

Join The Center for Elder Law & Justice (CELJ) and become part of an energetic team of advocates that provides a wide-range of legal services.

This exciting Legal Assistant role will function in both our Elder Abuse and Housing Units. It will consist of heavy communication, relationship building and data reporting. The ideal candidate will be a skillful legal assistant who can excel in a fast-paced, dynamic environment. This position will also play an active role in the community.

About CELJ:

Center for Elder Law & Justice (CELJ) civil legal services organization fighting for justice, primarily for low-income older adults, in 10 counties in Western New York. Our attorneys stop illegal evictions, save clients homes from foreclosure, put a stop to elder domestic violence, fight for public benefits, work with our local immigrant & refugee populations, and represent grandparents and other kinship care relatives in custody and neglect petitions in family court. We also advocate for systems-wide policy changes, commenting frequently on changes to regulations and working with local elected leaders on legislation that will impact the poor and vulnerable older adults in our area. We believe that independence and dignity are the hallmarks of justice.

Essential Functions:

- Constant communication and relationship building with the Weinberg Center and local APS
- Research and writing
- File preparation for legal staff to handle eviction appearances throughout Western New York
- Effectively utilizing timekeeping software
- Mastering reporting and data collection systems and reporting out as needed

Preferred Qualifications:

- 0 – 5 years of practice experience
- Legal services background, or knowledge of general civil legal work, helpful
- Strong professional, verbal and written communication skills
- Strong organizational skills
- Ability to work both independently and also part of a group
- Ability to work efficiently and accurately while exhibiting patience and diplomacy
- Travel may be required (local)

CELJ offers a competitive benefits and compensation package, including:

- Generous vacation and sick time.
- Thirteen holidays a year, plus two half-day holidays
- Summer hours between Memorial Day and Labor Day
- Payment of license fees and association dues
- Encouragement of professional development

To Apply:

Send cover letter and resume to Rachel Haseley, HR Manager Rhaseley@elderjusticenyny.org

No phone calls please.

CELJ is an affirmative action/equal opportunity employer and welcomes all to apply, including veterans and individuals with disabilities. Employer recruits without regard to sex, race, sexual orientation, or gender identity, and any such candidates are strongly encouraged to apply