Volunteer Lawyers for Justice – Legal Assistant

Volunteer Lawyers for Justice (VLJ), is a legal nonprofit that provides free civil legal services to low-income families in New Jersey. To carry out its mission, VLJ works with volunteer attorneys and operates 11 distinct legal programs. VLJ has staff of 15 dedicated advocates and VLJ’s office is in downtown Newark. More information about VLJ can be found at www.vljnj.org.

ABOUT THE ROLE:
The legal assistant is a dynamic role at VLJ and will support 2-3 of VLJ’s legal programs. This team member will work closely with 2-4 VLJ staff attorneys and report to VLJ’s Director of Administration and Community Engagement. This is a full-time position. Duties will include:

- Substantial client contact, in person, by phone, and by email
- Conducting intake interviews and assessing client eligibility
- Analyzing the legal needs of applicants and making recommendations to VLJ attorneys
- Managing client data and files, including running basic reports
- Drafting correspondence and legal documents
- Staffing off-site legal clinics with clients and volunteers
- Performing general administrative tasks
- Attending team meetings, administrative meetings, and other events
- Providing back-up assistance to the other members of the support staff team

WHO SHOULD APPLY:
VLJ seeks a highly motivated candidate with a demonstrated commitment to public interest work. Applicants should have:

- Understanding of and commitment to the mission and work of VLJ
- Bachelor’s degree and 1 year of experience, or 1-3 years of relevant work experience
- An interest in social justice work and legal advocacy
- Understanding of the needs and issues faced by low-income people
- Excellent communication and interpersonal skills (written and verbal)
- The ability to work both independently and as a member of a team, and with creative problem-solving skills
- Outstanding organization skills and the ability to prioritize work to meet deadlines
- Strong computer skills including proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), social media platforms (Facebook, LinkedIn, Twitter), and database platforms
- Fluency in a second language is helpful
- Availability to attend occasional events and meetings, before 9am and/or after 5pm
- Some travel throughout New Jersey may be required

HOW TO APPLY
To be considered for this position, send a cover letter detailing your relevant experience and a resume to vljpersonnel@gmail.com. Applications will be reviewed on a rolling basis, with an anticipated start date in mid-May. Please include "Legal Assistant“ in the subject line of your email. Salary depending on experience (range: $33,000-36,000.)

Volunteer Lawyers for Justice is an equal opportunity, affirmative action employer.