



# VPLC

Virginia Poverty  
Law Center

**Virginia Poverty Law Center (VPLC)  
Legal Assistance to Victim-Immigrants of Domestic Abuse (LA VIDA)  
Legal Administrative Assistant**

## **About VPLC**

Since 1978, Virginia Poverty Law Center (VPLC) has advocated for legislation that benefits low-income Virginians and provided training to legal aid organizations throughout the Commonwealth in the following areas: housing, consumer rights, domestic and sexual violence, elder rights, family and child welfare, health insurance, and public benefits. We are the only statewide organization that provides training to local legal aid program staff, private attorneys, and low-income clients relating exclusively to the legal rights of low-income Virginians.

VPLC's Legal Assistance to Victim-Immigrants of Domestic Abuse (LA VIDA) program is grant-funded and serves more than 250 individuals throughout Virginia each year, providing critical legal representation and advice to low-income, immigrant victims of domestic/sexual violence or trafficking in applying for visas for which they are eligible. LA VIDA seeks a full-time Legal Administrative Assistant.

## **Major Responsibilities**

- Provide administrative support for the LA VIDA program, especially the Managing Attorney, including management of tasks, case coordination, document preparation, scheduling, and other administrative tasks, as needed;
- Process daily correspondence from United States Citizenship and Immigration Services (USCIS), including notifying clients, assisting clients to prepare responses to notices or evidence requests, as appropriate, and following up with relevant parties;
- Administer intakes of potential clients, including providing initial screening and outreach or referrals;
- Work with clients to gather documents, provide information on immigration benefits available through USCIS, assist the attorney to complete applications, and respond to inquiries from clients regarding case status and updates;
- Answer phone calls and emails in English and Spanish, record communications, and redirect calls;
- Maintain accurate and contemporaneous physical and electronic files and detailed case notes, enter data in a timely manner to a case management system, manage multiple agendas, meet all case reporting requirements within established timelines and standards, and assist in the completion of narrative and statistical reports for program and grant reporting;
- Effectively communicate with clients and service providers in both English and Spanish. (translation service is available for communication in other foreign languages); and
- Have reliable transportation to obtain documents from clients and local courts and to conduct other client-related activities.

## **Qualifications:**

- Work in-person at Richmond, VA, office;
- Bachelor's Degree or Administrative Degree;
- Bilingual in English and Spanish, both written and verbal. Experience in translation is highly valuable;

- Detail-oriented, excellent organizational, problem-solving, troubleshooting, multitasking, and time-management skills;
- Must be able to work independently;
- Excellent communication skills, both written and verbal, with diverse populations, including clients, attorneys, service providers, and others;
- Excellent computer skills, including Microsoft Office Suite (particularly Word, Outlook, and Excel), and familiarity with databases and case management programs;
- 2 years of experience in a field with similar job requirements;
- Previous experience working with domestic and/or sexual violence victims, in legal services settings, and with trauma-based approaches is preferred, and;
- Subject to conflict check, criminal and driving background check.

To Apply – send a cover letter, translation of the attached, excerpted personal statement from Spanish into English, and resumé to [hiring@vplc.org](mailto: hiring@vplc.org).

Virginia Poverty Law Center is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Therefore, we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, marital status, citizenship, disability, or veteran status.

Deadline: May 15, 2026

EOE

## LA VIDA Legal Administrative Assistant—Translation

*Directions: Translate the statement from Spanish into English.*

José y yo empezamos a salir en el año 2012. Nos conocimos un día cuando él vino a buscar a mi hermano, Gerardo, los dos eran amigos. Mi hermano se acababa de salir de nuestra casa para ir a vivir con su novia y teníamos un cuarto vacío y José quería alquilar nuestro cuarto luego de unos cuatro meses, empezamos salir en el primer año, él fue muy amable pero después de un poco él se puso muy grosero e agresivo. Él siempre estaba hablando mal y no trataba bien a mis hijos.

Siempre me decía que yo era un “bicho rastrero” u otras cosas feas. En 2013 fue la primera vez que me pegó y me dio patadas. Llegó del trabajo bien tomado y se portó muy loco y empezó a quebrar las cosas y dio una patada a la perrita de nosotros y la tiro afuera. Empezó a llorar, estaba 8 meses de embarazo con el niño de él y me llamó estúpida y que debería llamar a la policía y tiro el teléfono a mi barriga. Los vecinos llamaron a la policía y lo detuvieron. Llegó la ambulancia para ver si estaba bien. Hable con la policía y me dio una orden. El orden incluye mis hijos también. Creo. Fuimos a la corte a no poner cargos contra él porque él me dijo que sin él no podría apoyar a mis niños y pagar el arriendo eso me dio mucho miedo de estar sin casa y dinero entonces no puse cargos contra él.

Varias veces durante nuestra relación él me pegó, me dio patadas y me arrastró por el pelo pero no llamé a la policía toda vez. Él hablaba bien el inglés siempre me decía que iba a decir mentiras y me iba a sacar los niños.