



JOB ANNOUNCEMENT - Full Time Paralegal

Paralegal – Domestic Violence Legal Services Project

Central Bureau Family Justice Center

Location: Stanley Mosk Courthouse, Los Angeles, CA

Counsel for Justice (CFJ) is seeking a dedicated **paralegal** with a strong commitment to public interest and advocacy to join its **Domestic Violence Legal Services Project (DVP)**. The Family Justice Center (FJC) Paralegal works closely with other partners, including LAPD and various domestic violence services organizations to provide services to Domestic Violence survivors.

CFJ is a nonprofit legal aid organization dedicated to bridging the justice gap in Los Angeles. CFJ mobilizes volunteer attorneys to provide free legal services to underserved communities, addressing issues such as domestic violence, immigration, veterans' legal needs, and housing. With more than 50 years of pro bono leadership—and celebrating the 40th anniversary of its Domestic Violence Project in 2026—CFJ continues to create a more just Los Angeles. Visit www.counselforjustice.org for more information.

Key Responsibilities:

- Screen and assess individuals referred by FJC partners for eligibility related to restraining order services
- Provide accurate, trauma-informed legal information to self-represented litigants
- Assist with preparation and filing of court forms and declarations
- Make referrals to FJC and other community-based service providers
- Support coordination with FJC partner staff, attend trainings and meetings, and assist with program reporting and other administrative tasks
- Perform clerical duties, including calendar management, file maintenance, and data entry

Qualifications:

- Bachelor's degree **or** Paralegal Certificate from an ABA-accredited program (*required*)
- Bilingual proficiency in **English and Spanish** (speaking, reading, and writing) (*required*)
- Strong interpersonal skills, including patience and sensitivity in working with individuals in crisis (*required*)
- Prior experience working with survivors of domestic violence, sexual assault, or immigrant communities (*preferred*)

Compensation and Benefits

This is a **non-exempt** position with a starting hourly rate of \$25, *commensurate with experience*. CFJ offers a generous benefits package. Note: All CFJ positions are subject to continued funding.

To Apply: Email your cover letter and resume to choffman@counselforjustice.org with "FJC Paralegal" in the subject line.

LACBA Counsel for Justice is an Equal Opportunity Employer.