



Education Program Legal Assistant

POSITION SUMMARY:

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 program attorneys and must have the ability to work independently and handle multiple tasks simultaneously in a fast-paced environment. This is a very good opportunity for well-qualified candidates.

ABOUT THE ALLIANCE:

The Alliance for Children's Rights protects the rights of impoverished, abused and neglected children and youth. Our lawyers, advocates and social workers, together with hundreds of pro bono attorneys and community volunteers, ensure that children who are at-risk or in foster care have safe, stable homes and can access the education, healthcare, and financial supports that they need. We also help transition-age youth overcome barriers to their stability and success, and we work statewide to improve child welfare practices and policies in order to remove the many obstacles that our clients face. Since 1992, we have helped over 150,000 children.

Charity Navigator has awarded the Alliance its highest 4-star rating for the past nine years in a row. This puts the Alliance in the top 2% of charities in the U.S. rated by Charity Navigator. The 4star rating reflects the Alliance's sound fiscal management and commitment to accountability and transparency.

The Alliance is well known in the child welfare community for its knowledge, expertise, and accomplishments. Alliance staff members and our partnering pro bono attorneys are advocates for our most vulnerable children and their caregivers. Being the voice of young people who often have no voice, and otherwise could be forgotten, is incredibly rewarding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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
- Request and compile medical, mental health and education records
- Supervise student interns
- Maintain communication with pro bono attorneys
- Communicating with monolingual Spanish clients, provide Spanish translation for attorneys, and develop bilingual project materials
- Administrative duties including data entry, filing, and drafting letters
- Schedule IEP/IFSP meetings for program 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

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, gender, national origin, ancestry, age, disability, or marital status. The above statements are of a general nature and are intended to describe level of work being performed. It is not intended to be an exhaustive list of all responsibilities and duties of the position.

The Alliance for Children's Rights offers a competitive salary and a generous benefits package. For more information about the Alliance visit <http://kids-alliance.org>.

TO APPLY: Please email your cover letter and resume to Jill Rowland at the Alliance for Children's Rights, j.rowland@kids-alliance.org. Responses will be sent only to individuals meeting the outlined qualifications of the position.