**Position:** ProbateLegal Assistant (Full or Part Time)

**Salary:** $22 to $25 per hour, with potential for review and increase

**Hours:** Full Time-Monday to Friday, 9 AM - 5 PM, not to exceed 7.5 hours per day
 Part Time-Flexible days and hours, 15 to 20 hours per week.

**Location:** Santa Ana

**Organization:** Elder Law and Disability Rights Center

**About Us:** Elder Law and Disability Rights Center is a small grass roots legal services non-profit based in Orange County, California. Through advocacy, education, and the provision of free and low-cost legal services, the ELDR Center strives to ensure dignity and justice for members of our communities who are elderly, living with disabilities, or experiencing homelessness. We provide a range of free and low-cost legal services, including limited conservatorship, end-of-life planning, disability justice, special education, and support for unhoused communities through civil rights litigation and shelter oversight. We are looking for a dedicated and detail-oriented individual to join our team.

**Job Summary**: The right person is passionate about our mission, excited to learn and grow professionally, and prepared to work creatively and adapt to the dynamic nature of a small non-profit firm. This role is a key part of a growing team focused on helping the public navigate probate matters through educational workshops, direct assistance, and community-based clinics.

**Key Responsibilities**

Project Management

* + Support and attend regular probate workshops, including those focused on clearing probate notes, limited conservatorships, and estate planning.
	+ Coordinate volunteers for pro bono workshop participation
	+ Ensure appropriate workshop staffing
	+ Manage relationships with community based partners and hosts
	+ Maintain workshop supplies, track attendance, and gather client feedback

Client Relations/Case Management

* + Assist self-represented litigants and potential clients with intake, scheduling, and form preparation under attorney supervision.
	+ Manage client cases including obtain, scan, and file documents
	+ Help translate materials and support language access where applicable (Spanish/Vietnamese preferred)
	+ Manage case calendars
	+ Similar tasks as needed

**Essential Job Skills, Experience and Qualifications:**

* Excellent organizational skills including with electronic documents.
* Strong interpersonal and communication abilities.
* Detail-oriented and able to handle multiple priorities in a fast-paced environment.
* Excited to learn new systems and support our clients and mission
* Exceptional phone etiquette
* Comfort presenting to a group of clients, participants, or attorneys
* Confidence to work independently and flexibility to support a tight-knit and efficient team

**Preferred Job Skills, Experience and Abilities:**

* Fluent in Spanish or Vietnamese
* Experience in legal environment and/or familiarity with probate court procedures, including conservatorship and estate filings.
* Experience in trauma-informed care
* Experience in direct client services and/or non-profit operations

**Benefits:**

* All positions
	+ Opportunity to work in a mission-driven organization.
	+ Collaborative and supportive work environment.
	+ The office is closed on all court holidays.
	+ Dog friendly office.
	+ Some remote work based on performance after onboarding.
* Full Time
	+ Competitive health insurance, retirement, and paid time off

**Inclusive Hiring:** ELDR is committed to diversity, inclusion, and equity in all hiring decisions. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**To Apply:** Email resume and cover letter to careers@eldrcenter.org. Please indicate which position (FT or PT) interested in. Applications will be reviewed on a rolling basis. Only those applicants selected for interviews will be contacted. No phone calls please.