



Paralegal & Intake Specialist

The Human Trafficking Legal Center is seeking a Paralegal & 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 & Intake Specialist will be responsible for the management and maintenance of the Human Trafficking Legal Center's case databases and will provide general litigation support to the organization's attorneys. The Paralegal & Intake Specialist will also be responsible for conducting intake interviews of prospective clients, as well as providing referrals to pro bono counsel and social service organizations, in consultation with the organization's staff attorneys.

The Human Trafficking Legal Center serves as a pro bono clearinghouse, connecting trafficking survivors with highly-skilled legal representation to hold traffickers accountable. The organization's civil and criminal trafficking case databases allow the organization to conduct cutting-edge research on system failures and provide technical assistance to pro bono counsel.

The Human Trafficking Legal Center seeks justice for workers held in forced labor around the globe. The organization advocates for systemic change to eradicate forced labor in global supply chains.

RESPONSIBILITIES:

- Maintain civil and criminal case databases, including collecting, processing, updating, and organizing case data
- Conduct data analysis and research projects using datasets
- Create and maintain data analytics tools
- Provide technical assistance to pro bono attorneys using the organization's civil case database
- Conduct telephone screenings of potential clients for eligibility for the Center's services
- Prepare case files following intake screening
- Provide administrative support, including note-taking, calendaring, scanning and mailings
- Provide litigation support, including assisting in the preparation and finalization of court and immigration filings

QUALIFICATIONS:

- Bachelor or Associate degree
- 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:

- Fluency in a second language (preferably Spanish)
- Prior experience working with survivors of trauma

The Human Trafficking Legal Center encourages candidates with lived experience to apply.

ANNUAL SALARY AND BENEFITS

Annual Salary: \$50,000. The Human Trafficking Legal Center provides a generous benefits package. Benefits include three weeks of annual vacation (with an additional week of paid leave between Christmas and New Year's Day), as well as employer-paid health insurance, dental insurance, and vision insurance. Employees also participate in a SIMPLE IRA retirement plan with an annual 2% employer contribution.

TO APPLY:

Please email a cover letter, resume, and a list of three references to applications@htlegalcenter.org by December 15, 2022. Applications will be reviewed on a rolling basis until a candidate is selected. The anticipated start date is approximately February 1, 2023.

EQUAL OPPORTUNITY EMPLOYMENT:

The Human Trafficking Legal Center is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, marital status, immigration status, or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations.

COVID 19 VACCINE REQUIREMENT:

All employees are required to be fully vaccinated for COVID 19.

TIME COMMITMENT:

This position is full-time and is classified as exempt.

LOCATION:

This position is hybrid and will require working in the organization's Washington, D.C. office approximately 2 to 3 days each week.