

Intake Specialist & Legal Assistant

Job Description 2024

Towards Justice is recruiting a full-time Intake Specialist & Legal Assistant to build the capacity of our entrepreneurial non-profit legal-services organization.

About Towards Justice:

Towards Justice is a Colorado-based legal organization that performs work across Colorado. We are a nonprofit law firm on the cutting edge of economic justice advocacy. We use impact litigation, communications, and strategic policy advocacy to attack the systemic injustices that reduce worker bargaining power, erode the dignity of work, and exacerbate income and racial inequity.

Job Opportunity:

This opportunity is ideal for an individual comfortable communicating in both Spanish and English, with outstanding writing and organizational skills, proficient client management skills and an interest in public interest law and paralegal work.

The Intake Specialist & Legal Assistant will lead the intake program which includes managing intake analysis meetings, tracking intakes and referrals, and communicating directly with workers and collaborating attorneys in a timely manner. Additional legal assistance duties include, managing case files, drafting legal pleadings and correspondence, direct client contact, docketing, calendar maintenance, ECF Court filing and other duties as assigned.

In this role, the Intake Specialist and Legal Assistant will work closely with almost all Towards Justice staff and have the opportunity to proactively enhance the organization's capacity and support workers.

This is a full-time position during regular Monday-Friday office hours. Towards Justice is currently operating on a hybrid basis. We will consider remote applicants, though being based in Colorado is a plus.

Qualifications:

Required

- Ability to fluently communicate in oral and written Spanish
- Commitment to empowering marginalized workers and expanding access to justice
- Excellent interpersonal skills and a sense of humor
- Superior organizational skills

Preferred

- Knowledge of Microsoft Office and Salesforce
- Experience with case management in a fast-paced law office
- Experience with federal and/or state court filing systems
- Cross-cultural experience

- Experience working with vulnerable or low-income populations

Core Responsibilities:

- Drafting correspondence in English and Spanish
- Communicating with Intakes, Clients and Potential Clients in English and Spanish
- Managing intake process with Attorneys and Collaborating Attorneys
- Drafting basic pleadings and procedural motions for attorney review
- Communicating with the Courts in an appropriate manner
- Filing documents through the Federal Court Electronic Filing System
- Creating, updating, and maintaining case files for each Towards Justice case and client
- Assisting with document production and organization
- Assisting with document preparation for depositions and court appearances
- Maintaining the Towards Justice litigation calendar and ensuring that all deadlines are met

Salary and Benefits

Salary for the intake specialist will be \$52,000-\$65,000 depending on experience.

Benefits include full coverage of healthcare premiums for staff and family, generous paid vacation, paid sick days and paid leave, a retirement program with employer matching contributions, and long-term disability insurance.

How to Apply

The application process is rolling, and the position will stay open until filled.

If you are interested in joining our team, please send the following documents as a PDF attachment in an email to info@towardsjustice.org, with the subject line *Intake Specialist*.

- Cover letter
- Resume

Towards Justice values a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction, or any other characteristic protected by law.