



Migrant Center for Human Rights Protecting the Persecuted

LEGAL ASSISTANT ANNOUNCEMENT

JOB DESCRIPTION

The Legal Assistant will be responsible for file maintenance (scanning, organizing and backing up computer files, printing and mailing) and otherwise providing support to the legal team as needed. The Legal Assistant may also be asked to edit and format our newsletter, recruit and coordinate translations and interpreters, prepare donor mailings, and / or make trips to the post office and Office Max.

QUALIFICATIONS

- High attention to detail
- Ability to thrive in a fast-paced environment
- Comfortable with flexible, changing schedules
- Quick learner with the ability to follow instructions and absorb feedback
- Basic technological skills including familiarity with Microsoft Office (Word, Excel, Powerpoint), Google platforms (calendars, chat, docs, etc), Zoom; Mailchimp desirable or willingness to learn
- Interest in immigration issues and passion for assisting low-income immigrants
- Advanced communication and empathy skills for working with trauma survivors
- Creativity and problem-solving abilities
- Professionalism in dress, manner, and approach (ability to follow office policies)
- Authorized to work in the U.S.
- High school degree or equivalent
- Non-English language proficiency / fluency is a plus

SUPERVISION AND EVALUATION

The Legal Assistant reports to the attorneys on staff. There will be weekly check-in meetings for project assignment and review. The Legal Assistant's performance will be based on an evaluation at 1 month and 3 months. Feedback and evaluation forms will be provided in advance.



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TERM

16 hours / week for 3 months (with possibility of extension / increase in hours based on performance and funding)

SALARY

\$14.42 / hour (\$30,000 / year)

LOCATION

Southtown Mennonite Church, 1443 S. St. Mary's St., San Antonio TX, 78210 (some remote work may possible)

HOW TO APPLY

Please send the following materials in the following order to admin@migrantcenter.org with "Legal Assistant Application" as the subject line:

1. Cover Letter
2. Resume
3. Three References

If you have not heard from us within a week, please feel free to follow up.

Thank you for your interest in joining our team!