



Paralegal-Shriver Housing Project

NLSLA provides free assistance to more than 160,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply.

ABOUT THIS POSITION:

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.

In this role, you would report to the Supervising Attorney and a career path may result in future opportunities as a promotion to Senior Paralegal. This position is non-exempt.

THIS POSITION MAY BE RIGHT FOR YOU IF:

- **YOU ARE A GIFTED COLLABORATOR** and enjoy working in a high-volume team environment.
- **YOU STAY ON TOP OF IT** with superior time management and organizational skills.
- **YOU AREN'T INTIMIDATED BY A LEARNING CURVE** and can quickly learn new systems and technology.
- **YOU ARE HELPFUL AND APPROACHABLE** and enjoy assisting litigants.

WHAT YOU CAN EXPECT TO DO IN THIS ROLE:

- 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.

HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Worked in a legal aid law firm.
- Passion for supporting people from different lived experiences.
- Prior experience serving low-income individuals and client groups on housing and eviction matters, with a sensitivity to those in crisis.

WHAT YOU'LL NEED ON DAY ONE:

- 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 with a letter certifying the experience.
 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. This experience and training shall be completed no later than December 31, 2003.
- Ability to work collaboratively in a team setting.
- Excellent interpersonal skills.
- The ability to liaison with community partners.
- Strong communication skills (oral/written) in English and Spanish.
- Patience and sensitivity with people in crisis situations.
- Intermediate knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.

WHAT WE OFFER:

The salary range for this position is \$50,000-\$58,000.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan with employer contributions.
- Monthly bilingual supplement.

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

Equal Employment Opportunity Policy

NLSLA is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, color, religion, sex (including gender identity, gender expression,

transgender status, sexual orientation, and pregnancy, including breastfeeding and related medical conditions), national origin, age, disability (physical or mental), genetic information (including family medical history), political affiliation, military status, or other non-merit-based factors or any other status protected under applicable federal, state or local laws. Consistent with these principles, NLSLA also provides reasonable accommodations to qualified employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices. All applicants and employees have the freedom to compete for employment and advancement opportunities, on a fair and equitable playing field.