

## **JOB ANNOUNCEMENT**

Oregon Law Center (OLC) is seeking a part-time Intake Specialist with 0 -5 years' experience for its Columbia County office in St. Helens, which is part of the Hillsboro Regional Office.

**Background** – The mission of OLC is to achieve justice for the low-income communities of Oregon by providing a full range of the highest quality civil legal services. Program priorities are client based. OLC does not receive funding from the federal Legal Services Corporation (LSC). OLC currently operates offices in Portland, Coos Bay, Corvallis, Grants Pass, Hillsboro, Ontario, Salem, and Woodburn. The Hillsboro Regional office of OLC serves five counties in northwest Oregon, with offices in Hillsboro, McMinnville, and St. Helens.

**Responsibilities** – The intake specialist's duties include handling multi-line phones, walk-ins, mail, and faxes; performing eligibility intake interviews; scheduling appointments with staff advocates and volunteer attorneys; and entering data into the client database.

**Qualifications** – Strong interpersonal communication skills. Strong telephone skills. Familiarity with office technology and equipment. Empathy for our clients and client communities. Able to work part-time (14 hours per week). Preference given for Spanish language ability or skills in another language spoken by clients.

**Salary/Benefits** – Based on experience. Limited Benefits. Equal Opportunity Employer

**Applications** – Open until January 21, 2019. Send resume and letter of interest to:

Heather Kemper, Managing Attorney, Oregon Law Center, 230 NE Second Ave, Suite F, Hillsboro, OR 97124, or [hekemper@oregonlawcenter.org](mailto:hekemper@oregonlawcenter.org).

**OLC is an equal opportunity employer committed to creating a healthy work environment for a diverse staff. We encourage people from diverse backgrounds and communities to apply.**