

FULL or PART-TIME LEGAL ASSISTANT

Position: Elder Law and Disability Rights Center, a non-profit law firm (ELDR), seeks a part (15-20 hrs/wk) or full-time (35hr/wk) legal assistant as an essential member of our team. 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 firm.

Organizational Background: 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 offer free legal services to people experiencing homelessness. We also offer low-cost legal services to older adults and people with disabilities. ELDR is a growing grass-roots organization with a tight-knit team passionate about client and community advocacy.

Job Summary: The legal assistant duties include:

- Office Management
 - Phone system
 - Filing
 - Calendar and schedule
 - Related tasks
- Client Relations/Case Management
 - Answering all incoming calls
 - Interview potential clients
 - Offer referrals
 - Provide client updates
 - E-filing with court
 - Preparing client retainers
 - Manage case calendars
 - Scan and file case documents

Potential room for growth and addition responsibilities may be included depending on experience/abilities.

Essential Job Skills, Experience and Qualifications:

- Strong organizational and interpersonal skills
- Highly detail oriented
- Excited to learn new systems and support our clients and mission
- Ability to manage multiple tasks, prioritize effectively, and handle a fast-paced environment
- Great phone etiquette
- Confidence to work independently and flexibility support a team
- Must be fully vaccinated against COVID-19 or fall with an exception provided by law

Preferred Job Skills, Experience and Abilities:

- Fluent in Spanish or Vietnamese
- Experience in legal environment and/or working with unsheltered individuals
- Experience in trauma-informed care
- Experience in direct client services and/or non-profit operations

Benefits: Hourly rate is \$21.00 to \$25.00 depending on experience. Office is closed Court holidays. Dog friendly office.

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.

How 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.