

Staff Paralegal (3 positions)

Neighborhood Legal Services (NLS) seeks to hire three Staff Paralegals for our Family Law, Disability and Housing units. Paralegals are generally responsible for supporting attorneys, counsel and advice, case management, intake, and community education. Must be able to apply laws to facts of presenting cases, aggressively advocate for clients before governmental agencies and represent clients at administrative hearings.

Qualifications: Bachelor's degree with 0-3 years of experience; Excellent communication and writing skills; Sensitivity to the needs of financially disadvantaged and disabled persons; Previous experience working with low-income and/or underserved communities preferred; Second language fluency preferred; and Legal Services background, or knowledge of general civil legal work.

To Apply: Send cover letter, resume and at least 3 references to [HR@nls.org](mailto:HR@nls.org). No phone calls please.

*NLS is an affirmative action/equal opportunity employer and welcomes all to apply. Employer recruits without regard to race, color, creed, religion, national or ethnic origin, citizenship, ancestry, sex, gender (including identity or expression), sexual orientation, marital status, age, disability, or protected veteran status and any such candidates are strongly encouraged to apply.*