

## **The Legal Aid Society of the District of Columbia**

### **Intake Coordinator/Legal Assistant**

The Legal Aid Society of the District of Columbia seeks an energetic, detail-oriented individual for the position of Intake Coordinator/Legal Administrative Assistant in a fast-paced, poverty law office.

Legal Aid provides civil legal assistance to low income individuals throughout the District of Columbia. Legal Aid is organized into four practice areas – domestic violence/family law, housing law, public benefits, and consumer law. We also have an appellate advocacy unit. The work of Legal Aid includes litigation, community outreach, and public policy advocacy.

The Intake Coordinator/Legal Administrative Assistant's responsibilities will include conducting initial telephone screening and providing referrals; responding to written requests for assistance; preparing written referrals to other legal services organizations; filing/copying documents at DC Superior Court and local agencies; providing administrative support for Legal Aid's Intake and Pro Bono Programs; recruiting and supervising student interns; conducting intake interviews; assisting in the preparation of intake, self-help and outreach materials; working collaboratively and effectively with co-workers to ensure coverage of administrative and paralegal needs throughout the office.

The ideal candidates will have the following qualifications:

- Strong commitment to working with underserved individuals and communities;
- Excellent organizational skills with attention to detail;
- Ability to multi-task and prioritize;
- Effective oral and written communication skills;
- Strong computer skills including MS Word, Excel, and Outlook;
- Spanish proficiency preferred;
- Valid driver's license desirable but not required;

Salary commensurate with experience. Generous benefits package.

To apply, email a letter of interest, resume and writing sample to [intake@legalaiddc.org](mailto:intake@legalaiddc.org)  
or

mail to:

Katherine L. Hays  
Chief Operations Officer  
Legal Aid Society  
1331 H Street, N.W, Suite 350  
Washington, D.C. 20005

All interested persons regardless of race, ethnicity, religion, gender, sexual orientation or disability are encouraged to apply.