

KIAC Mission statement: *Recognizing the inherent worth and dignity of all people, Kitsap Immigrant Assistance Center works for the well-being and empowerment of immigrants through education, advocacy and social justice.*

Come join our committed team and fight for justice!

KIAC provides high-quality legal, tax and social services to immigrants in our community. We promote justice for newcomers, focusing our resources on our most vulnerable neighbors to ensure that everyone has the opportunity to fully participate and sustain themselves in American society.

The Legal Services Coordinator will be a part of a team that includes two immigration attorneys, 10 volunteer Accredited Representatives and a volunteer tax/business team. Our scope of work includes affirmative immigration legal matters (Green Cards, naturalizations, U visas, consulate processing, DACA, etc.); tax and business license work, as well as removal and asylum cases.

### **Legal Coordinator Essential Duties and Responsibilities:**

- Administrative support for Legal Services Director, Staff Attorney, and Accredited Representatives, including answering the phone, photocopying and scanning documents, and preparing applications and court filings
- Data entry, including organizing and maintaining program documents in paper and electronic systems (CLIO, Prima Facie)
- Docketing work including tracking hearing dates and updating the removal track spreadsheet and electronic calendar
- Conduct client phone screening and intake of new clients; responsible for initial assessment of case utilizing case acceptance criteria; draft intake memos
- Maintain a log of new client contacts and type of matter (for program analysis purposes)
- In consultation with volunteer Accredited Representatives (ARs), assign cases and facilitate communication and scheduling with clients, which may include serving as a translator or locating translators
- Serve as point of contact for clients, interpreters, and witnesses, including scheduling and maintaining up to date contact information and status updates
- Work with ARs and Legal Services fee processing staff to assure compliance with agreed upon fee structure
- Process mail according to established procedure
- Coordinate with the front desk to ensure new and existing clients are properly routed to responsible parties at KIAC
- Liaise and coordinate with Family Services staff regarding social services needs and referrals; work collaboratively with other staff where legal and social service needs intersect
- Assist ARs and AR trainees with ongoing accreditation requirements and deadlines
- Complete AILA's paralegal course.
- Represent KIAC with community and organization outreach, including recruiting ARs and other legal program volunteers

### **Qualification and Experience:**

- Bachelor's degree or equivalent experience
- 1+ years' experience working with immigrants, refugees, or vulnerable populations preferred
- Bilingual in Spanish and English, required
- Excellent organizational, time management skills, and attention to detail. Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Strong cultural competency and cross-cultural communication skills
- Ability to work collaboratively with multiple attorneys and non-attorney colleagues
- Ability to communicate clearly and effectively in writing, in person, and over the phone
- Ability to adapt to a high-volume workload with fast-changing deadlines and priorities
- Experience conducting legal intakes or interviews preferred
- Experience working in a fast-paced office setting

**Salary, Hours, Benefits, Reporting:**

- Fulltime, exempt position reporting to the Director of Legal Services
- Salary range: \$40-42,000 commensurate with experience
- Benefits: generous PTO, holidays, and sick time;
- Monthly health stipend

**Application Procedure:**

- Send cover letter and resume to Larry Chin, Legal Services Director at [larry@kitsapiac.org](mailto:larry@kitsapiac.org). Legal Services Coordinator in the subject line
- Three professional references will be required
- Background check will be required
- Desired start date: August
- Position closes when filled

*KIAC is an Equal Opportunity Employer*

*We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions) sexual orientation. Gender identity, gender expression, age, status as a protected veteran. Status as an individual with a disability. Or other applicable legally protected characteristics.*

