



**Job Title:** Legal Advocate/Paralegal (Temporary)

**Summary:** Los Angeles Center for Law and Justice (LACLJ) is currently recruiting for a passionate legal advocate who will assist attorneys with legal matters and provide support to clients in survivor-based immigration cases. The Legal Advocate will prepare documents and forms under the supervision of the Senior Attorney, meet and correspond with clients, and provide administrative support to attorneys, as needed. The Legal Advocate/Paralegal position is a full-time hourly temporary position.

**About the Organization:** Founded in 1973, the Los Angeles Center for Law and Justice (LACLJ) pursues safety, stability and justice for survivors of domestic and sexual violence. Primary areas of practice include family and immigration law. The agency implements a trauma-informed and holistic service model. Holistic services are provided through LACLJ's Community Care Advocacy Program, which is staffed by a LCSW and a team of Masters in Social Work (MSW) interns. The agency's mission is to fight for the rights of vulnerable families and advocate for a more just legal system.

## **Essential Functions**

- Conduct interviews and engage in fact-gathering with clients.
- Under attorney supervision, prepare cover letters and immigration-specific forms and related supplemental documents for filing with USCIS and the Executive Office of Immigration Review.
- Calendar deadlines and events for client matters.
- Track deadlines for attorney actions including filings, court appearances and other deadlines.
- Prepare client evidence for filing.
- Communicate with clients, law enforcement, Dept. of Children and Family Services, as needed.
- Fax, scan and mail documents as needed.
- Perform legal research to assist attorneys, legal research, as necessary.
- Assist the Senior Attorney and Directing Attorney with periodic reporting requirements, etc.
- Translate documents from Spanish to English (and vice versa), as needed.
- Perform searches, retrieve documents and make copies of filings.
- Ensure accurate and timely tracking of all messages, mail and documents.
- Prepare, organize, and maintain physical and digital files for clients.



### **Qualifications**

- Baccalaureate degree in any subject and one year 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.
- Strong technology and software skills including MS Outlook, Word, Excel, internet searches, etc.
- 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.
- Fluency in spoken and written English and Spanish.
- Familiarity with USCIS forms, especially those related to U visa, VAWA, T visa, DACA petitions.
- Demonstrated commitment to public interest work.
- Experience and interest in working with low-income, immigrants, trauma-survivors, and/or other under-served, under-represented populations.

### **Working Conditions and Physical Requirements:**

- Work will be performed in an office setting at a work station or remotely, as needed, pursuant to COVID-19 guidelines.
- Incumbent will be required to concentrate on tasks while facing distractions and will be required to attend meetings either in person or remotely, pursuant to COVID-19 guidelines.
- Use of office machines such as computers, photocopiers, scanners and telephones is a regular part of this position whether working remotely or in the office.

**Salary and Benefits:** The Legal Advocate/Paralegal is a non-exempt full time temporary position with an annual salary range of \$35,000 to \$40,000 per year depending on experience. This position does not offer benefits.

**To Apply:** Please email a cover letter and resume to [marilyn@laclj.org](mailto:marilyn@laclj.org) with "Legal Advocate/Paralegal" in the subject header. Estimated start date of the position is August 17, 2020. Applications will be accepted until the position is filled.

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