



## JOB ANNOUNCEMENT

### LOW INCOME UTILITY ADVOCATE/PARALEGAL

The Pennsylvania Utility Law Project (PULP) is seeking an individual who strives to make a significant contribution to the well-being of low-income households by serving as a low-income utility advocate/paralegal.

Located in Harrisburg, Pennsylvania, PULP is administered by Regional Housing Legal Services (RHLS) and is the designated state-wide utility advocacy project of the Pennsylvania Legal Aid Network. On behalf of its low-income clients, PULP regularly participates in legislative and administrative proceedings affecting low-income utility and energy consumers, and provides co-counsel, support, training, and technical assistance to locally based legal aid programs, community groups, and non-profit agencies. PULP also operates a utility hotline, providing advice and legal representation to individual clients facing the loss of utility service or who are trying to reconnect utility service. PULP regularly collaborates with RHLS and others on projects which seek to expand access to affordable shelter, affordable utility and energy service, and weatherization.

This full-time position would be responsible for interviewing potential clients over the telephone on a rotating basis with other PULP staff, providing advice and representation to the clients, under the supervision of an attorney, and maintaining a large volume of client files. The position may also include conducting community education and trainings, as well as some involvement in policy advocacy around utility affordability, weatherization, and the Low Income Home Energy Assistance Program (LIHEAP).

**Location:** This position would be located at PULP's office in Harrisburg, Pennsylvania.

#### **Required Qualifications:**

- A demonstrated commitment to providing advice, representation, and assistance to low-income individuals.
- The ability to develop and work on projects which seek to advance utility affordability and housing sustainability for low-income households and communities.
- Two or four year college degree or equivalent experience.
- Strong interpersonal and organizational skills, excellent oral and written communication skills, and the ability to deal with a high volume of direct client interaction.
- Computer literacy, including web-based applications, email, and word processing.

- Willingness and motivation to assist on both substantive cases and administrative matters.
- A valid Pennsylvania driver's license and willingness to do occasional travel to conduct outreach and training.

**Preferred Qualifications would include one or more of the following:**

- Prior legal aid/low-income advocacy experience.
- Fluency in writing and speaking a language other than English, preferably Spanish.
- Experience in legislative or administrative advocacy or experience with social services agency or nonprofit organization that advocates on behalf of low-income households.

Salary depends on experience. The starting salary is \$32,500. An excellent benefits package is provided.

To apply, please send a letter of interest, resume, three professional references, and a brief writing sample (no more than 7 pages) to:

Patrick M. Cicero, Esquire  
Executive Director  
Pennsylvania Utility Law Project  
118 Locust Street  
Harrisburg, PA 17101  
[pciceropulp@palegalaid.net](mailto:pciceropulp@palegalaid.net)

**Applications by e-mail are preferred.** Applications will be accepted until the position is filled.

PULP/RHLS is an Equal Opportunity Employer and values a diverse work experience. People of color, persons who are bi-cultural, bi-lingual, women, persons with disabilities, and persons who identify as LGBTQ are encouraged to apply.