



Watsonville Law Center

315 Main Street, Suite 207 • Watsonville, CA 95076

Job Announcement: Admin Assistant (Bilingual English-Spanish) Full-time (40 hours); 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. WLC works closely with community and health care partners to address legal and social determinants of health including access to housing, health, employment, immigration justice, and economic equity.

This position supports the direct services for Watsonville Law Center (WLC), which are provided under the legal supervision of WLC staff attorneys and pro bono attorneys. The successful candidate has shown dedication and experience working with immigrants, women, children, schools, healthcare systems, and the broader community. Special training will be provided upon hiring. This position shows commitment to the mission, values and goals of equal access to justice.

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

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

Duties related to client services:

- Under attorney supervision, provide support services to Watsonville Law Center (WLC) clients including staff our front desk, greet clients, answer phones, scheduling appointments, organize and maintain client files (physical and electronic) and manage emails.
- Maintain complete and accurate client records including update and manage client information in case management systems.
- Assist WLC staff in maintaining high quality services and with case management, tracking deadlines, and preparing case files.
- Maintain strict compliance with office procedures and rules of professional conduct.
- Provide support for community outreach events and legal clinics.
- Perform other duties as assigned.

Duties related to support of programs and administrative department:

- Communicate with partner agencies, including scheduling meetings with WLC staff.
- 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.
- Assist with office operations, including supplies, equipment, and mail.
- Assist with administrative tasks, including preparing for staff meetings, board meetings, and other related duties.

ABILITY TO

- Demonstrate compliance with professional responsibility rules and processes of a legal work environment under the supervision of Legal Staff.
- 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 two years of relevant experience in a professional office environment or equivalent work experience as an assistant.
- Experience 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.
- 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.

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: \$20.00 - \$23.50/hr - Depending on experience.

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 "Administrative Assistant 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.