



Program Coordinator (Paralegal) Legal Services South Asian Network, Artesia, Ca

About SAN:

The South Asian Network (SAN) is a 36-year old grassroots, community-based, nonprofit organization dedicated to advancing the health, well-being, and civil rights of South Asians living in Southern California. It is the only South Asian organization of its kind, providing outreach, direct services, and advocacy in four key areas: health and well-being, civic engagement, mental health and violence prevention and intervention. SAN is the only South Asian organization of its kind that provides outreach, direct services, and advocacy in the key areas: health and well-being, civic engagement, mental health, violence prevention and intervention, small business support, and youth and senior engagement. SAN embraces the diversity of the South Asian American community as strength and builds unity among South Asian immigrants in Southern California. The SAN team is composed of highly dedicated, resourceful, and diverse individuals who are passionate about social justice, empowerment, and diversity and inclusivity. For more information about SAN, visit www.southasiannetwork.org.

About the Program Coordinator Role:

Reports To: Supervising Attorney & Family Law Attorney & Director of Programs

Type: Full Time, Non-Exempt

Salary/Wages: Ranges between \$54,000 - \$60,000 plus Health Insurance (Medical, Dental & Vision), Paid Leave & option to contribute to a retirement plan.

Position Overview

The Program Coordinator (Paralegal) will play a key role in supporting SAN's Office of Violence Against Women (OVW) - Expanding Legal Services Initiative (ELSI) Program. This position supports the delivery of trauma-informed legal services to survivors of gender-based violence by assisting attorneys with case preparation, coordinating legal services, and supporting program administration and compliance. The Program Coordinator (Paralegal) serves as a central point of coordination between attorneys, advocates, case managers, and survivors to ensure that legal services are delivered efficiently, ethically, and in a survivor-centered manner. All legal work is performed under the supervision of SAN attorneys. The paralegal will support the Attorney in Artesia, LA, and our future Inland Empire office as needed.

Key Responsibilities

Legal Support & Case Management Coordination

- Conduct initial legal intakes and assist with client assessments for eligibility.
- Conduct legal research, preparation of legal summaries, memoranda, & assistance in preparing correspondence on legal matters
- Prepares case materials for attorneys to present in court, including the drafting of pleadings, declarations, petitions, court filings, affidavits, and supporting documentation.
- Draft in forma pauperis affidavits and other correspondence as assigned
- Maintain case files, ensuring accurate and confidential record-keeping.
- Coordinate closely with legal staff and SAN's case managers to provide holistic survivor support.
- Assist in scheduling and accompanying clients to court hearings, legal consultations, and clinics.
- Coordinate language interpretation services for clients with limited English proficiency (LEP).

Program Administration & Compliance

- Track case progress, deadlines, and legal outcomes using secure case management systems.
- Ensure compliance with victim confidentiality policies and legal ethics.
- Assist with data collection and reporting for grant compliance and program evaluation
- Work with the Supervising Attorney to ensure adherence to grant deliverables and timelines.

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Community Outreach & Legal Education

- Organize and coordinate four legal clinics annually in collaboration with community partners.
- Conduct outreach to increase awareness of legal rights and protections among South Asian survivors.
- Assist in developing and distributing Know Your Rights materials in South Asian languages.
- Assist with planning & facilitation of internal trainings for staff on legal processes & survivor protections
- Represent SAN at community events, outreach activities, and collaborative meetings, as assigned

Training & Professional Development

- Participate in OVW-mandated training and technical assistance.
- Stay informed about changes in family law, DV-related immigration relief, & legal best practices impacting survivors.

Qualifications & Skills

- **Education:** Associate degree/paralegal training or Bachelor's degree; paralegal certification preferred
- **Experience:** Minimum of 2 years of experience in legal services or legal program support; experience working with gender-based violence survivors strongly preferred
- **Language:** Fluency in English and at least one South Asian language (e.g., Bangla, Hindi, Urdu, Punjabi, Gujarati, Nepali) strongly preferred
- **Legal Knowledge:** Familiarity with family law, restraining orders, and DV-related immigration relief (e.g., VAWA, U, T, SIJS)
- **Technical Skills:** Experience with case management databases, Microsoft, & legal research tools
- **Interpersonal Skills:** Strong communication skills and ability to work with culturally diverse, trauma-impacted clients
- **Confidentiality & Ethics:** Understanding of client confidentiality laws and survivor protections, including attorney-client privilege

Work Environment & Additional Requirements

- Hybrid work environment with in-person office days, legal clinics, and court support as needed.
- Must be able to travel locally to legal workshops, court hearings, and outreach sites.
- Ability to work some evenings or weekends for community events and client needs.
- Must have reliable transportation with a valid CA Driver's License
- Sensitivity to LGBTIQ+ issues and concerns
- Knowledge of cultural norms and nuances affecting South Asians preferred

Benefits

- Professional development opportunities, including legal training and certifications.

PHYSICAL REQUIREMENTS: In an eight-hour workday, the employee must be able to bend and crouch occasionally, sit continuously and stand or walk frequently.

To apply, please email a cover letter, resume with salary expectations, and writing sample to: saninfo@southasiannetwork.org. **Application Deadline: Until Filled**

The South Asian Network is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.