



INDIANA LEGAL SERVICES, INC.
Job Announcement
BILINGUAL (SPANISH-ENGLISH)
ADMINISTRATIVE ASSISTANT
IMMIGRANTS' AND LANGUAGE RIGHTS CENTER (ILRC)

AGENCY DESCRIPTION: Indiana Legal Services, Inc. (ILS) is a statewide, not-for profit organization that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, Indiana Civil Legal Aid Fund, United Ways, Area Agencies on Aging, and approximately 60 other funding sources.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:

ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. **We strongly encourage Black, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the practice of law to apply.**

LOCATION: This position is located in the Indianapolis office of Indiana Legal Services.

POSITION START DATE: As soon as reasonably possible.

JOB SUMMARY: This is a full-time administrative assistant position (37.5 hours per week). This position will provide support and assistance to attorneys and perform receptionist duties.

RESPONSIBILITIES:

- Translate documents from English into Spanish and Spanish into English.
- Reserve conference rooms for attorney-client meetings.
- Draft letters and documents under the supervision of an attorney.
- Assist attorneys with clerical and administrative tasks.
- Greet Spanish-speaking clients and other Spanish-speaking visitors at the office.
- Answer telephone calls received in the office.
- Process incoming and outgoing mail for the ILRC project.
- Provide receptionist coverage as needed.

QUALIFICATIONS:

- Proficiency in Spanish language is required.
- Excellent written and oral communication skills.
- Proficient in Microsoft Word and able to quickly learn new software.
- Experience working in a law office, and/or experience in social services is preferred.
- Ability to work well with persons of diverse cultural, social, and economic backgrounds.
- Ability to maintain client confidentiality.
- Ability to travel as needed to perform job responsibilities.
- Dedicated to the mission of Indiana Legal Services.

COMPENSATION: Starting salary is \$35,487, up to a maximum of \$46,995, depending on relevant experience. ILS offers an excellent fringe benefits package including health insurance, disability insurance, life insurance, a 401k plan, a flex benefit plan, and generous vacation and sick leave.

TO APPLY: Send a letter explaining your interest and experience, your resume, and a list of at least 3 professional references with email addresses and telephone numbers to human.resources@ilsi.net.