



The Worker Justice Center of New York pursues justice for those denied human rights, with a focus on agricultural and other low-wage workers, through legal representation, community empowerment and advocacy for institutional change. The organization is currently seeking to hire a full-time Labor & Employment Paralegal to join its legal team. The position will be located in WJCNY's Rochester, New York office.

Job Title: Labor & Employment Paralegal

Supervisor: Legal Director

Working Hours: 35 hours per week

Job Summary: The Labor & Employment (L&E) Paralegal provides critical case support to WJCNY's attorneys focusing on the labor & employment docket, with a focus on client intake, client contact and litigation support.

Job Description:

- Conduct initial legal screenings and triage each intake for follow-up services including but not limited to brief services, referrals, non-engagement, consultations or direct representation. On occasion, the L&E Paralegal may be asked to perform off-site intake and/or work outside of regular business hours.
- Serve as the primary point of contact for current and potential clients.
- Provide assistance in case development: gather case information including key documents from clients, organize case information (create timelines, case chronology or other organizational tools to support potential litigation) and conduct relevant research as requested by attorneys.
- Provide client translation and interpretation (oral and written English & Spanish) in office and in 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.
- 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.

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.
- Excellent writing, communication, interpersonal and organizational skills.
- Comfortable working under the pressure of deadlines and an ability to manage a large number of cases, as well as client intake, 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.
- Experience with LexisNexis and/or Westlaw is preferred but not required.
- A valid driver's license.

Compensation: WJCNY offers a generous comprehensive benefits package, including health and dental insurance, paid sick and vacation time, and retirement savings contributions. Competitive salary is commensurate with experience and based upon a union-negotiated compensation scale.

Anticipated Start Date: Flexible; May 1st preferred.

To apply: Please submit a cover letter and resume, written in English, to Lauren Deutsch, Esq. ldeutsch@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 or sexual orientation. WJCNY is an affirmative action employer and encourages applicants from women, people of color, persons with disabilities and lesbian, gay, bisexual and transgender individuals.