

JOB ANNOUNCEMENT

Position	Temporary, Fixed-Term Paralegal –Housing and Homelessness Prevention Unit
Organization Description	<p>This is a temporary fixed-term paralegal position to cover for an employee's absence from approximately May 2021 to October 2021. The Public Law Center (PLC)'s Housing and Homelessness Prevention Unit seeks an energetic, passionate advocate to join our team in fighting for justice for low-income tenants and self-represented litigants in Orange County through innovative, collaborative, community-centered lawyering 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>
Qualifications	<ul style="list-style-type: none"> • Paralegal certificate or an equivalent level of training • Bilingual English/Spanish required • 1-3 years work experience as a paralegal or legal assistant, with experience in eviction defense and/or housing law preferred • Demonstrated commitment to working with low-income communities • Strong oral and written communication skills • Ability to manage multiple tasks, work independently, and as part of a team. • Must have own transportation, valid CA Driver's license, insurance and good driving record
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide administrative and organizational support in individual and impact cases, as well as in community education efforts • Conduct initial client intakes, including legal issue-spotting, conflict check and eligibility determination • Perform general case management, including correspondence, preparation of documents and legal forms, legal research and hearing preparation • Investigate clients' cases, including inspection of housing units and obtaining and reviewing documents and records from government agencies • Under attorney supervision, convey legal information and approved legal advice • Assist with interpretation and translation for staff and volunteer attorneys as needed • Collect and compile data to meet grant deliverables and reporting requirements • Provide general administrative support to the office, filling in where needed • Other duties as assigned
Salary & Benefits	<ul style="list-style-type: none"> • Compensation dependent on experience; range of \$15.00/hour to \$18.00/hour • Sick pay benefits provided
	<p>Please submit resume, cover letter and writing sample (5 pages or less) to Grace Landa at: glanda@publiclawcenter.org. Please no phone calls. APPLICATION DEADLINE: Open until filled The Public Law Center is an Equal Opportunity Employer.</p>