

EQUAL

JUSTICE

CENTER

BILINGUAL PARALEGAL* COMMUNITY ADVOCATE

*Paralegal certification or experience is not a requirement for this position.

The Equal Justice Center (EJC) is seeking a Bilingual (Spanish and English) Paralegal Community Advocate for its Dallas, Texas office.

The EJC is a nonprofit law firm and systemic justice organization that represents low-wage working men and women who are exploited in the workplace through wage theft, discrimination, harassment, and worse. The EJC is the leading employment law firm in Texas specialized in the representation of low-wage workers – *regardless of their immigration status*. Our mission is to advocate for clients both in the courts and in the broader community to achieve justice for our individual clients as well as systemic reforms that empower immigrant and low-wage workers to win fair treatment in the workplace and in the justice system.

We are seeking to hire a dedicated bilingual paralegal community advocate to help carry out our mission in the DFW Metroplex.

In addition to advocacy on EJC's general employment justice and immigrant justice projects, the Paralegal Community Advocate will also play a vital role in advancing the EJC's project on Legal Aid for Survivors of Sexual Assault, which focuses on legal representation for victims of workplace sexual assault and sexual harassment and legal advocacy to help survivors gain workplace security and financial independence.

We are seeking someone who believes in the EJC's energetic justice mission, and who will be a strong advocate for our clients who are often exploited on the job because of their immigration status, race, or gender. We are also looking for someone with strong self-initiative and ability to collaborate with and support EJC's other advocates and attorneys. The primary roles that we envision for this position are: (1) conducting extensive outreach to current and prospective clients and community organizations; and (2) assisting EJC attorneys with investigations, discovery, client communications, and case management.

Qualifications:

- Fluent in written and spoken Spanish and English (required)
- Self-starter with initiative and vision
- Commitment to social justice, especially on behalf of immigrants and low-wage workers
- Strong organizational skills and flexibility around changing priorities and deadlines
- Strong communication skills

Prior paralegal experience is not necessary, but prior outreach, community advocacy, or community organizing experience is preferred.

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www.equaljusticecenter.org **Justice at work**

Specific responsibilities include but are not limited to:

- Developing and implementing outreach strategies to current and prospective clients and community groups, such as conducting know-your-rights presentations, participating in community meetings, and building strong relationships with local community organizations, fellow nonprofit social justice groups, and social service providers;
- Conducting and participating in dissemination of legal rights information in person, through print media, and through electronic media communications;
- Managing client and prospective client communication by phone and in person, including primary responsibility for initial client intakes in the DFW area and working with EJC attorneys on screening and selection of potential cases;
- Researching and investigating cases, including conducting detailed client and witness interviews and obtaining, organizing, and analyzing documents and other information relating to clients' cases;
- Case management and administrative support for ongoing cases, including maintaining accurate, complete, and well-organized case files;
- Assistance with litigation discovery and preparation for hearings and trial; and
- Settlement administration.

Salary \$29,000 and up, depending on experience. The position also provides excellent fully-paid health and dental insurance, paid family and medical leave, paid vacation time, and other benefits.

Please submit applications to paralegalposition@equaljusticecenter.org with the subject line "PARALEGAL COMMUNITY ADVOCATE APPLICATION." **Applicants should include a resume, two references, and a detailed cover letter or email describing your qualifications, background, and interest in the position.** Applications will be considered as they are received, and the position will remain open until it is filled.