

**Workers' Rights Paralegal/Case Manager Position
Community Development Project at the Urban Justice Center**

The Community Development Project (CDP) of the Urban Justice Center is seeking a paralegal/case manager to support CDP's workers' rights practice area. This person will provide support to a team of five attorneys in their efforts to assist grassroots organizing groups in New York City.

About the Community Development Project:

The Community Development Project believes that community organizing should be at the center of any effort to create sustainable, systemic change. We partner with grassroots and community-based organizations that build leadership and power within New York City's low-income communities, particularly those comprised of immigrants, people of color and others who are traditionally excluded from policy-making. Our partners take the lead in determining the priorities and goals for our work, and advance our understanding of justice. Our work has greater impact because it is done in connection with organizing, building power and leadership development. Applicants are encouraged to learn more about the CDP's work by looking at our website: <http://cdp.urbanjustice.org/>

About the Workers' Rights Practice:

A core foundation of CDP's mission is to provide legal support to grassroots groups in New York City that are organizing to dismantle racial, economic and social oppression. Our workers' rights practice fulfills this mission through strategic litigation and policy support and advocacy. As such, our workers' rights team has developed deep experience in litigating claims for violations of federal and state wage and hour laws, anti-harassment and anti-discrimination laws, anti-trafficking laws, and the right to engage in concerted protected activity. The workers' rights team has also been pivotal in policy reform benefitting low-wage workers.

Primary responsibilities:

- Performing legal and administrative support tasks including filing court papers, serving legal documents, document review, completing forms, and conducting research;
- Conducting case management, which includes communicating with clients by phone and written correspondence about the status and development of their cases, and creating and maintaining client files;
- Translating documents and interpreting in client meetings and at court or other agency appearances;
- Advocating with government agencies and drafting FOIL requests;
- Developing partnerships around cases, clinics and workshops with local community groups;
- Investigate businesses and employers using various sources and tactics, writing memos on investigation results;
- Assisting in coalition and campaign work in the areas of communications, social media, and outreach. Assisting in setting up meetings, creating meeting agendas, facilitating meetings, providing interpretation assistance when needed, and reserving spaces for meetings.

Qualifications/Skills:

- Written and spoken proficiency in Spanish
- The ability to learn quickly in a fast-paced environment
- Highly organized and detail oriented

- Ability to juggle multiple tasks at once
- Availability to work occasional evenings and weekends
- Strong writing skills
- Strong interpersonal skills
- Ability to work closely with others on the team
- Ability to work with diverse populations
- Interest in, experience with and/or demonstrated commitment to grassroots efforts working towards social justice
- A commitment of 2+ years is requested due to the steep learning curve of this position.

Salary and compensation: A salary competitive in the NYC legal services community and excellent benefits package is available, including generous vacation, personal, and sick time, along with strong medical and dental coverage. This is a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2230.

The Community Development Project is an equal opportunity employer. CDP encourages applications from people with diverse backgrounds, including women, people of color, immigrants, people with disabilities, LGBTQ people, people from low income backgrounds, and people with personal experience with the criminal justice system. We strongly encourage applications from people with lived experiences in the communities we serve.

Application Instructions:

Interested applicants should send a resume and cover letter by e-mail to cdpjobs@urbanjustice.org, attn: Reena Arora. The subject line of the email must include: "Workers' Rights Paralegal." Applications must be received by **February 28, 2017**.