



Legal Support 1

Advocacy and Community Engagement (ACE) Unit

Location: Statewide in California (Hybrid-Home/in office)

Individuals who are Deaf or Disabled are encouraged to apply.

SALARY RANGE (Depending on Experience): \$23.84 - \$34.89 per hour.
We base salary and position offers on experience and an internal equity analysis.

EXCELLENT BENEFITS including 8% 401k Match

Application Deadline: Open until filled. Applications should be received by June 21, 2022 (2 weeks) to be considered for the first round of interviews.

WHO WE ARE

Disability Rights California (DRC) is a statewide, non-profit legal organization dedicated to advancing the rights of Californians with disabilities to live with autonomy, dignity, and respect in a barrier-free, inclusive, and diverse world that values each individual and their voice.

Advocacy and Community Engagement (ACE)

Focused on serving all Californians with disabilities, the Advocacy and Community Engagement (ACE) Practice Group consists of committed advocates and attorneys who work together to empower people to self-advocate and help them resolve their legal issues. We provide trainings and self-advocacy workshops, advice and assistance on the intake hotline, coordinating and implementing community based legal clinics, providing short-term advocacy on limited legal issues, and organizing community members for future systemic litigation by Disability Rights California. Our staff are as diverse as the communities we seek to serve and are committed to reaching and empowering under represented and underserved communities

PURPOSE OF THE JOB

Serves to enhance the effectiveness of the Advocacy and Community Engagement (ACE) by providing legal secretarial support as well as other administrative and technical support.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or general education degree (GED); plus one-year legal secretarial experience; or two years of other specialized secretarial or word processing; or

equivalent combination of education and experience. Plus:

- Proficient using Microsoft Office Suite including Word, Outlook, and Excel

Licenses / Certificates

None required.

PREFERRED QUALIFICATIONS

- Bilingual on Spanish, Asian or ASL language.
- Two or more years of legal secretarial experience.
- Experience using database applications, web-based applications, or work-flow systems.
- Experience using Microsoft Office suite programs, including Access, PowerPoint, or Publisher.
- Experience working with nonprofit and/or social service agencies.
- Contacts with disability organizations and/or within disability communities.
- Contacts with multi-ethnic organizations and/or within multi-ethnic communities.
- Familiarity and/or extensive contacts with one or more of the following: homelessness, criminal justice, substance abuse, or Gay/Lesbian/Bisexual/Transgender/Intersex (GLBTI) communities.
- Life experience as a person with a disability OR direct experience as a caregiver of a family member with a disability.

Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).