



**COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO**

**JOB ANNOUNCEMENT: ECONOMIC ADVANCEMENT AND HOUSING INTAKE AND CLINIC
COORDINATOR**

Applications reviewed on a rolling basis

Community Legal Services in East Palo Alto (CLSEPA) is a legal services non-profit that combines policy advocacy and impact litigation with direct legal services. We specialize in housing, immigration, and economic advancement. Our legal advocates work side-by-side with low-income communities, predominately communities of color in East Palo Alto and the Peninsula, to bring about lasting change.

CLSEPA is excited to announce a full-time Intake and Clinic Coordinator position with its Economic Advancement (EAP) and Housing Programs. The Economic Advancement team focuses on overcoming barriers to self-sufficiency because of past contact with the criminal justice system and because of workplace challenges like wage theft, discrimination, and retaliation. The Housing team focuses on keeping tenants in their homes and preventing displacement. The Intake and Clinic Coordinator 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 Intake and Clinic Coordinator will work closely with an experienced paralegal team and CLSEPA attorneys, schedule clients for appointments, make referrals to appropriate legal resources, enter client data into a database, conduct further interviews with clients to gather information, draft basic legal documents and letters under the supervision of an attorney, and provide community outreach at events.

Essential Duties and Responsibilities (Training to be provided as needed)

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 or Pacific Islander-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 formerly incarcerated people, low-income communities, and communities of color
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 or Pacific Islander language (Tongan, Samoan, Fijian) and English; fluency preferred but not required
8. Paralegal experience and/or legal training is a plus but not required

Salary: Hourly wage is the equivalent of an annual salary of \$49,000 or higher, depending on 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.

To Apply: Please send resume, cover letter, writing sample, and list of three references to jobs@clsepa.org with "Economic Advancement and Housing Intake and Clinic Coordinator" in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA's clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to



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our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

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.