



PARALEGAL

About the agency. Women's Center & Shelter of Greater Pittsburgh (WC&S) is a comprehensive domestic violence program annually serving over 7,500 adult and child survivors of domestic violence & facilitating an intervention program to nearly 300 people who use abuse. We are advocates, grounded in fostering a community of safety, healing, and empowerment for anyone affected by domestic violence. Our mission is to strengthen our ability to meet the individual and evolving needs of those affected by domestic violence by investing in the growth of our people, deepening community engagement, and amplifying the voices of all survivors. All staff learn about and support the organization's mission, vision, and values of Safety, Uplifting Others, Compassion, Courage, Equity, Survivor-Centered Advocacy, and Stewardship (SUCCESS). In addition, the principles of Sanctuary (a model for providing trauma-informed care) and continuous improvement infuse all aspects of the organization.

About the role. As a Paralegal, your primary role will be to provide general assistance to Staff Attorneys in the Civil Law Project (CLP) as they represent clients impacted by intimate partner violence. You will work on Protection From Abuse (PFA) cases by preparing files, interviewing clients, preparing intake summaries, gathering evidence, and identifying other legal needs. Additionally, you will assist in preparing for legal proceedings, assist with the case management for Staff Attorneys, attend meetings with the Legal Director and CLP attorneys, manage related administrative tasks, and work to enhance systems within the program and agency. This role is located at the CLP office in Downtown Pittsburgh.

Please note that this position is not a traditional paralegal role and that the paralegal is often the first point of contact that a client has with WC&S. A fairly large component of the job is interacting with and interviewing victims of intimate partner violence on the phone, virtually, or in-person, in order to obtain the information, facts, and timeline necessary to prepare their case.

This role provides you with the opportunity to showcase your paralegal, interpersonal communication, interviewing, and problem-solving skills, and the ability to contribute to the organization's mission in a variety of ways. The successful candidate will have an empathic and trauma-informed approach, the ability to remain calm in stressful situations, and understand appropriate questions to ask when interacting with a client. If you are comfortable working in a fast-paced nonprofit law project, adept and resourceful at finding necessary information, and are passionate about working with populations experiencing intimate partner violence, we are eager to hear from you. WC&S will offer you an environment that provides endless opportunities to advance your knowledge, skills, and abilities.

Here's what you will do:

- Assists CLP attorneys in court preparation and client representation, hearing and trial preparation, client and witness interviews, filing and delivering court paperwork, and assisting at court hearings as needed
- Drafts correspondence, pleadings, and other legal documents
- Serves as a liaison for CLP with clients, attorneys, court staff, and others
- Organizes and manages client case files, both digital and physical
- Participates in all CLP meetings and CLP attorney case review meetings as appropriate



- Meets regularly with their assigned attorney to receive and prioritize tasks and casework
- Meets with the Legal Director for supervision, professional development, and performance evaluation
- Documents and enters accurate client information as well as direct and indirect services in a timely manner into database
- Attends all required meetings, including the monthly all agency meeting and any applicable departmental meetings
- Maintains strict confidentiality of clients, residents, and location
- This position requires being available for onsite/in-person work at the CLP office in Downtown Pittsburgh Mondays through Fridays, business hours
- Perform other duties as assigned by supervisor

Here's what we are looking for:

- Bachelor's degree in related field preferred (commensurate experience will be considered)
- Paralegal certificate or equivalent experience working with court systems, clients, forms, and procedures required
- Experience working with victims impacted by trauma
- Effective verbal, written, and interpersonal communication skills
- A demonstration of the understanding of abusive family dynamics, including intimate partner violence, cycle of abuse, power and control dynamic, cultural diversity issues, and child abuse and neglect
- Ability to establish healthy boundaries, trust, respect, and rapport with others
- Ability to understand and adhere to strict confidentiality and safety procedures
- Strong command of general technology, including, but not limited to, Microsoft Office Suite is required; familiarity and understanding of information technology, including Salesforce, Tableau, and Teams strongly preferred
- Desire to work in an organization committed to diversity, equity, and inclusion as part of its values
- Act 33/34 and FBI Clearances required

Typical Starting Salary: \$40,000/year

About the benefits. WC&S offers a comprehensive and competitive benefits package, including generous paid time off; health, vision, and dental insurance; short-term and long-term disability coverage; group life insurance; retirement plan with employer matching; Flexible Spending Account; Employee Assistance Program; Headspace meditation and mindfulness app subscription; Access Perks membership; paid training and professional development opportunities; and is a Public Service [Student] Loan Forgiveness (PSLF) eligible employer.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination or harassment on the basis of race, color, religion, sex (including pregnancy, gender identity or gender expression, and sexual orientation), national origin, ancestry, place of birth, hairstyle, age, disability, using guide or support animals for a disability, genetic information (including family medical history), familial status, citizenship status, military service, or any other characteristic protected by law. We are committed to providing an inclusive and welcoming environment for all.



TO APPLY:

To ensure consideration for an interview, please send a resume and cover letter via email with the subject line "Paralegal" to careers@wcpittsburgh.org.