



JOB DESCRIPTION

Job Title: Legal Tech Advocate Intern # 2

Organization: Latinos En Spokane

Status: No- Exempt | Hourly | Part Time 25h

Rate of Pay: \$24

Benefits: Paid Sick and Safe Leave accrual, eligible for use after 90 days of service

Projected Length of Service: February 28, 2025 to May 31, 2025

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 Intern** supports Poder Legal's 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:

- Meet with clients and assist in filling out forms I-765, I-589, E-33, and motion to change venue.
- Translate birth and marriage certificates.
- File asylum and work permit applications electronically using a respondent account or via mail to USCIS.
- Document all communication and filings in physical files and legal database.
- May also include assistance in the following tasks as assigned:
 - 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.
- 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.

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.

Qualifications:

- Ability to meet demanding deadlines in a fast-paced environment.
- 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.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

- Proficiency in Microsoft Office products, Google Workspace, and web-based software.



- Strong organizational and communication skills.
- Acuity with accurate data entry into digital filing systems and platforms

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Acknowledge for hired employee:

I have received, reviewed and fully understand the job description for Legal Tech Advocate - Intern. 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: ____/____/____