

January 14, 2022

## Job Announcement: Housing Paralegal

Rising for Justice (“RFJ”) invites applications for a full-time housing paralegal position to begin immediately. The paralegal will be responsible for supporting attorneys providing legal representation to low-income residents of Washington, D.C. in landlord-tenant disputes and housing-related cases.

### About Rising for Justice

Created in 1969, RFJ, formerly known as D.C. Law Students in Court (“LSIC”), is the oldest clinical teaching program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program. Our Housing Program provides representation to low-income tenants in the District of Columbia.

RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a housing paralegal who embraces our mission and values. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

### Position Responsibilities

1. Assist with client intake, including interviewing clients, entering information in the case management system, and providing non-legal information or other assistance.
2. Assist attorneys with investigations and inspections, including performing home inspections to review clients’ housing conditions, obtaining documents, serving process or subpoenas, and, as necessary, testifying in court in RFJ cases.
3. Assist attorneys with updating and maintaining files, including assisting with preparing client letters and performing data entry related to case closures in the case management system.
4. Assist supervising attorneys and program directors with quality control and oversight of data entry, including running and reviewing reports in the case management system.
5. Assist attorneys with case management, including reviewing and organizing documents; preparing trial or deposition materials such as exhibits or case document binders; and assisting with reviewing, assembling, and/or serving discovery or other case documents.
6. Provide support to working committees including the Community Outreach Committee and Case Acceptance Committee, by performing administrative or other support work as assigned to assist with carrying out the work of those committees or other committees as assigned.
7. Oversee undergraduate internship program including managing the recruitment of interns, assigning and supervising work in coordination with RFJ’s program directors, and providing programming and support as part of the internship experience.

### Qualification Requirements

Paralegal certificate or equivalent experience with an employment record demonstrating strong organizational, writing, and public speaking skills as well as sustained attention to detail. Proficiency

in Microsoft Office, including MS Word and Excel required. Preferred qualifications include Spanish language skills, housing or consumer litigation experience, and prior poverty law experience.

**Accountability:** Reports to the Director of the Tenant Justice Program

**Hours, Salary and Benefits:** This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. We offer a competitive benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; and paid federal and local holidays.

**To Apply:** Each candidate should submit a cover letter and resume by email addressed to Julia Cade at [hiring@risingforjustice.org](mailto: hiring@risingforjustice.org). Please indicate "Housing Paralegal, [your full name]" in the subject line of the email.

**Application Deadline:** Review of applications will begin immediately and will continue until the position is filled.