

## Legal Assistant in San Francisco

The Immigration Center for Women and Children (ICWC) seeks a full-time legal assistant to work with attorneys, staff and student interns. ICWC is a non-profit legal organization providing affordable immigration services to underrepresented women and children in Los Angeles and San Francisco. ICWC strives to provide security and stability for children who are abused, abandoned or neglected and for women and children who are victims of domestic violence or sexual assault. The legal assistant will primarily work with federal immigration laws that allow victims to apply for work authorization and permanent residency. More information about ICWC is available at [www.icwclaw.org](http://www.icwclaw.org).

### Duties and Responsibilities:

1. Assisting with client intake, completing legal forms, drafting pleadings, gathering evidence and preparing cases for filing.
2. Writing client declarations and translating documents from Spanish to English.
3. Performing other administrative duties including maintaining records and filing systems, answering telephones and processing mail.

**Qualifications:** All applicants should have strong writing skills and a meticulous attention to detail. Spanish language fluency is required. A demonstrated interest in low-income legal services or a commitment to civil liberties and immigrants' rights is preferred.

**Compensation:** Salary is commensurate with experience. Benefits package includes medical, dental, vision, retirement plan and paid time off.

**How to apply:** Send a cover letter and resume to [susan@icwclaw.org](mailto:susan@icwclaw.org)<mailto:[susan@icwclaw.org](mailto:susan@icwclaw.org)>.

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