

Paralegal/AOM Coordinator

The Erie County Bar Association Volunteer Lawyers Project (VLP) seeks a full time paralegal to work for our law office in Buffalo, NY which provides free civil legal services to low income people. We are looking to fill a paralegal position for our Buffalo office to work in our Housing Unit. This position will coordinate our Attorney of the Morning (AOM) program at Buffalo City Court and the Erie County HUB Court.



This position will work out of our Buffalo, NY office (with most of the work will be in and around the Buffalo area) with the ability to work a hybrid remote/in-office schedule after the successful completion of the 3-month introductory period. Office culture values work/life balance with reasonable working hours and discourages weekend work. Generous PTO and benefits. Buffalo, NY has a very reasonable cost of living and was rated 17th for Best Affordable places to live by US News and World Report 2021-2022.

Duties/Responsibilities:

Paralegal Responsibilities:

- client screening/intake
- assist walk-in clients
- data entry – opening/closing/updating/maintenance of files
- coordination of volunteer attorneys
- general office support work – mail, phones, copying, scanning, faxing, etc.
- staff outreach activities as needed
- other duties may be assigned

AOM Coordinator Responsibilities:

- work with our Housing Unit to coordinate VLP's Attorney of the Morning (AOM) program and Erie County HUB Court Program held at Buffalo City Court 3 days per week and other courts as determined by program need.
- Conduct client intake interviews and help with the negotiation process with attorneys and clients at AOM
- Assist clients in applying for rental arrears grants
- Data collection: Open/close client files following AOM using VLP's Case Management software; Coordinate CLE credit process for volunteer attorneys with VLP's Pro Bono Program Administrator; Produce a variety of reports
- Build relationships with, recruit, and support pro bono attorneys for the AOM program
- Help organize CLEs with the collaboration of our Pro Bono Program Administrator and Housing Attorneys
- Assist our Housing Attorneys in the training of student interns and community volunteers on VLP's AOM program
- Remain up to date on changes in landlord tenant practice
- Build and maintain relationships with court staff in Buffalo City Court
- Local travel will be required (a driver's license and regular access to a vehicle are required)
- Provide backup assistance on VLP's housing helpline
- other duties may be assigned

Requirements/Skills - Required:

- experience with Microsoft Office 365 (Word, Excel, Outlook)
- ability to collect and manage data
- ability to work independently, as well as collaboratively, with VLP staff and a variety of other partners, including volunteer attorneys, student interns and court staff
- excellent verbal and written skills
- ability to multitask
- must be comfortable serving low-income clients from diverse backgrounds
- demonstrated commitment to working in the public interest

Requirements/Skills – Preferred (not required):

- Paralegal degree or certificate
- Fluency in Spanish
- experience with Case Management software
- experience or demonstrated interest in landlord/tenant law

TO APPLY: Please send a resume with a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Christine McMenamin, Supervising Attorney, ECBA Volunteer Lawyers Project, Inc. at cmcmenamin@ecbavlp.com. **We will be accepting applications until the position is filled.**

VLP is an equal opportunity employer. Salary depends upon experience. Excellent benefits including health insurance, a cafeteria plan for dependent care and transportation costs, long term disability insurance, life insurance, 403b plan, Simple Employee Pension Plan, and generous leave time. Employee paid dental insurance is also available. The work atmosphere is congenial, respectful and flexible.

For information on VLP, see www.ecbavlp.com

Proof of COVID-19 vaccination is required unless the individual qualifies for a reasonable accommodation as required under the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law and/or guidance from the Equal Employment Opportunity Commission. VLP may grant requests for reasonable accommodations to this requirement on the basis of disability or sincerely held religious beliefs.