



## **Paralegal-Self-Help 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 Paralegal will work at the Pasadena Self-Help Legal Access Center under the attorney's supervision and in partnership with Court personnel. The Paralegal will be responsible for providing information, education, and assistance with forms to self-represented individuals with a primary focus on housing issues. This is a hybrid remote and onsite position.

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:**

- Work collaboratively with staff attorneys to interview self-represented people to provide individuals with educational materials, information, and document assistance regarding civil issues with a focus on housing.
- Responsible for screening and prioritizing legal assistance to over 80 individuals daily.
- Will assist Staff Attorney in supervising and training volunteers.

### **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.
- Bilingual skills in Spanish or another language.

### **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.
- Working knowledge of court forms and court procedures required.
- Must have excellent organizational, administrative, and writing skills.
- Ability to work well in a busy environment, enjoy working with the public and working collaboratively with a small staff.
- Working knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.
- Passion for NLSLA mission and demonstrated commitment to advocating for the legal rights of low-income individuals.
- Passion, empathy, and compassion for supporting people from different lived experiences.

### **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.

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**Equal Employment Opportunity Policy**

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.

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### **NLSLA Commitment to Diversity, Equity, Inclusion**

NLSLA believes that racial healing and addressing inequities related to disability, religion, sexual orientation, class structures, gender, and race, are fundamental to expanding access to health, opportunity, and justice across diverse communities.

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower diverse communities and dismantle systemic barriers.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.
- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.