



CASA CORNELIA  
LAW CENTER

**Position Description: Receptionist**

**The Firm:**

Casa Cornelia Law Center (CCLC) 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 to 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 and the support of volunteers, such as private attorneys, law students, and interpreters/translators under the mentorship of CCLC attorneys.

**The Position:**

The Receptionist is a professional supporting all departments within the Law Center by serving as the first point of contact for clients, potential clients, volunteers, donors, and other stakeholders; routing those individuals to the appropriate staff members; and assisting in the smooth functioning of the Law Center as a whole.

**Appointment and Accountability:**

The Receptionist is hired by the Executive Director and is accountable to the Legal Director.

**Primary responsibilities:**

The Receptionist will discharge the responsibilities of the position by:

- a) ensuring that all individuals who contact or visit the Law Center are treated with dignity;
- b) recognizing the vulnerability of the immigrant population, especially those in proceedings or detention, and accommodating for cultural diversity;
- c) answering the Law Center's main phone line, providing general information about the Law Center, taking messages, and directing calls to appropriate staff members;
- d) welcoming visitors to the Law Center and directing/processing them as appropriate (note that the Law Center is not generally receiving in-person visitors at this time);
- e) providing prospective clients an application for services and processing the application for services as directed;
- f) monitoring the reception area and ensuring that all visitors are timely and professionally received;
- g) assisting in the processing of incoming and outgoing mail;
- h) ensuring that the reception area, work rooms, and other shared workspaces are neat and tidy;
- i) taking inventory of office supplies and ordering supplies as necessary;
- j) scheduling meetings and meeting spaces;
- k) coordinating hospitality and refreshments for meetings as requested;
- l) providing general administrative and clerical support as directed;
- m) assisting in case file and database maintenance and the collection of program data; and,
- n) assuming responsibility for other tasks as assigned by members of the Law Center's leadership team.



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**Qualifications:**

The following are required for appointment as the Receptionist:

- a) A commitment to social justice and the mission of CCLC;
- b) An associate's degree from an accredited university or two years of relevant professional experience;
- c) Oral and written fluency in English and Spanish;
- d) Ability to effectively communicate with diverse individuals;
- e) Willingness to work in a fast-paced, collaborative, and detail-oriented environment;
- f) Competency in Microsoft Office Suite; and,
- g) A demonstrated commitment to serving indigent populations.

Candidates for the position of Receptionist with the following additional qualifications will be given priority:

- a) Prior receptionist or customer service experience;
- b) Prior experience working in a law firm;
- c) Prior experience in the immigration law field;
- d) Fluency in additional languages frequently spoken by CCLC clients; and,
- e) Experience working in a not-for-profit.

Please note that this position requires full vaccination against COVID-19 consistent with applicable law.

This is a full-time (35 hours/week), non-exempt in-person position. The wage range for this position is \$18.36-\$20.66/hour; the wage rate is established based on objective criteria above and beyond the minimum requirements for the position. 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:** Position immediately available.

**TO APPLY:** Email your (1) Cover Letter of Interest, (2) Resume and (3) Three references to: [Applications@CasaCornelia.org](mailto:Applications@CasaCornelia.org). Please see our website located at [www.CasaCornelia.org](http://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.*