



Job Announcement Senior Housing Paralegal

GBLA is currently accepting applications for experienced Senior Paralegals to work in our Housing unit. Qualified candidates must have *successfully completed a paralegal educational program approved by the American Bar Association, and 3 years of civil litigation -or- JD degree from an accredited law school.*

The ideal candidate must have the ability to understand and analyze legal issues, ability to manage client documents, proficiency in verbal Spanish is preferred by not required, clearly and concisely writing and proficient with Excel, Word, Outlook, and Westlaw. ***We will only consider candidates with a paralegal certificate or a JD.***

The paralegal must have a commitment to serving low-income population, ability to relate and communicate with a broad range of clients and colleagues. Proficiency in verbal Spanish is preferred by not required, clearly and concisely writing and proficient with Excel, Word, Outlook, and Westlaw We will only consider candidates with a paralegal certificate or a JD.

In Kern County, low-wage workers who have been hit hardest by the COVID-19 pandemic are facing a crisis of evictions, predatory rent increases, and housing discrimination. GBLA is a legal service non-profit that combines impact litigation with direct legal services. We routinely have multiple impact cases pending at any one time, and we specialize in housing, domestic violence, education law, health and public benefits, and homelessness. Our legal advocates work side-by-side with low-income communities, to bring about lasting change.

Compensation and Benefits:

Non-Exempt position with an hourly wage commensurate with qualifications and experience. Generous benefit package, a 37.5-hour workweek, paid sick and vacation leave. 100% employer-paid medical premium for employee (dependent coverage optional though a Sec 125 plan paid by employee) 100% employer-paid premium dental and life insurance for employee and dependents. 100% employer paid long/short term disability for employee. Employee also has the option to participate in a 403(b) retirement plan, employee only contributions.

To Apply

Email a cover letter detailing your interest in the position, current resume, writing sample and 3 professional reference to careers@gbla.org

GBLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws