



**New York City Anti-Violence Project**  
116 Nassau Street, 3<sup>rd</sup> Floor  
New York, New York 10038  
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212.714.1141 24-hour hotline

## **JOB ANNOUNCEMENT – PART-TIME PARALEGAL**

**The New York City Anti-Violence Project (AVP) is excited to welcome a new member to our team!** We are looking for an energetic, committed individual to fill the role of Part-Time Paralegal within AVP's Legal Services department. Responsibilities include, but are not limited to, providing administrative support to the Legal Services department, organizing and tracking grant reports, scheduling client intakes, preparing legal documents, and filing court documents. The Paralegal is expected to work onsite at AVP's office, with occasional opportunities to work remotely, and will report to the Senior Paralegal.

**AVP empowers** lesbian, gay, bisexual, transgender, queer (LGBTQ), and HIV-affected communities and allies to end all forms of violence through organizing and education, and supports survivors through counseling and advocacy. We were one of the first LGBTQ anti-violence organizations in the country and remain a leader in the anti-violence movement.

### **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 with an hourly rate of \$26.09 - \$28.57 (DOE). Position is eligible for prorated paid time off (i.e., sick and safe leave, personal days, vacation, etc.) and paid holidays. Part-time positions are generally NOT eligible for medical insurance.

**Interested applicants can upload their cover letter and resume as a single PDF to <https://bit.ly/avpishiring> by August 20, 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.*