



**COMMUNITY  
LEGAL SERVICES  
IN EAST PALO ALTO**

## **JOB ANNOUNCEMENT: INTAKE AND CLINIC COORDINATOR, IMMIGRATION PROGRAM**

**Primary Office Location: East Palo Alto**

***Applications are due by December 16, 2020. Early applications are encouraged.***

### **ABOUT THE ORGANIZATION**

Community Legal Services in East Palo Alto (CLSEPA) is a non-profit legal services agency. We provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. CLSEPA specializes in housing, immigration, employment, re-entry and consumer law and combines policy, advocacy and impact litigation with direct legal services. More information about CLSEPA is available at [www.clsepa.org](http://www.clsepa.org).

### **ABOUT THE POSITION**

CLSEPA seeks a full-time Intake and Clinic Coordinator to join our Immigration Team. The Intake and Clinic Coordinator will be responsible for organizing and running legal clinics and workshops, screening clients, making referrals, entering client data, and conducting follow-up interviews with clients. The Intake and Clinic Coordinator works collaboratively with staff, external volunteers, and external partners. This position is an excellent match for a candidate who has strong administrative and organizational skills as well as a passion for connecting with community members to advance their access to legal services.

### **Essential Duties and Responsibilities**

*(may be subject to change as the organizational needs and requirements of the job change)*

1. Organize and run immigration clinics and workshops, some of which may take place in the evening
2. Conduct follow-up needed after the clinics and workshops, including return phone calls to clients, data entry, and the assembling of *pro se* legal applications for review by attorneys
3. Conduct intake interviews in English and Spanish with potential clients, in-person and over the phone, in order to sign them up for clinics and workshops or provide appropriate information and referrals
4. Provide administrative support such as copying and scanning, logging mail, and other tasks as needed
5. Assist with and participate in community outreach and education events

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

1. Excellent written and oral communication skills
2. Fluent in Spanish
3. Strong organizational and time management skills
4. Commitment to serving low-income and under-served communities
5. Ability to relate to and communicate with a broad range of clients and colleagues
6. Values working cooperatively with others, both within the organization and in the community
7. Displays enthusiasm and a willingness to accept responsibility and fulfill job requirements
8. Familiarity with use of Gmail, Google Calendar, Dropbox, Microsoft Word, and Zoom preferred

**SALARY:** Hourly wage is the equivalent of an annual salary of \$49,500 or higher (depending on experience). Benefits include medical, vision, dental, 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.

**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 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.*