

 **School of Law**
**Immigrant Family
Legal Clinic**

UCLA School of Law is hiring an Office Manager/Legal Assistant for the [Immigrant Family Legal Clinic](#). This is a part-time, benefits eligible position for a bilingual (Spanish-English) individual with strong people skills and administrative experience. It is based primarily at the Robert F. Kennedy Community Schools, 701 S. Catalina St., Los Angeles CA.

The UCLA Immigrant Family Legal Clinic (IFLC) is a unique partnership between the UCLA School of Law and the Los Angeles Unified School District. Located on the campus of the Robert F. Kennedy Community Schools in Koreatown/Pico Union, the clinic serves immigrant students at the six public schools on the campus, as well as their family members. IFLC provides individual representation in cases involving immigration relief and workers' rights. It also offers legal consultations involving a wider range of legal topics, including housing, public benefits, and criminal justice. In addition, IFLC organizes programming and enrichment opportunities related to social justice and legal rights for teachers, students, and families in the RFK community.

We seek a highly energetic Office Manager/Legal Assistant capable of providing a high-level of support to the director, staff attorney, and students of the Clinic. This position will assist in the administration and management of the Clinic and its legal docket under the direction of the IFLC Director. The position will also supervise undergraduate student interns and student workers.

This is a part-time position and is primarily based at IFLC's office on the campus of RFK Community Schools. It will also involve periodic work (approximately one half-day per week) at the UCLA Law School campus.

The Office Manager/Legal Assistan will have three major areas of responsibility:

1. **Clinical Program Administration/Operations** – Responsibilities will include:
 - Assist Director to develop clinic policies and procedures; maintain student workrooms and mailboxes both at RFK and UCLA Law; handle incoming/outgoing mail.
 - Organize and maintain client files and document management system for the IFLC.
 - Manage daily operations of the IFLC office at RFK Community Schools, including coordinating client interviews in shared workspace.
 - Coordinate and supervise undergraduate interpreter volunteers and interns.

2. **Client Intake and Services** – Responsibilities will include:
 - Field initial client requests for legal consultations that come to IFLC through four channels: in-person, the phone hotline, online form, and email.
 - Independently conduct initial client intake/screenings and maintain general contact with current and prospective clients.

- Analyze and organize information provided by clients during intake sessions to assess services and resources specific to clients' needs.
- Schedule follow up consultations for clients with law students, fellows, and interpreters.
- Assist with document preparation for filings with immigration and state courts and agencies.
- Manage calendar of clinic meetings, events, and deadlines.

3. **Communications and Outreach** – Responsibilities will include:

- Manage communication between faculty/staff and clients, students, referral partners, service providers and other constituents of the clinic.
- Coordinate outreach calendar at RFK Community Schools, facilitating partnerships with teachers, administrators, and staff onsite.

Qualifications

- Bachelor's of Arts/Bachelor's of Science degree and/or paralegal certificate/degree in paralegal studies from an ABA approved institution.
- Ability to read, write and speak fluently in Spanish.
- At least two years of previous experience working as a legal assistant, administrative assistant, or paralegal in a law office or legal services organization.
- Ability to travel to both office locations, at RFK Community School (primary workplace) and UCLA Law (once per week), and as-needed to other offsite locations for program meetings and events.
- Typing and office skills to prepare a variety of legal documents, often under deadlines.
- Ability to work flexibly with changing priorities and deadlines.
- Prior experience working with immigrants, refugees, or other vulnerable populations.
- Detailed knowledge Microsoft Office Suite applications. Advanced familiarity with case management systems.

Salary: \$25-36/hour (depending on years of experience), plus benefits through UCLA

To apply: Please submit your materials (cover letter, resume, and three references) through the UCLA career system [here](#) (if the link does not take you directly to the job posting, it is #34359). Interviews will be conducted on a rolling basis, so applicants are encouraged to send in materials as soon as possible. If you have any questions about the position, please contact Nina Rabin, rabin@law.ucla.edu.