



St. Francis
community services

 CATHOLIC LEGAL
ASSISTANCE MINISTRY

Legal Services Intake and Office Coordinator

Overall Mission:

St. Francis Community Services walks with our vulnerable neighbors to create opportunities, to build resilience and to advocate for justice.

Job Description:

St. Francis Community Services, Catholic Legal Assistance Ministry, seeks a salaried, full time, bilingual (Spanish/English), legal services intake and office coordinator to support the work of our staff attorneys in their representation of low-income clients and to support site management operations.

Duties and Responsibilities:

- Manage intake and screen clients for legal aid relief
- Legal case management and maintain client communication and files
- Coordinate legal case maintenance and provide supportive measures to program attorneys and/or pro bono attorneys in delivery of legal services to clients
- Provide timely and accurate translation and interpretation services to attorneys and other non-Spanish speaking staff
- Answer office main line phone and respond to callers seeking legal aid or other aid; make referrals and connections to other services/providers as appropriate
- Develop and maintain relationships with community partners and pro bono attorneys to assist in connecting clients with those resources
- Assist operations manager with general office organization and efficiency
- Provide timely and accurate data entry into client management data system
- Assist with tracking and collecting data for grant reporting
- Assist with coordination of community events to further education and awareness within the community with the intention of furthering St. Francis Community Services ministry-wide goals and mission
- Other duties as assigned

Requirements:

- Authorized to work on first day
- Proficiency in Spanish and English required
- Highly organized and detail-oriented
- Possesses excellent verbal and written communication skills, with familiarity in utilizing Microsoft Office programs (Word, Excel, Outlook, Teams, etc.)
- Experience with and/or ability to work with people from culturally and ethnically diverse backgrounds
- Prior experience in human services field, non-profit or legal field preferred
- Commitment to uphold diversity, equity and inclusion in the performance of all job duties

This is a full time, salaried position with benefits including generous paid time off, health insurance coverage, retirement account, parking and professional development opportunities.

This position reports to Director of Legal Services, Immigration Managing Attorney and Operations Manager and works with all office staff.

Salary is negotiable, depending upon experience and skill set.

To apply:

Please send cover letter, resume and references to Ann Marie Schwein, Manager of Human Resources at aschwein@ccstl.org.