



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. The organization is currently seeking to hire a full-time paralegal to join our legal team. The paralegal provides critical case support to WJCNY's attorneys, focusing on the labor and employment docket, with a focus on client intake, client contact and litigation support.

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 labor disputes or to domestic or workplace violence. We operate in close collaboration with the WJCNY anti-trafficking, outreach and education, survivor services, and legislative advocacy teams. We are seeking a bilingual (Spanish and English) paralegal who is committed to our mission and to using the law to effect meaningful change at both an individual and systemic level.

Job Title: Paralegal

Supervisor: Legal Director

Working Hours: 35 hours per week

Location: The position will be based in our Hawthorne, Kingston, or Rochester, NY office. Occasional travel within New York State is an expected component of this position.

Compensation: Compensation is determined by a union-negotiated compensation scale, which begins at \$44,000 per year for someone with no experience and increases based on the candidate's qualifications, education, and professional experience up to \$72,500+ annually. Unpaid internships or volunteer experience may be considered. This is a non-exempt position, paid on an hourly basis at an annualized rate. WJCNY offers a generous comprehensive benefit package, including an employer-paid family health option, dental insurance, generous paid sick and vacation time, 15 paid holidays, 12 weeks of fully paid family leave, group life insurance, and a 401(k)-retirement plan for employee contribution.

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 to accommodate community-facing work that may occur during evenings and occasional weekends.

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 in the field.
- 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 documents for court filings, as well as other litigation support tasks as needed.
- Maintain substantive knowledge of state and federal protections for farmworkers and other low-wage and immigrant workers, including but not limited to state and federal minimum wage and overtime laws, anti-discrimination laws, and civil court procedure.
- Maintain regular data collection and contribute to grant reporting.
- Support organizational activities, including fundraising, through participation in meetings with funders, grassroots campaigns, development of materials, and phone banking.

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 related social justice initiatives.
- A conscientious self-starter.
- Ability to work well independently while being accountable to a team.
- Excellent communication, interpersonal, and organizational skills.
- Comfortable working under the pressure of deadlines.
- Ability to manage support for ongoing legal cases simultaneously with new client intake.
- 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 and resume via email to eyoung@wjcny.org. Please include "Paralegal" in the subject line of your email.

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.