



**Pursuing Fair
and Equal Justice**

LEGAL SERVICES COORDINATOR

JOB ANNOUNCEMENT

Eastside Legal Assistance Program (ELAP) is a nonprofit organization that provides free civil legal services in communities throughout King County. We work with individuals and families in our region who can't afford a lawyer, including domestic violence survivors, veterans, seniors, immigrants, and low-income tenants.

This is a dynamic opportunity to make equal access to justice in our community a reality. Come join the team at Eastside Legal Assistance Program (ELAP) as our Legal Services Coordinator. We are looking for a highly motivated, outgoing, detailed-oriented, and organized person to support our administrative work and conduct detailed client intakes with the people we serve. The key to success in this role is having a high level of flexibility and a desire to provide excellent service to our clients.

RESPONSIBILITIES:

- Manage incoming requests for legal services, including, answering multi-line phone system, screening clients for eligibility, drafting case notes, and placing clients in the appropriate ELAP program
- Identify resources for clients who may not qualify for ELAP services, and make referrals to other legal aid and social services providers
- Assist with case management tasks, such as, obtaining client documents, sending out appointment reminders and client surveys, and entering attorney time and case notes into legal database (LegalServer)
- Work collaboratively with administrative team to provide coverage during staff absences
- Participate in staff and program-related meetings and attend trainings essential to job duties
- Provide administrative support to Program Director to as needed

QUALIFICATIONS:

- Bilingual candidates are strongly encouraged to apply;
- Excellent interpersonal, oral, and written communication skills, including the ability to respond to clients with patience and empathy;
- Demonstrates a trauma-informed and culturally competent approach in working with a diverse population, and can work effectively with an interpreter;
- Highly organized, with ability to prioritize and simultaneously maintain multiple projects with high level of quality and productivity;
- Detail-oriented, able to learn quickly, strong critical thinking and problem-solving skills;
- Ability to work both within a team environment and independently;
- Proficiency in Microsoft Office suite, and is open to learning new software applications;
- Exhibits high level of professionalism and the ability to maintain confidentiality;
- Committed to ELAP's mission of promoting equal access to justice;
- Experience sufficient to successfully perform the essential duties of the job;
- Experience working in a legal setting;
- LegalServer experience a plus;

HOURS, SALARY, AND BENEFITS

HOURS: 40 hours/week

SALARY: \$50,000 - \$52,050 per year DOE

BENEFITS: Medical/Dental/Vision and Life Insurance, 401(k) with match, 12 paid Holidays, week between Christmas Day and New Year's off, paid Vacation, and paid Sick Leave

LOCATION: Training on location but open to hybrid-remote; 20% on site at ELAP's office in Bellevue

REPORTS TO: Program Director

TO APPLY

Priority will be given to resumes received by March 10th. **Please send resume and cover letter to ngoc@elap.org.** The position will be open until filled.

Equity and Inclusion

ELAP is organizationally committed to fighting racism and incorporating equity and inclusion in our advocacy work and our internal systems and work environment. ELAP expects all staff to uphold this organizational commitment and approach their role with a desire to learn and grow in this area. As with all staff, the attorney filling this role will be expected to center race equity in their work and support ELAP's goal to operate as an anti-racist organization.

ELAP is an equal opportunity employer and complies with all applicable federal, state, and local laws prohibiting employment discrimination. ELAP promotes mutual respect, acceptance, teamwork, and productivity in the workplace. People of color, immigrants, women, LGBTQIA, those with disabilities, mature workers, and other underrepresented and historically marginalized groups are strongly encouraged to apply. ELAP is committed to operating as an organization whose staff, board, and clients are diverse in background, experience, race, color, national origin, gender, age, religious preference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen our work while reinforcing our mission.

REASONABLE ACCOMMODATION

Individuals needing a reasonable accommodation for the application or interview process or more information about the position should email Ngoc Nguyen, Chief of Staff, at ngoc@elap.org.

