COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO

JOB ANNOUNCEMENT: INTAKE AND CLINIC COORDINATOR, IMMIGRATION PROGRAM

Primary Office Location: East Palo Alto

Applications will be reviewed on a rolling basis; early applications are encouraged.

ABOUT THE ORGANIZATION

Community Legal Services in East Palo Alto (CLSEPA) is a non-profit legal services agency. We provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. CLSEPA specializes in housing, immigration, employment, re-entry and consumer law and combines policy, advocacy and impact litigation with direct legal services. More information about CLSEPA is available at www.clsepa.org.

ABOUT THE POSITION

CLSEPA seeks a full-time Intake and Clinic Coordinator to join our Immigration Team. The Intake and Clinic Coordinator will be responsible for organizing and running legal clinics and workshops, screening clients, making referrals, entering client data, conducting follow-up interviews with clients, and providing general support to legal staff. The Intake and Clinic Coordinator works collaboratively with staff, external volunteers, and external partners. This position is an excellent match for a candidate who is passionate about social justice and being part of a movement to support our immigrant communities.

Essential Duties and Responsibilities

1. Organize and run regular clinics and workshops, some of which take place in the evening
2. Conduct any client or administrative follow-up needed after the clinics and workshops
3. Conduct intake interviews in English and Spanish with potential clients, in-person and over the phone, in order to sign them up for clinics and workshops or provide appropriate information and referrals
4. Provide administrative support to CLSEPA attorneys, including case follow-up, file/database maintenance, Spanish-language interpretation, drafting letters and documents, copying and scanning, logging mail, and other tasks as needed
5. Assist with and participate in community outreach and education events

Knowledge, Skills, & Abilities Required

1. Excellent written and oral communication skills
2. Fluent in Spanish
3. Able to summarize information accurately and identify potential legal issues
4. Strong organizational and time management skills
5. Commitment to serving low-income and under-served communities
6. Ability to relate to and communicate with a broad range of clients and colleagues
7. Values working cooperatively with others, both within the organization and in the community
8. Displays enthusiasm and a willingness to accept responsibility and fulfill job requirements

SALARY: Commensurate with experience. Competitive benefits package.

APPLICATION: Please send a resume, cover letter, writing sample, and list of three references to jobs@clsepa.org with the subject heading "Intake and Clinic Coordinator" or send your materials to:

Community Legal Services in East Palo Alto, Human Resources, and 1861 Bay Road, East Palo Alto, CA 94303. No calls.

In your cover letter, please address the following in order for your application to be considered. CLSEPA's clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. **How do you think your personal background or experiences, professional or otherwise, have prepared** you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences

CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.