

Paralegal - LGBTQ+ legal access program, Safe To Be You Any NMLA Location

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, 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 provide legal assistance to the LGBTQ+ legal access program, Safe To Be You project.

The Safe to Be You project provides legal assistance to LGBTQ+ people who have experienced discrimination and or violence because of their gender identity or sexual orientation. This project offer services statewide.

For this position, under the supervision of the managing attorney, the Paralegal will be responsible for litigation support and assistance to victim's rights attorneys, direct advocacy and victims.

The paralegal duties will include:

- Processing intakes.
- General support to attorneys in preparation for court.
- Litigation support.
- Drafting pleadings, correspondence and preparation of other written materials.
- Communicating successfully and respectfully with clients.
- Sending referrals to other support service agencies.
- Engaging in outreach.
- Providing/arranging training to victims' rights advocates.
- Collection of client data.
- Maintaining client information in a database.
- May be required to:
 - Attend court with clients.
 - Assist them with obtaining financial aid.
 - Monitor cases for victim's rights violations requiring attorney involvement.

Essential Qualifications:

- Experience as a Paralegal is preferred but will consider exceptionally well-qualified entry-level candidates.
- Experience as a victim advocate and/or victim advocate certification strongly preferred.
- Highly organized.
- Familiar with electronic document tracking and must be able to effectively use computer technology, including Microsoft products and remote communications systems, including shared on-line workspaces and web meeting and videoconferencing software, and to collaborate with staff located in multiple offices.

- Candidates also must possess excellent written and oral communication skills.
- Ability to manage multiple tasks.
- Skills to build collaborative relationships within the staff and the community served by NMLA.
- Willing to travel.

Preferred Qualifications

- Proficiency in Spanish is a plus.
- Federal Court experience preferred.

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

Applicants must submit a current resume and a cover letter in order to be considered. Your cover letter should include the ways in which you satisfy the skills and qualifications specified above and explain your interest in this position and the mission of NMLA. **Your application will not be considered unless we receive both of these documents.** [clicking here](#) to apply. As an alternative, you can email the applicant packet to jobs@nmlegalaid.org.

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