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**JOB ANNOUNCEMENT: BILINGUAL LEGAL ASSISTANT
(2 positions)
EMPLOYMENT LAW & GENERAL LEGAL SERVICES**

Legal Aid of Marin is seeking two bilingual (Spanish) legal assistants or paralegals to provide legal services to low-income and underrepresented individuals in Marin County. Applicants must have a genuine interest in workers facing problems such as loss of housing and wage theft, as well as with concerns about public benefits (access to food, health care, and money). One position will provide general support to Legal Aid of Marin practice areas, including employment, housing, and public benefits law. One position will support Legal Aid of Marin’s workers’ rights practice, with emphasis on holistic legal services for immigrant workers’ rights.

TRAVIS ARMSTRONG
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ED LASSETER
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LUIS NAVAS
MEGAN OLIVER THOMPSON
DAVID WINNETT
MICHAEL YONGUE
ERICA YUNG

Qualifications:

- 1. Fully bilingual in English and Spanish – spoken and written;
- 2. Excellent oral and written communication skills;
- 3. Strong reading comprehension skills;
- 4. Ability to work under stress and meet deadlines;
- 5. Excellent computer skills, especially Microsoft Office Suite;
- 6. Strong interpersonal skills and ability to communicate with clients, attorneys, coworkers, and community partners;
- 7. Strong organizational skills and detailed oriented;
- 8. Ability to multi-task, be proactive, and work independently as well as on a team;
- 9. Strong interest in providing legal services to marginalized or otherwise underserved people in Marin;
- 10. Must possess a valid driver’s license, reliable transportation, & insurance and
- 11. Knowledgeable about Marin County resources and organizations.

STAFF

STEPHANIE HAFFNER
Executive Director
GEORGE (JOSH) SULLIVAN
Supervising Attorney
VIVIAN ALATORRE
Operations Manager
LAURIE JOYCE
Pro Bono Director
ANGELINA ALAS
Legal Assistant
TOMAS AVINA
Community Court Coordinator
YARELI BANDA
Receptionist
MAIRGHREAD CADIZ
Development Manager
LUCIE HOLLINGSWORTH
Senior Attorney
ASYA SOROKURS
Staff Attorney
GABRIEL SPELLBERG
Legal Assistant

Duties & Responsibilities:

- 1. Conduct client intakes at Legal Aid of Marin offices and at offsite outreach locations.
- 2. Assist Legal Aid of Marin attorneys with client communication, drafting letters, and preparation of legal documents.
- 3. Under attorney supervision, prepare court documents and administrative agency complaints.
- 4. Provide translation and interpretation as needed to LAM attorneys.
- 5. Calculate wage claims; review and summarize evidence including rent payment records and other records of payments and income for accuracy.

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fax 415.492.0947
1401 Los Gamos Drive, Suite 101
San Rafael, CA 94903

6. Provide administrative support, such as creation and maintenance of client files and data entry.
7. Conduct presentations, workshops, and community outreach as needed.
8. Track client outcomes for reporting.
9. Other duties as assigned.

Office location: San Rafael, California

Compensation: \$18-\$24/hour DOE (40 hour work week) for a candidate with one to five years' experience. Additional compensation for more experienced candidates. This is a non-exempt, full-time position. LAM offers generous holiday, health insurance, retirement plan, and vacation benefits after a 3-month probation period. **We are willing to train a motivated candidate.**

To apply, please submit a resume, cover letter, and three references to reception@legalaidmarin.com. Review of applications will begin immediately and continue until the position is filled. For fullest consideration, apply by April 3, 2020.

Legal Aid of Marin is committed to supporting and sustaining a diverse workplace and strongly encourages women, persons of color, LGBTQQI individuals, veterans, persons with disabilities, and persons from historically underrepresented groups to apply. Legal Aid of Marin is an equal opportunity employer and refrains from discrimination based on race, color, religion, national origin, ancestry, gender, gender identity or expression, citizenship status, military or veteran status, or any other characteristic protected by law.