



COMMITTED TO ACCESSIBLE CIVIL JUSTICE

Legal Assistant (Bilingual – English/Spanish)

DC Affordable Law Firm (“DCALF”) was founded in 2015 with the singular mission of providing high quality, affordable legal services to DC residents with unmet legal needs who do not qualify for free legal aid, but are unable to pay prevailing legal rates. DCALF fills a sizeable void in the District’s civil legal services landscape as the only nonprofit legal service provider in the District of Columbia exclusively focused on serving the more than 100,000 modest-means DC residents living 200-400% above the Federal Poverty Level. Additionally, DCALF provides extensive pro bono representation to members of the immigrant community and is a partner in the Family Law Assistance Network (“FLAN”), an initiative designed to link *pro se* litigants with limited-scope legal representation and assistance. Since 2015, DCALF has represented approximately 670 clients in over 1,000 matters, we continue to receive a steady flow of referrals from the Court, members of the community, and other legal service providers.

Overview: We are seeking a full-time bilingual legal assistant with relevant prior experience and empathy to support our small team of nine attorneys. The selected candidate is adept at building relationships with persons from diverse backgrounds and has a strong sense of empathy, organization, and professionalism.

Case Management and Client Communications (70–80%)

- Answer incoming calls, take messages, and regularly monitor general DCALF Info email account;
- Answer incoming calls, regularly monitor FLAN email account, and circulate referrals to partner organizations according to rotation schedule;
- Conduct intake/conflict reports of potential clients in English and Spanish and provide referrals when appropriate;
- Provide legal support for nine attorneys, including:
 - Interpreting and translating to and from Legal Spanish for client meetings, phone calls, emails and other correspondence, documents, court and government submissions, and hearings/interviews;
 - Scheduling internal and external meetings;
 - Document gathering, scanning and file maintenance; and
 - Assisting with fact gathering, discovery and trial preparation.
- Translate outreach documents, billing materials, and evidentiary documents to and from Spanish.

Office Management/Administrative Responsibilities (20–30%)

- Update and maintain our organization’s website and intake application (mostly content entry);
- Update and create resources for the firm, including assisting in training new fellows on law firm management, organization, and systems;
- Maintain social media presence on Twitter, LinkedIn, and Instagram;
- Complete out-of-office tasks, such as picking up and dropping off documents at various DC; courts and agencies and mail runs; and
- Work with the Executive Director on fundraising-related campaigns.

Qualifications

- Fluency in Spanish required (oral and written communication)

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- Proficient in IT; familiarity with Microsoft Office, document management software, etc.
- Ability to prioritize and multi-task
- Highly-organized and detail-oriented and able to work in a fast-paced environment
- Experience with administrative support
- Ability to manage highly-sensitive, confidential information
- Strong customer service and interpersonal skills
- 3 years of legal assistant, intake specialist, or paralegal experience preferred.

Compensation

- Salary commensurate with market and experience.

Application Process

- Please submit a cover letter, resume, and list of three references to info@dcaffordablelaw.org with the subject line "Legal Assistant." No calls will be accepted regarding this posting.

DC Affordable Law Firm is an equal opportunity employer. We provide equal opportunity to applicants without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, political affiliation, physical or mental disability, or other classification protected by law.

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