



Engaging Communities • Eliminating Barriers • Securing Justice

PARALEGAL, FAMILY LAW UNIT

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www.nlsp.org

Neighborhood Legal Services Program of the District of Columbia (NLSP) has an immediate opening for a full-time paralegal in our Family Law Unit.

ABOUT NLSP

Since 1964, NLSP has provided high-quality legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for the poor, combining direct representation with efforts to achieve broad-based change. Its three offices are located in the poorest sections of the District to maximize its visibility, accessibility, and connections to the communities it serves. NLSP is an excellent place to work, fostering a climate of shared mission, teamwork, and support of individual employee goals. 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. NLSP currently operates on a hybrid schedule. Staff are expected to work a minimum of 2 days in-office per week. Once NLSP's offices are fully reconstituted, all staff will be assigned a permanent office location.

ABOUT OUR FAMILY LAW PRACTICE

NLSP's Family Law Practice assists low-income D.C. residents with legal services in contentious child custody, child support, and domestic violence cases. Additionally, our attorneys in partnership with professional staff, zealously advocate for protecting, preserving, and stabilizing families.

DUTIES & RESPONSIBILITIES

NLSP's Family Law Paralegal will:

- Assist Family Law attorneys in client casework, including interviewing and communicating with clients, gathering, and summarizing documents, helping to prepare for administrative and court hearings.
- Assist in the coordination and planning of community outreach events.
- Answer specialized intake lines.
- Contribute and participate in NLSP committees.
- Perform other duties as assigned.

QUALIFICATIONS

The ideal candidate will have the following:

- A Bachelor of Arts or Bachelor of Science degree from an accredited university, or an associate degree with two years relevant experience.
- A demonstrated interest in social, economic, and racial justice.

- Strong communication skills (written and oral).
- Strong interpersonal skills focused on client services.
- Flexibility and a can-do attitude.
- Enthusiastic team player.

SALARY AND BENEFITS

- Salary commensurate with experience, starting at \$56,160 to \$71,760
- Generous benefits package including excellent health, dental, and vision insurance and eight weeks of paid parental leave.
- Paid vacation, sick, and personal leave.
- Employer-paid life and long-term disability insurance.
- 403(b) Thrift Plan (voluntary retirement).

APPLICATION PROCESS

The position is available immediately. Applications will be reviewed as they are submitted. Apply [here](#)

NLSP HIRING POLICY

NLSP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. It is the policy of the Neighborhood Legal Services Program 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 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.