Project Coordinator/Benefits Assistor – LIBRE Project
Redwood City, CA

Our mission at the Legal Aid Society of San Mateo County is to fight social injustice through civil legal advocacy for people living in poverty. We believe every person should have the basic necessities of life, including safe affordable housing, access to health care, economic security, secure immigration status, an appropriate education, and freedom from violence and abuse.

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

The Project Coordinator/Benefits Assistor will be an employee of Legal Aid SMC, spending half of their time supporting immigration attorneys and the other half helping families access public benefits as the Benefits Assistor based at (and co-supervised by) the Fair Oaks Community Center.

We are looking for a highly motivated self-starter who cares about community satisfaction, enjoys collaborating with community partners, and wants to provide direct services to a diverse low-income client population. The right candidate can juggle multiple responsibilities, work efficiently and compassionately, use systems to organize data, and has a passion for helping people. They will be comfortable taking the initiative on projects but will also enjoy supporting the attorneys’ work.

Legal Aid SMC seeks candidates who share our aspirations for a diverse, inclusive, and equitable workplace. We are committed to affirming differences in race, color, religion, national or ethnic origin, age, disability, sexual orientation, and gender identity and expression.

Responsibilities

- **Benefits Application Assistance.** Respond to inquiries about safety-net benefits; screen potential applicants; help individuals and families apply for benefits; enter case data into databases; track cases to successful approval or resolution; advocate on behalf of applicants as needed; and provide other support at the Fair Oaks Community Center.

- **Client services.** Screen potential clients for immigration relief and schedule appointments for LIBRE attorneys, follow up with clients, and enter data on case activities.

- **Interpretation and Translation.** Help attorneys communicate with Spanish-speaking clients by interpreting during client intakes, telephone calls, and court hearings (certification not required). Translate client documents from Spanish to English including birth certificates, marriage certificates, support letters, court documents, and other items as necessary.
• **Community outreach and training.** Coordinate community outreach with LIBRE partners, assist in training community outreach workers, and represent LIBRE at community events and meetings, including occasionally on weekends and in the evenings. Some travel within the county is necessary.

• **Administrative support.** Assist attorneys with administrative tasks, including copying, mailing, obtaining signatures and documents from clients, and reviewing and scanning mail.

**Required Qualifications:**
- A.A. degree or equivalent education and experience
- Spanish fluency (oral and written) and multi-cultural experience
- Excellent communication skills
- Working knowledge of Word, Excel, and PowerPoint
- Demonstrated organizational skills and attention to detail
- Access to a car and ability to drive
- Ability to pass background check

**Preferred Qualifications:**
- B.A. degree
- Familiarity with public benefits programs (Medi-Cal, CalWORKs, CalFresh, Social Security, SDI, Unemployment)
- Website management and social media outreach skills

**Compensation and Benefits**

**Compensation:** From $29.19 per hour

**Full-time non-exempt position; 35-hour workweek**

**Benefits:** Legal Aid SMC pays 100% of premium for employee-only health coverage, and up to 95% for employee + dependent coverage depending on plan selected. Legal Aid SMC pays 100% premium for dental insurance for employees and their 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 the first year of full-time employment.

**Hybrid Workplace:** Legal Aid SMC is a hybrid workplace. Employee work schedules and work locations are determined by a combination of factors including client needs, organizational needs, workload demands, and personal preference. This role is expected to involve working at least three days per week in our Redwood City offices, as well as attending in-person clinics, outreach events, and staff gatherings (2-3 per month) in the local community. All employees are expected to be available to commute to the office as needed. Proof of COVID-19 vaccination is required to work in the office.

**To Apply:** Please send your resume and a cover letter to **jobs@legalaidsmc.org**.

*Note: Any application submitted without a cover letter will not be considered.*

Legal Aid SMC is committed to creating a diverse work environment and is proud to be an equal opportunity employer. People of color, persons with disabilities, immigrants, older adults, and members of the LGBTQ+ community are strongly encouraged to apply.