



CASA CORNELIA
LAW CENTER

JOB ANNOUNCEMENT
Volunteer Interpreter and Translator (VIT) Program Assistant

ABOUT US:

Casa Cornelia Law Center, (“CCLC”) is a public interest law firm serving San Diego County by providing quality pro bono legal services to victims of human and civil rights violations. CCLC has a primary commitment to the indigent within the immigrant community. Our programs include representation to those seeking asylum, abused and abandoned children, and immigrant victims of domestic violence, human trafficking and other serious crimes who are eligible under U.S. law for immigration relief. CCLC provides pro bono representation through support of volunteers, such as private attorneys and law students, under the mentorship of CCLC staff attorneys and interpreters/translators.

JOB DESCRIPTION:

The VIT Assistant provides support in the coordination and facilitation of CCLC’s corps of volunteer interpreters and translators and their work. The effective coordination of translation of documents and facilitation of interpreter services is essential to delivering quality legal services to CCLC’s clients. Additionally, the VIT Assistant assists with outreach and other special events for the recruitment, training and recognition of the VIT corps.

REQUIREMENTS:

Candidates must have the following minimum experience and education: The VIT Assistant must be detail-oriented, highly organized, able to analyze information, take direction and exercise good judgement. They must have:

1. A Bachelor’s Degree or Associate Degree/College-level coursework, plus comparable work experience.
2. A certificate of completion from an Interpretation/Translation English/Spanish program, preferred.
3. A minimum of one year I/T practical experience, or comparable work experience.
4. Strong keyboarding skills.
5. Advanced written and verbal communication skills.
6. Practical knowledge and use of the Google Workspace collaboration tools (Gmail, Sheets, Forms, etc.).
7. A background in electronic case management software, such as LegalServer, preferred.
8. The ability to complete time sensitive tasks and work independently as a member of a team.
9. The ability to work with confidential and sensitive information.

Work hours are full time (35 hours) Monday through Friday. Hourly pay range is \$21.22-\$23.60. This position is eligible to receive paid benefits including medical, dental, vision and long-term disability for employee; generous paid time off and paid sick leave; 12 paid holidays; retirement plan. This position is in-person. *All employees must be fully vaccinated against COVID-19 unless a mandatory legal exception applies.*

APPLICATION DEADLINE: Applications will be accepted until position is filled. **START DATE:** Immediately

TO APPLY: Please Email your (1) Cover Letter of Interest, (2) Resume and (3) 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.