



Paralegal- Strategic Community Advocacy & Litigation for Equity (SCALE) Team

NLSLA provides free assistance to more than 150,000 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. Reasonable accommodations may be made.

ABOUT THIS POSITION:

This paralegal role is an integral part of our Strategic Community Advocacy & Litigation for Equity (SCALE) team. SCALE works to dismantle barriers to housing and economic stability through systemic litigation with a focus on community advocacy. The SCALE Paralegal will provide an array of support to SCALE attorneys as well as maintain an individual caseload, conduct intakes, and assist with running a housing clinic and grant administration. Occasional travel between NLSLA program offices and off-site may be required.

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

THIS POSITION MAY BE RIGHT FOR YOU IF:

- **YOU ARE A TEAM PLAYER** and enjoy supporting your colleagues.
- **YOU COMMUNICATE WITH EMPATHY**, conveying legal concepts with clarity and cultural competency to clients who may have limited legal knowledge or language barriers.
- **YOU ARE COMFORTABLE MULTI-TASKING** and have excellent time management and organizational skills that allow you to consistently meet your deadlines and performance goals while balancing competing priorities.
- **YOU LIKE TO LEARN** and are undeterred by tackling new areas of the law.

WHAT YOU CAN EXPECT TO DO IN THIS ROLE:

- Conduct intake interviews with clients, collect necessary documentation and evidence, assess cases for eligibility under team priorities, and report on case intakes at case reviews;
- Support attorneys as needed with case management and litigation, including pleading and discovery preparation, and some legal research;
- Maintain an individual caseload, provide counsel & advice under the supervision of an attorney, and draft demand letters on behalf of tenants experiencing an array of landlord-tenant issues;
- Run a bi-weekly housing clinic for tenants experiencing landlord-tenant issues;
- Assist supervising attorney with grant administration, review of case outcome data, and reporting to our funders.

HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Bilingual proficiency in Spanish.
- Some prior experience with landlord-tenant law, though substantive legal training will be provided as needed.

You will also stand out if you have:

- Worked in a legal services firm.
- Passion for supporting people from different lived experiences.
- Prior experience serving low-income individuals with a sensitivity to those in crisis.

WHAT YOU'LL NEED ON DAY ONE:

- Individuals should be highly motivated and passionate about public service work.
- 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.
- Intermediate knowledge of Microsoft Outlook, Word, and Excel.
- Ability to time-manage effectively, stay organized, and prioritize work.
- Strong verbal and written communication skills.

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.
- 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.