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**POSITION:**                      **FAMILY LAW PARALEGAL**

**FULL-TIME, POSITION**

Philadelphia Legal Assistance (PLA) seeks to immediately hire a full-time paralegal for its Family Law Unit. PLA is a non-profit legal services organization primarily funded by the Legal Services Corporation. PLA views the practice of family law to be an integral part of the war on poverty and family violence. This includes taking a wide variety and complex mix of family law cases, including child custody, child and spousal support, protection from abuse, and divorce. The family law practice at PLA is trauma informed and focuses on alleviating the impact of interpersonal family violence.

This role will focus on assisting survivors of interpersonal violence. The paralegal will interview clients, prepare pleadings, gather evidence, and perform other routine paralegal duties. The family law paralegal will also perform eligibility intakes and outreach and community education to various client and advocate groups throughout Philadelphia.

**QUALIFICATIONS:**

College graduate preferred. Commitment to family violence issues preferred. Ability to interact well with people experiencing trauma and stress, handle emotional issues and to work in a fast-paced environment. Prior work experience at a public interest law firm or in the area of family law preferred but not necessary. Bilingual in Spanish, Mandarin, Arabic, or another language preferred but not required.

**SALARY AND BENEFITS:**

Salary is commensurate with years of experience and is comparable to other public interest paralegal salaries. Full health coverage and other benefits.

When normal business operations resume, the position will be located at the offices of Philadelphia Legal Assistance. The successful applicant will be able to request an alternative work location arrangement to work from home up to 2x per week. At the current time, PLA's physical offices are open and operating with staff members who have volunteered to come in. All training will be done through video conferencing. Applicants will need to have their own phone, a secure laptop or desktop computer and a robust internet connection if they intend to work from home for part of the week.

**APPLICATION PROCESS:**

**Philadelphia Legal Assistance (PLA) is an equal opportunity employer.** PLA values a diverse work environment and strongly encourages women, people of color, people who identify as LGBTQ, people with disabilities, people who have experienced poverty or homelessness, and people who have had prior contact with the juvenile, criminal, or child welfare systems to apply. PLA invites all applicants to include in their cover

letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Philadelphia Legal Assistance is an equal opportunity employer. Interested applicants should forward a resume and cover letter, preferably in combined PDF format, via electronic mail to [work@philalegal.org](mailto:work@philalegal.org).

Application deadline is February 11, 2022. We will review applications on a rolling basis.