

Legal Assistant

About the Organization

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. We are a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment.

Position Summary:

The legal assistant provides administrative support to the Immigration Legal Services department, including front desk reception, filing and general communication tasks.

Responsibilities include but are not limited to the following;

- Schedule appointments for the staff attorneys and paralegal
- Pick up mail and assist with mail distribution
- Process client payments before and after consultations with legal staff
- Check messages & transfer to the appropriate staff
- Return client calls
- Call clients to remind them of their appointments for the next day
- Filing
- Data Entry
- Attend Immigration meeting and staff meeting

Other Responsibilities:

1. Other duties as assigned by supervisor

Education and Experience

- High School Diploma or Equivalent
- Minimum 1 year of experience as an Administrative Assistant in a fast-paced environment

Required Qualifications

- Bilingual Spanish/English (**required**)
- Knowledge of Latino culture
- Good verbal, written and organizational skills
- Exemplary customer service skills; highly skilled in active listening, empathy.
- Ability to work with diverse ethnic/racial groups
- Compassionate and respectful towards clients
- Ability to work efficiently and manage multiple priorities
- Experience working with case management software
- Strong technical skills, Microsoft Office Suite (Word, Outlook, PowerPoint and Excel).

91 Larkspur Street
San Rafael, CA 94901
415.454.2640

Canalalliance.org

Compensation

This is a full-time, non-exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 15 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

Application Process

Please email your resume to HR@canalalliance.org and answer the following questions in your cover letter or body of email:

1. Why do you want to work at Canal Alliance? *(please answer in Spanish)*
2. How do you work under pressure?
3. Describe your technical skills and experience.

Only electronic applications will be accepted. (Keep it green!) Please indicate "Legal Assistant – YOUR NAME" in the subject line of your email.