

Paralegal - Volunteer Attorney Program

Albuquerque, New Mexico

New Mexico Legal Aid, the state's largest provider of civil legal services for low-income New Mexicans, seeks a full-time paralegal to be assigned to NMLA's Volunteer Attorney Program (VAP). This program recruits volunteer attorneys to provide legal services to financially eligible clients of New Mexico Legal Aid (NMLA).

VAP handles a wide range of creative, challenging, and complex work. We seek innovative, highly motivated candidates who are passionate about justice and strongly committed to helping NMLA better serve our client community. The majority of applicants in VAP will be seeking help with family law cases (including domestic violence), landlord/housing disputes, public benefits, employment issues, consumer/debt issues, and simple wills among other civil issues.

Essential Functions and Responsibilities of a Paralegal in VAP include, but are not limited to the following:

- Demonstrate and apply the ability to work with and relate to clients of the program
- Conduct client interviews to identify legal issues, screen applicants for eligibility, and develop case presentations to volunteer attorneys for possible representation.
- Input of significant amounts of client information and case detail into NMLA's on-line case management system.
- Research connected to clients' legal issues.
- Assist VAP's Statewide Pro Bono Coordinator and the courts in coordinating and marketing teleclinics and legal fairs around the state.
- Travel to and facilitation of legal fairs in urban and rural areas of New Mexico, including some overnight travel (up to 15% to 20% of time) and ability to lift up to 20 lbs.
- Collection and reporting of data from legal teleclinics and fairs.
- Communicating with VAP clients, volunteer attorneys, and others both orally and in writing.
- Referring applicants to other agencies or sources of help if they do not qualify for assistance from NMLA.
- Participate in community legal education projects, including assistance to VAP Director and Pro Bono Coordinator in facilitating continuing legal education (CLE) programs offered to volunteer attorneys.
- Completing other assignments as requested by VAP's Pro Bono Coordinator or Director.

Requirements: All candidates must possess:

- Excellent written and oral communication skills.
- Ability to manage multiple tasks Ability to manage possible daily client contact and data collection.
- Ability to build collaborative relationships within the staff and the community.
- Proficiency in the use of computer software including MS Word and Excel.
- Ability to effectively use computer technology and remote communication systems, including sharing on-line workspaces, web meeting and videoconferencing software.
- Strong time management skills and the ability to meet hard deadlines is a must.

- Valid New Mexico driver's license and automobile insurance, with own transportation and/or willingness to operate rental vehicles.

This full-time position is based in Albuquerque requires up to 20% travel within the state. Proficiency in Spanish is a plus.

Applicants are subject to a background search. Please do not let this deter you from applying. NMLA is committed to a strong workforce and recognizes that persons with marks on their record may still be able to perform admirably.

NMLA employees enjoy:

- Being unionized
- A great work environment
- Great benefits including generous leave
- Competitive salary and benefits package
- Telework option may be available

Applicants will be subject to a background check. Please do not let this deter you from applying. NMLA is committed to a strong workforce and will review records individually to determine whether a particular record will disqualify.

The position is covered by a collective bargaining agreement. Pay is determined by years of experience and is set by a union scale; [click here](#) to view the salary scale. NMLA provides a comprehensive benefits, holiday and leave packages. For information about NMLA's generous [benefits](#) and what it is like to work at NMLA [click here](#)

Provide a current resume, three references, and a letter of interest explaining what you would like to accomplish if you are selected for this position by [clicking here](#) to apply.

Salary: DOE, NMLA is an EEO Employer. **Until filled. Resumes will be reviewed on a rolling basis.**