



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%

Summary

Founded in 2004, the Kitsap Immigrant Assistance Center (KIAC) advances the well-being and power-building of immigrants through education, advocacy, and social justice. We envision a community where all people, regardless of birthplace, have access to justice, respect, and opportunity. KIAC provides free and affordable immigration legal services, family support, tax and business assistance, and advocacy. Our clients come from over 70 countries, speaking more than 60 languages.

The Legal Coordinator plays a key role in KIAC's Immigration Legal Services department, overseeing matter management and serving as a liaison between clients, the legal team, and other departments. This role supports a team of legal professionals handling affirmative immigration cases (green cards, naturalizations, U visas, DACA, etc.) as well as deportation and asylum cases. The ideal candidate is detail-oriented, highly organized, and skilled in administration, communication, and client services. Responsibilities include managing multiple tasks, coordinating billing, and working primarily in Bremerton, with some travel to Jefferson, Mason, and Clallam Counties. A two-year commitment is preferred.

Learn more about Kitsap Immigrant Assistance Center at kitsapiac.org

Responsibilities

- 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
- Familiarity with Clio, Bluejeans or other case management systems
- Fluency in Mam or Q'anjob'al (Guatemala)
- Interest in legal advocacy

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.

Compensation

The pay range for this position is \$25.50-\$30.29/hr, depending on experience.

Benefits

KIAC offers a benefits package with KIAC paying 100% of the medical, dental, and vision plan. Employees are able to add dependents (at cost). Benefits package includes generous paid time off and retirement benefits with a 3% employer match.

This position will have extensive training and an option to take the Comprehensive Overview of Immigration Law (COIL) training to prepare to become a Partially Accredited Representative, paid by KIAC.

This is an excellent position for someone interested in pursuing a legal career and/or being a strong advocate for immigrant community members.

To Apply

[Click here to apply and submit resume, cover letter, and references.](#)

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. 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. April 25, 2025. Applications will be reviewed on a rolling basis until the position is filled.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, 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.

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.