

The Education Law Center-PA, a statewide nonprofit legal advocacy organization founded in 1975, seeks an experienced paralegal for a full-time position in our Philadelphia office.

The mission of the Education Law Center is to ensure that all children in Pennsylvania have access to a quality public education. We accomplish this mission through individual representation, impact litigation, educating parents and students about their legal rights, supporting community-based groups, and policy advocacy. Our work focuses on issues of access and equity in public education for students historically underserved by public education, including students of color, students with disabilities, English language learners, LGBTQ youth, students experiencing homelessness, and students involved in the foster care and juvenile justice systems. We work to dismantle the school-to-prison pipeline, ensure fair and adequate funding for public schools, and make certain that all children have access to the full range of public education opportunities.

The Education Law Center seeks an experienced and skilled paralegal to coordinate and manage ELC's Intake line, which receives dozens of calls each week throughout the year from students, parents, attorneys, and community organizations to address barriers to educational success. Intake tasks will include cataloging calls, interviewing callers, inputting data to facilitate attorney and law student responses, and providing information and referrals to callers. In addition to managing ELC's Intake line, the candidate will also perform traditional paralegal tasks to support ELC's range of litigation activities, including review and compilation of records, preparation and filing of pleadings and briefs, and management of a document database. It is expected that the candidate will spend approximately 60% of his/her/their time managing the helpline, and 40% on traditional paralegal functions.

The Law Center seeks a talented candidate with the following skills and experience to work in a highly collaborative and supportive office:

- At least 4 years of experience working as a paralegal preferred
- Demonstrated interest in ELC's mission and/or experience working directly with underserved clients or communities
- Excellent organizational and interpersonal skills
- Strong writing skills and the ability to prioritize assignments
- Demonstrated ability to work well with students, parents, and families
- Demonstrated ability to work well with colleagues and community partners
- Willingness and motivation to assist on substantive cases and administrative matters
- Proficient in Microsoft Excel, SharePoint, and other data management applications and platforms
- Proficient in PACER and ECF litigation filing systems; familiar with federal and Pennsylvania filing rules
- Fluency in writing and speaking a language other than English, preferably Spanish, is strongly preferred
- Bachelor's degree

To apply, please submit a letter of interest and a resume by email to hrphl@elc-pa.org with "Paralegal Applicant" in the subject line. Applicants will be reviewed on a rolling basis.

The salary is commensurate with experience, and generous benefits are provided. The Education Law Center does not discriminate on the basis of race, gender, sexual orientation, or disability and encourages people of color, women, veterans, and individuals with disabilities to apply.