



PROVIDING ACCESS TO JUSTICE  
FOR ORANGE COUNTY'S LOW INCOME RESIDENTS

**JOB ANNOUNCEMENT**

<b>Position</b>	<b>Paralegal –Housing and Homelessness Prevention Unit</b>
<b>Organization Description</b>	<p>The Public Law Center (PLC)'s Housing and Homelessness Prevention Unit seeks an <b>energetic, passionate advocate</b> to join our team in <b>fighting for justice</b> for low-income tenants and self-represented litigants in Orange County through <b>innovative, collaborative, community-centered lawyering</b> to address inequities and pursue access to affordable housing.</p> <p>PLC's Housing and Homelessness Prevention Unit provides high quality direct representation, in addition to coordinating and supervising pro bono representation, of tenants in cases involving unlawful detainer, discrimination, harassment, housing voucher disputes, affordable housing advocacy and other issues related to housing in Orange County. The Unit also participates in community education, local and statewide advocacy, and community-based intake clinics.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Paralegal certificate or an equivalent level of training</li> <li>• Bilingual English/Spanish preferred</li> <li>• 1-3 years work experience as a paralegal or legal assistant, with experience in housing law preferred</li> <li>• Demonstrated commitment to working with low-income communities</li> <li>• Strong oral and written communication skills</li> <li>• Ability to manage multiple tasks, work independently, and as part of a team.</li> <li>• Must have own transportation, valid CA Driver's license, insurance and good driving record</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Request, review, and analyze public records relating to affordable housing</li> <li>• Attend occasional public meetings, including City Council meetings throughout Orange County and provide verbal comments</li> <li>• Draft letters and other written comments to municipalities advocating for affordable housing</li> <li>• Collaborate and coordinate with other nonprofit organizations and advocacy groups to further affordable housing in Orange County.</li> <li>• Provide limited support in individual and impact cases, including client intake, legal issue-spotting, and eligibility determination</li> <li>• Under attorney supervision, convey legal information and approved legal advice</li> <li>• Assist with interpretation and translation for staff and volunteer attorneys as needed</li> <li>• Provide general administrative support to the office, filling in where needed</li> <li>• Other duties as assigned</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• Compensation dependent on experience; range of \$16.00/hour to \$18.00/hour</li> <li>• Competitive benefits provided</li> </ul>
	<p>Please submit resume, cover letter and writing sample (5 pages or less) to Grace Landa at: <a href="mailto:glanda@publiclawcenter.org">glanda@publiclawcenter.org</a>. Please no phone calls. <b>APPLICATION DEADLINE:</b> Open until filled <b>The Public Law Center is an Equal Opportunity Employer.</b></p>