

**LOTUS LEGAL CLINIC
JOB ANNOUNCEMENT**

**BILINGUAL ADMINISTRATIVE
PROGRAM ASSISTANT**

Job Classification: Part-time, Exempt

Location: Hybrid work environment; LOTUS Milwaukee Office

Background:

LOTUS Legal Clinic (LOTUS) operates statewide, to provide civil legal services to domestic and foreign-born victims of sexual violence and human trafficking, to strengthen statewide networks, and to contribute to collaborative victim services partnerships. LOTUS seeks a Spanish-speaking Administrative Program Assistant to provide support to LOTUS in its operation of services and programming. This position is based in our Milwaukee office, under the supervision of Senior Managing Attorney.

Essential Job Functions:

1. General Administrative

- Answer, screen and route telephone calls, general voicemails, web inquiries, and email communications appropriately.
- Process incoming and outgoing mail.
- Keep the shared areas tidy (copy room, worktable, and open office room)
- Manage office supply inventory.
- Assist in preparing for outreach events and survivor writing workshops.
- Effectively communicate with clients, staff, and partners on status of referrals and LOTUS programming.

2. Facilitate Pre-Intake Screening

- Screen caller regarding eligibility for LOTUS's services.
- Enter and assign request for assistance in system and route to appropriate department for intake and/or follow up.
- Provide referrals to appropriate services and resources when the caller is ineligible for LOTUS's legal services.

Qualifications:

Required Experiences/Qualities

- Fluent in both English and Spanish
- High school diploma or GED required.
- Two years of experience in related work strongly preferred.
- Proficiency in Microsoft Office
- Database management

- Communications or customer service

Preferred Experiences/Qualities

- Knowledge of best practices in trauma, sexual assault, and interpersonal violence advocacy.
- Knowledge of issues and dynamics related to sexual assault, domestic violence, dating violence, sexual harassment, sexual abuse, sexual exploitation, and stalking.
- Affinity for direct client service related to LOTUS's mission and values.
- Experience and/or willingness to communicate effectively with others who have complex needs and diverse interests.

Salary:

The salary range for this position is between \$17.25 - \$22.00 an hour and depends on relevant experience. Paid personal time off pursuant to LOTUS policy.

Lived experience: Survivors are strongly encouraged to apply. Lived experience is evaluated as equivalent to work or educational experience by LOTUS for this position. Importantly, while LOTUS prioritizes hiring applicants with lived experience and the value it brings to the position, you will be evaluated based on your skills and knowledge.

Application Instructions:

Send resume and names/contact information of three references to Erika Petty, Executive Director at Erika@lotuslegalclinic.org. Applications will be accepted immediately and will be on-going until the position is filled.

LOTUS Legal Clinic is an equal opportunity employer and embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.