

Job Announcement
Paralegal, Housing Advocacy & Litigation Clinic

Rising For Justice (“RFJ”) invites applications for a full-time paralegal position. Reporting to the Director of RFJ’s Housing Advocacy & Litigation Clinic, this position supports attorneys and law students who provide legal representation to low-income residents of Washington, DC, in landlord-tenant disputes and housing-related cases.

Position Responsibilities:

- Assist with programmatic intake, including interviewing potential clients, entering information in RFJ’s case management system, and providing non-legal information and other assistance, when necessary, including communicating with prospective clients;
- Assist with monitoring and responding to RFJ’s phone and online intake systems, ensuring all client inquiries are handled promptly, professionally, and appropriately;
- Assist attorneys with investigations, including home inspections to review clients’ housing conditions, conducting community outreach events, obtaining case-related documents, performing database searches, and, as necessary, testifying in court in RFJ cases;
- Assist with attorney calendaring and maintenance of case files and programmatic data collection, prepare client letters and other correspondence for attorney review;
- Assist attorneys and program directors with quality control and oversight of data entry, including running and reviewing reports in RFJ’s case management system;
- Assist attorneys with ongoing case management when appropriate and necessary for the clients to include reviewing and organizing documents, preparing trial or deposition materials such as exhibits or case document binders, and assisting with reviewing, assembling, and/or serving discovery or other case documents;
- Assist with collaboration and coordination among community partners and service providers through the Landlord Tenant Legal Assistance Network to support client referrals and access to housing-related legal services; and
- Other duties as assigned.

Qualifications:

- A demonstrated commitment to helping others, especially those from diverse backgrounds and marginalized communities.
- Ability to work independently and collectively within an interdisciplinary team of lawyers, paralegals, interns, and social workers.
- Ability to effectively and respectfully communicate, collaborate and connect with people from various backgrounds, identities, and experiences.
- Strong organizational, writing, and public speaking skills.
- A paralegal certificate or prior legal support experience is a plus but not required.
- Proficiency in Microsoft Office, including Word and Excel, is required.
- Preferred qualifications include Spanish-language skills, prior poverty law experience, and proficiency with LegalServer.

Hours, Salary and Benefits:

This is a full-time position with a 40-hour workweek. A fixed scale determines RFJ salaries based on years of relevant experience. The salary scale for this position is \$45,310 to \$60,892 annually. RFJ offers a competitive benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual, and personal leave; life and disability insurance; and paid federal and local holidays. RFJ currently offers a hybrid work environment with three days of in-office work and two days of remote work.

To Apply:

Candidates should submit a cover letter and resume by email, addressed to Linda Brooks, Director of Human Resources, at careers@risingforjustice.org. Please indicate "Paralegal, Housing Advocacy and Litigation Clinic [your full name]" in the subject line of the email. Review of applications will begin immediately and continue until the position is filled.

About Rising For Justice:

Founded in 1969, RFJ, formerly known as D.C. Law Students In Court, is the oldest law-school clinical teaching program in Washington, DC. It operates as a public-interest legal services provider and a clinical education program for law and social work graduate students, serving more than 4,000 clients per year. Much of RFJ's work focuses on fighting eviction and displacement on behalf of low-income tenants in Washington, DC. In addition, RFJ represents justice-involved DC residents in need of a fresh start by sealing their criminal records, and individuals seeking family stability by representing respondents in civil protective order and anti-stalking order cases. RFJ provides services from its main office and its office in the DC Superior Court.

RFJ's mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ is committed to strengthening the voices of its low-income clients, collaborating with community partners, and rooting out the inequities that keep people in poverty. RFJ embraces equal justice and diversity as core values and strives to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. The organization is committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. Its commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation. Candidates of all identities, experiences, and communities are encouraged to apply.