

JOB ANNOUNCEMENT

Position: Temp Legal Assistant

Reports to: Securing Safety for Youth and Families Managing Attorney

Bargaining Unit: No

FLSA: Non Exempt

Type: Part time



Position Summary

The immigration legal assistant will provide direct support to our immigration team, in particular the Immigration Pro Bono Project. Duties will include:

- Assist immigration attorneys in all aspects of immigration legal representation for qualified individuals;
- After clinics, monitor, log, and file immigration Agency communication for clinic clients, consult with Managing/Supervising Attorney regarding case status updates, perform all case closing duties when appropriate
- Provide Case Management and Assistance for cases from clinics and assigned to Managing and/or Supervising Attorney;
- Assist attorneys in all aspects of immigration legal representation for clients, including providing Spanish-English interpretation;
- Respond to intake calls, emails, and letters from individuals seeking assistance;
- Assist clients to gather documents, complete immigration forms, interview clients, and draft client statements for attorney review;
- Translate letters and other documents;
- File legal documents to various courts and government agencies in the Bay Area;
- Write letters to companies, institutions, and government agencies to assist the client in obtaining police reports, court records, medical records, and school records;
- After training, the legal assistant may prepare various legal papers, such as pleading caption pages, list of exhibits, etc.;
- Help attorneys conduct community outreach events as well as any other appropriate community education events;
- Manage and coordinate databases, case files, attorneys' correspondence files, etc;
- Research and analyze issues where appropriate such as researching social and economic conditions and human rights conditions in the client's home country; and
- Perform other special projects and other duties as assigned by Immigration Managing Attorney and Supervising Attorney

Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of social justice. Qualifications include:

- High School diploma or GED required; Associate's or Bachelor's degree preferred;
- Fluency in Spanish required;

- Excellent word-processing and computer skills, including knowledge of Microsoft Word and Excel;
- Must be highly organized, efficient, highly motivated, able to handle multiple tasks at once, work well under pressure, and take initiative;
- Must have outstanding written, verbal and interpersonal skills, superb attention to detail, and excellent phone manner;
- Ability to work independently as well as within a team;
- Willingness to conduct training and outreach activities in the community.;
- Experience working with low-income, immigrant, and monolingual Spanish-speaking communities; and
- Strong commitment to serving low-income and underserved communities, with an ability to relate to and communicate with a broad range of clients and colleagues.

Compensation

Salary is competitive and commensurate with experience. Vacation and Sick will be accrued depending on FTE %. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure for full time employees.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include **“Temp Legal Assistant Immigration”** in the subject line. Please email application materials directly to jobs@centrolegal.org

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization’s success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical

disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDS status, or any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.