



HIV & AIDS Legal
Services Alliance

POSITION ANNOUNCEMENT ***BILINGUAL LEGAL ASSISTANT***

*FULL TIME HOURLY \$11-\$15 plus extensive benefits
including fully-paid health insurance, public transportation*

HIV & AIDS Legal Services Alliance (HALSA) is a legal aid organization dedicated to protecting the rights of low income individuals with HIV/AIDS and their families. HALSA has earned a national reputation as the leading expert on discrimination, employment, housing, immigration, public benefits, and tax laws affecting people living with HIV and AIDS. In 2008, HALSA provided more than 12,800 free hours of legal assistance to more than 1300 individuals and families in Southern California.

HALSA currently has a full-time opening (40 hrs/week) for a Bilingual Legal Assistant. Primary duties include intake and communication with clients by phone and in-person, screening requests for assistance, making referrals and setting appointments with attorneys, translation (written and oral), preparing forms and legal documents, filing motions, data entry, document delivery and service, and general administrative duties. Position primarily supports housing and immigration attorneys. Must have strong organizational and time-management skills, excellent client services orientation, superb communication and interpersonal skills, a high level of maturity and professionalism and be dependable and punctual.

Minimum requirements are an Associates degree or Paralegal certificate (or current enrollment in a Paralegal program), and be highly fluent (both verbal and written) in English and Spanish. Prior experience working in a legal environment (preferably in the housing or immigration practice areas), or non-profit experience working with low-income people of color will get the highest priority for an interview.

To be considered complete, applications must include a cover letter describing your interest, specific qualifications (see above), resume, salary history, and three professional references. *Applications submitted without all 4 of these requirements will not be considered.*

Mail to: Legal Director
HALSA
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Or email to: pfarrell@halsalegal.org
No phone calls please. Principals only.