



JOB ANNOUNCEMENT

Paralegal Lawyers Preventing and Ending Homelessness Project (Full-Time Position)

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and homeless veterans. Over the next six months, we will add about a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve far more people.

Project Description: ICLC seeks a talented full-time Paralegal for our new Lawyers Preventing and Ending Homelessness Project. This project is a collaboration of seven legal services organizations that are partnering with traditional homeless services providers within L.A. County’s Coordinated Entry System. The project is focused on providing clients who are homeless or at risk for homelessness with a broad range of legal assistance that removes barriers to getting and staying housed. Strategies include maximizing income through government benefits and increased employability; consumer law; limited immigration assistance; eviction defense; record expungement; citation defense; credit improvement; debt reduction; and preserving and obtaining housing subsidies. This whatever-it-takes effort to end and prevent homelessness will be the first time that comprehensive legal services will be fully integrated into the Coordinated Entry System.

Responsibilities: The Paralegal will work under the supervision of attorneys and will play a key role in advocating for our clients. Essential duties and responsibilities include: managing deadlines and discovery for unlawful detainer cases; drafting, reviewing, editing and preparing pleadings in a variety of cases; briefs, correspondence, and discovery requests and responses; completing legal forms; maintaining case files and documents; filing documents with the courts; screening and interviewing clients; preparing letters to clients; reviewing documents to identify and assess various legal issues; performing legal research; assisting with administrative and clerical duties such as communicating with clients, calendaring, copying and filing and opening digital case files. Other duties may be assigned.

Hiring Criteria: Commitment to ICLC’s mission and values. Excellent communication, writing, and organizational skills. Ability to interact with a wide range of clients utilizing client-centered advocacy and trauma-informed frameworks. Understanding of the legal barriers confronting people experiencing homelessness and appreciation for the vital role social workers and other non-lawyers play in addressing their needs. Ability to assume responsibility quickly and work independently and as part of a team. Ability to use good judgment, multitask, and meet deadlines. Skilled at using Word, Excel and PowerPoint. Familiarity with using databases and data entry. Experience with unlawful detainer litigation. Certification as a Paralegal or a Bachelor’s degree is required.

Compensation: Salary commensurate with qualifications and experience. Excellent benefits. This position is funded for three years, with a possibility for extension based on future funding.

How to Apply: Cover letters and resumes are reviewed upon receipt and applications will be accepted until the position is filled. To apply, please email your resume, cover letter detailing interest in the position, and three references to Ketayma Stewart, Hiring Consultant at careers@innercitylaw.org.

ICLC is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, or medical condition. All qualified applicants with criminal histories shall be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.