

**JOB ANNOUNCEMENT –INTAKE SPECIALIST/PARALEGAL
NEIGHBORHOOD LEGAL SERVICES PROGRAM
OF THE DISTRICT OF COLUMBIA**



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 intake specialist/paralegal for its office, located at 680 Rhode Island NE. The successful applicant will: (1) screen applicants for eligibility; (2) provide administrative support to the office; (3) provide paralegal support for attorneys and assist with public benefits cases; and (4) be a team-player, committed to achieving lasting results for clients and low-income communities.

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 ordering supplies for all NLSP offices, obtain and distribute mail to staff
- Provide paralegal support to attorneys including basic legal research and drafting closing memorandum
- Develop capacity to handle public benefits (administrative law) cases
- Perform other duties as assigned

Qualifications

- College or Associates degree required; formal paralegal training desirable
- Eligible and willing to become a Notary Public
- Proficient computer use (Microsoft Word, Excel, data entry experience)
- Strong communication interpersonal skills
- Administrative support experience in non-profit working environment highly desirable
- Paralegal experience desirable
- Bi-lingual (English-Spanish) desirable

Salary – low to mid \$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:

nlsp@nlsp.org (subject line – Intake Specialist/Paralegal)
Heather Molina, Managing Attorney
Neighborhood Legal Services Program
680 Rhode Island Avenue NE
Washington, D. C. 20002

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

NLSP is an equal opportunity employer. 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 DC Human Rights Act and Language Access Act.