



Position Description: Bilingual Legal Assistant

Duties and Responsibilities:

- Assist in written and verbal communication in Spanish and English.
 - Answer phones, take messages and return phone calls
 - Schedule client meetings as assigned by attorneys
 - Conduct client intakes over the phone as needed
 - Provide reception and hospitality for clients who come to the office
 - Interpret for client meetings and interviews with USCIS as needed
- Assist with case maintenance tasks, such as:
 - Opening and closing legal cases
 - Filing of cases
 - Client address changes
 - Monthly client billing, etc.
- Assist in donation management and donor recognition, as well as fundraising efforts.
 - Maintain donor database
 - Send donor thank yous
 - Assist with large donor mailings
- Provide general office support
 - Manage incoming/outgoing mail
 - Ordering supplies
 - Assist with the preparation of bank deposits and organization of expense receipts
- Other tasks as assigned.
 - Event planning, volunteer management, grant management

Desired Qualifications:

- Full Professional or Native proficiency in Spanish and English **required**
- 2+ years of office experience (experience in non-profit a plus!)
- Proficiency in Microsoft Office Suite
- Highly organized and detail-oriented
- Experience with immigrant and/or Latino population is preferred

Starting salary:

- \$30 - \$35,000, based on experience, with fully-covered, robust medical and dental insurance (with mental health parity), generous vacation and PTO, eligible for employer-matched retirement plan

To apply:

- Please send cover letter, resume, and contact information for 2 references to stephenlightle@mica-project.org
- Applications will be accepted on a rolling basis.
- Part of the interview will be conducted in Spanish