February 2020

Immigrant Rights Project Coordinator

The Legal Aid Society of San Mateo County (LASSMC) seeks a dynamic and organized person who is passionate about immigrant rights to support the LIBRE program and help families and individuals to access public benefits. LIBRE (Linking Immigrants to Benefits, Resources, and Education) is a growing multi-agency collaboration that offers community outreach and education concerning eligibility for public benefits and immigration-related issues, application assistance, and legal services to obtain public benefits and immigration relief.

Organization: LASSMC (www.legalaidsmc.org) is a non-profit law firm that has been providing free legal services to low-income and vulnerable populations in San Mateo County since 1959. Our mission is to fight social injustice through civil legal advocacy for people living in poverty. We strive to empower people to overcome the causes and effects of poverty so they can participate in their community with dignity and respect. Our staff assists clients with legal issues and engages in impactful advocacy related to government benefits, immigration, housing, domestic violence, health care, elder law, special education access, and disability rights. LASSMC offers a supportive and collegial work environment, excellent benefits package, and opportunities for professional development and training.

Responsibilities:

1) **Client services.** Schedule appointments for LIBRE attorneys; follow up with clients; and enter data on case activities.
2) **Interpretation.** Help attorneys communicate with Spanish-speaking clients by interpreting in client interviews, telephone calls, and court (certification not required).
3) **Administrative support.** Assist attorneys with administrative tasks, including setting up case files, copying, mailing, and translation of documents.
4) **Contract support.** Request data needed for reports from partner agencies; compile report data; assist in drafting contract reports; and support LIBRE Steering Committee meetings.
5) **Database entry, coding, and reports.** Under the supervision of the LIBRE attorneys, the Project Coordinator is responsible for maintaining a confidential client database, collecting, entering and coding all LIBRE cases in the database, collecting data from partner agencies, and generating client and outreach data reports.
6) **Community outreach and trainings.** The Project Coordinator coordinates LIBRE outreach being conducted by the partner agencies, keeps a calendar of events, and maintains contact with community organizations to ensure dissemination of LIBRE materials and to collect data. The Project Coordinator represents LIBRE at community events and meetings, including occasionally on weekends and in the evenings. Some travel throughout the county is required.
7) **Writing.** The Project Coordinator assists in drafting grant reports; updates and translates LIBRE brochures and educational materials, composes website content, and drafts/ translates correspondence.

**Required Qualifications:** We are looking for a highly motivated, energetic, self-starter who cares about customer satisfaction and wants to work with a diverse, low-income client population. The right candidate is someone who can juggle multiple responsibilities, work efficiently, and use systems to organize large amounts of data. He or she will be comfortable taking a leadership role on projects and ensure their timely completion but will also enjoy supporting the staff attorneys’ work. Other requirements include:
- A.A. degree
- Spanish fluency (oral and written)
- Excellent writing and communication skills
- Data entry and report drafting experience
- Working knowledge of Word, Excel and PowerPoint
- Demonstrated organizational skills and attention to detail
- Demonstrated ability to take initiative and work autonomously

**Preferred:**
- Familiarity with government public benefits programs
- Experience with HTML and Graphic Design
- B.A. degree
- Public speaking experience

**Salary:** $46,640+ (DOE)

**Benefits:** LASSMC pays 100% of premium for employee-only health coverage, and up to 95% for employee + dependent coverage depending on plan selected. LASSMC pays 100% premium for dental insurance for employee and dependents. Full-time employees receive 16 days of vacation in the first year, plus 13 days of sick leave and 12 paid holidays. Employees become eligible for 3% employer contribution to 401(k) plan after first year of full-time employment.

**Deadline:** Applications will be accepted until the position is filled.

**To Apply:** E-mail 1) a cover letter explaining your interest and how you meet the required job qualifications, 2) your resume, and 3) a writing sample to Hope Nakamura, Directing Attorney, at hnakamura@legalaidsmc.org.

**LASSMC is an equal opportunity employer.** Members of minority groups, persons with disabilities, older adults and members of the LGBT community are encouraged to apply.