

BILINGUAL SPANISH-ENGLISH LEGAL ASSISTANT (Falls Church)

About the Legal Aid Justice Center

The Legal Aid Justice Center (LAJC) is a nationally recognized anti-poverty nonprofit committed to battling poverty and injustice through individual legal representation, group and class action litigation, community organizing, policy advocacy, and media relations. From its offices in Charlottesville, Richmond, Petersburg and Falls Church, LAJC is a fierce advocate for low-income clients and communities in Central and Northern Virginia, and its work broadly impacts the entire state.

Just in the past year, our team of attorneys and organizers won a class-wide injunction ordering healthcare reforms in a women's prison, persuaded Virginia to enact the first COVID-19 specific workplace safety standards in the nation, worked successfully in partnership with community leaders to demand police accountability, and won major legislative reforms regulating school policing.

Founded in 1967, LAJC provides services under four key program areas: Civil Rights & Racial Justice, Economic Justice, Youth Justice, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit www.justice4all.org.

About the Falls Church Office & Immigrant Advocacy Program

Our **Falls Church office** is home base to LAJC's **Immigrant Advocacy Program**, which supports low-income immigrants in their efforts to find justice and fair treatment. It serves the low-income residents of Arlington, Fairfax, Loudoun and Prince William counties, as well as the cities of Alexandria, Fairfax and Falls Church. Nearly all of our clients are immigrants (many recently arrived), and we provide services related to employment, housing, consumer, civil rights and immigration matters. LAJC's Falls Church office is comprised of a team of ten lawyers, three community organizers, one office manager-para-legal, one development officer, and an ACA/benefits specialist.

About the Position

This full-time position will be based in the Falls Church office and has been created as part of a reorganization. It will combine responsibility for (i) managing the front desk (answering phones, greeting walk-in clients, scheduling appointments, maintaining the lobby area); (ii) helping the Office Manager/Para-legal with client intake interviews and office management functions (when appropriate conducting intake interviews, updating databases, receiving and distributing mail, creating and helping upkeep of case files); and (iii) providing support to LAJC's lawyers, organizers and development staff (when appropriate preparing and collecting supporting documentation, case tracking, interpreting and translating documents, drafting general flyers or communications, helping with court filings, assisting with events). Most of our clients are more comfortable speaking and writing in Spanish, so the person who fills this position must be fully bilingual (Spanish/English).

Among other preferred qualifications, the ideal candidate will have a strong commitment to social, economic, and racial justice and have direct experience working with immigrant, low-income, and/or communities of color.

**Required
Qualifications**

- Advanced Bilingual Proficiency in English and Spanish (written and spoken)
- Strong professional and interpersonal skills
- Strong attention to detail and organization
- Ability to work and communicate effectively across lines of identity
- Ability to work effectively both independently and collaboratively
- Proficiency with standard office technology, including Microsoft office products
- Reliable transportation

**Preferred
Qualifications**

- Mission-aligned experience (personal or professional) working with immigrant, low-income and/or communities of color
- At least one year experience working in an office setting
- Ability to prioritize tasks
- Initiative to learn new tasks

Location

LAJC's Falls Church, VA office. Limited travel to other LAJC offices (Charlottesville and Richmond) and courts in Northern Virginia may be required.

Note: LAJC employees are working remotely through at least the end of 2020. We are eager to provide a welcoming virtual environment for all who apply. If you have any questions or concerns about our remote work policies, please contact Danna Chavez Calvi at hire@justice4all.org.

Start Date

As soon as possible

Salary

Salary range is \$44,800 to \$67,200 based on experience and LAJC's formal salary scale.

Benefits

Exceptional fringe benefits include generous leave, health, dental and vision insurance, 403(b) retirement plans, and a personal professional development budget.

**Application
Instructions**

Email a cover letter, resume, and three references to Danna Chavez Calvi, Office Manager-Paralegal, at hire@justice4all.org, subject line "Legal Assistant Position". The cover letter should highlight any relevant experience in professional working environments, social justice, or immigrants' rights experience (whether personal or professional), Spanish-language ability, and any specialized skills, such as technology skills.

Open until filled. Applications will start being reviewed immediately and on a rolling basis. Questions? Contact Danna Chavez Calvi, Office Manager-Paralegal, at hire@justice4all.org.

The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.