



Worker Justice Center *of New York*

The Worker Justice Center of New York pursues justice for those denied human rights, with a focus on agricultural workers and other workers in low-wage industries, through legal representation, community empowerment and advocacy for institutional change. We seek a passionate, bilingual (Spanish and English) advocate who is committed to our mission and to using the law to effect meaningful change, to join our legal team as a full-time paralegal. The paralegal will provide critical case support to WJCNY's attorneys, focusing on intake, client contact, interpretation and translation, and litigation support. The primary focus of the position will be labor and employment matters, along with some immigration matters. The position can be located in the Kingston, Rochester, or Westchester office.

The WJCNY legal team provides consultations to workers throughout New York State and represents workers in a range of employment matters, including wage and hour violations, discrimination, and labor trafficking. We also assist individuals with immigration matters related to domestic or workplace violence. The legal team currently consists of a director, four staff attorneys, a law fellow, and one other paralegal. We operate in close collaboration with the WJCNY anti-trafficking, outreach and education, survivor services, and legislative advocacy teams.

Job Title: Paralegal

Supervisor: Legal Director

Working Hours: 35 hours per week

Compensation: WJCNY offers a generous comprehensive benefit package, including health and dental insurance, paid sick and vacation time, and 401(k) retirement plan. Hourly wage is commensurate with experience, based on a union-negotiated compensation scale. The scale ranges from an annualized salary of \$33,500 to \$62,000. This is a non-exempt (hourly) position.

Additional Benefits: Use of a company-owned vehicle is available for work-related travel, subject to scheduling and availability. Flexible scheduling is available to all WJCNY employees.

Job Description:

- Conduct initial legal screenings and triage each intake for follow-up services, including but not limited to brief services, referrals, consultations, or direct representation. Off-site work and work outside of regular business hours may be required to develop intakes.
- Serve as the primary point of contact for current and potential clients.

- Assist in case development: gather and organize case information, including client documents, and conduct relevant research as requested by attorneys.
- Provide client translation and interpretation (oral and written English and Spanish) in office and court settings.
- Under attorney supervision, draft court documents, check legal citations, and organize briefs, exhibits and appendices for court filings, as well as other litigation support tasks as needed.
- Develop and maintain substantive knowledge of legal protections for farmworkers and other low-wage and immigrant workers.
- Collect case data and contribute to grant reporting.
- Support organizational fundraising activities.

Qualifications:

- Paralegal certificate, Bachelor's Degree, or equivalent combination of relevant education and experience.
- Written and verbal fluency in Spanish and English (**required**).
- A demonstrated commitment to workers' rights, immigrant rights, or other relevant social justice initiatives.
- A conscientious self-starter and ability to work well both independently and in a team environment.
- Ability to work some evening and/or weekend hours (within the 35-hour total for the week) to accommodate client needs.
- Excellent writing, communication, interpersonal and organizational skills.
- Comfortable working under the pressure of deadlines and an ability to manage a flow of new intakes, as well as provide ongoing support for litigation, simultaneously.
- Prior knowledge of or experience with low-wage worker and immigrant communities, including life experience, is preferred.
- Computer proficiency in Microsoft Office and web-based Google applications.
- A valid driver's license (car not required).

To apply: Please submit a cover letter, resume, and two references to Maureen Hussain at mhussain@wjcny.org. Please include "Paralegal" in the subject line of your e-mail.

WJCNY is an equal opportunity employer and encourages all applicants regardless of race, sex, disability, religion, national origin, sexual orientation or gender identity. WJCNY is an affirmative action employer and encourages applicants from women, people of color, persons with disabilities and LGBTQIA individuals.