



About the Position

NHLAA seeks to hire two bilingual legal assistants to join its team. The legal assistants will support attorneys representing individual clients in a variety of civil legal matters. The legal assistants will have the opportunity to learn from and work thoughtfully and effectively with our dynamic NHLAA team, clients, and community groups to address a wide range of issues impacting our client community.

About New Haven Legal Assistance

New Haven Legal Assistance Association (NHLAA) is a legal aid organization, founded in 1964 in the midst of the Civil Rights movement. We were established on the principle that everyone, regardless of race, income, or health, should have equal access to the justice system. We serve clients living in 22 cities and towns in the Greater New Haven and Lower Naugatuck Valley communities. Our clients are primarily people of color impacted by the legacy of structural racialization, systemic racism, and implicit bias. They are children, low-wage workers, domestic violence survivors, individuals with disabilities, seniors, and immigrants.

Responsibilities

- Typing, word processing on a computer, proofreading, revising, filing, and retrieving filed materials as required by offices or units assigned.
- Composing and completing letters, forms, memos, legal documents and similar items.
- Making and receiving telephone calls and making appointments for designated staff members.
- Interpreting and translating for staff in the office.
- Interpreting for staff outside the office within the NHLAA service area.
- Conducting intake interviews and preparing applications.
- Developing and maintaining relationships with social service agencies, to keep updated resource guides and support outreach efforts.
- Making referrals and following up referrals of clients to appropriate alternative or additional sources of assistance.

Qualifications

- Ability to speak, understand, write, read, interpret, and translate Spanish and English.
- Strong computer skills, including the ability to electronically file documents with courts and government agencies, and proficiency in NHLAA's case management system, donor database and software programs (including Outlook, Word and Excel).
- Strong organizational skills.
- Reliable and dependable.
- Good verbal and written communication skills.
- Strong interpersonal skills.

- Access to an automobile, insured and licensed to drive in Connecticut.
- Willingness to translate/interpret in NHLAA service area.

Application Deadline

- We are accepting applications on a rolling basis and encourage candidates to apply as soon as possible.

Compensation

- Salaries will be based on experience and in accordance with the collective bargaining agreement and the salary scale. For example, an employee with 5 years of experience will have a starting salary of \$40,000. We offer generous benefits, including a 403(b) retirement plan; health, dental, vision, and short term disability insurance; sick leave; vacation; most observed state and federal holidays; and loan repayment assistance.

Application Instructions

- Please send a cover letter, resume, and list of at least three references to Carolyn Gontarski at cgontarski@nhlegal.org. NHLAA invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Applications will be reviewed on a rolling basis and will be accepted until the positions are filled.

It is the policy of NHLAA to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, or any other characteristic protected by federal, state, or local law.