

Paralegal - Housing Stability and Veteran's Project Statewide

New Mexico Legal Aid (NMLA) provides civil legal services to low-income New Mexicans for a variety of legal issues including domestic violence/family law, consumer protection, housing, Tax and benefits. NMLA has locations throughout the state including Albuquerque, Santa Fe, Las Cruces, Gallup, Roswell, Silver City, Clovis, Hobbs, Las Vegas, Taos, and Santa Ana.

New Mexico Legal Aid seeks a paralegal to support its Statewide Housing Stability and its Veteran's Project. The paralegal will assist attorneys serving eligible clients threatened with loss of their housing and/or housing subsidies as well as eligible US Armed Services Veterans seeking to get or increase their benefits. There will also be opportunities to assist with statewide clinics and outreach.

Responsibilities will be statewide. Due to the range of service area, this position may be housed in any of NMLA's statewide office locations, but there is a preference for the Albuquerque office in order to work closely with the Statewide Housing Stability Manager, and the Housing and Veteran's Attorneys.

For this position, the Paralegal, under the direction of the Housing Managing Attorney, will assist the Attorneys with:

- Litigation support
- Eviction prevention
- Habitability
- Reasonable accommodations
- Subsidized housing
- Low-Income housing tax credit
- Designing statewide clinics and outreach programs
- Other housing-related work

The Paralegal will also assist the Veteran's Project Staff Attorney with:

- Preparing and filing appeals to the VA regarding discharge status, benefits ratings, etc.
- Assisting Veterans with other legal issues including: housing, family law, and consumer law

The duties of the Housing Stability and Veteran's Project Paralegal will be to:

- Process intakes
- Draft pleadings
- Contact clients
- Support attorneys in preparation for court
- Send referrals to other support service agencies
- Engage in outreach
- Arrange and assist with legal clinics

We seek highly motivated candidates who are passionate about justice and strongly committed to helping NMLA to better serve our client communities.

Requirements:

- Have at least three years' experience as a Paralegal. However, we will consider exceptionally well-qualified entry-level candidates.
- Have, or quickly be able to develop, expertise in housing and Veteran's statewide resources available to low-income persons.
- Be able to use computer technology and remote communications systems effectively, including shared on-line workspaces, web-based meeting platforms, and video-conferencing software.
- Be able to collaborate with staff located in multiple offices and the community served by NMLA.
- Have excellent written and oral communication skills.
- Be flexible and be able to manage multiple tasks and meet deadlines.
- Be compassionate, patient, determined and resilient. Handling veterans' cases can be especially challenging. Veterans historically are a vulnerable and disenfranchised group with unmet legal needs. In addition, administrative proceedings with the VA can be especially slow and tedious.
- Be able to travel regularly throughout the State.
- Proficiency in Spanish is a plus.

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 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 package
- Competitive salary

Pay is dependent experience. For information about NMLA's generous benefits, salary scales and what it is like to work at NMLA [click here](#).

Provide a current resume and a cover letter that explains your interest in this position and the mission of NMLA by [clicking here](#) to apply. Your application will not be considered unless we receive both of these documents. As an alternative, you can email the applicant packet to jobs@nmlegalaid.org.

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