



5535 Albemarle Road
Charlotte, NC 28212
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PARALEGAL ADVOCATE

Full-Time

WHO WE ARE:

Charlotte Center for Legal Advocacy, a non-profit agency that provides free legal assistance in civil matters to low-income persons in the Charlotte region, seeks a paralegal to join our Pro Bono Unit. More information about the Advocacy Center can be found on our website: www.CharlotteLegalAdvocacy.org.

ROLE:

The paralegal advocate serves low-income individuals by placing their cases with pro bono attorneys, conducting outreach to the community and to pro bono professionals, participating in community events, assisting with project management for clinics, and supporting the efforts of the Pro Bono Unit to engage the legal community in closing the justice gap.

RESPONSIBILITIES:

- Work closely with a diverse array of individuals, including lawyers, clients, and community partners
- Develop a strong working knowledge of pro bono programs and processes and other agency and community resources available for low-income individuals
- Assist Pro Bono Manager in implementing and improving processes for assigning, monitoring, and closing pro bono cases
- Coordinate with pro bono leaders, volunteers, and clients to provide program management for legal services clinics
- Conduct outreach to and manage relationships within network of pro bono attorneys, including responding to questions and requests about pending cases under the supervision of the Pro Bono Managing attorney
- Manage and collect data related to pro bono cases through the Advocacy Center's case management system to track and report on pro bono activities

KNOWLEDGE AND SKILL REQUIREMENTS:

Qualifications include a bachelor's degree, or associate's degree and equivalent experience; paralegal certification or equivalent experience; commitment and experience and/or desire to work with diverse low-income populations; ability to identify client's needs quickly and accurately; excellent oral and written communication skills; adaptability; self-motivated and dependable; exceptional organizational skills; experience entering and tracking information in electronic formats; proficient in Microsoft Suite; and commitment to the Advocacy Center's mission and vision.

WORK SCHEDULE:

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday – Friday, 8:30 am – 5:00 pm. Hybrid work schedules are subject to management approval and a probationary employment period.

SALARY:

This position is a full-time, salary-exempt position. The annual salary range begins at \$39,600 and may vary depending upon experience and skills.

BENEFITS:

Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of general leave, 15 paid holidays, and 100% employer-paid professional liability.

TO APPLY:

Applicants should send a resume and cover letter to careers@charlottelegaladvocacy.org. Please note the position for which you are applying in the subject line.

Charlotte Center for Legal Advocacy considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or any other legally protected status.

Submission Deadline: February 16, 2024