



CASA CORNELIA
LAW CENTER

Position Description: Program Assistant, Pro Bono Program

The Firm:

Casa Cornelia Law Center is a public interest law firm providing quality *pro bono* legal services to victims of human and civil rights violations with a primary commitment to the indigent within the immigrant community in Southern California. Our legal services include representation of those in removal proceedings or seeking affirmative immigration relief including asylum seekers, abused and abandoned children, and immigrant victims of domestic violence, human trafficking, and other serious crimes who are eligible under U.S. law. CCLC provides *pro bono* representation through its staff with the support of volunteers, such as private attorneys, law students, and interpreters/translators under the mentorship of CCLC attorneys.

The Program:

The Pro Bono Program furthers the mission of CCLC by recruiting, training, and coordinating the work of licensed attorneys and law students who provide volunteer service within CCLC's core legal programs. Volunteer attorneys recruited and trained by the Pro Bono Program serve in all of CCLC's core legal programs and function as counsel of record on the cases assigned to them. The Pro Bono Program ensures that these attorneys are appropriate for service within the relevant program, assigns cases, and matches the attorneys with CCLC staff mentors. The Pro Bono Program is also CCLC's primary point of contact with law firms, in-house counsel offices, law schools, and similar organizations. The Pro Bono Program is also responsible for interviewing and selecting law student interns and assigning these students to work with appropriate CCLC staff. The Pro Bono Program also serves a crucial role in representing CCLC in the community including with potential supporters.

The Position:

The Program Assistant, Pro Bono Program, is a non-attorney professional serving within the Pro Bono Program that provides general administrative support to the program staff and volunteer attorneys in furtherance of CCLC's mission.

Appointment and Accountability:

The Program Assistant, Pro Bono Program, is hired by the Executive Director and is accountable to the Managing Attorney, Pro Bono Program.

Primary responsibilities:

The Program Assistant, Pro Bono Program, will discharge the responsibilities of the position by:

- a) ensuring that individual clients are treated with dignity;
- b) recognizing the vulnerability of the immigrant population, especially those in proceedings or detention, and accommodating for cultural diversity;
- c) providing general administrative support to the Pro Bono Program staff and volunteers;
- d) implementing firm processes to assure the optimal functioning of the program;
- e) tracking cases for placement with volunteer attorneys;
- f) preparing case summaries;
- g) communicating with volunteers and potential volunteers as requested;
- h) assisting with the screening and selection of law student interns and volunteers and other interns and volunteers as requested;
- i) assisting in case file and database maintenance;
- j) assisting in the collection of program data;



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- k) participating in legal and community outreach to further positive collaboration and good will towards Casa Cornelia;
- l) learning and utilizing our case management system's key functionalities to meet Pro Bono Program, administrative, client and volunteer-related needs;
- m) assisting with events for volunteers and other Pro Bono Program stakeholders, including virtual events; and,
- n) assuming responsibility for other tasks as assigned by the Managing Attorney, Pro Bono Program, and the Legal Support and Strategy Director.

Qualifications:

The following are required for appointment as the Program Assistant, Pro Bono Program:

- a) A commitment to social justice and the mission of CCLC;
- b) A bachelor's degree from an accredited university or an associate's degree and two years of relevant professional experience;
- c) Excellent communication skills;
- d) Willingness to work in a fast-paced, collaborative, and detail-oriented environment; and,
- e) A demonstrated commitment to serving indigent populations.

Candidates for the position of Program Assistant, Pro Bono Program, with the following additional qualifications will be given priority:

- a) Prior experience working in a law firm;
- b) Prior experience in the immigration law field;
- c) Prior experience working with volunteers;
- d) Prior experience working with an online case management system;
- e) Fluency in language(s) frequently spoken by CCLC clients; and,
- f) Experience working in a not-for-profit.

This is a full-time, in-person position. The hourly pay range for the position is \$20.40/hour - \$22.70/hour based upon education, experience, and other standardized criteria. This position is eligible for benefits including medical, vision, dental, life, and long-term disability insurance. Additionally, the candidate will qualify for paid and sick time off, twelve paid holidays, retirement plan, and a rewarding and professional work environment.

APPLICATION DEADLINE: Applications will be accepted until the position is filled.

START DATE: Immediately.

TO APPLY: Email your (1) Cover Letter of Interest, (2) Resume, and (3) Three references to: Applications@CasaCornelia.org. Please see our website located at www.CasaCornelia.org to learn more about Casa Cornelia's work.

Casa Cornelia Law Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.