

LAS Seeking Intake Specialist and Office Manager

Immediate Spanish-Speaking Intake Specialist and Office Manager Position Available in Nashville

The Legal Aid Society has an immediate opening for a Spanish-Speaking Intake Specialist and Office Manager in its Nashville office. The specialist will complete intakes on potential Family Law clients and provide case handling and case management assistance to lawyers. Complete general and Pro Bono intakes for those potential clients who do not speak English, using Language Line Services, if necessary. Some community outreach in immigrant communities may be required. Serve as office manager, general office trouble-shooter and volunteer coordinator for the Nashville office.

Required Qualifications: High School Diploma or GED required. Must be able to effectively communicate in oral and written form in Spanish and English. Strong writing skills, computer literacy, the ability to learn complex material quickly, initiative, and strong organizational and interpersonal skills. Prior office management experience preferred. Some lifting (under 25 lbs) and light travel may be required. Proven sensitivity toward the poverty population, elderly and immigrant community preferred.

Salary: DOE. Excellent benefits.

The Legal Aid Society has thirty attorneys in eight offices in Middle and East Tennessee. Its attorneys provide low-income people expert legal assistance at all levels of state and federal court. Its staff includes national authorities in the fields of domestic violence, housing, consumer law, federal income taxation, health advocacy, nonprofit group representation, social security and special education. For more information about LAS, visit www.las.org.

Applications must include a cover letter, resume, three references (with phone numbers), and a writing sample in Spanish. Send by mail, fax or e-mail to:

Human Resources Administrator
Legal Aid Society
PO Box 5209
Oak Ridge, TN 37831
fax: 865-483-8905
e-mail: HR@las.org

Apply as soon as possible. The position will remain open until filled. The Legal Aid Society is an equal opportunity employer. It welcomes applications from women, minorities and persons with disabilities.

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