



MARYLAND'S LGBTQ ADVOCATES

**POSITION ANNOUNCEMENT**

**Paralegal**

**FreeState Justice**

**Baltimore, MD and Remote**

**Summary:** FreeState Justice is seeking a full-time Paralegal to organize an active work environment, respond to client and panel inquiries, support scheduling and communications, maintain legal and compliance records, and coordinate administrative support for a LGBTQIA+ legal services and advocacy nonprofit. Under the supervision of the Legal Director, the paralegal is expected to handle all functions related to casework from initial client intake through representation of clients at administrative and other hearings permitted by law. In addition, the paralegal may be expected to work with attorneys on cases or projects. Tasks assigned to paralegals may include any or all but are not limited to the following:

**Reports To:** Legal Director

**Duties and Responsibilities:**

- Screen applicants for income eligibility, case type, and Maryland county of residence;
- Use Salesforce database to manage documents and paperwork associated with cases, e.g., client applications, court documents, financial eligibility documents, and essential correspondence;
- Provide community and institutional outreach and education;
- Coordinate legal services events (in-person and online), including legal clinics, tabling activities, and know-your-rights presentations;
- Conduct preliminary and subsequent interviews with clients;
- Coordinate day-to-day operations of legal services program environment, including answering phones, technology support, responding to email and website inquiries, supporting office correspondence;
- Make referrals, as appropriate;
- Schedule appointments;
- Conduct factual investigation and legal research;
- Assist in or develop case theory and strategy for the representation of clients;
- Perform other duties as assigned;

**Qualifications/Skills:** An ideal candidate will possess the following qualities:

- A paralegal certificate from an accredited institution;
- At least two years of administrative, customer service, or legal experience;
- Computer and data entry experience required;
- Demonstrated commitment to serving low-income communities, including experience working with low-income transgender people, people of color, and other marginalized populations
- Must possess the ability to support callers in crisis;
- Strong written and oral communication skills are essential;
- Proficient in Microsoft Office suite of programs, i.e., Outlook, Word, Excel.
- Experience with communication and workplace software (e.g., form development, email management, cloud databases, etc.)

**Salary:** \$41,000 to \$48,000 based on experience

**Schedule:** Flexible 37.5 hours per week, Mon.-Thurs., 9AM-5PM EST. “No meeting Fridays,” some evenings and weekend events.

**Location:** Baltimore, Maryland and Remote. At least 2-3 days in-person in a COVID-conscious office.

**Benefits:** FreeState Justice offers a competitive benefits package. Benefits include comprehensive medical, dental, and vision insurance, 403(b) retirement savings account, and 42 days of PTO (12 paid holidays, 20 days of vacation, and 10 days of sick and safe leave).

**How to Apply:** Interested candidates should submit a letter of interest, resume, and list of 1-3 references utilizing our online form found at [www.freestate-justice.org/careers](http://www.freestate-justice.org/careers). If necessary, questions may be directed via email to [info@freestate-justice.org](mailto:info@freestate-justice.org). No calls, please. More information about the organization can be found at [www.freestate-justice.org](http://www.freestate-justice.org). Applications will be accepted until April 29, 2022. Candidates will receive an email confirming receipt of their application. We anticipate that the final interviews for this position will occur the week of May 9, 2022, and hope to make an offer by the week of May 16, 2022.

**Equal Opportunity Employer:** FreeState Justice is an equal opportunity employer and does not discriminate on the basis of sex, sexual orientation, gender identity or expression, race, ethnicity, national origin, religion, disability, HIV status, or any other status protected by applicable law. Transgender people, people of color, and people with disabilities are strongly encouraged to apply.

**About FreeState:** FreeState Justice is a 501(c)(3) social justice organization that envisions a Maryland where people across the spectrum of lesbian, gay, bisexual, transgender, and queer identities are free to live authentically, with safety and dignity, in all communities throughout our state. Our work brings to the forefront the experiences of those of us at greater risk for

discrimination, such as youth, communities of color, individuals with low-incomes, and transgender and gender non-conforming people.

FreeState Justice provides free legal representation and policy advocacy in areas arising from a person's LGBTQ status, such as health care discrimination, safe and equal access to school services, family law matters, name and gender changes, and discrimination in places of public accommodation. Services, both legal and policy-focused, are provided by staff attorneys, as well as by volunteer attorneys who serve on FreeState's pro bono panel, and student interns.

More information about the organization can be found at [www.freestate-justice.org](http://www.freestate-justice.org).