



Engaging Communities • Eliminating Barriers • Securing Justice

## PARALEGAL/INVESTIGATOR, HOUSING PRACTICE

64 New York Ave NE Suite 180, Washington D.C. 20002 (202) 832-6577

**Opening Date:** August 16, 2024 **Closing Date:** Until Filled

Neighborhood Legal Services Program of the District of Columbia (“NLSP”) is seeking a Paralegal/Investigator to join our Housing Unit.

### ABOUT NLSP

NLSP is a private, non-profit law firm that provides vigorous, high quality civil legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice, combining direct representation to protect essential rights and opportunities for low-income individuals and families with efforts to achieve broad-based change. Our offices are located in the poorest neighborhoods of the district to maximize our visibility, accessibility and connections to the communities we serve.

### BRIEF DESCRIPTION OF POSITION

We believe that housing is a human right. Our housing unit works to ensure that all DC residents have access to safe, affordable housing by preserving, eliminating barriers to, and increasing affordable housing. We represent tenants in eviction cases, affirmative litigation to preserve affordable housing and prevent housing discrimination, building-wide conditions cases, voucher termination case, and a variety of other cases. NLSP’s housing work is community-focused and driven by the needs of low-income DC residents.

As a paralegal/investigator, you will be a member of NLSP’s housing team. Together we prevent hundreds of evictions each year, hold slumlords accountable, and secure tens of thousands of dollars for people who have experienced housing discrimination. We have a supportive and flexible work culture. We think of ourselves as a team, and we support each other in addition to supporting our clients. Our work is creative and fast-paced. The paralegal/investigator’s work will include supporting the 9 staff attorneys who represent clients facing eviction, engaging in community outreach, and providing some case management services to our clients.

### DUTIES & RESPONSIBILITIES

- Conduct intake interviews with potential clients.
- Inspect housing accommodations for housing code violations, take photographs of relevant issues, and write detailed reports on housing conditions.
- Give presentations on the basics of landlord and tenant law at community outreach events (including occasional evenings and weekend presentations).

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- Assist housing attorneys to maintain files and enter data into NLSP case management system.
- Review and analyze discovery and other case documentation.
- Gather and maintain records and evidence, including performing database searches, interviewing witnesses, and serving subpoenas.
- Review, organize, and maintain inventory of closed case files from housing attorneys. Assist housing attorneys to close files, including drafting closing memos or letters.
- Create newsletters, demonstrative exhibits for trial, flyers, and other materials.
- Help clients to apply for rental assistance, search for housing, and obtain essential documents.
- Actively participating as a member of the NLSP team, including participation in cross-office activities and advocacy.

## **QUALIFICATIONS**

- Ability to work with low-income DC residents in a helpful and empowering manner
- Excellent written and verbal communications skills
- Commitment to racial justice and equality and economic justice
- Strong interpersonal skills and the ability to work well with teams
- Familiarity with Microsoft office and comfort with learning new software, particularly new databases
- Flexibility and a can-do attitude
- Creative problem-solving skills
- Paralegal experience OR non-profit experience OR a college degree

## **SALARY AND BENEFITS**

- NLSP's starting salary for a Paralegal/Investigator begins at \$56,160 with a maximum of \$71,760 for 15 years of experience
- Generous benefits package including excellent health, dental, and vision insurance and eight weeks of paid parental leave
- Paid vacation, sick, and personal leave

## **REPORTS TO**

- NLSP Housing Law Practice Managing Attorney, Adam Marshall

## **APPLICATION PROCESS**

This position is available immediately and remains open until filled. Apply [here](#).

## NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

Neighborhood Legal Services Program (“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 persons of color, women, LGBTQ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.