



FAMILY PREPAREDNESS WORKSHOP COORDINATOR

CLASSIFICATION: Paralegal I (Union Position)	SALARY: DOE
DEPARTMENT: Rapid Response	FLSA STATUS: Non-Exempt
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: Until Filled

The Department of Homeland Security’s proposed deportation surge poses an unprecedented threat to the safety of thousands of children in Los Angeles. The deportation of an undocumented parent can result in citizen children being left without anyone to enroll them in school or authorize medical treatment. Help Bet Tzedek prevent this. Our Family Preparedness Workshops inform undocumented parents how to ensure their child’s well-being and pair these parents with pro bono volunteers who can help them draft protective documentation for their family. Evening and weekend clinics are held throughout Los Angeles County every week. Bet Tzedek seeks an individual to coordinate this work.

ESSENTIAL DUTIES:

1. Coordinate the recruitment and training of workshop volunteers and assist with client and volunteer management at Family Preparedness Workshops.
2. Work with community partners to set and arrange all logistics related to Family Preparedness Workshops, including but not limited to date, time, location, and speakers for workshops.
3. Maintain all databases related to Family Preparedness Workshops.
4. Work with program staff to develop and update all Family Preparedness Workshops materials.
5. Open and close all client files related to Family Preparedness Workshops.
6. Work with program staff on other matters related to Family Preparedness initiatives as needed, including but not limited to assisting with Probate Guardianship and Special Immigrant Juvenile Status intakes and case management.

QUALIFICATIONS

- Spanish-language proficiency (required)
- Minimum one-to-two years non-profit legal services experience (preferred)
- Experience in Kinship Care, Probate Guardianship, and/or Family Law (highly desired)

PERSONAL SKILLS:

- Demonstrate an understanding and commitment to Bet Tzedek’s mission of equal justice for all and Bet Tzedek’s core values of leadership, community-based advocacy, and innovation.

HOW TO APPLY:

- Email letter of interest and resume to_resume@bettzedek.org. (Subject: “FAMILY PREPAREDNESS”)

Note: This position is part of a special program created using designated funds; there is no assurance of ongoing funding or employment beyond the period for which the funds are obtained. To best serve our communities, Bet Tzedek seeks diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.