



Monsoon Asians & Pacific Islanders in Solidarity

4944 Franklin Avenue, Suite B
Des Moines, Iowa 50310
515.288.0881
www.monsooniowa.org
contact@monsooniowa.org

Legal Assistant – Des Moines-based

Job Title: Legal Assistant

About Monsoon: Monsoon Asians and Pacific Islanders in Solidarity is a culturally-specific organization serving victims/survivors of domestic violence, sexual assault, human trafficking and gender-related homicide in Asian and Pacific Islander (API) communities across Iowa.

Function: The full-time Legal Assistant will provide administrative support to contract attorneys, communicate with clients, prepare cases, organize legal workshops and clinics and help with advocacy services. The candidate should be committed to social and economic justice, and help build alliances with other service providers, community leaders and officials.

Reports to: Directors of Programs in Des Moines and Iowa City

Hours & Availability:

- Full-time – 40 hours a week
- Available to travel statewide with personal vehicle and auto insurance
- Available to travel nationally on occasion to attend conferences/training

Requirements:

- Be fluent in English and at least one Asian or Pacific Islander language, particularly Mandarin, Arabic, Burmese, Vietnamese, Nepali, Hindi, Korean, Thai, Telugu, Cambodian/Khmer, Marshallese or Chuukic-Pohnpeic
- Preferably be bicultural
- Possess strong interest in addressing gender-based violence
- Be interested in and willing to get a broader experience of the legal system
- Have some knowledge about Asian, including West Asian, Native Hawaiian and Pacific Islander communities
- Be able to organize complex information, ascertain the needs of victims/survivors, and communicate efficiently and effectively with supervisors
- Have experience in organizing events
- Be clear and articulate in conversations
- Demonstrate competent writing skills that include the ability to compose varied correspondence in a precise, accurate and easily understandable manner – online and offline
- Have good problem-solving skills
- Be able to work with diverse groups of people and to handle difficult or sensitive situations and people tactfully
- Possess strong initiative, creativity and motivation, including being able to work under pressure and with deadlines



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- Be proficient with using Microsoft Office
- Commit to at least two years of service to Monsoon
- Complete 50+ hours of training on addressing gender-based violence that is conducted by Monsoon, the Iowa Coalition Against Domestic Violence (ICADV) and the Iowa Coalition Against Sexual Assault (IowaCASA)

Preferred Qualifications:

- Formal education as Paralegal with two years of experience, or significant prior work experience in immigration legal services, advocacy or culturally specific/marginalized communities.
- Familiar with civil and criminal law related to immigration and gender-based violence, including VAWA petitions, U-Visa, T-Visa, etc.

Responsibilities & Duties:

- Provide administrative support to contract attorneys providing family law and immigration representation, such as scheduling, typing and filing of basic legal documents and correspondence, and coordinate legal services, including communication among clients, advocates and attorneys.
- Extend assistance to clients, including help with intake system, correspondence with victims, verbal and written interpretation/translation, legal advocacy and maintaining confidentiality.
- Perform clerical services, such as phone reception, client record maintenance, making and filing copies, and emailing/mailling.
- Establish, update and maintain files in an organized manner; monitor calendars; meet deadlines; document actions; and competently handle database and case management software under the supervision of contract attorneys.
- Coordinate and facilitate Know Your Rights workshops, legal clinics and similar forms of community outreach.
- Collaborate with other Monsoon staff and volunteers to meet the needs of victims/survivors.
- Attend staff meetings or ongoing trainings.

Salary:

Starting salary of \$35,000, based on experience, plus health, dental and vision insurance benefits.

Please send your resume and a cover letter with 3 references to:

Mira Yusef, Executive Director, Monsoon Asians and Pacific Islanders in Solidarity, at
mirayusef@monsooniowa.org; or to Hieu Pham, Monsoon Director of Programs (Des Moines), at
hieu@monsooniowa.org