API Legal Outreach is the largest social justice legal organization serving the Asian and Pacific Islander communities of the Greater Bay Area. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation and comprehensive social services to the most marginalized segments of the 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, immigrant rights, elder abuse prevention, anti-human trafficking, youth violence prevention, disability rights, affordable housing preservation, and other social justice issues.

Position: ADMINISTRATIVE ASSISTANT

Duties and Responsibilities: Under the general direction of the Administrative Director, this position will assist in reception, office administration and legal support duties. The essential functions includes but not limited to:
1. Provide full range of legal clerical and support services to attorneys and other staff;
2. Provide telephone and client reception services (answering and screening calls, retrieving message and forwarding messages);
3. Maintain client files, casework, reporting, and database systems;
4. Provide written and oral translation;
5. Data entry and general office equipment maintenance;
6. Other office related duties.

Qualifications:
1. Ability to interpret and translate in Cantonese, Mandarin and or Spanish;
2. Demonstrated commitment to serve disadvantage persons in communities of color; work experience with clients who are low-income, immigrants, women, seniors and/or those with disabilities through face-to-face and telephone contact;
3. At least 2 years of successful work experience with secretarial, office support, and/or receptionist duties in a legal office, human services agency, or equivalent setting;
4. Demonstrated ability to manage and respond appropriately to high level of telephone traffic;
5. Working knowledge of PC, word processing, and data entry programs. Working knowledge of law office programs such as Legalsolver, Abacus and Immigrant Pro highly desirable;
6. General knowledge of office administrative operations and equipment such as operating telephone system, postage machine, fax machine, copier and scanner;
7. Ability to communicate well orally and in writing, effectively manage time, handle critical information, work independently, plan and implement office objectives, and to work well in a team oriented, multi-cultural work environment. And possess a high degree of interpersonal skills in interacting with staff, clients and the public;
8. Possess at least a high school degree.

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

Salary: Salary is commensurate with experience, ranging from $47,000 - $65,000; API Legal Outreach provides benefits including fully paid medical, dental, vision and life insurance; pre-tax flex spending accounts and commuter benefits; retirement 403(b) contribution; and generous paid leave (PTO, sick, sabbatical and fourteen paid holidays).

If interested, send cover letter and resume with 3 references to: jobs@apilegaloutreach.org. Position will remain open until filled.

An Equal Opportunity Employer Committed to Affirmative Action