a non-exempt position with an annual salary range of \$35,000 to \$40,000 per year depending on experience. LACLJ offers staff a generous benefits package, including a 35-hour workweek, bilingual pay, paid vacation and holiday leave, 100% employer-paid medical (Kaiser), dental, vision (80% for dependents), long-term disability, life insurance. Staff also has the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA). LACLJ is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program.

To Apply: Please email a cover letter and resume to marilyn@lajl.org with "Legal Advocate NIPSA Project" in the subject header. Applications will be accepted until the position is filled.

Los Angeles Center for Law and Justice is an equal opportunity employer.