



610 S. Ardmore Avenue, Los Angeles, CA 90005, Tel: (213) 385-2977, Fax: (213) 385-9089, Website: www.publiccounsel.org

JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT EDUCATION PRACTICE TEAM CHILDREN'S RIGHTS PROJECT

Public Counsel is the largest *pro bono* public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children's Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants' Rights, Veterans' Rights, the Audrey Irmas Project for Women & Girls' Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of over 120. We seek to have a racially inclusive staff.

Public Counsel's Children's Rights Project serves children and their caregivers on a variety of legal issues, including education, probate legal guardianship, public benefits, and adoption. The Children's Rights Project also has practice areas geared to serving high need populations, including transition age youth. Our Education Practice Team represents children and youth and their parents/Education Rights Holders in obtaining appropriate educational services and preventing or mitigating the outcomes of school discipline proceedings. Additionally, our Education Practice Team engages in policy and legislative work around systemic educational issues.

JOB SUMMARY

The Education Practice Team is seeking an Administrative Assistant. The Administrative Assistant works under the supervision of the Education Rights Supervising Attorney and has the following responsibilities:

- Primarily responsible for administrative office support to the Education Practice Team;
- Maintains case monitoring system, including creating client files and maintaining computerized database of clients and cases, closing and scanning closed files;
- Assists with client casework, including preparing and serving administrative court filings, calendaring, and organizing client educational records;
- Supports intake scheduling and coordinates monthly Education intake nights;

- Coordinates Pro Bono outreach;
- Assists in outreach to clients and partner organizations;
- Assists with document review and project management in complex Public Records Act Requests to school districts regarding school discipline practices and law enforcement in schools;
- Handles logistics for seminars and trainings; and
- Other duties as assigned.

ESSENTIAL JOB SKILLS AND ABILITIES REQUIRED

Candidate must be a team player who possesses the following:

- Spanish language fluency;
- Strong writing and editing skills;
- Strong computer skills (Word, Outlook, Excel, PowerPoint, and Adobe Pro);
- Ability to prioritize multiple tasks;
- Ability to work well under pressure and in teams;
- Ability to complete work accurately and in a timely fashion;
- Attention to detail, outstanding organizational skills, ability to multitask;
- Experience in and dedication to working with people of diverse cultural, geographic, and economic backgrounds including individuals with a history of trauma.

The following skills or abilities are strongly preferred:

- Bachelor's degree with at least one year of relevant experience in social services;
- Experience maintaining legal case files; and
- Prior experience in nonprofit legal setting.

START DATE AND COMPENSATION

This position is available immediately. Salary is commensurate with abilities and experience. Excellent benefits.

APPLICATION DEADLINE

Continuous until position is filled.

TO APPLY

Please send a cover letter and resume to:

Mayra Lira, Education Rights Supervising Staff Attorney

Children's Rights Project

Public Counsel

610 South Ardmore Avenue

Los Angeles, California 90005

Fax: 213/201-4723

Email: edu@publiccounsel.org

No phone calls please.

Public Counsel is an Equal Opportunity Employer

All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws.

All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.