



Now Hiring: Paralegal

The Harriett Buhai Center for Family Law is seeking a Paralegal interested in working at a nonprofit social justice organization. Reporting directly to the Director of Legal Services, the Paralegal will provide administrative support to the Buhai Center's direct client services.

Key Features of this Job:

- Administrative support of direct client services, including retainer agreement processing, document tracking, preparation of exhibits, and document summaries;
- Legal support of direct client services, including e-filing, pleading drafting, and client interviewing.

Essential Job Qualifications:

- One of the following:
 - Paralegal Certificate;
 - B.A. or B.S. degree with 1 year experience working in a law office or other legal setting under the direct supervision of a licensed attorney, with a letter certifying the experience upon request.
- Ability to work collaboratively in a team setting;
- Strong communication (oral/written) and organizational skills;
- Patience and sensitivity to people in crisis and commitment to public interest work;
- Proficiency in computer applications including Microsoft Outlook, Word, business communication platforms, and web-based case management and pleading preparation platforms.

Strongly Preferred:

- Bilingual (oral and written) Spanish;
- Experience in E-filing in Los Angeles Superior Court.

Start Date: ASAP

Position: Full-time, non-exempt, 37.5 hours/week

Salary and Benefits: \$50,000 to \$60,000, commensurate with experience. Benefits include: medical, dental, and vision insurance; voluntary employee retirement plan; paid vacation and holiday leave; reimbursed travel and educational expenses.

Location: Hybrid; Office in Los Angeles/Koreatown

How to Apply: Interested persons should email a cover letter and resume to: jobs@hbcfl.org. Please write "Paralegal" in the subject line.

Please, no phone inquiries. Position open until filled.

About the Buhai Center:

Founded in 1982, the Harriett Buhai Center for Family Law is one of the most innovative legal programs in the nation designed specifically for low-income families in turmoil. The focus of the Buhai Center's efforts is on legal problems involving custody, visitation, support of children, domestic violence, and establishing parentage.

Our Mission:

We protect victims of domestic violence and improve the well-being of children living in poverty. With the help of volunteers, the Buhai Center provides free family law assistance and legal education to low-income Angelenos. We strive to empower people in need and assure them meaningful access to the courts.

Our Vision:

We aspire to create a community where poverty is not a barrier to those who seek to resolve critical family law matters.

The Harriett Buhai Center for Family Law is an Equal Opportunity Employer.