



# KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

## Legal Coordinator

Bremerton, WA

February 2025

Department: Legal Services

Reports to: Legal Services Director

Work Location: In-person

Job Status: Full Time

Job Type: Salaried Nonexempt

Amount of Travel Required: 30%

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*Kitsap Immigrant Assistance Center (KIAC) is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, citizenship, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*

*We strongly encourage candidates from diverse backgrounds, including individuals from Black, Indigenous, People of Color (BIPOC), immigrant communities, as well as those who are multilingual to apply. At our organization, we believe that our strength lies in the diversity of perspectives, experiences, and voices, and we are committed to fostering an inclusive environment where everyone can thrive. We welcome applicants who are passionate about serving and building advocacy within immigrant communities and who bring a deep understanding of cultural diversity and equity to their work.*

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## Summary

The Kitsap Immigrant Assistance Center (KIAC) was founded in 2004 in recognition of the inherent worth and dignity of all people. Since then, KIAC has worked for the well-being and power-building within the immigrant community through education, advocacy, and social justice. KIAC envisions a community where everyone, regardless of where they were born, has fair and equitable access to justice, respect, and opportunity.

KIAC programming includes free and affordable immigration legal services, family services, tax and business assistance, and building advocacy within the communities of Kitsap County and the Olympic Peninsula. Our clients represent over 70 countries, with over 60 languages spoken.

The Legal Coordinator provides high level support to the Immigration Legal Services department. The Legal Services Coordinator oversees matter management, contributing to process flow organization, serving as a liaison between the client, legal team, and across departments. They will be part of a team that includes KIAC's Director

of Legal Services, paralegal, staff attorney, volunteer immigration attorneys and volunteer Accredited Representatives. Our scope of work includes affirmative immigration legal matters (green cards, naturalizations, U visas, consulate processing, DACA, etc.) as well as deportation and asylum cases.

We are seeking a candidate with strong attention to detail, sound judgment, and excellent administrative, organizational, and interpersonal skills. The ability to prioritize and manage multiple tasks is essential. This role also involves billing clients for specific activities as directed by the legal services protocol.

This work is done primarily in Bremerton, WA with additional work in Jefferson, Mason, and Clallam Counties. A minimum two-year commitment to the position is desired.

Learn more about Kitsap Immigrant Assistance Center at [kitsapiac.org](http://kitsapiac.org)

## Job Duties

- Administrative support for Legal Services Director, Staff Attorney, Paralegal 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
- Provide interpretation support for client meetings when necessary
- Participates in local training and conferences related to Immigration and the Legal Services program
- Participate in all staff meetings and on occasion in organization-wide and community events, outreach, and/or special advocacy initiatives that support immigrant rights.
- Additional duties and tasks as assigned by the supervisor.

## Required Qualifications

- Has a strong commitment and unrelenting dedication to the work of social justice, diversity, inclusion and ensuring equitable opportunities for all people.
- 1+ years-experience working with immigrant, refugee or vulnerable populations.

- Bilingual in Spanish and English, required. (Desired third language)
- 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 get along well with a variety of personalities and individuals.
- 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 take care of the customers' needs while following organization's procedures.
- Ability to perform work accurately and thoroughly in a high paced environment.
- Proficiency with email, Microsoft Office Suite, Adobe Acrobat Pro, Zoom, fax, and cloud-based databases.
- Professional attitude and firm commitment to KIAC's Confidentiality Agreement.
- Ability to pass a background check indicative of the position requirements.

## Preferred Qualifications of Ideal Candidate

- Bachelor's degree or higher or equivalent experience
- Experience conducting legal intakes or interviews preferred
- Familiarity with Clio case management system and Bluejeans.
- Fluency in Mam or Q'anjob'al (Guatemala)
- Interest in and ability to become an Accredited Representative
- Available to begin full-time work on or before October 16, 2024

## Physical and Emotional Demands

While performing the duties of this job, the employee will be regularly required to be both stationary and mobile; occasionally lift up to 25 lb; communicate and manage workflows in person, over the computer and via phone; drive a vehicle to additional work sites.

While performing the duties of this job, the employee will be regularly required to discuss and engage with issues related to lived trauma and the immigrant experience.

## Benefits and Compensation

The pay range for this position is \$26.20-\$30.29/hr (\$54,500-\$63,000 per year), depending on experience.

Benefits package includes generous paid time off. Full-time employees are eligible for medical, dental, and vision insurance and retirement. KIAC covers 100% of medical, dental, and vision with options to add dependents (at cost).

## To Apply

- [Click here to apply and submit resume, cover letter, and references.](#)
- Cover letter: outline your interest in the position and how your experience qualifies you for this role.

- References: Provide names of three persons not related to you, whom you have known at least three (3) years. Include at least one previous or current supervisor. For each person, include name, position title, organization/company, email, phone, relationship to you (e.g. colleague, supervisor).
- Priority consideration to applications received by 5:00 p.m. March 19, 2025. Applications will be accepted until the position is filled.
- Start Date flexible. April 1, 2025

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Reasonable Accommodations Statement: Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws.