



**JOB ANNOUNCEMENT: FRONT DESK RECEPTIONIST VOLUNTEER**

**Duration of Position: 12/10/2018 (flexible start day) - 1/18/2019**

**Working Hours: Monday-Friday, 9 am-1 pm**

**Office Location: East Palo Alto**

*Applications reviewed on a rolling basis*

CLSEPA seeks a bilingual front desk receptionist volunteer for our East Palo Alto office for the holidays. Applicants who are available only some of listed days may be considered but priority is given to those who can commit to all days. CLSEPA is non-profit agency whose mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We serve low-income and working-class populations, predominantly communities of color in the areas of immigration, immigrants' rights, housing, employment, consumer, and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, policy advocacy, and impact litigation.

**Essential Duties and Responsibilities**

1. Greet new and returning clients and respond to inquiries
2. Provide general administrative and clerical support including mailing, scanning, copying and faxing
3. Sort correspondence, answer calls and perform data entry
4. Any other assistance as needed

**Knowledge, Skills, & Abilities (Required)**

1. Excellent communication, writing and organizational skills
2. Good research skills and shows attention to detail
3. Bilingual (Spanish/English)
4. Creative, resourceful, and passionate for social justice

**To Apply:** Please send resume, cover letter, and list of three references to Aileen Connolly, Pro Bono Manager, [aconnolly@clsepa.org](mailto:aconnolly@clsepa.org) to be considered. Please email with "Front Desk Receptionist Volunteer" in the subject heading. No calls please.

*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.*