

EMPLOYMENT OPPORTUNITY

Volunteer Lawyer Program Assistant Part Time

Seeking experienced or aspiring individuals committed to social justice and interested in helping the people of Skagit County resolve their civil legal needs by providing core support to the Skagit Volunteer Lawyer Program (“VLP”) with clients and volunteer attorneys. The Legal Program Assistant will perform clerical support functions for Volunteer Lawyer program staff.

This is a part-time position, (Approximately 25-28 hours per week).

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Make preliminary contact with new clients to complete client intakes.
2. Input client information into legal pleadings software and prepares legal pleadings as directed by Program Manager/Attorney.
3. Inputs program data into computer database.
4. Serves as a representative of the program at remote legal clinics hosted at community partners.
5. Sends clinic reminders to clients and volunteer attorneys.
6. Interprets for Spanish speaking clients and program staff as needed.
7. Develops and maintains volunteer and client resource packets as needed.
8. Assist with training and provide support to non-attorney volunteers under the direction of the program manager as needed.
9. Performs clerical tasks including typing, copying, faxing, filing, collating, compiling, and mailing as directed.
10. Participate in agency and team meetings/trainings as required.
11. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or GED/HSE minimum required.
- Bilingual Spanish/English required
- 1+ year clerical experience in a legal office highly preferred.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

Skills and Abilities

- Ability to empathize with the experiences of low-income individuals and families.
- Strong listening skills and ability to take direction and follow through independently.
- Ability to maintain confidentiality of sensitive client information.
- Ability to work independently, and as a team member; self-motivated.
- Strong organization and time management required, with ability to multi-task.

- Proficient in Microsoft Office Suite applications, including Excel, Word, Access, PowerPoint, Publisher and Outlook programs.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.
- People of color, LGBTQ people, and those from Indigenous communities are strongly encouraged to apply.

COMPENSATION AND BENEFITS:

\$14.08 - \$15.95 per hour (DOE)

Benefits include:

- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Paid Sick and Vacation Leave
- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.
