

Part-time Intake Specialist, Hillsboro. The Oregon Law Center, a non-profit law firm, seeks an intake specialist to work 28 hours per week (.8 FTE). Strong preference given to applicants are fluent in Spanish or another language spoken our service area. 0 - 5 years experience. Preference given to applicants with prior office experience and computer skills. Applicant should enjoy working as part of a team, be detail oriented, and be capable of working independently. Salary DOE, good benefits. Equal Opportunity Employer. Please submit a cover letter and resume to Leslea S. Smith, Regional Director, Oregon Law Center, 230 NE Second Ave, Suite F, Hillsboro OR 97124 or lsmith@oregonlawcenter.org. The position is open until filled.