



1431 Elizabeth Avenue, Charlotte, NC 28204
Telephone: 704.376.1600 ★ Fax: 704.376.8627
www.charlottelegaladvocacy.org

JOB NOTICE

Community Redevelopment Project Paralegal Posted May 2021: Open Until Filled

Charlotte Center for Legal Advocacy, a non-profit provider of civil legal assistance to low-income persons in the Charlotte area, seeks a Paralegal Advocate for the Community Redevelopment Project within its Consumer Protection Program. Both the Program and the CRD Project are described on the attached page.

Paralegal advocates assist individual low-income individuals, provide outreach and community legal education, participate in community events, give legal advice under the supervision of a licensed attorney, assist partner agencies in serving the needs of clients and engage in systemic advocacy projects and activities.

The paralegal advocate will:

- Assist with re-entry advocacy issues, including expunctions and drivers' license restorations for low-income NC residents;
- Assist with the property tax clinic for Mecklenburg County homeowners who meet eligibility requirements;
- Screen and interview applicants for assistance; review client eligibility and determine whether cases meet case acceptance criteria;
- Obtain drivers' license and criminal records for review by attorney;
- Provide legal advice, counseling, or other brief service during intake interview under the supervision of an attorney;
- Assist attorneys in specific cases including contact with client; interviewing witnesses; case investigation; legal research; drafting legal documents; and
- Provide direct assistance to clients in individual administrative cases in which direct paralegal representation is permitted.

Start Date

Position available beginning May 17, 2021.

Classification

The position is classified as paralegal-advocate on the Charlotte Center for Legal Advocacy salary scales. Full time, annual salary \$34,500+ (depending on experience); generous leave and benefits.

Qualifications

- Two-year or four-year college degree or equivalent training or experience;

- Paralegal, legal assistant, or social work training or experience preferred;
- Experience working with low-income communities preferably at a non-profit or community-based organization within a multi-ethnic/multi-cultural environment preferred;
- Spanish language proficiency preferred;
- Proficiency in MS Office, including Word, Excel, Power Point and Adobe PDF professional;
- Ability to work independently and in a team environment; and
- Ability to effectively collaborate with co-workers and clients in virtual, face to face, and meeting settings.

To Apply send all of the following:

- *a detailed letter explaining your qualifications for and interest in this specific position and organization, in which you describe your qualifications for this program, experience with low-income individuals, Spanish language proficiency, and other relevant information;*
- a resume;
- a writing sample; and
- names and telephone numbers of three references; to: Administrative Manager, Charlotte Center for Legal Advocacy, by email to careers@charlottelegaladvocacy.org or by mail to 1431 Elizabeth Avenue, Charlotte, NC, 28204, *email is preferred*. Form letters and inquiries not containing this information *will not be considered*.

***Charlotte Center for Legal Advocacy is an equal opportunity employer.
Veterans, women, minorities, and disabled persons are encouraged to apply.***



Consumer Protection Program

The ***Consumer Protection Program*** fosters the financial stability of lower income persons. The program focuses on the following issues:

- Building and preserving wealth in low income families by protecting home ownership by preventing foreclosures; preserving home equity; and ensuring that workers receive the wages they are due.
- Preventing predatory and abusive lending practices aimed at the low income population by teaching consumers how to avoid these pitfalls; referring the unemployed to job training leading to higher wages; and increasing income and capital.
- Preserving transportation necessary to keep working clients employed and providing unemployed workers the ability to work by stopping predatory lending practices; and preventing automobile fraud.

The ***Community Redevelopment Project*** seeks to support a host of organizations in the Charlotte area working to redevelop the community. The Center collaborates with the following organizations:

- City of Charlotte Neighborhood & Business Services Department to provide legal assistance to eligible low-income homeowners and tenants on targeted rehabilitation projects in two selected low-income neighborhoods. Services will include title repair, credit repair, and other consumer protection issues to allow individuals to participate.
- DreamKey Partners to provide legal assistance to eligible low-income clients to assist homeowners, tenants, and homeless individuals who are trying to purchase or rent remain in their housing. Services will include any work that contributes to their community's financial stability.
- Habitat for Humanity Charlotte Chapter to provide legal assistance to eligible low-income prospective homeowners in the communities it is redeveloping. Services will include real estate closings and other legal work related to the property transaction.
- Community Development Corporations (CDC) to provide requested legal assistance to eligible low-income clients of the CDC communities. LSSP will offer legal services to ensure that their new ownership legal needs are met.
- Grassroots Community Organizations and CDCs to provide limited legal assistance to participants in community economic development entrepreneurship projects. Services will include legal assistance for the participants, including advice regarding business structure, tax matters, licensing, and entity formation.