

LEGAL AID OF MARIN

Bilingual Litigation Paralegal – Housing Team

Time limited (one year) – possibility to extend

San Rafael, CA

The Mission

Legal Aid of Marin (legalaidmarin.org) provides access to the civil justice system to low-income, vulnerable and otherwise underserved residents of Marin County. We strive for practical solutions to client problems through quality legal service. We believe every Marin resident, regardless of age, race, income or immigration status, deserves an opportunity for dignity and freedom from exploitation.

Our Impact

Legal Aid of Marin (LAM) is a growing, team-oriented office of thirteen staff members. Our successes include recovering wages for immigrant workers, advocating for and enforcing renter protections, protecting seniors from elder financial abuse, restoring driver's licenses and eliminating fines through the Marin Community Court program, and more. Our staff works collaboratively, emphasizing community outreach in partnership with trusted service centers around the County. We practice community lawyering to serve Marin residents' civil legal needs.

Responsibilities

- In collaboration with attorneys and legal assistants, coordinate housing client intake systems
- Collaborate with attorneys on client communications, drafting letters, drafting client outreach information, and preparing legal documents;
- Draft pleadings, motions, and written discovery with attorney supervision;
- Conduct client intakes at Legal Aid of Marin's office, by telephone, and at offsite outreach locations, and may supervise volunteers conducting client intakes as well;
- Maintain complete and accurate client files in Legal Aid of Marin's case management database and other systems;
- Address client needs holistically through effective referrals;
- Provide translation and interpretation as needed;
- Provide administrative support, such as creation and maintenance of informational flyers, client files and data entry;
- Make presentations, conduct workshops, and engage in community outreach;
- Make connections with community partners and organizations to facilitate clients' access to these resources;
- Maintain complete and accurate client data for tracking and reporting; and
- Other duties as assigned.

Qualifications

- Three (3) or more years' experience as paralegal;
- Fully bilingual in English and Spanish– spoken and written;
- Demonstrated knowledge and experience with respect to preparation of pleadings, motions, and written discovery;
- Excellent oral and written communication skills;
- Ability to build consensus and contribute to team environment;
- Ability to work under stress and meet deadlines;
- Strong interpersonal skills and ability to communicate with clients, attorneys, coworkers, and community partners;
- Strong organizational skills and ability to perform detailed work in a fast-paced environment;
- Ability to multi-task, be proactive, and work independently as well as on a team;
- Excellent computer skills, especially Microsoft Office Suite;
- Strong interest in providing legal services to marginalized or otherwise underserved people in Marin;
- Must possess a valid driver's license, reliable transportation, and insurance; and
- Knowledge of Marin County's resources and organizations.

Compensation

Compensation based on Legal Aid of Marin's salary scale and begins at \$22 per hour (40 hour work-week) for candidates with at least three years' experience, ranging to \$30++ per hour DOE. This is a non-exempt full-time position. Benefits include fifteen paid holidays; vacation leave; sick leave; health, dental and vision insurance; and retirement plan participation.

To Apply

Thank you for your interest in Legal Aid of Marin. Please send your cover letter, resume, and three references to Vivian Alatorre, valatorre@legalaidmarin.org. Review of applications will begin immediately and continue until the position is filled. Due to the number of applications, we will only be contacting candidates moving forward in the interviewing process. For fullest consideration, apply by July 30, 2021.

Legal Aid of Marin is committed to 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. We are an equal opportunity employer and refrain 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.