



New York City Anti-Violence Project
116 Nassau Street, 3rd Floor
New York, NY 10038
212.714.1184 voice | 212.714.2627 fax
212.714.1141 24-hour hotline

JOB ANNOUNCEMENT – TEMPORARY PARALEGAL

Title: Temporary Paralegal
Department: Legal Services Department
Reports to: Senior Paralegal

The New York City Anti-Violence Project (AVP) envisions a world in which all lesbian, gay, bisexual, transgender, queer, (LGBTQ) and HIV-affected people are safe, respected, and live free from violence. AVP's mission is to empower LGBTQ and HIV-affected communities and allies to end all forms of violence through organizing and education, and support survivors through counseling and advocacy.

PRIMARY FUNCTIONS

AVP is looking for an energetic, committed individual to fill the role of a part-time or full-time temporary paralegal for AVP's Legal Services Department (with the possibility of becoming a permanent position if funding allows). Responsibilities include, but are not limited to, providing administrative support to the Legal Services Department, organizing and tracking grant reports, scheduling client intake, preparing legal documents, and filing court documents. The Paralegal is expected to work onsite at AVP's office, with occasional opportunities to work remotely.

DUTIES AND RESPONSIBILITIES

- Manage, track, and enter data on the Legal Services Department's progress toward its goals and grant activities;
- Maintain relevant files;
- Coordinate community trainings on LGBTQ legal matters;
- Schedule client intakes;
- File court documents;
- Translate written material from Spanish to English;
- Interpret for Spanish speaking clients during client/attorney meetings;
- Attend regular departmental and staff meetings;
- Other duties as assigned.

QUALIFICATIONS

- Paralegal certificate, bachelor's degree *or* equivalent work experience required;
- Bilingual proficiency in Spanish and English is required;
- Highly organized with an ability to pay close attention to detail;
- Ability to prioritize work and multi-task in a fast-paced, high-pressure environment;
- Excellent computer skills (proficient in Microsoft Office Suite);
- Excellent interpersonal skills;
- Ability to handle confidential materials and information;
- Experience with non-profit organizations, LGBTQ and HIV-affected communities, and/or anti-violence issues preferred; and
- Commitment to social justice and advancing anti-racism and anti-oppression in a work setting.

SALARY

This at-will, exempt position has an hourly rate of \$26.09 - \$28.57 (DOE). Position is eligible for paid time off and paid holidays. Part-time positions are generally NOT eligible for health insurance.

TO APPLY

Upload your cover letter and resume as a single PDF to <https://bit.ly/avpishiring> by May 28, 2021.

No phone calls, please. Candidates will be notified if we are seeking an interview; because of the high volume of responses it will not be possible to respond to all inquiries. Interviews will be scheduled on a rolling basis.

AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses. There is no minimum education requirement for this position.