

Administrative Assistant, Attorney of the Day (AOD)

Join an organization dedicated to improving our community through programs that provide equal access to legal services. The Justice & Diversity Center of The Bar Association of San Francisco (JDC) currently has an exciting opportunity to join our team as an **Administrative Assistant, Attorney of the Day (AOD)**.

About BASF:

BASF is a nonprofit organization and the oldest voluntary bar association in California. Today, over 7,400 San Francisco lawyers are members of BASF, which prides itself as being one of the most active and innovative local bar associations. In addition to services and benefits to our members, BASF provides a variety of legal services to San Francisco residents including our Lawyer Referral and Information Service, Alternative Dispute Resolution, and the Justice & Diversity Center (including the Homeless Advocacy Project) which is the largest provider of legal services to San Franciscans.

About the Justice and Diversity Center of BASF (JDC):

JDC is a non-profit organization that provides free legal services through its staff and volunteers to low-income Bay Area residents. Each year more than 1,600 volunteer attorneys, legal assistants, and law students work with JDC staff to serve nearly 7,500 indigent clients. JDC's holistic advocacy approach seeks to address the social service and legal needs of clients.



About the Job:

The AOD Administrative Assistant administers the calendaring of Attorneys of the Day volunteers through volunteer sign up technology and provides volunteer information to the San Francisco Immigration Court staff. They will also conduct inventory of the materials provided to unrepresented immigrants, including "Know Your Rights" packets, intake forms, and referral lists. They are responsible for re-ordering and restocking the materials and collecting intakes from lock-boxes in the court. The position also entails data keeping from the intakes into a database (LawLab). The assistant will track unrepresented immigrants seen at court to amalgamate and analyze the data, collect and organize data to support reports to funders. The AOD Administrative Assistant may provide follow up services such as provision of materials or referrals to unrepresented immigrants served by the program.

The successful candidate will have the following:

EDUCATION/EXPERIENCE

- ▶ Bachelor's Degree in a related field or an equivalent combination of relevant education, training, and expertise sufficient to perform the essential duties of the position
- ▶ Bilingual in Spanish and English
- ▶ Ability to work independently and in a team environment
- ▶ Ability to learn quickly
- ▶ Culturally competent

SKILLS & REQUIREMENTS

- ▶ Extremely organized, self-motivated, collaborative and able to work independently in a busy team-oriented environment
- ▶ Calendar attorneys to serve as Attorneys of the Day (AODs) at the San Francisco Immigration Court
- ▶ Communicate with volunteer attorneys: assist them in signing up to volunteer, provide information about respondents who have previously been evaluated through the program, and field questions.
- ▶ Restock and order new materials for AOD program

- ▶ Enter data collected through the AOD program into a database (LawLab) to track for follow-up and grant reporting purposes
- ▶ Help to conduct follow-up and referral to unrepresented immigrants in court
- ▶ Perform Know Your Rights (KYR) presentations to groups of unrepresented immigrants facing deportation proceedings
- ▶ Interpret for non-Spanish speaking attorneys who volunteer for the program

Why Work For Us:

We offer a collaborative work environment, a progressive work culture, and a wonderfully diverse staff. Additionally, we are a mission and values based organization.

We also offer a generous benefits package that includes: a choice of medical insurance plans, dental insurance, vision insurance, pretax commuter, health, and dependent care accounts, employer paid short- and long-term disability insurance, life insurance, and a retirement and profit-sharing benefit, and more.

To find out more about JDC, please visit our website at www.sfbar.org.

To Apply:

Starting salary is competitive with other nonprofits. JDC is strongly committed to diversity and encourages applications from people who can contribute to our diversity.

We will begin reviewing candidates immediately and continue until the position is filled. Please submit your resume and cover letter to: BAFjobs@sfbar.org or Human Resources, JDC, 301 Battery Street, Third Floor, San Francisco, CA 94111 (please reference **Administrative Assistant, AOD**) Open until filled.

No phone calls please. Due to the amount of resumes we receive each day, we will not be able to respond individually with the status of your application.