



JOB ANNOUNCEMENT – BILINGUAL INTAKE SPECIALIST/PARALEGAL

The Neighborhood Legal Services Program (NLSP), a private, non-profit law firm that provides free civil legal services to low-income residents of the District of Columbia, seeks a bilingual intake specialist/paralegal for our Headquarters, located at 64 New York Avenue NE, Washington, DC 20002

Duties and Responsibilities:

- Reception: greet visitors, answer phones and direct calls to appropriate staff, provide referrals as necessary.
- Screen applicants using NLSP's case management system (in person and on the phone) for eligibility for NLSP services.
- Prepare case files and schedule client interviews following intake screening.
- Review, organize, and maintain inventory of closed case files from staff.
- Provide general administrative support, including maintaining supplies for the office, obtain and distribute mail to staff.
- Provide paralegal support to attorneys including basic legal research and drafting closing memorandum.
- Perform other duties as assigned.

Qualifications

- Fluent in English and Spanish.
- The ability to translate documents from Spanish to English and English to Spanish.
- College or Associates degree required.
- Eligible and willing to become a Notary Public.
- Proficient computer use (Microsoft Word, Excel, data entry experience).
- Strong communication interpersonal skills.
- Be a team-player, committed to achieving lasting results for clients and low-income communities.
- Administrative support experience in non-profit working environment highly desirable.
- Paralegal experience desirable.

Salary – mid to upper \$30,000 with benefits, depending on experience and qualifications.

Application Process

Interested persons should send a letter of interest, resume, short writing sample and names of three references to:

agraham@nlsp.org (subject line – Bilingual Intake Specialist)
Ashley Graham-Watanabe, Managing Attorney for the Brief Services Unit

The position will remain open until filled. Applications will be reviewed as they are submitted.

NLSP is an equal opportunity employer, committed to inclusive hiring and dedicated diversity in our staff. It is the policy of NLSP that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

NLSP thrives on our diversity and we strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, returning citizens and persons from other underrepresented groups to apply.