

**PARALEGAL– SMALL BUSINESSES (LA CITY)**

<b>CLASSIFICATION:</b> Paralegal I or Paralegal II (Union)	<b>SALARY:</b> \$50,993.35 - \$79,804.66 (DOE/DOQ)
<b>DEPARTMENT:</b> Legal	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> Directing Attorney	<b>APPLICATION DEADLINE:</b> Until filled

For nearly 50 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles’ most vulnerable residents. In that tradition, four years ago, Bet Tzedek launched its most recent effort to promote economic growth and equality in Los Angeles, the Small Business Development Program. The Small Business Development Program invests valuable legal expertise in underserved entrepreneurs and small business owners to nurture talent, develop innovators, and empower those who wish to build a better future in marginalized communities.

Following the start of the COVID-19 pandemic, which severely impacted small businesses, Bet Tzedek substantially ramped up its Small Business Development Program and developed many new partnerships with community organizations and government offices to further expand our reach. As part of Bet Tzedek's partnership with the City of Los Angeles, Bet Tzedek provides legal education, advice, and representation to small businesses located in Los Angeles City on a range of transactional issues, including real estate, entity formation, IP protection, labor law, and liability mitigation. Bet Tzedek is seeking a paralegal that will assist small business owners with their business-related legal issues as they seek to start, maintain, or grow their business.

**ESSENTIAL DUTIES:**

- Data entry; word processing; collect, compile, and organize program data and case files; scan and copy documents; and perform other clerical tasks;
- Clearly and professionally communicate with clients, staff, pro bono counsel, volunteers, community partners, service providers, other agencies, and the general public, as needed;
- Assist in conducting intakes for potential clients as needed;
- Support staff attorneys in case-related tasks, including communicating with clients;
- Coordinate the overall services of the project, coordinate with partner organizations, and contribute to grant reports as needed;
- Assist in organizing and producing webinars, trainings, and other multiparty events on Zoom, Microsoft Teams, or other virtual platforms, by communicating with multiple stakeholders and registrants; and
- Provide other general administrative support as requested.

**QUALIFICATIONS:**

- Minimum of at least 3 years of paralegal, legal secretary, or equivalent work experience (required).
- Certificate from paralegal program or a BA/BS degree plus 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 (required).
- Proficiency with MS Office (including Word, Power Point, Excel, and Outlook) and Adobe Acrobat or equivalent PDF editing program (required).
- Thorough knowledge of legal terminology, court rules, and procedures (preferred).

- Proficiency with legal research databases (such as Lexis Nexis or Westlaw) (preferred).
- Proficiency with NetDocuments or other web-based document management system (preferred).
- Proficiency with Legal Server or other case management systems (preferred).
- Spanish proficiency and ability to provide written and oral Spanish-to-English and English-to-Spanish translation (required).
- Demonstrate an understanding and commitment to Bet Tzedek's mission of equal justice for all and Bet Tzedek's core values of leadership, community-based advocacy, and innovation (required).
- Demonstrate a commitment to diversity, equity, and inclusion (required).

**HOW TO APPLY:**

- Email **letter of interest**, resume, and salary requirements to [bettzedek.6C.03D@applynow.io](mailto:bettzedek.6C.03D@applynow.io)  
**Please, no phone calls.**

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

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

**Funding for the Paralegal (LA City)– Small Business role requires candidate to show proof of full Covid 19 vaccination and/or proof of exemption status as per funder's guidelines.**