

## JOB POSTING

**POSITION:** Legal Secretary  
**DIVISION:** Personal Development Division  
**EMPLOYMENT CLASSIFICATION:** Full-Time  
**SOC CODE:** 43-6012

**LOCATION:** 39 Broadway, Newark, New Jersey 07104  
**REPORTS TO:** Division Director and/or Deputy Director  
**FLSA STATUS:** Non-Exempt  
**COMPENSATION:** \$35,000

**BENEFITS:** La Casa offers a generous benefits package, including, paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

### POSITION SUMMARY:

Under the general direction of the Division Director and the Deputy Director, the Legal Secretary will provide administrative and programmatic support through the coordination and administration of programs and projects under the discipline of the Immigration Services.

### RESPONSIBILITIES AND DUTIES:

- Perform duties such as typing forms and correspondence using legal terminology
- Responsible for preparing and submitting programmatic reports as required by funders or senior management staff
- Responsible for gathering clients personal data
- Monitor and track all data collection for monthly statistical reporting
- Manage calendar of appointments for current and prospective clients
- In charge of following up with client outcome data
- Responsible for maintaining client files in a confidential manner and in accordance with legal statutes
- Assist with coordinating immigration workshops on a quarterly basis with internal and external clients
- Represent the program at other divisional meeting and/or external community groups
- In charge for processing program fees and adhering to the money order policy
- Attend Professional Development training and workshops required by funders
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged during La Casa's sponsored events.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs.

### EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in social service with one year of experience working with immigration law or Paralegal/ Associates Degree with 3 years of experience.
- Proof of previous Department of Justice (DOJ) accreditation required. If not, must satisfy general DOJ accreditation prerequisites, and accreditation must be obtained within 6 months of date of hire.
- Bilingual/ Bicultural (*Must be able to read, write, and speak Spanish fluently*)
- Experience with filling out Immigration forms a must (i.e., N400, DACA, family petition, etc.)
- Excellent interpersonal, written and verbal communication skills
- Proficient in Microsoft Office applications (*Word, PowerPoint and Excel a must*)
- Ability to work independently as well as part of a team
- Self-starter and strong willingness to take initiative
- Must be able to travel for in-town and out-of-town conferences and trainings

### REQUIREMENTS AND PHYSICAL DEMANDS:

- Required to stand for long periods of time\*

*\* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### SCHEDULE:

- **Monday – Friday:** 9:00 am - 5:00 pm (*employee will be required to work some weekends when special events are being conducted*)

### TO APPLY:

- Please email your resume with cover letter to [wmelendez@lacasanwk.org](mailto:wmelendez@lacasanwk.org). Only candidates being considered for an interview will be contacted.

**To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)**

*La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and is committed to Diversity in the Work Force. All applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.*