Bronx Legal Services (QLS) seeks an experienced paralegal to join our LGBTQ+ Advocacy Project. The paralegal’s primary focus will be the provision of quality legal assistance to LGBTQ+ tenants who are facing eviction, harassment, housing discrimination, housing-related public benefits, conditions and repair issues. We are expanding as a result of funding from the Mayor’s Office of Equity Unity Project, in collaboration with the NYC Department of Social Services Office of Civil Justice, to provide legal services to the LGBTQ+ community.

Our Organization:

Bronx Legal Services, the largest provider of free civil legal services in the borough, is part of Legal Services NYC’s network of local programs throughout New York City. Our mission is to advance society’s promise to its most vulnerable members: that they are entitled to equal access to our legal system. For over 50 years, we have provided civil legal services that help our clients meet their essential needs and have challenged the systemic injustices that keep them poor.

The LGBTQ+ Advocacy Project:

The LGBTQ+ Advocacy Project is a general practice unit designed to provide comprehensive legal services in a single location for the LGBTQ+ community. The Project provides representation in a broad-range of civil legal needs including community and economic development; public assistance, social security, and other benefits; healthcare; immigration; elder law; family law; and, consumer law. The Project also engages in affirmative litigation challenging discrimination and other systemic abuses faced by LGBTQ+ communities. The LGBTQ+ Advocacy Project is part of our Public Benefits & LGBTQ+ Advocacy Units.

Role & Responsibilities:

We are seeking an experienced paralegal to join our LGBTQ+ Advocacy Project. The primary role of the paralegal in this position will be to perform outreach and community education to inform LGBTQ+ tenants about their housing rights and available legal services and supports. The paralegal will network and liaise with community-based organizations, elected officials, and community members to provide education in the form of clinic sessions, presentations, and tabling events. The paralegal will assist tenants with drafting and filing petitions in Housing Court seeking improved apartment conditions and repairs as well as complaints with city agencies to end landlord harassment. Additionally, the paralegal will be expected to learn, know, and understand many different areas of civil law pertinent to low-income LGBTQ+ communities and how they intersect to increase housing stability.

Among other responsibilities, the project paralegal will:

- conduct intake, outreach, and community education at off-site locations, along with creating relevant materials;
- provide advice and direct representation across different areas of civil legal services to LGBTQ+ people, with a focus on housing-related issues;
- identify systemic issues and barriers our clients face and lead efforts to raze those obstacles in the pursuit of equal access to justice, including through affirmative litigation and policy work;
- employ a client-centered approach to advocacy that amplifies our clients’ voices in our work; and,
- champion diversity, equity, and inclusion.

We are looking for candidates who want to work in a fast-paced environment and will employ creative strategies and collaborations in the pursuit of justice. Occasional evening and weekend outreach will be necessary. The paralegal will be expected to conduct regular off-site intake, education, and outreach. When conducting offsite intake and outreach, the paralegal will be expected to enter and upload relevant data and documents into our case management system and complete conflict checks, whenever possible.

Experience & Qualifications:

Qualifications include:

- Prior experience conducting trainings or community education required;
- A minimum of three years’ experience in housing-related public interest law;
- A demonstrated passion for social justice and a commitment to working with low-income communities and communities of color to advance equity;
- A demonstrated understanding of, commitment to, and experience working with LGBTQ+ communities;
- Ability to speak with people of diverse backgrounds and build trust, be able to treat people with respect, and identify clients’ needs quickly and accurately;
- Superlative communication skills grounded in relationship-building and empathy;
- An excellent collaborator who enjoys working with, and being a part of, a team;
- Ability to adapt to change and be flexible;
- Great time management skills and ability to juggle several different urgent priorities at the same time;
• Fluency or proficiency in Spanish or another language commonly spoken by NYC residents is strongly preferred;
• Commitment to diversity, equity, inclusion, and belonging (DEIB) and understanding of the role DEIB plays in access to, laws around, and administration of fair housing;
• An understanding of the dynamics of intimate partner/domestic violence and trafficking, as well as the effects abuse, crime, and trauma have on individuals and communities; An aptitude for working with survivors of crime, noncitizens, older persons, and people with disabilities;
• Good writing skills;
• Excellent organizational skills and strong facility with numbers; and â€¢ Experience working with low-income people.

Health Recommendation

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

How to Apply

To apply for the position, send a cover letter, résumé, names of three references, and two recent writing samples via e-mail to: Bronx-BenefitsHiring@lsnyc.org

The e-mail should include â€œBronx LGBTQ+ Paralegal Positionâ€ in the subject line.

Only candidates selected for interviews will be contacted. No telephone calls.

Bronx Legal Services is an equal opportunity and affirmative action employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over age 40 are all welcome and encouraged to apply.

Salary Range (Based on years’ experience):

• 1-10 years: $50,991 - $62,993
• 11-20 years: $64,004 - $72,651
• 21+ years: $75,404 - $82,266