

### **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.

### **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:**

- VLP is a paperless office; candidates must be proficient with computers and technology, including Microsoft 365, SharePoint, and electronic case management systems
- 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

#### **Salary/Benefits:**

- **Salary** ranges from \$40,000 to \$41,600 based on years of relevant work experience
- **Employer paid benefits** including fully paid health insurance premiums, a Health Reimbursement Arrangement account, long-term disability insurance, life/AD&D insurance, Pension contributions, and an Employee Assistance Program
- Other Benefits available through pre-tax employee contributions: Dental insurance, FSA, Dependent Care FSA, transportation account, 403b plan
- Eligibility for public service loan forgiveness
- A respectful work environment with a true **Work/Life balance**:
  - 14 paid holidays
  - 11 vacation days and 2 personal days in year 1
  - 15 vacation days and 4 personal days in year 2 (vacation caps at 23 days starting in year 6)
  - 10 sick days each year
  - 1 hour paid lunch if working more than 4.5 hours each day
  - flexible schedules
  - ability to work remotely up to 2 days per week (after the successful completion of the 3-month introductory period)
  - discourages weekend work, encourages utilizing PTO
  - dedication to diversity and inclusion

**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: Kimberly Lewis, HR Manager, ECBA Volunteer Lawyers Project, Inc. at [klewis@ecbavlp.com](mailto:klewis@ecbavlp.com). **We will be accepting applications until the position is filled.**

VLP is an equal opportunity employer and welcomes all to apply. Employer recruits without regard to age, race, color, creed, religion, national origin, immigration or citizenship status, pregnancy-related condition, predisposing genetic characteristics, sex, gender identity or

expression, sexual orientation, marital and familial status, domestic violence victim status, disability, military status, or protected veteran status.

For information on VLP, see [www.ecbavlp.com](http://www.ecbavlp.com)

For a job description, [click here](#)