



Watsonville Law Center

315 Main Street, Suite 207 • Watsonville, CA 95076

Job Announcement: Community Engagement Fellow – Temporary (Bilingual) Part-time (24 to 32 hours) negotiable; in-person

The Watsonville Law Center (WLC) is a nonprofit legal aid organization providing free legal services to low-income households in Santa Cruz and Monterey counties.

This position supports programs and services for Watsonville Law Center (WLC), which are provided under the legal supervision of WLC staff attorneys and pro bono attorneys. Special training will be provided upon hiring. This person shows commitment to the mission, values and goals of equal access to justice.

LOCATION: Watsonville, CA 95076, with travel to other service locations.

Responsibilities include, but are not limited to, the following:

Duties related to programs:

- In collaboration with Executive Director, develop and implement community outreach strategies to promote WLC services and resources.
- Create and distribute outreach materials, including flyers, social media posts, and newsletters.
- Organize and coordinate workshops, legal clinics, and “Know Your Rights” presentations on different legal matters.
- Represent WLC at community events, fairs, and meetings to build partnerships and provide educational services to our partners.
- Assist WLC legal staff in maintaining high quality services of staff and volunteers.
- Cultivate relationships with local organizations, nonprofits, and stakeholders to collaborate on community initiatives.
- Track and report community engagement metrics, maintain records of outreach efforts, partnerships, and events, and support grant reporting by providing relevant data and summaries.
- Maintain strict compliance with office procedures and rules of professional conduct.

Duties related to client services:

- Connect clients to internal and external resources, including legal aid, social services, and support programs.
- Maintain and update a directory of community resources for client referrals.
- Assist in identifying gaps in resources and advocate for solutions to better serve clients.
- Evaluate the success of events and programs by collecting feedback and preparing reports.
- Communicate with partner agencies, including making occasional presentations to their participants related to our legal services.
- Assist in the preparation of program reports, including tracking and reporting on the outcomes of WLC services.
- Work as a team with staff and volunteers to ensure compliance with office processes and ensures high quality work product.
- Perform other duties as assigned.

ABILITY TO

- Demonstrate compliance with professional responsibility rules and processes of a legal work environment under the supervision of Legal Staff as need.
- Demonstrate fluency in spoken and written English and Spanish, including basic business writing.
- Demonstrate experience in a professional setting demonstrating knowledge of issues relevant to low-income, immigrant communities.

- Knowledge and experience with computers and proficient with computer software, including word-processing, case management systems, calendar system and the Internet.
- Excellent interpersonal skills in dealing with a variety of people, including low-income clients, law students, attorneys, community organizations and office/agency staff.
- Ability to work under pressure and to handle multiple and changing priorities and task.

Qualifications

- At least five years of relevant experience in a professional office environment or equivalent work experience in community outreach and presentations.
- Experience with interpersonal and communication skills and experience working with low-income, multi-cultural, immigrant communities.
- Fluency in spoken and written English and Spanish, including basic business writing.
- Experience working with women, pregnant individuals and disabled and immigrants.
- Excellent organizational skills, and ability to monitor accuracy and quality of work.
- Experience using word-processing, spreadsheets, email, and calendaring and other office software. Experience with databases or electronic case management system is preferred.
- Typing is required, preferred 50 wpm or better.
- Ability to travel to various locations in Santa Cruz, Monterey and San Benito counties.
- Commitment to the mission, values and goals of equal access to justice.

Physical Demands and Working Environment

The following describes general working conditions and requirements, which may be performed with or without disability-related reasonable accommodations:

- Duties are performed generally in an office (or home office, if working remotely), but may include partner offices, courthouses, health care facilities, community agencies, and similar locations.
- Staff must be able to transport themselves to work-related locations.
- Carrying out duties generally requires sitting, attending meetings in person and online, sustained typing and use of electronic equipment, and sustained attention to detail.
- Ability to lift and move 25 pounds (case files, office and meeting materials, and similar)
- WLC is a pet-friendly office environment and may occasionally include the presence of well-behaved pets and support animals in the workplace.

If any requirements of the position pose a specific problem, please communicate with us regarding your requirements and suggested accommodation.

Salary and Benefits

Salary: \$23.00 - \$25.00/hr - Depending on experience. **(This is a one-year temporary, grant-funded position with the possibility of extension depending on future funding.)**

Benefits for positions of at least 32 hours per week: Medical, Dental, Vision, and Life Insurances, retirement plan, 15 Holidays and PTO.

To Apply:

Please submit a brief cover letter and resume to info@wlc.law. Please add "Community Fellow Application" to subject line. **[We apologize ahead of time, if you are not selected for interview, you may not hear back from us. We do our best to communicate individually, but this not always possible.]**

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, genetic information, or any characteristic protected by law. We are committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities.