



**CHIRLA**  
Coalition for Humane  
Immigrant Rights

## **JOB POSTING**

**POSITION:** Community Education Representative / Legal Assistant

**SALARY:** \$43,000 - \$48,000 yr.

CHIRLA offers a competitive salary based on qualifications and an excellent benefit package, Which includes generous time off benefits, 401K Plan, health, dental and vision plans.

**REPORTS TO:** Community Education Director and Legal Services Director

**START:** Immediate Opening

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.

## **POSITION SUMMARY:**

Community Education Representative / Legal Assistant is responsible for reinforcing CHIRLA's presence in the South Orange County area by establishing strong relationships with local partners in addition to providing community education to the community at-large, providing referrals to individuals and servicing CHIRLA dues-paying members, as appropriate. The Legal Assist will work under the supervising attorneys in screening potential non-citizens for all potential and available immigration benefits including citizenship, adjustment of status, special Immigrant Juvenile Status, Deferred Action for Childhood Arrivals (DACA), Deferred Action for Parental Accountability (DAPA) and remedies for victims of trafficking, domestic violence, and other crimes. This Representative will encourage other partners, as well as individuals, to become active and dues-paying members of CHIRLA. This requires an individual who is able to think beyond the immediate service requested and connect a person's need to long-term civic engagement. Additionally, this position requires being able to engage individuals and groups, cope with stressful situations, and public speaking in a community-friendly manner.

## **ESSENTIAL RESPONSIBILITIES & DUTIES**

- Identify new local partners and new Community Education event opportunities in the region as well as establish new partnerships with local organizations;
- Meet with local partners as needed and spearhead our efforts to brand CHIRLA as a trusted source of information and referral in the area;
- Set up and conduct community education presentations on a consistent basis;
- Table at community events throughout the year;
- Be knowledgeable on key information areas such as Deferred Action for Childhood arrival, Deferred Action for Parental Accountability, Citizenship, Worker's Rights, Access to Education, Housing, Public Charge, Access to Healthcare, Proposition 47 and various topics on immigration and CHIRLA campaigns;

- Keep up to date and expand our referral list in the local region;
- Partake on continuous immigration-related trainings to better serve the community and CHIRLA members;
- Timely report on a weekly and monthly basis on progress, outcomes, successes, and challenges
- Develop Work plan for quarterly semiannually and annual evaluation;
- 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;
- Receive and distribute daily all incoming mail, faxes, and deliveries;
- File official mail and notices into appropriate client file;
- Maintain database/files of clients;
- Coordinate with all legal services staff to create, maintain, and implement the legal services department handbook of policies and procedures;
- Maintain CHIRLA's Legal Department library (books and digital)
- Assist with orientations, presentations, off-site clinics, and in-house cases as needed, including, but not limited to, event planning, document review, application assistance, case management, information gathering, client or witness interviews, and client follow-up.
- Attend regular trainings both on and off-site on various aspects of immigration law as needed and as related to the provision of client and legal staff support.
- Perform other duties and responsibilities as assigned.

#### **OTHER RELATED DUTIES:**

- Maintain updated online schedule with calendar of events, office work-blocks, meetings, track deadlines, and maintain communication with director and office staff;

#### **SKILLS AND QUALIFICATIONS:**

- Minimum two years community education or related field experience;
- Excellent verbal and written communication skills;
- Bilingual English/Spanish a must;
- Computer literacy: word processing, internet navigation, and other work-related applications;
- Ability to multi-task in a fast paced environment;
- Must have a reliable car and valid driver's license;
- Must be flexible and willing to work early morning, evening, and weekend hours;
- Demonstrated attention to the detail and accuracy;
- 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;

**To apply, email resume and cover letter to: [jobs@chirla.org](mailto:jobs@chirla.org)**  
**Subject Line should read:** Community Education Representative / Legal Assistant