



Law Project of Pennsylvania

a non-profit, public interest law firm

PART-TIME POSITION AVAILABLE

Intake Paralegal

AIDS Law Project of Pennsylvania (ALPP) seeks an Intake Paralegal.

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.

Responsibilities: The Intake Paralegal is expected to conduct intake interviews with clients and provide referrals and other information to callers. The Intake Paralegal is the initial contact for callers seeking assistance with public benefits, consumer matters, immigration, landlord-tenant issues, discrimination, privacy and estate matters.

Duties include:

- Conducting detailed client interviews
- Providing a written narrative of client interviews for review by attorneys
- Responding to questions and providing information and referrals to persons infected/affected by HIV-disease including professionals serving the needs of persons living with HIV-disease
- Sharing telephone reception, clerical and administrative tasks as needed; and
- Other duties as assigned.

Qualifications: The ideal candidate will have the following:

- Bachelor's degree, associate degree, paralegal certificate or equivalent combination of education and experience in law
- Social services or related field;
- a committed "pitch-in" attitude;
- ability to interact with individuals who are diverse in race, sex, class, ethnicity, sexual orientation, and gender identity; and
- excellent verbal and written communication skills.

Bi-lingual skills preferred, but not required.

Hours: 20 hours/week, 9:15 – 1:15 Monday through Friday

Hourly Wage: \$15.00

How to Apply: Send résumé and cover letter explaining your interest in helping people with HIV/AIDS to Yolanda French Lollis, Managing Attorney at lolis@aidslawpa.org by Monday, January 9, 2017.

Applications will be reviewed as they are submitted.

We expect this position to begin on January 30, 2017.

December 12, 2016