Brooklyn Legal Services seeks a case-handling paralegal for our LGBTQ & HIV Advocacy Project.

Project Description

The LGBTQ & HIV Advocacy Project is a general practice unit designed to provide comprehensive legal services in a single location for people living with HIV/AIDS and the LGBTQ community. The Project provides representation in a broad range of civil legal issues including discrimination in housing, healthcare, employment, education, and other public accommodations; appealing wrongful denials in public assistance, social security, health insurance, and other benefits; eviction prevention; obtaining legal name and gender marker changes; and advance directives (wills, living wills, powers of attorney, etc.). The Project also files affirmative litigation challenging discrimination and other systemic abuses faced by the LGBTQ and HIV communities.

Brooklyn Legal Services, part of Legal Services NYC, provides high-quality, innovative representation to address the pressing legal needs of Brooklyn’s diverse low-income population. LSNYC prides itself on its Diversity, Equity, Inclusion, and Belonging (DEIB) efforts. As a social justice organization, we are committed to fighting for a workplace that is as diverse, equitable, and inclusive as possible for everyone. Our DEIB committee and numerous affinity groups work to foster collegial relationships among staff at all levels and allow staff to explore and advocate for racial justice and anti-oppression growth within our organization and through our legal work. All employees are expected to learn about, seek to understand, and work to realize our DEIB goals.

Roles and Responsibilities

The paralegal will advocate for clients with governmental and social service agencies; represent clients at administrative hearings; and interview and gather documents for clients. The paralegal will both maintain an independent caseload and assist attorneys on client cases. There is a significant community outreach component to the work, including client intake at outreach clinics, sometimes after-hours; establishing relationships with community-based organizations and governmental entities that serve PLWHA and LGBTQ populations, including attending community-centered meetings after-hours; and training service providers and maintaining up-to-date educational materials. Project paralegals occasionally make home and hospital visits to meet with clients.

Required Qualifications and Skills:

- At least one (1) year of experience conducting public benefits, healthcare, or housing advocacy on behalf of individual clients;
- Experience providing outreach or trainings to low-income communities or community-based organizations;
- Substantial experience working with communities affected by HIV/AIDS and/or the LGBTQ community;
- Strong writing and verbal communications skills including public speaking skills;
- Ability to work in a fast-paced environment, juggle multiple deadlines, keep clear records, communicate proactively, and remain accountable to your commitments;
- Competency in working respectfully and effectively with BIPOC transgender, queer, and nonbinary people, those living with disabilities including HIV/AIDS, and those with low or no income;
- Humility, a keen understanding of power and privilege, and a willingness to accept input and feedback, especially from clients.

Preferred Qualifications and Skills

- Fluency or proficiency in one or more languages in addition to English, especially Spanish;
- Prior experience as a paralegal or case manager;
- Proficiency with case management software.

How to Apply

Applicants should send the following to bkhiring@lsnyc.org. Please write “LGBTQ/HIV - PARALEGAL” in the subject line of the email:

- A resume
- A cover letter detailing:
  - Why you want to work in Brooklyn;
  - Why you want to work with LGBTQ people or people living with HIV/AIDS;
  - What skills and experience you will bring to this position.
- One or two writing sample(s) that demonstrates your ability to advocate on behalf of yourself or others.

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid vaccinations unless they are unable to for medical or religious reasons.
Salary and benefits are determined by the LSNYC Collective Bargaining Agreement. LSNYC acknowledges that applicants from groups that have been historically marginalized are less likely to apply for positions unless they feel that they meet 100% of a job description’s qualifications. We understand that the ideal candidate might not completely meet the criteria listed above or be equally proficient in each area; we especially encourage applicants who are impacted by LSNYC’s work to submit their application.

Legal Services NYC is an equal-opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are strongly encouraged to apply.

Salary Range (Based on years’ experience):

- 1-10 years: $51,883 - $64,096
- 11-20 years: $65,124 - $73,922
- 21+ years: $76,723 - $83,706