



IMMIGRANT LEGAL ADVOCACY PROJECT

The Immigrant Legal Advocacy Project (ILAP) has an opening for a full-time Legal Program Assistant. ILAP is Maine's only statewide provider of comprehensive free and low-fee immigration legal aid to low-income Mainers. For more about ILAP, see [www.ilapmaine.org](http://www.ilapmaine.org).

The Legal Program Assistant is a critical position at ILAP as this person is the first to interact with clients and visitors and is responsible for ensuring that clients are directed to the staff person or services that they need. Responsibilities include: general receptionist duties, including: answering phones, fielding calls, greeting clients, and managing the flow of clients visiting ILAP, explaining ILAP's intake process to first time callers and walk-in clients, and scheduling clients for appointments.

The Legal Program Assistant provides administrative support to legal staff, including data entry into our case management program; filing and photocopying; calling clients to confirm appointments; ordering office supplies; and other administrative assistance as needed.

The Legal Program Assistant is responsible for managing ILAP's volunteer program, including recruiting, interviewing, and orienting intake, legal, clerical, and development or special event volunteers; and supervising intake and administrative volunteers.

#### QUALIFICATIONS:

- Fluent in English, and proficient in Spanish, French, Arabic, or Somali;
- Bachelor's Degree, equivalent, or relevant experience;
- Excellent computer skills (Microsoft Office, database experience);
- High attention to detail; excellent organizational skills, able to multi-task;
- Must thrive on working with people in a busy office where interruptions are frequent.
- Good people skills and ability to work with clients from various cultures and with varying levels of English proficiency;
- Prior experience working with or managing volunteers is helpful.

#### TO APPLY:

Send cover letter and resume by e-mail to Phil Mantis, Legal Director, at [pmantis@ilapmaine.org](mailto:pmantis@ilapmaine.org). Review of applications will begin on April 28<sup>th</sup> and will continue until the position is filled.

**An Equal Opportunity Employer**