



LSNV Job Announcement - Housing Justice Paralegal

LSNV is a large, high volume legal aid organization in Virginia, with 40+ attorneys spanning 7 offices. We help thousands of clients each year in civil legal matters, while cultivating relationships with community service organizations, local law firms, pro bono attorneys, and local bar associations to serve the region's low-income and neediest populations.

Job Summary: LSNV is hiring a full-time paralegal to provide support for legal representation of the client community, focusing on access to justice in housing law. This position is an Equal Justice Works Fellow with the Housing Justice Program. Equal Justice Works is the nation's largest facilitator of opportunities in public interest law. **The *Equal Justice Works Housing Justice Program* is a program comprised of Attorney Fellows and Organizer Fellows who, over the course of a one-year fellowship term, will be part of a targeted initiative to address the justice gap in the Commonwealth of Virginia.** This position will be based in our Fairfax office. The position combines elements of direct legal assistance, community outreach and advocacy.

Essential Functions:

- Providing resident services addressing issues that arise from housing instability for low-income households
 - Especially in eviction/unlawful detainer cases
 - Information on tenant rights
 - Referrals for existing community services and resources.
- Building key stakeholder relationships in furtherance of the Fellowship objectives
 - Creating, fostering, and cultivating partnerships among legal services providers, tenants' associations, community social services providers, and other community-based entities
- Strategizing, planning, and conducting training and outreach to communities and community organizations in furtherance of housing stability and affordability for low-income community members
 - Engaging in peer-to-peer learning with other Equal Justice Works Housing Justice Program Fellows
- Actively contributing to and participating in Housing Justice Program cohort activities
 - Resource exchanges; mandatory webinars and conference calls; and training events
 - Participation in EJW Leadership Development Training in Fall 2022 and 2023
- Exercising leadership competencies as an Equal Justice Works Fellow
- Contributing to required programmatic reporting and overall program evaluation

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 (beginning with 0 years of experience at \$40,000 per year). Excellent benefits.

How to Apply: Cover letters and resumes are reviewed upon receipt and well-qualified applicants will be invited to interview. 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, HR Manager at hrlsnv@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 (including traits historically associated with race such as hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, sexual orientation, gender identity, pregnancy (including childbirth or related medical conditions and lactation), age (40 and older), marital status, disability, and military status.