

Family Law Paralegal

The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking one (1) full-time paralegal for our law office in Buffalo, NY which provides free civil legal services to low-income people. This position will work in our Family Law unit which helps individuals in a wide variety of family and matrimonial matters and staffs the Family Court Help Desk – a limited scope program providing counsel and advice to individuals with cases in Family Court.



VLP is a mixed model civil legal services program that coordinates direct representation by pro bono attorneys and by our staff attorneys. The Buffalo office handles a wide variety of civil legal services, with a focus on involving pro bono lawyers in the delivery of our services to clients. We have two offices, one in Buffalo, NY and the other in Batavia, NY. *This position will work out of our Buffalo, NY office at least three (3) days per week, one of which must be a Wednesday. The other two (2) days per week may be done remotely after successful completion of the probationary 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
- Drafting Documents, Including Letters, Pleadings, Affidavits, Etc.
- Coordination of Volunteer Attorneys
- General Office Support Work – Mail, Phones, Copying, Scanning, Faxing, Etc.
- Staff Outreach Activities as Needed
- Supporting Attorneys at the Family Court Help Desk Located in the Family Court Building
- Training Student Interns
- 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 or Arabic

- Experience with Case Management software
- Experience or demonstrated interest in family or matrimonial law

Salary/Benefits:

- **Salary** range: \$45,000 (Year 1) to \$51,794.34 (Year 5) based on years of relevant work experience
- Yearly raises according to published wage/step scales
- **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
- **Loan Forgiveness:** ECBVLVP is an eligible employer for both the Public Service Loan Forgiveness (PSLF) and the District Attorney and Indigent Legal Services Attorney Loan Forgiveness program (DALF).
- A respectful work environment with a true **Work/Life balance:**
 - 14 paid holidays
 - accrue 11 vacation days and 2 personal days in year 1
 - accrue 15 vacation days and 4 personal days in year 2 (vacation caps at 23 days starting in year 6)
 - accrue 10 sick days each year
 - 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: Jennifer McNamara, HR Manager, ECBA Volunteer Lawyers Project, Inc. at jmcnamara@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