

PARALEGAL – EMPLOYMENT RIGHTS PROJECT

CLASSIFICATION: Paralegal I (Union)	SALARY: \$51,102.10+ DOE
DEPARTMENT: Employment Rights Project	FLSA Status: Non-Exempt
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: Until Filled

For nearly 50 years, Bet Tzedek has set the standard for innovation and excellence in poverty law. In that tradition, Bet Tzedek established the Employment Rights Project (“ERP”) in 1999. ERP seeks to enforce minimum labor standards in the workplace by assisting low-wage workers, including undocumented workers, through a combination of individual representation before the Labor Commissioner, litigation in state and federal court, legislative advocacy, and community education. Cases involve non-payment of minimum wage and other wage-and-hour violations; workplace discrimination; illegal retaliation in the workplace; and human trafficking for forced labor. Bet Tzedek seeks to add a paralegal to provide support the team by performing the following duties:

ESSENTIAL DUTIES

- Conduct client intakes under the supervision of staff attorneys;
- Work closely with staff attorneys in coordinating and running weekly workers’ rights clinics;
- Work closely with staff attorneys and worker centers partners in developing cases;
- Assist staff attorneys in communicating with clients and community partners;
- Assist staff attorneys in coordinating community organizing efforts;
- Assist in the preparation of presentations to our community partners, as well as act as presenter when appropriate;
- Complete wage tables and claims under the supervision of staff attorneys;
- Assist with administrative tasks such as opening and closing files and maintaining case data;
- Provide other general support as needed.

QUALIFICATIONS

- A paralegal certificate/degree in paralegal studies from an ABA-approved institution OR bachelor's degree and at least 1 year of law-related experience under the supervision of an attorney who has been an active member of the California bar for the preceding 3 years (require);
- Bilingual and biliterate in both English and Spanish (required);
- Proficiency with internet and web-based applications (required)
- MS Office and legal database (Lexis/Nexis, Westlaw, Legal Server, NetDocs, Adobe Pro, OneLegal) proficiency (highly preferred)
- At least 2 years of law firm experience supporting multiple attorneys (preferred)
- Knowledge and experience in employment rights (preferred);
- Demonstrated patience, compassion, respect and commitment to serving low-income and immigrant workers (required);
- Demonstrated commitment to Bet Tzedek’s mission to provide free legal services to those who need them most (required); and
- Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties(required).

HOW TO APPLY

- Email letter of interest and resume to bettzedek.ParalegalERP@applynow.io subject: “ERP-Paralegal”)

Note: *All positions are subject to funding; ongoing funding or employment cannot be assured.*

To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.