



1145 Wilshire Blvd., Second Floor
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www.apalc.org

COMMUNITY LEGAL OUTREACH ADVOCATE - Bilingual in Chinese (Mandarin and Cantonese) Asian Language Legal Intake Program (ALLIP)

Agency Description: The Asian Pacific American Legal Center (APALC) was established in 1983 with broad-based support and has become the leading organization in the region dedicated to providing the diverse Asian Pacific American community with civil rights advocacy and multilingual, culturally-sensitive legal services and education.

Position Summary: The position is available immediately and will remain open until filled. The Asian Pacific American Legal Center seeks a full-time bilingual Community Legal Advocate (must be bilingual Mandarin and Cantonese), to staff a legal hotline that expands access to justice for low-income limited English speaking immigrants. Coordinated with three other non-profit legal services programs, the Asian Language Legal Intake Program (ALLIP) is recognized nationally as a model for its innovation and its ability to expand legal representation and advice to Asian clients in Los Angeles and Orange Counties.

Responsibilities and Duties:

- § Staff APALC's Asian Language Legal Intake Program, answering calls from the low-income, Mandarin and Cantonese-speaking community;
- § Assess legal matters and provide extensive counsel and advice over the phone in the following areas of law: Family, Immigration, Public Benefits, Employment, Housing and Consumer Protection;
- § Assist in the planning and execution of outreach activities to the Chinese community;
- § Assist in the development of and/or translation of written community outreach and education materials;
- § Assist in supervision of law students and interns;
- § Attend trainings to become knowledgeable on legal areas covered by the hotline;
- § Support collaboration through referrals and service coordination; and
- § Some administrative duties.

Qualifications:

- § Fluency in Mandarin and Cantonese, and have strong ties to the Chinese community.
- § Bachelor of Arts in Psychology, Sociology, Intercultural Communications, Asian-American Studies or related Social Science field
- § Dedication to serving immigrant communities and a sincere commitment to working on behalf of low-income immigrants.
- § Ability to work independently, under general supervision
- § Strong preference for applicants with some knowledge and experience in at least two of the following legal areas: family, public benefits, housing, immigration, employment, or consumer.
- § Valid driver's license and/or access to alternative means of transportation.

Compensation:

DOE, plus bilingual supplement. Excellent benefits, including health insurance (medical, dental and vision, long-term disability and life) and retirement package. Parking provided.

Application Process:

Tracey M. Quach, Asian Pacific American Legal Center, 1145 Wilshire Blvd, 2nd Fl, Los Angeles, CA 90017, Fax: 213-977-7595 ; E-mail: tquach@apalc.org

Position will remain open until filled. No phone calls please. For more information on APALC, visit www.apalc.org.