



EDUCATION PROGRAM LEGAL ASSISTANT/ADVOCATE

OUR 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 education rights. The legal assistant will support project attorneys, focusing specifically on working with primarily high-school aged youth protect their general education rights, including rights to be enrolled in appropriate schools and earning credits towards graduation despite instability in home placements. Duties will include collecting and analyzing education records, conducting oral and written advocacy to protect youth's education rights, providing community presentations to foster youth about their education rights, and utilizing communication and technology platforms to support program attorneys in providing technical assistance and trainings/webinars to school districts. Applicants must have the ability to work independently and handle multiple tasks simultaneously in a fast paced environment.

RESPONSIBILITIES include, but are not limited to:

- Support program attorneys by conducting client interviews, maintaining case files, gathering documentation for case advocacy from multiple sources, and communicating with caregivers regarding the status of the case.
- Requesting, compiling, and analyzing education records.
- Supervise volunteers.
- 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, filing, and drafting letters.
- Attend school meetings to advocate for student enrollment and graduation rights.
- Provide community "Know Your Education Rights" trainings to foster youth

QUALIFICATIONS

- Strong interpersonal skills and desire to help people
- Strong organizational skills
- Preference for bilingual (Spanish/English)
- College Graduate
- 1-2 years relevant experience working with youth and/or low income communities preferred
- Experience with juvenile dependency or delinquency courts and school systems is helpful but not mandatory
- Experience with Mail-Chimp, GoToWebinar, and Wordpress

Competitive salary and benefits

Please email your cover letter and resume to JoAnn Parrilla at the Alliance for Children's Rights, 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.