



EDUCATION PROGRAM LEGAL ASSISTANT/ADVOCATE/TRAINER

OUR MISSION AND SERVICES

The Alliance for Children's Rights is a non-profit, legal services organization devoted solely to helping children in poverty, 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 and probation youth to protect their education rights. The legal assistant will support project attorneys, focusing on enforcing the general education rights of primarily high-school aged youth 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, and providing community presentations to foster youth about their education rights. 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.
- 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

Competitive salary and benefits

Please email your cover letter and resume to Jill Rowland at the Alliance for Children's Rights, j.rowland@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.