



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT: Housing Paralegal December 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 Housing Paralegal will be an integral part of a dynamic team of housing advocates that work on several innovative housing initiatives created to examine the impact of legal services on individuals, the court and the community in the Unlawful Detainer system. 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 preferred, coupled with patience and sensitivity with people in crisis situations.

- Position:** Paralegal, NLSLA Stay Housed Project, Temporary
- Availability:** Availability is Immediate.
- Salary:** Starting at \$37,828 - Salary commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 403(b), 125 plan; bilingual pay supplement, sick and vacation pay, and 14 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 preferred.
 - 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.
 - COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request via email to employment@nlsla.org.

Neighborhood Legal Services of Los Angeles County | www.nlsla.org | Toll-Free Telephone: (800) 433-6251

GLENDALE OFFICE
Administrative Offices
1104 E. Chey Chase Dr.
Glendale, CA 91205

EL MONTE OFFICE
3629 Santa Anita Ave.
#109
El Monte, CA 91731

PACOIMA OFFICE
13327 Van Nuys Blvd.
Pacoima, CA 91331

WELLNESS CENTER
Historic General Hospital
1200 N. State St., #1008
Los Angeles, CA 90033

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LEGAL SERVICES CORPORATION

About NLSLA:

Neighborhood Legal Services of Los Angeles County (NLSLA) is a steadfast advocate for individuals, families, and communities throughout Los Angeles County. Through a combination of direct representation, impact litigation, policy advocacy, and community education, NLSLA works to reduce the effects of poverty in Los Angeles' low-income communities, support the development of opportunities for individuals and families to move themselves out of poverty, and protect and enforce the legal rights of poor people by ensuring access to our health and justice systems.

Founded in 1965 as part of our nation's War on Poverty, NLSLA is now one of the largest and most comprehensive public interest law firms in California, with a staff of 160+, including 75+ attorneys. NLSLA staff are based in four program offices (Glendale, Pacoima, El Monte and Boyle Heights), courthouses and healthcare centers throughout Los Angeles County. The program's operating budget for 2022 is projected to surpass \$23 million.

Each year NLSLA provides free legal assistance to more than 100,000 individuals through innovative projects that expand access to justice. NLSLA attorneys specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice involved adults and youth, education rights, and employment and training.

To apply:

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

Applicants should send a cover letter and resume to:

Lambreni Waddell, Chief of Staff & Interim 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. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.