



Case Management Coordinator & Legal Assistant

Position Summary

HEAC seeks a passionate human rights advocate to join our team as a Legal Assistant. The Legal Assistant will provide in court, administrative, and case management support to staff attorneys and other staff in providing legal services to individuals facing eviction.

The Legal Assistant will display competency and sensitivity in representing low socioeconomic and limited-English-proficient clients and in providing trauma-informed services.

The Houston Eviction Advocacy Center's mission is to promote housing justice and stability by ensuring the protection of tenant's rights through the provision of passionate and committed lawyers at no cost to the tenant.

In March of 2020, what was then called Dallas Evictions 2020, was started as a grassroots effort by a local attorney to get information out to community members facing evictions. In early 2021, The Dallas Eviction Advocacy Center (DEAC) was officially formed. Through pro bono legal work, over 30,000 tenants facing eviction have been represented since its inception.

After the success of DEAC, we decided in October of 2025 to create the Houston Eviction Advocacy Center. Since its inception last fall, HEAC has represented over 2,000 families in eviction courts, and we are excited to expand.

Job Responsibilities

Court outreach & Direct Client Support (60%)

- Appear at Justice of the Peace Courts as directed each day to obtain clients and to communicate with clients and families through various platforms.
- Assist the Attorneys by retaining as many people as possible before court and assisting in filling out intake forms.
- Review documents brought by clients to court, (notice to appear, lease, ledgers and other documents) and summarize for attorney as they prepare for trial.
- Assist Attorneys with client meetings as needed.
- Assist Attorneys in filing pleadings
- Refer clients to social service resources as needed
- Interpret and translate documents for clients as needed.
- Participate in Legal Department and Staff meetings and collaborate to find creative solutions to problems.

Administrative Support and Data Entry (35%)

- Organizing and scanning documents collected at court by legal assistants and attorneys.
- Creating and maintaining files in our case management system, LegalServer.
- Tracking court settings for created cases.

Outreach (5%)

- Maintain alliances with education entities, community groups, and other organizations.
- Participate in HEAC fundraising efforts.
- Speak to various groups about HEAC or know your rights presentations.

Essential Job Qualifications

- Knowledge of and desire to work with vulnerable client populations.
- Fluency (written and verbal) in English and Spanish (preferred)
- Strong attention to detail and organizational skills.
- Ability to prioritize workload around cases and project deadlines.
- Creative problem-solving skills.
- Previous experience in working directly with clients and ability to provide exceptional customer service.
- Proficiency using Microsoft Office suite products and commitment to learn and use cloud-based case management software.

- Strong writing skills.
- Strong public speaking and interpersonal skills. Ability to communicate in a clear and concise manner, through all forms of communication.
- Ability to work as a part of a team independently, with a high level of self-motivation.
- Provide support and contribute to a working environment in which all individuals are respected regardless of their individual differences.
- Ability to maintain strict confidentiality and willingness to sign a confidentiality agreement.

Salary and Benefits

Beginning salary is \$45,000+ commensurate with experience and in accordance with HEAC's salary scale. Benefits include employer-paid health care, unrestricted time off (subject to approval), 401(k), nine weeks paid maternity leave, and other benefits. The position is a full-time exempt position.

Physical Demands

- Able to work on computer, including sitting at a desk, for extended periods of time. Able to read a computer screen. Manual dexterity to operate a keyboard.
- Able to speak clearly on the phone and in person.
- Able to occasionally lift objects weighing up to 20 pounds.

Application Instructions

To apply, please send a cover letter, resume, and a list of at least three professional references to hire@houstonec.org. Applications will be reviewed on a rolling basis.

HEAC is an Equal Employment Opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, socioeconomic status, sex, sexual orientation, gender identity and expression, age, disability, marital status, or veteran status. Candidates from diverse backgrounds are strongly encouraged to apply.

We are a fair chance employer. A background check will be conducted prior to finalizing an offer of employment.