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## **Paralegal/ Intake Coordinator**

The Education Law Center-PA, a statewide nonprofit legal advocacy organization, seeks a Paralegal/ Intake Coordinator 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. ELC's attorneys engage in individual representation, impact litigation, policy advocacy, and training for parents, students, and community groups. 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.

The Education Law Center seeks a Paralegal/ Intake Coordinator with a demonstrated interest in our mission to coordinate and manage ELC's Intake helpline, which receives dozens of calls each week from students, parents, attorneys, and community organizations. In addition to managing ELC's Intake line, the candidate will perform traditional paralegal tasks in support of ELC's litigation activities. It is expected that the candidate will spend approximately 60% of their time managing the helpline and 40% of their time on traditional paralegal functions.

The ideal candidate will possess the following core skills/competencies:

- A bachelor's degree and at least 2 years of paralegal experience
- Experience working directly with underserved clients and/or communities
- Experience conducting client interviews
- Experience assisting in all aspects of discovery and trial preparation including, but not limited to, reviewing and analyzing records, tagging documents for privilege and relevance, preparing witnesses, and creating trial binders or exhibits
- Excellent writing and research skills
- Strong organizational skills, the ability to prioritize assignments and work with a sense of urgency, and attention to detail
- Demonstrated ability to work well with others
- Working knowledge of legal and business software and databases
- Fluency in writing and speaking a language other than English, preferably Spanish

To apply, please submit a letter of interest and a resume by email to [hrphl@elc-pa.org](mailto: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, gender identity, sexual orientation, or disability and encourages people of color, women, veterans, and individuals with disabilities to apply.