



JOB ANNOUNCEMENT: LEGAL ADVOCATE

About Survivor Justice Center

Survivor Justice Center “the Center” formerly known as the Los Angeles Center for Law and Justice, is a nonprofit law firm serving survivors of domestic violence and sexual assault throughout Los Angeles County. Our mission is to secure justice for survivors and empower them to create their own future. While the Center’s primary practice areas are family law and immigration, we strive to provide clients with holistic legal services and have a growing criminal justice advocacy and appellate practice. The Center serves clients using an integrated legal/social worker service model whereby community advocates work alongside attorneys to provide supportive services such as accompaniment, education, safety planning, and linkages to other service providers. The Center is committed to a trauma-informed, culturally responsive workplace and service delivery model.

The Position

The Legal Advocate position is a full-time, non-exempt (hourly) role that assists attorneys with legal matters and provides support to clients in survivor-based legal cases. The Legal advocate will work primarily within the immigration legal team at Survivor Justice Center.

Essential Job Skills and Abilities

- Prepare client correspondence and memoranda
- Draft legal forms, declarations, and other legal documents under attorney supervision
- Prepare client evidence for court or other types of legal filings
- Conduct interviews and engage in fact-gathering with clients
- Provide case-related information to clients
- Communicate with clients, law enforcement, and governmental agencies like the Department of Children and Family Services
- Under attorney supervision, prepare cover letters and immigration-specific forms and related supplemental documents for filing with USCIS and the Executive Office of Immigration Review.
- Perform legal research to support attorneys
- Perform searches, retrieve documents, and make copies of filings
- Translate documents from Spanish to English (and vice versa)

- Calendar deadlines and events for client matters
- Fax, scan and mail documents as needed
- Prepare, organize, and maintain digital files for clients
- Participate in regular team meetings and trainings
- Adhere to all Survivor Justice Center policies and procedures
- Other tasks and duties as assigned

Job Requirements

- Bachelor's degree or, associate's degree combined with a Certificate of Completion from a paralegal program approved by the *California Bureau for Private Postsecondary and Vocational Education*
- Minimum of one year of legal experience in immigration, under the supervision of an experienced attorney
- Ability to read, write and speak fluently in Spanish
- Familiarity with USCIS forms, especially those related to U visa, VAWA, T visa petitions.
- Commitment to trauma-informed advocacy, cultural responsiveness, empathy, responsive listening, and demonstration of authentic care and concern
- Ability to work collaboratively with people of diverse backgrounds
- Excellent written and oral communication skills
- Excellent organizational and time management skills
- Proficiency in Microsoft Office suite particularly Outlook, Word, Excel and PowerPoint

Working Conditions and Physical Requirements

- Work will be performed in an office or remotely, at a workstation, and requires the use of office equipment such as computers, copiers, telephones and postage machines
- This position requires concentration on tasks while facing distractions
- This position requires attendance at meetings, both remote and in person, in and outside the Center's office, and requires applicants reside in Los Angeles County
- Position requires the ability to work from, and travel between, the Center's main office at 5301 Whittier Blvd. in East Los Angeles and other locations

Salary and Benefits

This is a full-time (35-hour/week), non-exempt position with an hourly rate of \$29-\$31 per hour depending on experience. The Center offers a generous benefits package that includes: a 35-hour workweek, vacation, generous paid sick leave and holiday time, 100% employer-paid medical, dental, long-term disability, and life insurance for employees. Additional benefits include: a 403(b) plan with matching, flexible savings accounts, and supplemental insurance offerings. The Center is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program.

To Apply

Interested candidates should email a cover letter and resume to Marilyn Florentino at marilyn@survivorjusticecenter.org. Please write “Legal Advocate” in the email subject line. Applications will be reviewed on a rolling basis and accepted until the position is filled.

Survivor Justice Center is an equal opportunity employer and does not discriminate on the basis of age (40 and over); ancestry; color; ethnicity; religious creed (including religious dress and grooming practices); denial of family and medical care leave; disability (including mental and physical disability); marital status; medical condition (cancer and genetic characteristics); genetic information; military and veteran status; national origin (including language use restrictions); race (including traits historically associated with race - which includes but is not limited to - hair texture and protective hairstyles); sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding); gender (including gender identity and gender expression); sexual orientation; and any other characteristic protected by State or federal law.

