NLSLA

Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT:
Mobilehome/Housing Paralegal
July 2021

Join the Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provides a wide-range of legal services aimed to address issues that disproportionately impact the poor. These services include litigation, providing litigation, training, policy advocacy, technical assistance, and community education.

The Mobilehome/Housing Paralegal will be an integral part of a dynamic team of housing advocates that will work to advocate for mobilehome owners in a variety of civil and administrative disputes. Prior experience serving low-income individuals and client groups on housing and eviction matters, with a sensitivity to those in crisis is preferred. Ability to work collaboratively in a team setting, excellent interpersonal skills, and the ability to liaison with community partners is required. Strong communication skills (oral/written) in English and Spanish, coupled with patience and sensitivity with people in crisis situations.

Position: Paralegal, Temporary

Availability: Availability is Immediate.

Salary: Starting at $37,828 + commensurate with experience. Excellent benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b), bilingual pay supplement, sick and vacation pay, and 13 employer-paid holidays.

Duties and Responsibilities: Responsible for working collaboratively with housing attorneys to provide advocacy and litigation support including conducting client interviews and intake, maintain calendar of appointments, draft legal documents and assist with court filings; Maintain client files and important documents, ensuring regular communication with clients; Perform general clerical duties, including routing inter-office mail, scheduling meetings and conference calls, as well as other duties as assigned.

Qualifications: Experience working with low-income individuals and families preferred. Bilingual in Spanish required. Qualified candidates must have one of the following: (1.) paralegal certificate, (2.) B.A. or B.S. degree with 1 year experience working in a law office or other legal setting under the supervision of a licensed attorney or (3.) High School degree with 3 years' experience working in a law office or other legal setting under the supervision of a licensed attorney with a letter certifying the experience.

About NLSLA: Founded in 1965 as part of our nation's War on Poverty, NLSLA is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 150,000 low-income residents of Los Angeles County each year. Its operating budget for 2020 will reach $22 million, with a staff of more than 160, including 80 attorneys.

NLSLA serves all of Los Angeles County with a special emphasis on the poverty communities of the San Fernando, San Gabriel, Pomona and Antelope Valleys, as well as the central county cities of Glendale, Burbank and Pasadena. NLSLA staff members are housed in four regional offices located in Pacoima, El Monte, Boyle Heights, and Glendale - where the program's administrative offices are also located. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona and Downtown LA; Hospitals and health centers in Sylmar, Van Nuys, North Hollywood and El Monte; and with social services providers in the Antelope Valley.

Advocates specialize in areas of the law that disproportionately impact the poor, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, as well as employment and training. NLSLA is particularly known for its innovative programs and collaborative models for delivering services across the County. Among those are the NLSLA Health Consumer Center (HCC) and Medical Legal Community Partnership projects ensuring that everyone receives the health care they need; Shriver Housing - LA providing right to counsel for evictions; Self-Help Legal Access Centers assisting the un-represented with domestic violence, family law and eviction cases in nine courthouses; Preventing and Ending Homelessness Project (PEHP) providing legal help to the homeless in Antelope, San Fernando and San Gabriel Valleys; and Disaster Legal Assistance providing support and help to low-income disaster survivors.

To apply: Forward cover letter, resume, and writing sample to (no phone calls):

Applicants should send a cover letter, resume, and writing sample to:
Elizabeth Brown, Director of Human Resources
Neighborhood Legal Services of Los Angeles County
1102 E. Chevy Chase Drive
Glendale, CA 91205
Fax: (818) 291-1790 E-mail: **employment@nlsla.org**

NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics.