

JOB ANNOUNCEMENT
Paralegal Position-Glenside, PA

REGIONAL HOUSING LEGAL SERVICES

Regional Housing Legal Services (RHLS) is a statewide nonprofit organization and a specialty program of the Pennsylvania Legal Aid Network (PLAN). RHLS has unique expertise in affordable, sustainable housing and its related components — community and economic development, utility matters and preservation of home ownership. RHLS provides innovative project and policy solutions that help create sustainable communities offering decent, safe and affordable housing for lower-income Pennsylvanians. In addition, RHLS provides representation to non-profit organizations involved in the development and preservation of affordable housing and other community based development activities.

The Glenside office has seven attorneys. The office is located adjacent to the Glenside SEPTA station and near several bus lines. Parking is available for staff. The dress code is casual. Benefits are very competitive. Salary range from \$33-39,000 depending on experience.

Job Responsibilities:

- Assist with the drafting and reviewing of legal documents
- Manage paperwork related to case opening and closing process, ensuring all documents are sent, received, and electronically filed in a timely manner
- Provide support on real estate transactions, including creating or maintaining closing checklists, tracking down and organizing documents, assisting with mailings, filing documents with the Secretary of State, etc.
- Ensure timely and accurate completion and distribution of closing binders
- Provide and track referrals to other resources, as needed
- Administrative support, include sort and deliver mail, answer phone, scan documents and provide referrals to other legal service and housing providers
- Other duties, as assigned

Desired Skills:

- Background or experience in real estate finance or transactions
- Experience in or an understanding of community economic development systems or programs
- Diligent attention to detail
- Ability to manage multiple active legal matters
- Self-starter
- Ability to work as part of a team
- Proficiency in a Windows environment with MS Office 365
- Excellent verbal, written, interpersonal, presentation and organizational skills
- Experience with LegalServer or similar online case management system

Requirements:

Our ideal candidate would have some or all of the following experience:

- Three years or more of experience as a corporate, or real estate or finance paralegal
- Experience in working with low -income communities
- Experience working in community economic development or a similar field

Applications will be accepted until the position is filled. Priority consideration will be given to candidates who apply by June 17, 2019.

Send a letter of interest and resume (via email please) to:

Dina Schlossberg, Deputy Director
Regional Housing Legal Services
2 S. Easton Road
Glenside, PA 19038
dina.schlossberg@rhls.org

RHLS is an Equal Opportunity Employer. We are especially eager to receive applications from candidates who contribute to the diversity of our organization. People of color, persons who are bi-cultural, bilingual in Spanish, women, persons who are disabled or who are members of the LGBTQ community are encouraged to apply.