



JOB DESCRIPTION

Job Title: Legal Tech Advocate

Organization: Latinos En Spokane

Status: Non Exempt | Hourly | Part Time 25h

Salary Range: \$22 - \$25

Benefits: Medical Stipend and paid time off (PTO and holidays)

Reports to: Poder Legal

About Latinos En Spokane:

Latinos En Spokane (LES) is a Latino and immigrant-led 501C3 non-profit organization based in Eastern Washington. We are dedicated to being a transformative force for systemic change, racial justice, and building generational health and wealth. Our mission is to empower Latinos, immigrants, and marginalized communities by providing wrap-around services, building cultural landscapes, supporting entrepreneurs, organizing, and creating policies for justice and inclusion.

Job Summary:

The **Poder Legal Tech Advocate** supports the Poder Legal legal department by collecting and digitally entering biographic data for individuals seeking legal representation and/or pro se legal orientation. This position empowers community members to take agency over their immigration matters by providing resources and technical assistance for self-help tools available online through various agencies.

Timely and accurate digital entry is a key aspect of maintaining the digital filing system, ensuring due diligence. This role requires a professional attitude, excellent organizational skills, attention to detail, and strong interpersonal communication. The successful candidate will have training or experience in legal terminology, office practices, and procedures, as well as working with vulnerable populations and non-English speakers.

Responsibilities:

- Enter, update, file, and maintain digital case files to ensure an efficient digital filing system.
- Conduct legal research as directed by attorneys, DOJ accredited representatives, and paralegals.
- Assist with managing office correspondence and administrative tasks such as answering phone calls, communicating with opposing attorneys, taking dictation, responding to emails, and reminding the team of deadlines using a paperless digital system.
- Assist community members in accessing digital resources, files, registrations, and legal services.
- Create, promote, and conduct educational opportunities for community members to learn how to access self-help legal tools online.
- Help community members navigate digital resources to file forms with non-governmental organizations, government agencies, and community resources, including U.S. Citizenship and Immigration Services, Immigration & Customs Enforcement, Social Security Administration, Washington State agencies, and other immigration-related agencies.

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- Schedule consultations, follow-up appointments, signings, and meetings for the team, and maintain the digital system's capacity to increase digital equity for all.
- Undertake other duties as necessary to support the Pro Se Digital Equity and Educational program.

Qualifications:

- Proficiency in Microsoft Office products, Google Workspace, and web-based software.
- Strong organizational and communication skills.
- Ability to meet demanding deadlines in a fast-paced environment.
- Experience as a paralegal, in immigration law, or in another legal field preferred.
- Experience working with immigrant communities, vulnerable populations, and non-English speakers.
- Fluency in English and Spanish. Excellent writing, interpersonal, and organizational skills.
- Commitment to creating an inclusive, professional, and welcoming environment for clients and staff.
- Strong ability to work both independently and as part of a team.
- Experience handling a high-volume workload is preferred.
- Must have a valid driver's license, as the position requires some travel.

Others responsibilities:

- Collaborate with other departments and teams to facilitate effective communication and information sharing across language barriers.
- Handle sensitive information with discretion and maintain a high level of confidentiality.
- Stay informed about industry trends, language advancements, and cultural developments to enhance professional skills.
- Be adaptable and flexible in responding to changing priorities and needs of the executive and the organization.
- Demonstrate cultural sensitivity and awareness to navigate language nuances and potential cultural differences. Assist in fostering a multicultural and inclusive environment within the organization.

To Apply:

Please submit a cover letter, resume, and three professional references to with the subject line " Legal Tech Advocate Application." Applications will be accepted until [application deadline].

At Latinos En Spokane, we are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age marital status, veteran status, or disability status.



Acknowledge for hired employee:

I have received, reviewed and fully understand the job description for Legal Tech AdvocateLegal Tech Advocate . I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Printed Name _____

Signature_____ Date: ____/____/____