



## 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.

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. Every day, we educate, empower, support, and partner with motivated immigrants to best meet all their unique needs—from putting food on the table, to becoming American citizens, to learning English, to graduating from college.

Canal Alliance strives for a trauma-informed collaborative and inclusive culture. We invest in high quality services, professional development and work-life balance.

### Position Summary

The legal assistant provides administrative support to the Immigration Legal services department, including calling clients, filing and general communication tasks.

### Essential Functions

- Schedule appointments for the staff attorneys and paralegals
- Pick up the mail and assist with mail distribution
- Process client payments before and after consultations with legal staff
- Check messages & forward the calls for specific people
- Return client calls
- Filing
- Call clients to remind them of their appointments for the next day
- Perform other administrative tasks as assigned
- Data Entry
- Attend Immigration meeting and Staff meeting

### Other Responsibilities

- Other duties as assigned by supervisor

### Requirements

#### Education and Experience

- B.A. or equivalent experience High school diploma and AS or AA. Bachelor's degree preferred.
- 1 year of experience as an Administrative Assistant in a fast-paced environment

### Qualifications- Skills and Knowledge



- Knowledge of Latino culture and Bilingual Spanish/English is a must
- Good verbal, written and organizational skills
- Ability to work with diverse ethnic/racial groups
- Compassionate and respectful towards clients
- Ability to work efficiently and manage multiple priorities
- Experience working with Salesforce and LawLogix or other case management software
- Strong technical skills, Microsoft Office Suite (Word, Outlook, PowerPoint and Excel).

### **Compensation**

Starting at \$25/hr. This is a full-time 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, a voluntary vision plan and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are at least 10 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

### **Application Process**

Please apply through this link <https://recruiting.paylocity.com/Recruiting/Jobs/Details/1418904>