**Position: Legal Advocate**

**The Organization**

The mission of Los Angeles Center for Law and Justice (LACLJ) is to secure justice for survivors of domestic violence and sexual assault and empower them to create their own future. Located in East Los Angeles, LACLJ is a non-profit law firm serving survivors throughout Los Angeles County. LACLJ’s primary practice areas are family law and immigration. However, LACLJ strives to provide clients with holistic legal services and has both a growing criminal justice advocacy and appellate practice. Additionally, through our integrated legal/social worker service model, LACLJ Community Advocates work alongside our attorneys providing supportive services such as education, safety planning, and linkages to other service providers as part of the legal team. LACLJ is committed to a trauma-informed and culturally-responsive workplace and service provision.

**Position Summary:**

This is a full-time hourly position that assists attorneys with legal matters and provides support to clients in survivor-based legal cases, primarily in immigration or family law.

**Reporting Relationship:**

Supervised by: Senior Attorney

**Essential Functions:**

* Prepare correspondence, memoranda, Judicial Council forms and related attachments, notices, draft declarations, and other necessary legal forms under attorney supervision.
* Provides case-related information to clients.
* Calendar deadlines and events for client matters
* Prepare client evidence for court or other types of 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 as necessary.
* Translate documents from Spanish to English (and vice versa), as needed.
* Perform searches, retrieve documents, and make copies of filings.
* Prepare, organize, and maintain digital files for clients.
* Conduct interviews and engage in fact-gathering with clients.
* Participate in regular team meetings and training.
* Engage in other tasks and projects that further LACLJ’s mission and operations
* Adheres to all LACLJ policies and procedures
* Participates in mandatory staff training and meetings
* Other duties as assigned

**Qualifications:**

* Baccalaureate degree in any subject and two 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 and two-year experience in the legal field.

**Desired Knowledge, Skills, and Abilities:**

* 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
* 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.

**Salary and Benefits**

This is an hourly, non-exempt position with an annual range (salary equivalent) of $50,000 - $55,000 per year depending on experience. LACLJ offers a generous benefits package that includes: a 35-hour workweek, 403b with matching, paid vacation, sick and holiday leave, 100% employer-paid medical (Kaiser), dental, vision, long-term disability, and life insurance as well as optional supplemental insurance and dependent and health savings accounts. LACLJ is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program.

**To Apply**

Please send a cover letter and resume to Marilyn Florentino at marilyn@laclj.org with the name of the position in the subject. Applications will be accepted until the position is filled.