



Intake-Legal Support Specialist

Legal Aid of Arkansas is a public interest, a not-for-profit law firm dedicated to assuring equal access to justice in civil matters for low-income Arkansans. Legal Aid's advocates provide wraparound legal services in housing preservation, domestic violence prevention, economic justice, and consumer protection. We are seeking qualified applicants for an intake worker-legal support specialist position based in our Springdale office.

Position Description

- Screen prospective clients for eligibility through our HelpLine and in person.
- Provide administrative support for our Fair Housing and Access to Safe and Affordable Housing workgroup.
- Perform other administrative and outreach/community education duties as assigned

Qualifications

The ideal candidate will possess the following skills:

- High school diploma or GED required. Associates degree or higher preferred.
- Secretarial or paralegal experience preferred; ability to type a minimum of 50 wpm.
- A commitment to public interest work and the desire to assist low-income individuals.
- Persuasive writing, communication, interpersonal, and organizational skills
- Valid driver's license and reliable transportation.
- Bi-lingual candidates encouraged to apply.

Salary, Benefits and other support

Starting salary of \$11.28-\$17.44, depending on experience. Legal Aid of Arkansas offers health and dental insurance, retirement, position-related travel reimbursement and per diem, and other benefits.

Application Instructions:

To apply please email resume and three references to Elizabeth King, eking@arlegalaid.org. The position is open until filled. Candidates are encouraged to apply as soon as possible.

Legal Aid of Arkansas is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.