



## Legal Assistant

### Mission and Services

The Alliance for Children's Rights is a non-profit, legal services organization devoted solely to helping children in poverty. The Alliance's mission is to provide poor children, primarily in foster care, with free legal representation and appropriate social service referrals. Since its founding in 1992, the Alliance has helped more than 100,000 children in Los Angeles County.

### Duties

The Alliance is seeking a legal assistant to support its Education Program which provides legal advocacy for foster children to protect their early intervention, special education, and general education rights. The legal assistant will support project attorneys and must have the ability to work independently and handle multiple tasks simultaneously in a fast paced environment. This is a wonderful opportunity for well-qualified candidates.

### Responsibilities include, but are not limited to:

- Support project attorneys by conducting client intake, maintaining case files, and gathering documentation for case advocacy from clients, courts and schools.
- Request and compile medical, mental health and education records.
- Supervise student interns.
- Maintain communication with pro bono attorneys.
- Provide Spanish translation for attorneys with monolingual Spanish speaking clients and develop bilingual project materials.
- Administrative duties including data entry and filing.
- Schedule IEP/IFSP meetings for project attorneys.

### Qualifications

- Strong interpersonal skills and desire to help people
- Strong organizational skills
- Must be bilingual (Spanish/English)
- College Graduate or Paralegal Certification
- Experience with early education, education, juvenile dependency or delinquency courts is helpful but not mandatory

Competitive salary and benefits

Please email your cover letter and resume to JoAnn Parrilla [j.parrilla@kids-alliance.org](mailto:j.parrilla@kids-alliance.org).

**The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability, or medical condition.**