



LEGAL ASSISTANT

Position: Legal Assistant

Compensation: \$22.59 - \$31.25 per/hr

Hours: Minimum of 40 hours per week including some weekend and evening hours.

FLSA Status: Non-Exempt

Location: In-office, Hybrid

Reports to: Supervising Attorney

Deadline: Open until filled

Posting: TBD

About Asian Pacific Islander Legal Outreach

API Legal Outreach is the largest social justice legal organization focused on the Asian/Pacific Islander, Latinx, and immigrant communities of the Greater Bay Area and the Central Valley. A growing community-based organization founded in 1975, our mission is to provide culturally competent and linguistically appropriate direct services to the most marginalized segments of our community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of Gender-based Violence, Immigration and Immigrant Rights, Disability Rights, Senior Law and Elder Abuse, Anti-Human Trafficking, Youth Violence Prevention, Anti API Hate Violence, the preservation of affordable housing and small businesses, and other social justice issues.

Position Overview

Reporting to a Supervising Attorney, the Legal Assistant plays a critical role in providing legal services and case management to eligible clients, in the areas of immigration, housing, along with the other priority programs. This position will be based in San Francisco but will also carry responsibilities for our East Bay office. The role demands a commitment to social justice. Interaction with a variety of stakeholders and representation of the organization in diverse settings are key components of this role. The ideal candidate will be dedicated to serving underserved Asian and Pacific Islander communities and BIPOC communities in the Greater Bay Area.

Key Responsibilities:

- Represent clients before the immigration service and other administrative bodies.
- Provide community education and outreach on issues of significant concern to the community.
- Provide intake services through telephone, in-person interviews, and clinics.
- Work with community partners and other community based agencies in service coalitions and collaborations.
- Represent the organization at community, legal, and other meetings and functions.
- Assist with administrative and fundraising work of the organization.

Minimum Qualifications

- At least two (2) years experience in providing case management, social services and/or legal services working with LEP recent immigrants, seniors, and/or survivors of domestic violence or elder abuse in the Latinx, API, or other communities of color.
- Demonstrated commitment to social justice and to serve disadvantaged persons
- Authorized representative status with the US Department of Justice or paralegal certificate.
- Fluency in API language or Spanish and bicultural skills.
- Strong advocacy and communication skills.
- Ability to work well in a team oriented, multicultural work environment.

Preferred Qualifications

- California driver's license and own vehicle.
- Working knowledge of Legal Server or other case management software and Immigrant Pro or similar programs.

To Apply:

Please email a cover letter and resume with three professional references to jobs@apilegaloutreach.org. In the subject line, please write **Legal Assistant**. In your cover letter, please address the following questions: What about our mission inspires you?

Asian Pacific Islander Legal Outreach is an equal opportunity employer, committed to affirmative action. We strongly encourage applications from women, people of color, LGBTQ+ individuals, immigrants, and individuals with arrest or conviction records.