

## **Job Announcement Housing Paralegal**

Rising for Justice (“RFJ”) invites applications for a full-time housing paralegal position. Reporting to the Director of RFJ’s Housing Advocacy & Litigation Clinic, this position is responsible for supporting attorneys and law students providing legal representation to low-income residents of Washington, DC in landlord-tenant disputes and housing-related cases. This is a full-time position based on a 40-hour work week. RFJ offers a hybrid work environment with three days in the office.

### **Responsibilities:**

- Assist with programmatic intake, including interviewing potential clients, entering information in RFJ’s case management system, and providing non-legal information and other assistance, when necessary, including managing communications with prospective clients;
- Monitor and answer the RFJ intake phone line and respond promptly and appropriately to all inquiries;
- Assist attorneys with investigations, including home inspections to review clients’ housing conditions, conducting community outreach events, obtaining case-related documents, serving process or subpoenas, and, as necessary, testifying in court in RFJ cases;
- Assist with attorney calendaring and maintenance of case files and programmatic data collection and prepare client letters and other correspondence;
- Assist supervising attorneys and program directors with quality control and oversight of data entry, including running and reviewing reports in the case management system;
- Assist attorneys with ongoing case management when appropriate and necessary for the clients to include 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; and
- Other duties as assigned.

### **Qualifications:**

The successful candidate must have a paralegal certificate or equivalent experience with an employment record demonstrating strong organizational, writing, and public speaking skills. 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.

**Salary and Benefits:**

Salary is commensurate with experience. RFJ offers a competitive benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual, and personal leave; and paid federal and local holidays. RFJ's salaries are set on a scale based on years of experience. The scale for this position is \$45,310 to 60,892.

**To Apply:**

Candidates should submit a cover letter and resume by email, addressed to Linda Brooks, Director of Human Resources, at [hire@risingforjustice.org](mailto:hire@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 continue until the position is filled.

**About Rising for Justice:**

Created in 1969 and formerly known as DC Law Students in Court, RFJ is the oldest clinical teaching program in Washington DC. RFJ operates as a public interest legal services provider and clinical education program for law and social work graduate students and serves more than 4,000 clients per year. Much of RFJ's work focuses on fighting eviction and displacement on behalf of low-income tenants in Washington DC. In addition, RFJ represents justice-involved DC residents in need of a fresh start by clearing their criminal records and individuals seeking family stability. RFJ provides services from its main office and its offices in the DC Superior Court.

RFJ's mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ is committed to strengthening the voices of its low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. RFJ embraces equal justice and diversity as core values and strives to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. The organization is committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. Its 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. Candidates of all identities, experiences, and communities are encouraged to apply.