



## IMMIGRANT ADVOCACY & LITIGATION CENTER

Immigrant Advocacy &  
Litigation Center, PLLC

**POSITION:  
BILINGUAL RECEPTIONIST/ADMIN ASSISTANT  
FOR IMMIGRATION LAW FIRM IN KENT, WASHINGTON**

Alma David  
Partner  
(Lic. in California)

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Partner  
(Lic. in California)

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***Who we are:***

We are a small, but extremely busy, nationally known boutique law firm working at the cutting edge of immigration law. We focus on representing immigrants, who are detained at the Northwest Detention Center in Tacoma and who are fighting to stay in the United States, and we also specialize in nationwide high-profile civil and appellate litigation to change the laws to help immigrants.

We are a dynamic and collaborative team of three attorneys and support staff, seeking to add another bilingual receptionist/administrative assistant. We pride ourselves on providing our clients with skilled and compassionate representation during a difficult time in their lives, and on our dedicated work ethic.

***Who you are:***

You have been searching for an opportunity to use your energy, talents, and bilingual skills (English/Spanish) to help immigrants. You love multitasking, fielding multiple questions and calls at any given time, and talking to people all day long. You are impeccably organized, pay attention to detail, and stay calm in high stress situations. You have a professional demeanor, but also appreciate a friendly and collaborative work environment. You are good at taking direction, but you also can think on your feet and problem-solve on your own initiative. You thrive in an environment where the stakes are high every day.

***Duties and Responsibilities include:***

- Fielding and triaging phone calls from detained clients, their families, potential clients; government officials, and immigration law practitioners;
- Meeting and greeting clients;
- Supporting attorneys and paralegals with drafting immigration applications;
- Filing, photocopying, and other general clerical support;
- Scheduling appointments and managing attorneys' calendars.

***Requirements:***

- Fluent in English and Spanish (spoken and written);
- Team player, good attitude, and willingness to learn new skills;
- Experience juggling multiple tasks and deadlines at the same time;
- Fast and willing learner.

***How to apply:***

Submit a cover letter explaining why you are a good fit for the position, a resume, a list of three references, and proposed hourly compensation. You can email [lcortes@ia-lc.com](mailto:lcortes@ia-lc.com) or apply online at [www.ia-lc.com/join-our-team](http://www.ia-lc.com/join-our-team).

***Compensation:***

Compensation will be contingent on relevant experience.