

Position: Legal Assistant (Full or Part Time)

Salary: \$22 to \$24 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.

Key Responsibilities

- Office Management
 - Operate phone system
 - Fulfill general office tasks (organize and maintain supplies, copying, mailing, etc.).
 - Coordinate office events including order meals.
 - Manage office calendar including set meetings with and for attorneys.
 - Ensure office is presentable and organized.
 - Similar tasks as needed.
- Client Relations/Case Management
 - Make and receive calls for potential and current clients (initial calls, screens, and intakes)
 - Manage client cases including obtain, scan, and file documents
 - Aid with client meetings
 - E-file with court
 - Prepare client retainers and client bills
 - Manage case calendars
 - Similar tasks as needed

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

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
- 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 working with unsheltered individuals
- Experience in trauma-informed care
- Understanding of homeless services in Orange County and/or understanding of Orange County State and Federal Courts and related systems
- 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.
 - Flexible work from home policies 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.
