



# **JOB ANNOUNCEMENT**

**Job Title:** Legal Advocate/Paralegal

**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 immigration cases on behalf of survivors of domestic violence, sexual assault and/or human trafficking. The Legal Advocate will prepare documents and forms under the supervision of a Directing or Senior Attorney, meet and correspond with clients, and provide administrative support to attorneys, as needed.

**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 and eligibility review, as needed.
- Assist the 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.



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- Familiarity with USCIS forms, especially those related to U visa, VAWA, T visa 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.
- Incumbent will be required to concentrate on tasks while facing distractions and will be required to attend meetings
- Use of office machines such as computers, photocopiers, scanners and telephones is a regular part of this position.

**Salary and Benefits:** The Legal Advocate/Paralegal is a non-exempt position with an annual salary range of \$40,000 to \$45,000 per year depending on experience. LACLJ offers a generous benefits package, a 35-hour workweek, paid vacation and 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance for staff and 80% coverage for dependents. Staff is provided 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](mailto:marilyn@lajl.org) with “Legal Advocate” in the subject header. Applications will be accepted until the position is filled.

*The Los Angeles Center for Law and Justice is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, disability, or sexual orientation.*