



Position Available: **Paralegal**
Department: **Domestic Violence/Sexual Assault Department**
Location: **Cleveland and Akron, Ohio**
Schedule: **Full-time, 40 hours**

SUMMARY

Asian Services In Action (ASIA) is a credible nonprofit organization providing services for over 58,000 individuals annually coordinated out of offices located in Cleveland and Akron, Ohio. ASIA, Inc. provides culturally and linguistically appropriate resources serving predominantly low-income, underserved, limited English-speaking Asian American and Pacific Islander (AAPI) immigrant and refugee populations of all ages.

ASIA, Inc. has an opening for a Domestic Violence/Sexual Assault Department Administrative Assistant/Paralegal in the Cleveland and Akron office. Duties and responsibilities are listed below

DUTIES AND RESPONSIBILITIES

Support attorney with a variety of legal cases pertaining to victims of domestic violence/sexual assault. Paralegal will attend court proceedings with attorney, develop case-management skills, legal writing and research projects pertaining to several areas of the law, including immigration, and general administrative duties as needed including answering phones, filing court documents, basic motion practice, scheduling appointments, collecting mail, maintaining filing system, mailing packages and fulfilling other administrative tasks as needed.

QUALIFICATIONS

- Friendly and Adaptable personality with ease in working with a variety of people;
- Excellent organizations skills with the ability to plan and prioritize workflow and meet tight deadlines;
- Detail oriented;
- Excellent written and oral communications skills;
- Exceptional problem-solving skills and the ability to suggest creative solutions;
- Proficient computer skills in typing, Microsoft Word, Adobe, Excel;
- Excellent attention to detail and follow-through;
- Availability to attend occasional special events on evening/weekends;
- Previous experience in a law firm or medical office is a plus;
- Interest in working on behalf of immigrant and refugee populations;
- Fluency in English and Mandarin, Cantonese, or Arabic preferred;
- High School Diploma or GED;
- Must be able to work both independently and as a team member;
- Current paralegal or law students also encouraged to apply

BENEFITS

ASIA offers a competitive benefits package that includes: personal, vacation and holiday paid time off; health insurance stipend; dental/vision coverage, life, and long-term insurance; retirement contribution match; professional development opportunities; and other incentives. Part-time staff is eligible for pro-rated benefits package based on FTE.

CONTACT

Please send cover letter and resume to Mao Vue, Chief Operating Officer (mvue@asiaohio.org). Visit www.asiaohio.org. **No phone calls please.**

Asian Services In Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.