



Paralegal- Self-Help Housing Project

Change Lives and Transform Communities – Join Our Self- Help 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. 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 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 Associate Supervising Attorney. This position is non-exempt.

What You'll Do

- 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 the Staff Attorney in supervising and training volunteers.

What You'll Need

- 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.

Bonus Points if You

- Are bilingual in Spanish or another threshold language in Los Angeles County.
- Prior experience serving low-income individuals and client groups on housing and eviction matters, with a sensitivity to those in crisis.

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. Exempt employees are eligible for compensatory time in accordance with company policy.
- **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:

- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **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.