

**Paralegal  
Public Justice Center  
Baltimore, Maryland**

February 16, 2017

Be a critical member in a team of social justice advocates! The Public Justice Center in Baltimore is seeking a paralegal to take primary responsibility for client intake and referral, litigation support, and other administrative and advocacy program support for a nonprofit law office.

**The Public Justice Center (“PJC”) and Human Right to Housing Project**

The Public Justice Center pursues systemic change to build a just society. Founded in Maryland in 1985, the PJC uses legal advocacy tools to pursue social justice, economic and race equity, and fundamental human rights for people who are struggling to provide for their basic needs. The PJC is a civil legal aid office that provides advice and representation to low-income clients, advocates before legislatures and government agencies, and collaborates with community and advocacy organizations. [www.publicjustice.org](http://www.publicjustice.org).

The PJC’s **Human Right to Housing Team** (Housing) seeks to protect and expand every person’s human right to safe, habitable, affordable, and non-discriminatory housing, particularly in seeking fair and equal treatment for low-income residents in Maryland’s landlord-tenant laws, courts and agencies.

**Core Duties:**

- É Assists attorneys (primarily in the Housing Team) with community outreach and ongoing litigation support including case investigation, researching public records, filing legal pleadings, drafting documents, assisting in document review and document management, and data entry and reporting.
- É Conducts telephone and in-person intake, interviews clients, opens and maintains electronic and paper case files, participates in fact gathering and appropriate referral, brief service, or advocacy.
- É Provides general administrative and office support for nonprofit law office. Responsible for receiving, handling or assigning, and monitoring all support requests from staff.
- É Assists with special advocacy and research projects on prioritized subjects.
- É Other duties as assigned.

**Requirements:**

- É Bachelor’s Degree from an accredited school, significant related work experience, and/or demonstrated research and writing skills.
- É Attention to detail and keen organization skills.
- É Demonstrated passion for social justice and commitment to the vision of the Public Justice Center.
- É Ability to work under deadline and manage multiple tasks.

**Strongly Preferred Attribute:** Spanish/English bilingual in writing and speaking

**Preferred Attributes:**

- Experience with our client communities; ability to understand and sensitively respond to people seeking services in crisis situations.
- Experience in law office/ litigation support.
- Excellent use of MS Word and Excel required; database programs a plus.
- Strong problem solving abilities, time management, and organizational skills: the ability to manage complex assignments and work collegially with staff.
- Ability to work both independently and collaboratively with others both in and outside of the PJC, including clients, other advocacy organizations, coalition members, governmental officials, and attorneys.

**Compensation:**

Competitive salary, depending on experience. Salary range begins at \$32,000 plus \$1,000 language bonus for bilingual Spanish. A cafeteria benefit package is offered including options for health, dental, disability and life insurance, and retirement plans.

**Applications:**

Applications should be submitted as soon as possible. Applications will be accepted and interviews conducted on a rolling basis. To apply, please submit by email only a cover letter explaining your interest, resume, two writing samples, and the names and telephone numbers of three references. Please send applications to Matt Hill, [hillm@publicjustice.org](mailto:hillm@publicjustice.org) with "Paralegal applicant" in the subject line. The Public Justice Center is an equal opportunity, affirmative action employer that encourages all interested persons to apply regardless of race, national origin, gender, sexual orientation, or disability.