

La Posada Immigrant Aid

Position Description - Bi-Lingual Office Manager and legal Assistant

Function: Facilitates the day-day operations of the organization together with the Executive Director and Staff Attorney.

FTE: 1.0 - Full time

Supervised by/reports to: Executive Director

Responsibilities

- A. Answers the phone and records all messages.
- B. Responsible for taking and recording client payments, making bank deposits, and paying expenses.
- C. Runs the docketing systems of the organization, Amicus Attorney and a paper calendar.
- D. Sets and enters all appointments, expenses, and transactions in Amicus Attorney.
- E. Sends out notices of hearings to all clients.
- F. Maintains the case files.
- G. Keeps a running list of supplies that need to be ordered and orders supplies.
- H. Responsible for 15 hours of casework per week.
- I. Creates financial reports from Amicus Attorney.
- J. Occasionally responsible for translation of documents or client interpretation.
- K. Nurture professional, personal and spiritual development and demonstrate Christian commitment and the spirit of La Posada to coworkers and clients.
- L. Demonstrate commitment to anti-racism..

Organizational Fit

This representative of La Posada, an Anabaptist faith-based Immigrant Aid organization, will be convinced that God's love embraces all peoples and cultures, is committed to working for peace and justice, and has a passion for the rights of people who need to navigate the legal system to make their home in the U.S.

Qualifications

- A. At least two years of college.
- B. Prior experience working in a legal environment is preferred.
- C. Top notch administrative skills.
- D. Excellent interpersonal and organizational skills.

- E. Ability to work independently.
- F. Ability to make independent decisions and recommendations regarding office policies and any support staff.
- G. Bi-lingual in English and Spanish.
- H. Computer skills – proficiency with word processing.
- I. Willingness to be flexible in work schedule, giving extra time when needed.

Advertisement

La Posada, a nonprofit organization based in Elkhart Indiana focusing on acquiring immigration documentation required to have legal status, is looking for a full-time legal assistant and attorney to facilitate the day-day operations of the organization, provide administrative support for the executive director and staff attorney. A position description will be available on our website <https://www.laposadaaid.com/> after January 15. For more information call 574-931-4228. To apply, please submit a resume and cover letter to office@laposadaaid.com.