



1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103
310 8TH STREET, SUITE 305, OAKLAND, CALIFORNIA 94607

JOB ANNOUNCEMENT

Position: **Legal Assistant or Paralegal** (full-time)

API Legal Outreach is the largest social justice legal organization focused on the Asian/Pacific Islander and Latinx communities of the Greater Bay Area and the Central Valley. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate services to the most marginalized segments of our 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 Gender based Violence, Immigration and Immigrant 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.

Duties and Responsibilities

1. Provide legal services and case management to eligible clients, in the areas of immigration, housing, along with the other priority programs.
2. Represent clients before the immigration service and other administrative bodies.
3. Provide community education and outreach on issues of significant concern to the community.
4. Provide intake services through telephone, in-person interviews, and clinics.
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.

Minimum Qualifications:

1. 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.
2. Demonstrated commitment to social justice and to serve disadvantaged persons.
3. Authorized representative status with the US Department of Justice or paralegal certificate.
4. Fluency in API language or Spanish and bicultural skills.
5. Strong advocacy and communication skills.
6. Ability to work well in a team oriented, multi-cultural work environment.

Preferred Qualifications:

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

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

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