

PARALEGAL POSITION AVAILABLE

AIDS Law Project of Pennsylvania (ALPP) is a nonprofit, public-interest law firm located in Philadelphia that provides legal representation, advocacy, and referrals to persons with HIV/AIDS throughout Pennsylvania.

ALPP is seeking applications for the position of Paralegal. This is a full time position with ½ time committed to working as the Housing Paralegal in our Philadelphia office; and ½ time committed to working as the Medical Legal Partnership Paralegal on-site at Prevention Point Philadelphia, a non-profit organization providing HIV harm reduction services through syringe exchange. **We expect this position to begin January 16, 2018.**

Send résumé and cover letter (no phone calls please) explaining your interest in helping people with HIV/AIDS to:

Juan M. Baez, Esquire
Deputy Managing Attorney
AIDS Law Project of Pennsylvania
1211 Chestnut Street, Suite 600
Philadelphia, PA 19107
jbaez@aidslawpa.org

If submitting by e-mail, please write *Paralegal* in the subject line. **Application materials must be sent no later than December 11, 2017.**

Responsibilities of the Paralegal include:

1. Assist the housing attorney on a variety of housing issues including but not limited to: utility issues, landlord/tenant issues and housing subsidy issues.
2. Conduct intake interviews on a variety of legal matters in our Philadelphia office and on-site at Prevention Point Philadelphia.
3. Provide written narrative of client interviews for review by attorneys.
4. Limited hearing and trial prep (with the possible opportunity to represent clients at administrative hearings)
5. Backup receptionist on telephone coverage and provide back-up administrative assistance on an as needed basis.
6. The practice of this law firm is dynamic so additional duties may be assigned as needed.

Qualifications: Bachelor's degree, associate degree, paralegal certificate or equivalent combination of education and experience in law, social services or related field; strong work ethic and ability to work independently and follow-through on assignments are required; highly skilled at working with vulnerable clients; desire to improve the housing and utility service of HIV+ residents of Pennsylvania; a committed "pitch-in" attitude; ability to interact with individuals who are diverse in gender identity, race, sex, class, ethnicity, and sexual orientation; excellent verbal and written communication skills.