

Job Summary**Paralegal/Administrative Assistant**

POSITION: Paralegal/Administrative Assistant

LOCATION: 1231 Warner Ave, Tustin CA 92780 and virtual while necessary for safety

SALARY: \$14 per hour, DOE

APPLICATION DEADLINE: Until the position is filled

ABOUT US: Veterans Legal Institute (VLI) is a 501 (c)(3) organization that provides pro bono legal assistance to homeless, at-risk, disabled, mentally ill, and low income current and former service members to eradicate barriers to housing, health care, education and employment and to foster self-sufficiency.

POSITION DESCRIPTION: Reporting to the Head Paralegal/Volunteer Coordinator and Office Manager, this position shall be responsible for supporting direct legal services and office procedures, including but not limited to grant reporting and donor relations. Veterans Legal Institute is one of the very few public interest law firms in the nation dedication to veterans. It is innovative and grassroots with a holistic approach and is a leader in local, state, and federal collaborations. All staff members are ambassadors seeking to close the justice gap through bringing life-changing pro bono legal services to our local homeless, disabled, and low-income veterans.

II: Responsibilities**Administrative Assistant:**

- Participate in day-to-day grant administration activities, including monitoring input of information into Clio software for case opening and closing to streamline grant reporting for indigent clients, pro bono attorney hours, legal services provided, outcomes, and economic and main benefits achieved;
- Maintain grant files (e.g. contracts, correspondence, modifications, data deliverables, lists) in accordance with grant regulations and company policies;
- Monitor grants for compliance with applicable laws, regulations, and policies and communicate corrective action as required;
- Provide input and supports the development of oral, written and visual presentation materials for Board Committees, which may include budgets and budget initiatives;
- Analyze the overview of grant and reimbursable programs to assure establishment and achievement of long and short term goals;
- Work with program staff to develop meaningful performance metrics to measure program delivery and enable the Management to report on program success and opportunities for improvement;
- Produce tax receipts and other correspondence to enhance donor relations;

Paralegal:

- Assisting with the preparation, filing and service of pleadings;
- Acting as liaison among parties including court or other neutrals for scheduling and sharing information;

- Organizing and managing documents, including the creation of spreadsheets and retrieval systems;
- Coordinating the collection, review and production of documents and responding to discovery requests;
- Assisting with trial preparation including the assembly of exhibits, witness binders and appendices for depositions and court filings;
- Researching case-related factual issues using in-house files and outside reference sources;
- Compiling information and, preparing statistics, charts, graphs and other summaries to detail the findings;

The above statements are intended to describe the general nature of work performed by those in this job. It is not an exhaustive list of all duties, and other duties may be assigned.

III: Education, Experience & Skills

- Prior experience working at a nonprofit preferred
- Prior experience in grant reporting preferred
- Proven self-starter with exceptional analytical and organizational skills
- Must have strong written and verbal communication skills
- Must have good interpersonal skills and dedication to customer service
- Must be proficient in Quickbooks, Google Suite, and Microsoft Office software (Word, Excel, PowerPoint). Clio a bonus.
- Must be able to manage multiple tasks and competing priorities in a fast-paced environment
- Legal research and investigation skills
- Ability to follow direction and procedures
- Bachelor's Degree preferred
- Paralegal certificate from an ABA accredited program preferred, or a combination of education and/or experience preferred
- 2 or more years of significant and substantive experience as a paralegal/legal assistant in a law firm setting preferred

HOW TO APPLY -Please submit a cover letter, resume, writing sample and three references via email combined in one PDF to abalta@vetslegal.com. Include "Paralegal/Administrative Assistant Application" in the subject line.

VLI is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, or medical condition.