



1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103
310 8TH STREET, SUITE 308, OAKLAND, CALIFORNIA 94607

JOB ANNOUNCEMENT

Position: **Legal Assistant, Case Manager, or Paralegal** (full-time, exempt)

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

Duties and Responsibilities

1. Provide case management and legal services to eligible clients, particularly but not exclusively in the areas of immigration and naturalization.
2. Provide community education and outreach on issues of significant concern to the community.
3. Provide intake services through telephone and in-person interviews with potential clients.
4. Provide technical assistance and training to CBO's, public agencies, APILO staff, volunteers and pro bono panel.
5. Work with community partners and other community based agencies in service coalitions and collaborations.
6. Represent the organization at community, legal, and other meetings and functions.
7. Assist with administrative and fundraising work of the organization.

Qualifications

1. At least two (2) years experience in providing case management, social services and/or legal services working with recent immigrants, seniors, and/or survivors of domestic violence or elder abuse in the Latino, Asian/Pacific Islander, or other communities of color.
2. Demonstrated commitment to social justice and to serve disadvantaged persons.
3. Social work/case management degree, paralegal studies, or completion of other comparable program of study. Extensive work experience in these areas may be substituted for educational degree.
4. Bilingual (fluency) and bicultural skills in Spanish strongly preferred.
5. California driver's license and own vehicle preferred.
6. Ability to work well in a team oriented, multi-cultural work environment.

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

Salary: Commensurate with experience, based on scale; includes health insurance, paid vacation, holiday, sick leave.

If interested, send cover letter and resume with 3 references to: Personnel Committee, jobs@apilegaloutreach.org. Applications will be reviewed on a rolling basis. Position is open until filled.

An Equal Opportunity Employer