



Paralegal & Intake Specialist

Position: Paralegal and Intake Specialist

Organization: The Human Trafficking Legal Center

Location: Washington, D.C. This position is hybrid and will require working in the organization's Washington, D.C. office at least 3 days each week.

Employment Type: Full-time

Salary: \$50,000

Application Deadline: Applications considered on a rolling basis.

Anticipated Start Date: July 14, 2025

Position Description:

The Human Trafficking Legal Center is seeking a Paralegal and Intake Specialist to serve in the organization's Washington, D.C. office. The position requires excellent organizational skills, strong data management skills, ability to juggle multiple tasks, and a demonstrated passion for social justice. The Paralegal and Intake Specialist is responsible for assisting with legal filings of the Center (specifically immigration petitions), maintaining the organization of client case files, processing legal-related mail, assisting clients of the Center with case management matters within the scope of the Center's representation, responding to email inquiries, and conducting phone screenings and intake interviews of prospective clients, maintaining a referral list, and providing referrals to trafficking survivors for legal and social services. The Paralegal and Intake Specialist's work is supervised directly by the Human Trafficking Legal Center's staff attorneys. The Paralegal and Intake Specialist is also responsible for supporting the management and maintenance of the Human Trafficking Legal Center's case databases and provides general litigation support to the organization's attorneys.

The Mission:

The Human Trafficking Legal Center fights to shift the balance of power from traffickers to survivors. We ensure survivors have access to justice and demand accountability from traffickers, governments, and corporations.

Responsibilities:

- Conduct telephone screenings of potential clients for eligibility for the Center's services or referrals
- Prepare case files following intake screening

- Provide administrative support for direct clients, including notetaking, calendaring, scanning, and mailings
- Provide litigation support, including assisting in the preparation and finalization of court and immigration filings
- Manage the organization's mail, including collecting, scanning, and filing the mail
- Provide general support for the legal team, including support for all events organized and hosted by the legal team
- Review court dockets, collect and organize court filings, and update and maintain case data
- Conduct data analysis and research projects using civil case materials and data sets
Provide technical assistance to pro bono attorneys using the organization's civil case database

Qualifications:

- Bachelor's degree or its equivalent required
- Excellent organizational skills
- Mastery of Excel, Google Suites, and Microsoft Word
- Strong interpersonal and communication skills
- Strong data management and data analysis skills
- Ability to multitask and successfully manage a variety of demands daily
- Ability to work independently
- Strong writing skills
- Attention to detail

Preferred but not required qualifications:

- Familiarity with USCIS forms for visa/ immigration status applications
- Familiarity with *eimmigration* software by Cerenade
- Fluency in a second language (preferably Spanish, French, or Mandarin Chinese)
- Prior experience working with immigrants/ non-U.S. citizens, survivors of trauma, and/or prior experience working in a law office or nonprofit that provides direct legal services.

This is a full-time, salaried position. Regular hours are 9:00 to 5:00 Monday through Friday. Benefits include three weeks of paid vacation each year; one floating holiday per calendar year; your birthday as a holiday; and five days of sick leave per year. We offer up to twelve weeks of parental leave through the DC Paid Family Leave Program. We observe all federal holidays as paid days off, including the Friday after Thanksgiving. The Human Trafficking Legal Center office is closed for a mental health week in August each year and also between Christmas and New Year; these weeks are considered paid time off.

The Human Trafficking Legal Center makes an annual contribution equal to 2% of each employee's annual earnings to an Ascensus Trust SIMPLE IRA. Employees may also make voluntary contributions to this account each month from pre-tax earnings.

The Human Trafficking Legal Center provides 100%-employer-paid medical, dental, and

vision care insurance for employees. Employees have the option to pay for coverage of dependents through salary deductions.

The Human Trafficking Legal Center is an equal opportunity employer and does not discriminate based on race, ethnicity, national origin, gender, gender identity, sexual orientation, marital status, pregnancy, citizenship, age, religion, disability, status, genetic information, military status, or any other classification as provided by law.

This position is hybrid and will require working in the organization's Washington, D.C. office at least 3 days each week.

Please email a cover letter, resume, and a list of three references to applications@htlegalcenter.org. Applications will be reviewed on a rolling basis until a candidate is selected. The anticipated start date is approximately July 14, 2025.