



CHIRLA

Coalition for Humane
Immigrant Rights

JOB POSTING

JOB TITLE: Legal Assistant

SALARY RANGE: \$18.26 - \$21.63 Hourly

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

REPORTS TO: Director of Legal Services

TYPE: Regular

START: Immediately

LOCATION: Sacramento Office

ORGANIZATION: The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

CHIRLA's Legal Services Department provides high quality legal services to low-income immigrant communities. The Staff Attorneys and DOJ Accredited Representatives screen potential clients for relief through our triage system, such as VAWA, U-Visas, Family Petitions, SIJS, Asylum and Naturalization.

POSITION: The Coalition for Humane Immigrant Rights (CHIRLA) is seeking a Legal Assistant to assist the Sacramento Legal Team. This position requires travel and the use of personal transportation. The Legal Assistant will be responsible for keeping and maintaining a call schedule and personal contacts record. Scheduling appointments and updating calendars for the legal department, assisting with immigration clinics including weekends and evenings. This position requires a high-level energy, integrity and confidentiality.

RESPONSIBILITIES AND DUTIES:

- Strong interpersonal skills, including the ability to successfully relate to community residents;
- Help identify, individuals that need legal services and schedule appointments for consultation;
- Make follow up calls to schedule legal appointments;
- Assist the legal department with making copies, organize files and help clients on site as needed;
- Provide regular updates and reporting on progress made to meet goals;
- Turn in reports on a timely manner
- Turn in time-sheets and other administrative materials according to deadlines
- Assist with immigration clinics as needed including evening and weekends;
- Performs other duties and responsibilities as assigned
- Will require some travel within CA
- Must be flexible to work Saturdays as needed.

QUALIFICATIONS:

- Minimum two years community education or related field experience;
- Bilingual English/Spanish a must;

- Position requires an employee to use his or her personal vehicle to travel between worksites, or other locations, as a primary job duty;
- Ability to have positive working relationships with CHIRLA staff, members and allies;
- Ability to work in a team as well as lead a team;
- Promote and recruit CHIRLA membership in the community, including assisting individuals with their membership sign-up process;
- Ability to work well with diverse groups and populations;
- Prioritize tasks and work under pressure;
- Attention to the detail and accuracy a must;
- Proactive nature in using technology and systems to maximize efficiencies with tasks;
- Commitment to CHIRLA's mission of empowering low-income community groups;
- Experience collaborating with community organizations in local geographic area;
- Must be highly organized with the ability to work independently and multi-task;
- Experience with immigrant community issues is a plus;
- Ability to work effectively under pressure with last minute deadlines;

To apply, send resume and cover letter to: jobs@chirla.org

Subject Line should read: **Legal Assistant – Sacramento Office**