



IMMIGRANT LEGAL ADVOCACY PROJECT

## **Legal Program Assistant**

Based in Portland, Maine, the Immigrant Legal Advocacy Project (ILAP) is Maine's only state-wide immigration legal aid organization. ILAP's mission is to help low-income immigrants improve their legal status and to work for more just and humane laws and policies affecting immigrants. ILAP's work includes direct legal services for over 3,000 clients each year; education and outreach to immigrant communities and service providers; and systemic advocacy on local, state, and federal immigration law issues.

### **POSITION DESCRIPTION**

ILAP seeks a full-time Legal Program Assistant who is responsible for meeting and greeting clients and connecting them with the appropriate staff or program at ILAP; managing ILAP's volunteer program; and providing administrative support for the smooth operation of ILAP's direct legal services program.

### **RESPONSIBILITIES**

- General receptionist duties, including: answering phones; greeting clients; managing the flow of clients visiting ILAP; explaining ILAP's intake process to first time callers and walk-in clients; and scheduling clients for intake appointments.
- Manage ILAP's volunteer program, including recruiting and interviewing potential intake, legal, clerical, and development or special event volunteers; and supervising administrative volunteers.
- Provide administrative support to legal staff, including data entry into the case management program; filing and photocopying; calling clients to confirm appointments; assisting with the creation and distribution of *pro se* client materials; and other office and administrative assistance as needed.
- Perform such other tasks and assume such other responsibilities deemed appropriate by the Legal Director.

### **QUALIFICATIONS**

- Bachelor's Degree, equivalent, or relevant experience.
- Excellent computer skills (Microsoft Office, database experience).
- High attention to detail; excellent organizational skills, ability to multi-task.
- Ability to work 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.
- Fluent in English, and proficient in Spanish, French, Arabic, Portuguese or Somali.

#### COMPENSATION

Salary is \$32,000 with a competitive benefits package, including fully paid individual health insurance.

#### TO APPLY

Send cover letter, resume and writing sample by e-mail to Phil Mantis, Legal Director, at [pmantis@ilapmaine.org](mailto:pmantis@ilapmaine.org). Review of applications will begin on August 10<sup>th</sup> and will continue until the position is filled.

**An Equal Opportunity Employer**