

NEW HAMPSHIRE LEGAL ASSISTANCE

Job Announcement

PARALEGAL ADVOCATE – DOMESTIC VIOLENCE ADVOCACY PROJECT

Office Location: Concord or Claremont

Please apply by 5 PM on Friday, December 15, 2023

Position Summary:

New Hampshire Legal Assistance (NHLA) seeks a full-time Paralegal Advocate for our Domestic Violence Advocacy Project (DVAP), to be based in our Concord office or our Claremont office. NHLA offers comprehensive training for new Paralegal Advocates. With NHLA attorney supervision and as part of a vibrant DVAP team, Paralegal Advocates will assist low-income and older (age 60 and over) clients who are victims/survivors of domestic violence, sexual assault, stalking, and human trafficking. This civil legal work focuses on protective order and family law cases.

The State of New Hampshire is currently operating a pilot project authorizing non-attorney paraprofessionals to represent clients in court in certain circumstances. Depending on qualifications and after training, the Paralegal Advocate may be eligible to participate in the pilot project.

Extensive travel throughout New Hampshire is a requirement of the position (mileage reimbursement at the IRS rate is provided). NHLA offers hybrid (remote/in person) work arrangements to interested staff, typically permitting up to two days per week of regularly-scheduled remote work. Staff members are provided with the necessary equipment (such as laptop computers) to work from their homes.

The desired start date for this position is before the end of January 2024. The application process and timeline is described below.

NHLA is an Equal Opportunity Employer. We are committed to building a diverse staff that reflects the communities of low-income and older (age 60 plus) people NHLA works alongside, and we value equity and inclusion in our workplace. NHLA actively seeks applications from Black people, Indigenous people, people of color, the LGBTQ community, people with disabilities, older adults, veterans, people who have lived experience with poverty, and other people belonging to communities that have historically experienced injustice.

Position Duties:

- Work as part of a DVAP team (including attorneys, paralegal advocates, and support staff) to provide top-quality legal services in civil protective order and family law cases for victim/survivor clients.
- Support DVAP attorney work through gathering information and documents and litigation support, including preparation of draft documents and extensive work with clients. Depending on qualifications and after training provided by NHLA, some candidates may be eligible to participate in the paraprofessional pilot project, including representing clients in court.
- After building relevant expertise, participate in community engagement efforts such as educational presentations and webinars.
- Learn and implement NHLA's holistic, client-centered approach to civil legal aid, including language access, cultural competency, and trauma-informed practices.

Position Qualifications and Competencies:

- At least 2-4 years of prior relevant education and/or work experience.
- Prior law-related work experience and/or law-related education, and/or prior work experience providing services to victims/survivors, is a plus.
- Ability to travel routinely within New Hampshire.
- Ability to communicate effectively and professionally both orally and in writing.
- Ability to speak and write another language in addition to English is a plus. Additional compensation of \$1,500.00 per year is available to bilingual staff members.
- Current technology skills including familiarity with Office 365 and Adobe.
- Commitment to and interest in expanding knowledge about access to justice and poverty.

Position Salary/Benefits:

This is a full-time position. Full-time is defined as 37.5 hours per week. This position is considered non-exempt for the purpose of federal wage/hour law.

The anticipated salary for the position depends on prior law-related work experience, expected to range from \$22.41 per hour/\$43,699 per year (for candidates with 0 years of prior law-related work experience) to \$25.53 per hour/\$49,783 per year (for candidates with 5 years of prior law-related work experience) to \$29.48 per hour/\$57,486 per year for candidates with 10 years of prior law-related work experience. The position is eligible for the NHLA employee benefits package including medical/dental insurance, retirement plan, and generous paid time off.

How to Apply:

By 5 PM on Friday, December 15, 2023, please send your resume with a cover email summarizing your interest in the position and your qualifications to: officemanager@nhla.org. A separate cover letter is not required in addition to the cover email.

In your cover email, please tell us in which office(s) (Concord or Claremont) you would be willing to work. Please also feel welcome to tell us anything that will help us communicate respectfully with you, including your pronouns, the pronunciation of your name, any communication access needs or reasonable accommodations requested during the hiring process, or any other relevant information.

Application Process and Timeline:

NHLA will appoint an Interview Committee including 2-3 NHLA staff members and the NHLA Human Resources Manager. NHLA occasionally asks people who are not NHLA staff members to serve on an Interview Committee.

We expect the Interview Committee to conduct first interviews with no more than 5 candidates. Interviews are 45 minutes in duration and typically scheduled between 9 AM and 5 PM on weekdays. We can accommodate other scheduling preferences if necessary. Candidates selected for first interviews will receive a list of the interview questions at least 24 hours in advance. No other questions will be asked at the interview, but it is possible that not all questions will be asked if we run out of time. We will leave at least 10 minutes for candidate questions at the conclusion of the interview. For candidates who speak a language other than English, a portion of the interview may be conducted in that language, with interpretation provided for other participants as needed.

The Interview Committee will recommend no more than 2 finalist candidates to the Executive Director for second interviews. Second interviews are 30 minutes or shorter in duration and typically scheduled between 9 AM and 5 PM on weekdays. We can accommodate other scheduling preferences if necessary. The Executive Director may conduct the second interview alone or with 1 other NHLA staff member, who may be a member of the Interview Committee. Questions are not provided in advance for second interviews. We will leave at least 10 minutes for candidate questions.

After the second interview, we will ask a single finalist candidate to provide 3 references and a brief writing sample of no more than 10 pages. We will contact the 3 references as quickly as possible, asking all references the same questions. Candidates with disabilities who wish to request reasonable accommodations should they be offered the position are invited to request them, in writing, at this stage of the process.

Based on information gathered in the entire hiring process, we will make an offer to a single candidate with salary and benefits information. The offer is contingent on completion of a criminal record background check as well as a records check through the New Hampshire Department of Health and Human Services Bureau of Elderly and Adult Services State Registry. Not all criminal records are disqualifying.

Once a candidate has accepted the position, we will notify all candidates who had a first interview (or a first and second interview) that they have not been selected for the position.

Please note that NHLA does not expect to receive thank you notes from candidates selected for first or second interviews and does not place any weight in the hiring process on receiving (or not receiving) thank you notes.

About New Hampshire Legal Assistance:

NHLA is a statewide nonprofit law firm that helps low-income and older individuals and families with civil legal problems that impact their basic needs, such as housing, economic security, and safety from violence. As a civil legal aid provider, we represent clients in all of New Hampshire's state and federal courts, as well as before administrative agencies. We advocate for low-income and older people in the New Hampshire Legislature and offer training and education to our client communities as well as fellow service providers. NHLA is a cornerstone New Hampshire nonprofit that has been operating for over 52 years.