**Position**: Elder Law and Disability Rights Center, a non-profit law firm (ELDR), seeks a full-time operations manager or legal assistant as an essential member of our team. If you are passionate about our mission, excited to learn and grow professionally, and prepared to work both independently and as part of a team, th is is the place for you.

**Organizational Background**: The mission of ELDR Center is to provide free and low-cost legal services to seniors, people with disabilities and people 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 towards permanent solutions including housing, transitional options, and emergency shelters. We also offer low cost estate planning and other legal services to our clients. <https://eldrcenter.org/the-center>

**Job Summary:** We are seeking a full-time operations manager to handle a wide range of duties in our small but dynamic office. As operations manager, you would be in charge of:

* Human Resource
	+ implementing and maintaining policies
	+ hiring and onboarding new employees/volunteers
	+ handling health insurance, 401k contributions and payroll, as well as managing PTO
* Client Relations/Case Management
	+ handling potential clients and current clients (initial calls, screening and intake)
	+ handling misdemeanor ticket cases and settlement oversight including navigating individuals in shelters through the grievance process and their rights, and engaging the attorneys and other parties as needed
	+ managing client cases
	+ E-filing with court
	+ preparing client retainers and client bills
* Office Management
	+ paying and tracking bills
	+ managing supplies
	+ handling insurance/contract renewals
	+ managing website

If you are interested in being our legal assistant, your duties would be the Client Relations/Case Management functions described above.

**Benefits:** Salary range is $35,000 - $50,000 (legal assistant) and $50,000 - $65,000 (operations manager) depending on experience. You will have all Court holidays (currently 13 days) off as well as two weeks vacation. Some additional days off. Health insurance. 401K. Pet friendly office.

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

* strong organizational and interpersonal skills
* highly detail oriented
* quick learner
* ability to multi-task, prioritize, and handle a fast-paced environment
* great phone etiquette
* manage workload with minimal supervision
* work well on a team
* relevant Bachelor’s degree, or equivalent combination of education and experience

**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

**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 indicating which position you are interested in 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.