Description:	This position will be critical to support the statewide network of legal nonprofits in the years to come. As civil liberties are threatened, the Legal Aid Association of California (LAAC) supports the legal safety net by working to secure funding, encourages collaboration between organizations, and facilitates communication through lists and conferences. LAAC is the statewide membership organization for almost 100 legal nonprofits. LAAC advocates for its members through budget lobbying in Sacramento, trains in core substantive areas, analyzes best practices, and works to improve the effectiveness of legal aid in California. This is a great entry-level position for someone interested in legal services nonprofits, considering law school, or who wishes to increase access to justice, the courts, and nonprofit legal aid for all Californians. This position is also appropriate for someone interested in working in the area of technology within the nonprofit legal aid sector. Both undergraduate and graduate students are welcome to apply. This position is appropriate for an individual with a special interest in data culture and technological innovation in the nonprofit legal aid sector. In 2017, LAAC secured $20 million in new state funding for legal aid - free legal services for low-income Californians facing life problems with legal solutions. This funding was later made ongoing at $10 million a year. In 2019, LAAC, working with others, secured an additional $20 million for civil legal aid in housing matters - and increased California legislators' understanding of how legal aid steps in to help people in need. Civil legal aid has long enjoyed broad bipartisan support for a reason: Americans believe in justice for all, not just for those who can afford it. **The work-study student (Technology & Program Assistant) will provide basic administrative support, as well as assist the project staff in outreach efforts, maintaining accurate online information, conducting online research as necessary, creating Microsoft Word and Excel documents, and organizing files (both hard copy and online). The work will focus on supporting LawHelpCA.org - official state legal resource and referral website for California. The student may be required to learn new skills and software on-the-job. Please go to www.laaconline.org for more information about our nonprofit.**
Qualifications:	The qualified applicant should, above all else, possess a strong work ethic and an understanding that competent administrative support is vital to the success of any nonprofit organization. The student must have exceptional skills in organizing large amounts of data, an interest in learning new tasks, possess great attention to detail, and be flexible. **Experience with data analytics (specifically Google AdWords and Google Analytics), Drupal, and Wordpress preferred. Strong communication and interpersonal skills are a must. Knowledge of design or multimedia software is a plus.** This job is ideal for anyone who is interested in learning about the network of legal services programs in California. If the candidate shows a proficiency in design, the student can take a lead on creating educational (non-lobbying) materials for legislators. The Technology & Program Assistant will work under the direction of the Program Attorney and Program Associate. Special projects may be assigned as needed by the Communications and Training Coordinator. Please Send: (1) a cover letter explaining your interest in and qualifications for the position as well as describing relevant work and volunteer background, (2) your resume, (3) three references and their contact information via email to careers@laaconline.org. The position is located in Oakland, between the 19th and 12th street BART stations, and start date is July 1, 2019 (or as soon as reasonably possible). LAAC seeks to fill this position with someone who shares our values, including our organizational commitment to diversity. We encourage all interested individuals to apply — especially people of color; women; people from low-income backgrounds; people with disabilities; people who are lesbian, gay, bisexual or transgender or anyone belonging to any other federal or state protected category.