



1121 Mission Street, San Francisco, CA 94103
310 8th Street, Suite 308, Oakland, CA 94607

JOB ANNOUNCEMENT

Position: **Legal Assistant or Paralegal-** Central Valley & SF Bay Area (full-time, exempt position)

API Legal Outreach is the largest social justice legal organization serving the Asian, Pacific Islander and Latino communities of the Greater Bay Area and Central Valley. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation, social services, and advocacy for the most marginalized segments of the community including low-income women, seniors, recent immigrants, and youth. Our work is focused in the areas of violence against women/family law, immigration and immigrant rights, senior law and elder abuse prevention, the rights of those with disabilities, youth violence prevention, anti-human trafficking, affordable housing preservation, foreclosure prevention and tenants' rights, and other social justice issues.

Duties and Responsibilities

1. Travel to clinical sites in the San Francisco Bay Area and Central Valley, including but not limited to, sites in Concord, Oakland, and Stockton, to provide direct legal services to eligible clients, particularly but not exclusively in the areas of immigration and naturalization.
2. Assist in the coordination of community legal clinics across the Bay Area and Central Valley
3. Provide community education and outreach on issues of significant concern to the community.
4. Provide intake services through telephone and in-person interviews with potential clients.
5. Provide technical assistance and training to CBO's, public agencies, volunteers and pro bono panel.
6. Work with community partners and other community based agencies in service coalitions and collaborations.
7. Represent the organization at community, legal, and other meetings and functions.
7. Assist with administrative and fundraising work of the organization.
8. Staff evening and weekend clinics, as needed.

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

Salary: Commensurate with experience, based on wage scale; health insurance, paid vacation, holiday, sick leave included.
Travel reimbursement available.

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

An Equal Opportunity Employer