



Senior Paralegal- Homeless Prevention Unit

Greater Bakersfield Legal Assistance, Inc. (GBLA) is currently accepting applications for an experienced Senior Paralegal to work in our Homelessness Prevention Unit. The Senior Paralegal will work closely with the Staff Attorney and/or the Director of Litigation to help prevent low-income tenants from becoming homeless.

Who We Are:

GBLA strives to accomplish its mission by first providing legal services to meet the basic legal needs of its eligible clients. These basic legal problems generally involve preventing homelessness, access to health care, and securing financial resources to meet the basic necessities of life. Secondly, GBLA tries to help those eligible clients who are able and willing to get out of poverty. In this regard, GBLA's focus is on those legal needs that address issues of economic and family stability, physical security, and access to high-quality education.

Full job description:

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. Our legal advocates work side-by-side with low-income communities, to bring about lasting change. The paralegal must have a commitment to serving the low-income population, the ability to relate and communicate with a broad range of clients and colleagues

Minimum Qualifications:

The ideal candidate must have

1. *Successfully completed a paralegal educational program approved by the American Bar Association, and 2 years of civil litigation -or- JD degree from an accredited law school.*
2. The ability to understand and analyze legal issues
3. The ability to manage client documents
4. A commitment to serving the low-income population of Kern County
5. The ability to relate and communicate with a broad range of clients and colleagues
6. Proficiency in verbal Spanish (preferred)
7. Clear and concise writing
8. Proficiency with Excel, Word, Outlook, and Westlaw.

Compensation and Benefits:

Non-Exempt position with an hourly wage commensurate with qualifications and experience (\$67,000+ depending on 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.

How to Apply:

To apply, email the following documents to recruitment@gbla.org

- Cover letter detailing your interest in the position
- Current resume
- Legal Writing sample
- 3 Professional references

Location:

Bakersfield, CA

Availability:

Immediately

Application Deadline: May 11, 2022

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