



Legal Assistant

The Legal Assistant is responsible for supporting the WISE Immigration Attorney and the clients served by the Welcoming All Nationalities Network (WANN) program which serves immigrant and refugee survivors of domestic violence and/or sexual assault. Using a trauma-informed and culturally humble lens, this position will include case management, client meetings and follow-up, drafting legal applications and documents, and other various administrative tasks necessary to ensure comprehensive attention to client needs.

Hours: 10 - 15 hours per week

Reports to: WANN Director and Immigration Attorney

Job Responsibilities:

- Schedule intakes and consultations with potential and existing clients, arranging for and utilizing translation and interpreter services when necessary
- Assist WANN attorney in screening for legal needs, answer inquiries, and make referrals as appropriate
- Maintain communications with potential and existing clients regarding status of case
- Prepare and review immigration applications and other legal documents for review by attorney
- Conduct research and analysis as needed in support of client cases
- Organize and maintain paper and electronic files for WANN program
- Manage WANN program calendar and coordinate and schedule meetings as needed
- Collect and report data on WANN program and clients
- Attend WISE staff and team meetings, retreats, professional development
- Other tasks as designated by the WANN Director or WISE Executive and/or Associate Directors

Qualifications:

- Highly organized, detail-oriented, and comfortable with taking both initiative and direction
- Ability to research and analyze with an attention to detail
- Works well independently and is able to meet deadlines
- Experience with setting up organizational and resource systems
- Demonstrated interpersonal skills; skilled at building and maintaining warm relationships with colleagues, clients, and system partners
- Strong verbal and written communication skills
- Computer literate in *at least* Microsoft Suite including especially Outlook, Word, Excel, Teams and WWW
- Able to lift 40lbs, and stand or sit for long stretches
- Reliable transportation, valid driver's license, required minimum vehicle insurance coverage
- Legal experience a plus

- Prior experience working with immigrant and refugee populations, or a strong desire to learn, is preferred