



5535 Albemarle Road, Charlotte, NC 28204  
Telephone: 704.376.1600 | Fax: 704.376.8627  
[www.charlottelegaladvocacy.org](http://www.charlottelegaladvocacy.org)

## **JOB NOTICE**

### Full Time Paralegal – Advocate Consumer Protection Program Posted June 2022: Open Until Filled

Charlotte Center for Legal Advocacy, a non-profit provider of civil legal assistance to low-income persons in Charlotte and Western North Carolina, seeks a Paralegal Advocate for its Consumer Protection Program. More information about the Advocacy Center can be found on its web page, [www.charlottelegaladvocacy.org](http://www.charlottelegaladvocacy.org).

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:**

- Screen and interview applicants for assistance; review client eligibility and determine whether cases meet case acceptance criteria;
- Have an interest in consumer protection work;
- Conduct outreach in the community to inform potential clients of our work under attorney supervision;
- 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.

#### **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, Teams, 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.

### **General Requirements**

- Possess socio-economic and cultural sensitivity and ability to communicate with persons in crisis or under stress; and
- Ability to multi-task and interact well with professionals, clients, and others.

### **Start Date**

Position available beginning June 1, 2022.

### **Classification**

The position is classified as paralegal-advocate on the Charlotte Center for Legal Advocacy salary scales. Full time, annual salary \$37,000+ (depending on experience); generous leave and benefits.

### **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;
- names and telephone numbers of three references; to: Human Resources Manager, Charlotte Center for Legal Advocacy, by email to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org) or by mail to PO Box 25558, Charlotte, NC 28229-5558, email is preferred. Form letters and inquiries not containing this information will not be considered. If you need accommodations for the application process or any aspect of this position, please contact [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org).

*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 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.
- Protecting consumers from abusive debt collection and debt buyer practices
- Preserving utility services
- Assisting consumers with problematic student loans, especially in the “for-profit” school sector
- Preserving and protecting affordable housing for low-income communities.