

MS CENTER FOR JUSTICE

JOB LISTING – PARALEGAL

Overview

The Mississippi Center for Justice seeks to contract with an experienced paralegal to work on behalf of Its Housing Campaign. The position will entail general paralegal skills as well as document and data gathering to support the counseling and representation of low- and moderate-income individuals who are rent-burdened and/or facing eviction due to a coronavirus-related loss of income. This is a full-time contractual position with an estimated time commitment of 35 hours per week through 2021. The position will be based in Biloxi, Mississippi.

The Mississippi Center for Justice is a nonprofit, public-interest law firm committed to advancing racial and economic justice. MCJ attorneys and staff work with community leaders across the state to support social justice campaigns designed to dismantle Mississippi's culture of injustice and inequality. With offices in Jackson, Biloxi, and Indianola, the Center works to achieve policy reforms that protect the rights of consumers and immigrants, secure access to healthcare, end housing discrimination, and promote access to affordable housing for all Mississippians.

The successful candidate for this position will be an individual with a demonstrated commitment to social and racial justice and proven experience working on behalf of low- and moderate-income individuals. The candidate must possess excellent communication skills and the ability to work collaboratively with a diverse group of Housing Campaign team members.

Eviction Hotline Job Responsibilities

In April 2020, the Mississippi Center for Justice Housing Campaign established a statewide Covid-related Eviction Prevention Hotline to provide services for individuals facing eviction or housing instability in the midst of the coronavirus pandemic. To date, the hotline has served over 430 individuals by providing information about MS landlord-tenant law and assistance for those with a Covid-related inability to pay rent, including assistance preparing the CDC moratorium declaration, assistance applying for state-administered rental assistance funds, negotiating with landlords, coaching people about virtual court hearings and the evidence needed for their cases, and representation for clients in Hancock, Harrison, and Jackson Counties.

The Hotline Administrator will interview clients and conduct client intake for those requesting services, confer with Housing Campaign attorneys, and develop a case service plan for each client. The Administrator will be trained to directly service clients seeking rental assistance or assistance preparing documents to qualify for an eviction moratorium. The Hotline Administrator will be responsible for maintaining an Excel spreadsheet recording each service request, action taken, and resolution. The Hotline Administrator will also record specified demographic information on each client served and collate this data as needed.

Paralegal Responsibilities

The paralegal duties for this position include providing support for three Housing Campaign attorneys with active cases before State Courts and Federal administrative agencies. Cases include original filings as well as appeals. The paralegal will be responsible for managing client files, gathering and organizing documents and other evidence, drafting pleadings, and filing court documents. Additionally, the paralegal will collect and maintain demographic and economic data on the clients served by the Housing Campaign.

Qualifications

- Degree in paralegal studies preferred
- Three years litigation paralegal experience
- Experienced in MEC filing system
- Excellent legal writing skills
- Experience in Microsoft Excel and Word
- Excellent interpersonal communication skills
- Telephone counseling or customer service experience preferred
- Experience serving low- and moderate-income individuals
- Commitment to the mission of Mississippi Center for Justice

Send brief letter of interest, resume, and three (3) references, including two from former employers, to John Jopling at: jjopling@mscenterforjustice.org

The Mississippi Center for Justice is an Equal Opportunity Employer