



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: Legal Clinic Coordinator

FLSA Status: Part-time, temporary, non-exempt

Department: Development

Reports to: Mandela Gardner, Volunteer Coordinator

Pay Range: \$32/hour

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

This temporary position will operate through 12/31/2023 at 20-hours per week. The Legal Clinic Coordinator will coordinate the planning and successful execution of the monthly hybrid (both in-person and virtual) free bilingual Legal Clinics co-sponsored by the Latino Bar Association of Washington (LBAW) and hosted by El Centro de la Raza, under the general supervision of the Volunteer Coordinator and key LBAW contacts. Duties will include coordinating and communicating regularly with Legal Clinic volunteers, attending all monthly Legal Clinics to provide oversight and troubleshoot as needed, recording and logging data related to the legal clinic, and assisting with recruitment of pro-bono attorneys as needed.

This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6 month evaluation period.

ESSENTIAL QUALIFICATIONS:

- Bachelor's Degree required
- At least five years of work experience required
- Fluency in Spanish and English is required; familiarity with legal terms in English and Spanish is especially preferred

ESSENTIAL FUNCTIONS:

- Screens clients, matches clients with available attorneys and schedules 1:1 virtual legal consultations for clients and attorneys statewide
- Coordinates all details and logistics of the hybrid Legal Clinic at El Centro de la Raza (in-person and virtual)
- Staffs the legal clinic hotline including answering calls, checking messages, and returning messages
- Provides general guidance to Legal Clinic volunteer interpreters and intake assistance, including maintaining sign-in records and providing training to first-time volunteers
- In cooperation with LBAW, logs and maintains Legal Clinic related data, including volunteer hours, pro-bono attorney records, client data and impact data, for use in agency reporting
- Coordinates community outreach related to the Legal Clinic, including social media outreach, updating and circulating publicity materials like fliers, and more

- Works with community members to assist them with the process of engaging with the legal clinic, including the consultation process and general questions around legal assistance
- Works with the Facilities Department in confirming space for the Legal Clinic and making all logistical preparations for the clinic in both Seattle and Federal Way locations
- Performs other related duties as assigned by the Volunteer Coordinator

SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including Microsoft Office Suite
- Proficient with scheduling tools like Outlook and Calendly, and virtual meeting software like Zoom and Microsoft Teams
- Familiarity with, or ability to learn, Salesforce data software is required

WORKING CONDITIONS:

Works in a general office environment at El Centro de la Raza. This position works 20-hours per week Monday-Friday including the evenings on in-person legal clinic days. Occasional weekend work may be required. May require a flexible schedule. May work different hours on different days. Will require some travel between Seattle and Federal Way.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 40 lbs.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Benefits:

- Sick/safe pay time on an accrual basis. Eligible to take accrued leave after 90 days of employment.

Employee Signature

Date



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Supervisor Signature
Date

cc HR, personnel file

REV: 07/2021