
NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Job Description

Position Title: Legal Assistant	Position Level: Associate
Department: Law and Policy	Reports to: Deputy Director

ABOUT THE ORGANIZATION:

The National Law Center on Homelessness & Poverty (the “Law Center”) is the only national legal advocacy organization dedicated solely to using the power of the law to end and prevent homelessness in the United States. Partnering with pro bono attorneys, we bring high impact litigation; lead and support national, state and local advocacy campaigns; and educate providers, advocates and the public. Our work creates homes and communities for people experiencing homelessness, improves access to housing for domestic violence survivors, secures education rights for children experiencing homelessness, and protects human rights and dignity by striking down laws that criminalize homelessness.

ABOUT THE POSITION:

The Legal Assistant is responsible for providing programmatic and administrative support to the Law & Policy team, including coordinating the tasks, partnerships, and deliverables associated with program initiatives; managing the intake system; supporting staff attorney projects; coordinating our pro bono program; and assisting with technical assistance follow-up. The Legal Assistant tracks the programmatic requirements of grants to help ensure compliance and completion of program deliverables, and performs data management and reporting. Additionally, the Legal Assistant helps to coordinate and support the organization’s robust pro bono program. These tasks will require coordination with all Law Center staff, including the Executive Director, the Deputy Director, the Director of Development and Communication, and other staff.

Specific responsibilities include:

- Supporting the Law Center’s pro bono program by collecting and maintaining information on pro bono projects and contacts, sending bi-weekly pro bono alerts, and communicating with staff attorneys and pro bono partners handling matters.
- Assisting with legal research, as well as drafting, proofreading, and citations.
- Providing programmatic and administrative support and coordination for the Law & Policy team, including maintaining listservs, preparing agendas and materials for meetings, setting up and administering webinars, and other administrative support as needed.
- Managing program data collection, reporting, and documenting outcomes and deliverables, using Excel and Access.

- Maintaining systems for organization's program-related electronic and paper documents.
- Supporting the Law Center's internship & fellowship program including assisting with intern recruitment, orientation, and coordinating office logistics.
- Managing the Law Center's intake system by serving as the first point of contact, assessing callers' information, collaborating with staff to provide technical assistance, and providing appropriate follow-up as needed.

QUALIFICATIONS:

An ideal candidate would have the following qualifications.

- B.A. degree (or equivalent work experience).
- Familiarity with non-profits, a small office setting, and/or legal organizations.
- Strong proficiency with Microsoft Excel, databases, and information management systems.
- Demonstrated ability to coordinate programs or projects and develop/implement systems.
- Strong organizational skills, attention to detail, systems, and process.
- Ability to successfully manage short and long-term projects, and prioritize multiple tasks.
- Strong research and analytical/assessment skills (legal research skills are a plus).
- Strong communications and interpersonal skills.
- Self-motivation, initiative, and creativity, as well as ability to work collaboratively.
- Commitment to social justice and to ending homelessness and poverty.

SALARY AND BENEFITS:

Salary: Commensurate with experience.

Benefits: Generous holiday and vacation leave; fully paid health insurance; disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to use skills and grow professionally.

APPLICATION PROCEDURE:

Send cover letter, resume, and writing sample to HR@nlchp.org with "Law & Policy Legal Assistant" in the subject line. No phone calls, please.

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities, persons with disabilities, and persons with lived experiences of homelessness or poverty are encouraged to apply

APPLICATIONS DEADLINE: Applications will be reviewed on a rolling basis until filled.