



# 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 its legal team. The paralegal provides critical case support to WJCNY's attorneys, 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 domestic or workplace violence. The legal team currently consists of a director, four staff attorneys, and one paralegal. 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 (non-exempt position)

**Supervisor:** Legal Director

**Working Hours:** 35 hours per week

**Location:** This position may be based in either our Rochester or Kingston, NY offices. Remote work arrangements are available to accommodate health and safety needs while Covid-19 remains a serious threat. Occasional travel throughout the state is expected using WJCNY-owned vehicles.

**Compensation/Benefits:** Salary is based upon a union-negotiated scale which begins at \$33,500 per year and increases based on experience (including unpaid intern or volunteer work experience) and qualifications. WJCNY offers a generous comprehensive benefit package, including employer-paid family health and dental insurance, generous paid sick and vacation time, 14 paid holidays, 12 weeks of fully paid family leave, group life insurance, a 401(k)-retirement plan and flexible scheduling.

**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 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.
- Keep regular data collection and contribute to reporting as required by supervisor and funders.
- Support organizational fundraising activities through participation in meetings with funders, grassroots fundraising campaigns, development of promotional materials, and phone banking to our individual donor base.

**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 (car not required).

**To apply:** Please submit a cover letter and resume to [jobs@wjcny.org](mailto:jobs@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.*