

Contra Costa Senior Legal Services (CCSL) is a dynamic nonprofit whose mission is to improve the lives of older adults in the county. Our team of lawyers, support staff and volunteers provide urgent legal services to those facing eviction, lawsuits by unscrupulous creditors, and those needing protection from elder abuse. We are looking for a collaborative team member who shares our commitment to making justice available to a vulnerable population.

Duties and Responsibilities

Answers telephone, greets clients, conducts intakes and makes appointments for CCSL legal staff; assists CCSL staff in day-to-day office operations.

Requirements

Spanish Speaking

Proficiency in Word

Interpersonal skills / willingness to listen.

Good writing, verbal skills

Experience working with nonprofits and/or older adults desirable.

CCSL is an equal opportunity employer and is committed to hiring a diverse staff. Members of minority groups, immigrants, persons with disabilities, older adults and members of the LGBT community are encouraged to [apply at this link](#) or call 925- 609-7900.