



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. In our first five years, we successfully litigated multiple cases in Federal Court that changed the landscape of Orange County for the unsheltered community. We work collaboratively with cities, the County, providers, and community partners towards permanent solutions including housing, transitional options, and emergency shelters. We also offer low cost estate planning and other legal services to our clients. 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
 - office management (files, supplies, calendar and schedule, etc.)
- Client Relations/Case Management
 - handling potential clients and current clients (initial calls, screening and intake)
 - managing client cases
 - E-filing with court
 - preparing client retainers and client bills

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
- quick learner
- ability to manage multiple tasks, prioritize effectively, and handle a fast-paced environment
- great phone etiquette
- manage workload with minimal supervision
- work well on a team
- Must be fully vaccinated against COVID-19 unless the applicant has a valid medical reason for not being fully vaccinated or a sincerely held religious belief preventing vaccination

Preferred Job Skills, Experience and Abilities:

- fluent in Spanish
- experience in legal environment and/or working with unsheltered individuals

- experience in trauma-informed care
- understanding of homeless services in Orange County and/or understand of Orange County Court and related systems
- experience in direct client services and/or non-profit operations

Benefits: Hourly rate is \$19.00 to \$25.00 depending on experience. Days off for All Court holidays (13) and Juneteenth, as well as some additional holidays. Pet friendly office.

For full-time position: Paid days off for all Court holidays (13) and Juneteenth, as well as some additional holidays. Two weeks paid vacation. Health insurance and 401K (matching once vested).

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. Applications will be reviewed on a rolling basis. Only those applicants selected for interviews will be contacted. No phone calls please.