



1145 Wilshire Boulevard, Second Floor  
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www.apalc.org

**COMMUNITY LEGAL ADVOCATE – Vietnamese (FULL-TIME, ONE YEAR POSITION)  
Asian Language Legal Intake Program (ALLIP)**

**Agency Description:** The Asian Pacific American Legal Center (APALC), a member of the Asian American Center for Advancing Justice 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:** This is a one year, full-time position with a start date between August 15 and September 1, 2010 and a projected end date of August 31, 2011. APALC seeks a full-time bilingual Community Legal Advocate (must be bilingual Vietnamese and English) to staff a legal hotline that expands access to justice for low-income limited English speaking immigrants. This position is part of the Asian Language Legal Intake Program (ALLIP). 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 Vietnamese-speaking community in Los Angeles and Orange counties;
- 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 to the Vietnamese community in Los Angeles and Orange counties;
- Assist in the development of and/or translation of written community outreach and education materials;
- Provide translation/interpretation in off-site legal clinics and for other APALC staff working with clients;
- Assist in supervision of law students and interns;
- Attend trainings to become knowledgeable on legal areas covered by the hotline;
- Some administrative duties.

**Qualifications:**

- Must be fluent and able to read and write in Vietnamese, and have strong ties to the Vietnamese community.
- Must be able to work independently, under general supervision.
- Dedication to serving immigrant communities and a sincere commitment to working on behalf of low-income immigrants.
- Knowledge and experience in at least two of the following legal areas: family, public benefits, housing, immigration, employment, or consumer law preferred.
- Valid driver's license and/or access to alternative means of transportation.

**Compensation:**

\$15.00-16.25, plus bilingual supplement. Excellent benefits, including health insurance (medical, dental and vision, long-term disability and life). Parking provided.

**Application Process:**

Please submit a cover letter and resume to Tracey Quach, Asian Pacific American Legal Center, 1145 Wilshire Blvd, 2nd Fl, Los Angeles, CA 90017, Fax: 213- 977-7595; e-mail: [tquach@apalc.org](mailto:tquach@apalc.org)

Position will remain open until filled. No phone calls please. For more information on APALC, visit [www.apalc.org](http://www.apalc.org).

*An equal employment opportunity employer, the Asian Pacific American Legal Center of Southern California is in its twenty-seventh year as a private, non-profit organization providing legal services, community education and civil rights advocacy on behalf of low income and Asian Pacific Islander communities in Southern California*