



Paralegal – Lawyers Preventing and Ending Homelessness Project (PEHP)

NLSLA provides free assistance to more than 175,000 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:

The PEHP Paralegal will be part of a team of passionate advocates focused on providing holistic legal services to community members experiencing homelessness and those at imminent risk of homelessness. Through PEHP, NLSLA serves some of our most vulnerable community members through a collaboration with homeless service providers across Los Angeles County.

The PEHP Paralegal is committed to assisting community members with a variety of legal issues under appropriate attorney supervision. These legal areas include consumer issues, record clearing relief, eviction defense, public benefits, and more. PEHP's mission is to utilize a holistic approach to remove legal barriers to housing and support our clients in their journey to secure safe and stable housing.

In this role, the PEHP Paralegal will report to the Supervising Attorney and a career path may result in future opportunities as a Senior Paralegal. This position is non-exempt and temporary with the potential to become permanent.

THIS POSITION MAY BE RIGHT FOR YOU IF:

- **YOU ARE AN INCLUSIVE COLLABORATOR** and enjoy working on varied projects and assignments.
- **YOU THRIVE IN A FAST-PACED ENVIRONMENT** and excel at moving through tasks and problem solving independently.
- **YOU EMBRACE OPPORTUNITIES TO LEARN** and can quickly understand new information and systems.
- **YOU DON'T SWEAT THE SMALL STUFF** and can maintain a positive attitude and goal-oriented focus.

WHAT YOU CAN EXPECT TO DO IN THIS ROLE:

- Provide information and legal assistance on varied issues in support of our community members across diverse practice areas with appropriate attorney supervision.
- Work with community partners to conduct intakes.
- Ensure administrative compliance, including maintaining client files and important documents.
- Participate in outreach events and attend meetings with community partners to support increased community member access to legal services.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.

HOW YOU CAN STAND OUT:

For this role, the ideal candidate has:

- Worked in a legal services setting.
- Passion for supporting people from different lived experiences.
- Commitment to serving low-income community members, with a sensitivity to those in crisis.
- Bilingual language skills in Spanish or another language.

WHAT YOU'LL NEED ON DAY ONE:

- Qualified candidates must have one (1) of the following:
 - Paralegal Certificate
 - 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.
 - 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.
- Strong communication skills (oral/written).
- Attention to detail.
- Working knowledge of Microsoft Outlook, Word and Excel.
- Patience and sensitivity with people in crises situations.
- Passion for NLSLA and our mission, along with a commitment to advocating for the legal rights of low-income community members.

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 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.

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.