

**Center for Elder Law & Justice is looking to fill a dynamic new  
Legal Assistant position!**

**Scope:** Strong focus on project management coupled with social work. This position will assume responsibility for daily implementation of programmatic tasks, reports and training requirements set by grant administrators.

**Location:** Niagara County- Lockport Office

**About CELJ:**

Center for Elder Law & Justice (CELJ) is a 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.

**Job Specifications:**

- Monitor and track grant deliverables
- Responsible for working with staff paralegal and other project partners to coordinate training activities as directed by the grant proposal, and ensure participation in all grant activities
- Responsible for tracking and reporting on grant activities, and acting as main point of contact
- Will work within the community to develop relationships and expand awareness
- Will maintain timely and consistent communication to partners and others involved in the project
- Will oversee the strategic planning portion of the grant and be responsible for ensuring that all requirements are met in order to move to the implementation phase
- Will travel as needed throughout Erie and Niagara Counties
- Perform site visits
- Prepare and coordinate all program reports to Grantor according to schedule
- Create and maintain relationships with Niagara County Social Services Providers
- Act as a liaison for community partners, professionals and other agencies

**Qualifications:**

- Experience with creating and implementing policies and procedures and facilitating cross-systems collaboration
- Experienced in and comfort with public speaking
- Excellent communication (both verbal and written) and organizational skills
- Experience with grant administration and budgeting, desired
- Knowledge of computer based applications for reporting

- Ability to work proactively with minimal supervision
- Self starter

***CELJ offers a competitive benefits and compensation package, including:***

- Generous vacation and sick time.
- Fourteen holidays a year, plus two half-day holidays
- Summer hours between Memorial Day and Labor Day
- Encouragement of professional development

**To Apply:**

Send cover letter and resume to Rachel Haseley, HR Director

[Rhaseley@elderjusticenyc.org](mailto:Rhaseley@elderjusticenyc.org)

*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*