



## NOW HIRING: Immigration/Family Law Legal Assistant II in Nashville



### JOB SUMMARY:

- The Legal Assistant II will provide case management assistance for the Immigration and Family Law units through:
- the preparation of legal documents.
  - interviewing clients and conducting preliminary research.
  - conducting community outreach and maintaining positive working relationships with community agencies and law enforcement.



### WHO WE ARE LOOKING FOR:

- The ideal candidate will have:
- the ability to work in matters involving sensitive or traumatic circumstances.
  - knowledge of immigration law is preferred.
  - Bachelor's degree preferred.
  - fluency in written and spoken Spanish is a plus.
  - proficiency in use of office equipment and technology.



### HOW TO APPLY:

Email cover letter, resume, and three references (with phone numbers) in PDF format to our Hiring Manager at [hr@las.org](mailto:hr@las.org). Subject line should read: re: Immigration and Family Law Legal Assistant II Position.

### WHO WE ARE:

Legal Aid Society's mission is to advance, defend and enforce the legal rights of low income and vulnerable people in order to secure for them the basic necessities of life. Our 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.

### At Legal Aid Society, we...

- Celebrate diversity and are committed to creating an inclusive environment for all employees.
- Demonstrate a commitment to the principles of equal justice and advocacy for low-income people.
- Treat clients, staff and the public with dignity and respect.
- Appreciate the experiences and needs of people of diverse economic, social, and cultural backgrounds.
- Demonstrate a personal sense of integrity.



Learn more about us at [las.org](http://las.org)