



Paralegal- Disaster Assistance Project (DAP)

Change Lives and Transform Communities – Join Our Disaster Assistance Project Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 160,000 individuals and families each year through innovative projects that expand access to justice. Our mission is to unravel entrenched disparities caused by systemic racism and inequality. We see the law as a powerful tool for social change and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

About the Role

The Disaster Assistance Project (DAP) Paralegal will be an integral member of the disaster legal services assistance team focused on responding to survivors of the LA County Fires, in particular the Eaton and Pacific Palisades Fires.

NLSLA has a long and rich history of responding to disasters, whether in Southern California or in other communities in the country, wherever the need arises. The DAP Team is both proactive in preparing for disasters and reactive in responding to the needs on the ground. The DAP Paralegal is committed to assisting community members with a variety of legal issues under appropriate attorney supervision. These legal practice areas may include, consumer issues, housing questions, access to public benefits and resources, and more.

In this role, the Paralegal will report to the Pro Bono Manager. This position is non-exempt.

What You'll Do

- Provide information and legal assistance on varied issues in support of our community members impacted by the LA County fires, disaster with appropriate attorney supervision.
- Conduct intakes.
- Support legal clinics.
- Ensure administrative compliance, including maintaining client files and important documents.
- Periodically staff the Disaster Recovery Center.
- Participate in outreach events and attend meetings with community partners to support increased community member access to legal services.
- Travel to NLSLA program offices, and other locations throughout Los Angeles County may be required.

What You'll Need

- 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.
- Knowledge of MS Office, Windows, business communication platforms, and web-based case management platforms. Patience and sensitivity with people in crises situations.
- 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.
- Patience and sensitivity with people in crises situations.

Bonus Points if You

- Are bilingual in Spanish or one of the other threshold languages, which is highly valued in our community outreach efforts.
- Have previous experience working in a legal services setting.

Why You'll Love Working with Us

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Salary:** \$50,000–\$58,000, based on experience.
- **Work-Life Balance:** A 35-hour workweek and a hybrid work schedule to help you balance professional and personal commitments.
- **Generous Time Off:** 15 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave.
- **Comprehensive Benefits:**
 - Medical, dental, and vision insurance with a variety of plan options.
 - Basic Life and AD&D Insurance, Long-Term Disability Insurance.
 - 403(b) retirement plan with employer contributions and options for voluntary contributions.
 - Monthly bilingual supplement for qualified employees.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

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's Commitments

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 communities.
- **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.