

Bilingual Legal Assistant

Employer: End Domestic Abuse Wisconsin / RISE Law Center

End Domestic Abuse Wisconsin: the Wisconsin Coalition Against Domestic Violence (END ABUSE) is a statewide membership organization of programs and individuals working to end domestic violence.

RISE Law Center, a project of END ABUSE, is a small fast-paced law office which primarily provides legal services to immigrant and refugee survivors of domestic violence and sexual assault.

RISE Law Center is seeking a part-time, limited term equivalent (LTE), **Bilingual Legal Assistant**. The Bilingual Legal Assistant will work directly with survivors, attorneys, law students, interns and community programs. This 20 hr/wk non-exempt position is responsible for supporting the activities of a busy public interest law office by performing a broad range of duties including:

- Greeting clients, answering questions, and disseminating information in person, over the telephone, and through electronic media;
- Scheduling meetings and appointments;
- Assisting in and conducting client interviews;
- Drafting/translating legal documents/correspondence from Spanish to English and from English to Spanish;
- Organizing and maintaining paper and electronic files; and
- Managing assigned projects and researching legal issues.


We are looking for a person who thrives in a dynamic work environment, looks for the positive in situations, and can sense and help clients voice their unique needs.

Completed applications will be accepted until 4:30 PM (CST), Friday August 23, 2013. END ABUSE is an equal opportunity/affirmative action employer committed to diversity, empowerment and social justice.

For complete details on how to apply please open and read the job packet pdf below.

Download:

 [Bilingual_Legal_Asst_Job Packet 8-06-2013.pdf](#)

 [Fillable Employment App 2013.docx](#)

Deadline for applications: 4:30pm on Friday, August 23, 2013

Go live:

August 6, 2013

Contact: Julie Fisher

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