LSNV Job Announcement

Housing Justice/Intake Paralegal

LSNV is the largest legal aid organization in Northern Virginia, helping thousands of clients each year in civil legal matters. We partner closely with other legal aid organizations, state and local bar associations, as well as the courts to serve the region’s low-income and neediest populations.

Job Summary:
LSNV is seeking to hire a full-time paralegal that will provide support for legal representation of the client community, focusing on access to justice in housing law. The position combines elements of direct legal assistance, community outreach and advocacy, and directing clients through the LSNV intake process. The position is funded by a grant of at least two years.

Essential Functions:
- Interfaces with the public to screen applicants for legal aid eligibility
- Assembles evidence, conducts interviews, and researches relevant law
- Learns and implements the applicable LSC regulations
- Conducts community and institutional outreach and education
  - Develops schedule of outreach dates, training dates and legal clinics
- Coordinates interviews, processing applicant financial intakes and scheduling follow up appointments to staff and/or pro bono attorneys
- Organize and maintain client files, including detailed documentation of activities
- Provides administrative assistance to housing attorneys
- Other duties as assigned

Qualifications:
The ideal applicant will possess a demonstrated commitment to public interest work and a strong desire to assist. Further, the ideal candidate will have the following:
- Excellent writing, communication, interpersonal, and organizational skills
- Knowledge of housing law or legal aid/non-profit experience, preferred
- Prior experience in managing independent projects or assignments
- Must have Bachelor's or Paralegal degree or comparable education (law school course work or law degree) and/or comparable work experience
- Must have skills to use office technologies, including case management software
- Must have strong interviewing and client counseling skills
- Must be able to balance administrative, housing law and intake responsibilities
- Must have strong interpersonal skills and strong ability to work independently and on group projects
- Strong public speaking skills, preferred
- Fluent in Spanish (verbal and written), preferred

Compensation:
Salary commensurate with qualifications and experience based on legal aid pay scale. Excellent benefits.

How to Apply:
Cover letters and resumes are reviewed upon receipt and well-qualified applicants will be invited to interview right away. Applications will be accepted until the position is filled, at which time, the job announcement will be removed from our website at www.lsnv.org. To apply, please email your resume and cover letter detailing interest in the position to Ashley McGlawn, SHRM-CP, Program Administrator at hr@lsnv.org.

LSNV is committed to creating a safe, welcoming, and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion gender, gender identity or expressions, sexual orientation, national origin, genetics, disability, age, or veteran status.