



IMMIGRANT LEGAL ADVOCACY PROJECT

The Immigrant Legal Advocacy Project (ILAP) has an opening for a part-time (1 Day/8 hours per week) Bi-lingual 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 responsible for 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 intake appointments.

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

#### QUALIFICATIONS:

- Fluent in English, and proficient in French, Spanish, 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.

#### COMPENSATION:

\$14.00 per hour (8 hours/one day per week).

#### TO APPLY:

Send cover letter, resume, writing sample and references by e-mail to Sue Roche, Executive Director, at [sroche@ilapmaine.org](mailto:sroche@ilapmaine.org). Review of applications will begin on February 8<sup>th</sup> and will continue until the position is filled.

**An Equal Opportunity Employer**