



POSITION ANNOUNCEMENT

Legal Secretary

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Legal Secretary who will support the Managing Director and Senior Director of Operations in assisting with the day-to-day administration and operations of the Community Empowerment pillar. To be successful in this role, the Legal Secretary should be time-efficient, possess excellent interpersonal skills, and be a well-organized team player. The Legal Secretary will serve as an integral member of the Community Empowerment team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Perform duties such as typing forms and correspondence using legal terminology.
- Responsible for preparing and submitting programmatic reports as required.
- In charge of maintaining client files and program database up-to-date.
- Responsible for following up with clients to maintain up-to-date information concerning their immigration legal status.
- Manage calendar of appointments for current and prospective clients.
- Responsible for maintaining client files in a confidential manner and in accordance with legal statutes.
- Assist with coordinating immigration workshops.
- Attend and represent the Immigration Services Program during meetings and community advocacy group sessions.
- In charge of processing program fees and adhering to the money order policy.
- Attend professional development trainings as required.
- Administer and observe the organization's office operations, policies, and procedures.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of LCDP's program and increasing participant numbers.
- Other duties may be assigned to meet organizational needs.

Educational, Required Skills and Experience Requirements:

- Associate Degree or Paralegal Certification with 1 year of experience in immigration and/or legal services or 3 years' experience in related work.
- Bilingual/Bicultural (Must be able to read, write, and speak Spanish fluently).
- Experience with filling out immigration forms a plus (N-400, DACA, family petitions, etc.).
- Excellent interpersonal, written and verbal communication skills.
- Proficient in Microsoft Office applications (Word, Excel and Powerpoint a must).
- Ability to work independently as well as part of a team under supervisor's direction.
- Self-starter and strong willingness to take initiative.
- Must be able to travel for in-town and out-of-town conferences and trainings.

Physical Requirements:

- May be required to sit for long periods of time, able to lift 15lbs.

**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.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Non-Exempt
- **SOC code:** 43-6012
- **Reports to:** DOJ Accredited Rep.
- **Schedule:** Monday – Friday, 8:30am – 4:30pm
- **Compensation:** \$19.23 per hour
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**Legal Secretary**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.