



## COMMUNITY LEGAL SERVICES IN EAST PALO ALTO

### JOB ANNOUNCEMENT: INTAKE AND CLINIC COORDINATOR

*Applications reviewed on a rolling basis; early applications are encouraged*

Community Legal Services in East Palo Alto (CLSEPA) is a 501(c)(3) non-profit legal services agency. CLSEPA provides free and low-cost legal services to low-income persons in East Palo Alto and the mid-Peninsula in the areas of consumer, housing, employment, re-entry, and immigration law.

CLSEPA seeks a full-time Intake and Clinic Coordinator who will be responsible for speaking with potential clients to learn about their legal issues in the areas of housing, re-entry, employment, and consumer law. The right candidate will enjoy talking with people from the diverse communities of East Palo Alto, be interested in working with a team to help clients in need, and be able to summarize client stories and recognize general legal issues that clients may have. The Coordinator will work closely with an experienced intake coordinator and CLSEPA attorneys. The Coordinator will schedule clients for appointments, make referrals to appropriate legal resources, enter client data into a database, conduct further interviews with clients to gather information, help draft basic legal documents, and provide community outreach at events. The position will be based in East Palo Alto but may involve occasional work in our Mountain View office.

#### **Essential Duties and Responsibilities**

1. Conduct intake interviews in English and Spanish with potential clients, in-person and over the phone.
2. Prepare intake information sheets and discuss individual clients with attorneys.
3. Conduct follow-up calls to clients to schedule appointments, make referrals, and gather information.
4. Provide administrative support to CLSEPA attorneys, including case management, file/database maintenance, Spanish-language interpretation, drafting letters and documents, filling out basic legal forms with clients, and assistance with court filings and other litigation-related tasks.
5. Attend and provide support at evening clinics approximately twice a month.
6. Assist with and participate in community outreach and education events.

#### **Knowledge, Skills, & Abilities Required**

1. Excellent written and oral communication skills
2. Able to summarize information accurately and identify potential legal issues
3. Commitment to serving low-income and under-served communities
4. Ability to relate to and communicate with a broad range of clients and colleagues
5. Values working cooperatively with others, both within the organization and in the community
6. Displays enthusiasm and a willingness to accept responsibility and fulfill job requirements
7. Proficient in Spanish and English; fluency preferred
8. Paralegal experience and/or legal training is a plus but not required

**SALARY:** Commensurate with experience. Benefits include medical, vision and dental insurance, life and disability insurance, and paid leave. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

**APPLICATION:** Please send a resume, cover letter, writing sample, and list of three references to [jobs@clsepa.org](mailto:jobs@clsepa.org) with the subject heading "Intake and Clinic Coordinator" or send your materials to: Community Legal Services in East Palo Alto, Human Resources, 1861 Bay Road, East Palo Alto, CA 94303. No calls.

*CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.*