



PARALEGAL – HOUSING AND EVICTION

The Colorado Poverty Law Project (CPLP) is a 501(c)(3) non-profit organization. CPLP's mission is to improve access to legal services for low-income Coloradans by: 1) providing legal advice and representation to low-income individuals through a combination of our staff attorneys and our substantial volunteer attorney network; 2) educating and counseling individuals and their support organizations on legal issues common to low-income Coloradans; and 3) supporting groups advocating for new protective laws and procedures.

CPLP is seeking to hire a paralegal to support CPLP staff and CPLP volunteer attorneys in providing legal assistance to low-income Coloradans in the area of eviction and housing law. With the anticipated increase in 2021 residential evictions, CPLP is looking for a motivated and personable paralegal to:

- 1) perform intake services for individuals seeking advice or representation on eviction or housing issues, including conducting client interviews and assembling documentation;
- 2) provide technical assistance to assist clients in obtaining rental assistance or securing other resources where appropriate;
- 3) coordinate referrals of appropriate clients to CPLP volunteer attorneys;
- 4) perform tracking of cases for reporting purposes;
- 5) prepare training materials for volunteers, conduct training sessions for volunteers, and recruit volunteer attorneys;
- 6) handle court filings and mailings for cases CPLP handles in-house;
- 7) work with attorneys on investigations and client meetings;
- 8) attend regular meetings with CPLP personnel and service providers;
- 9) assist in preparation of planning documents and board materials; and
- 10) perform other duties as assigned.

Applicants must have a bachelor's degree and have demonstrated a commitment to public interest law. The ideal candidate will also have the following qualifications:

- Bilingual in Spanish and English
- Experience conducting legal intakes for potential clients
- Experience in litigation
- Ability to coordinate with CPLP staff and volunteer attorneys to ensure cases are being outsourced to appropriate counsel in a timely manner and cases are properly transitioned.
- Ability to ensure data collection related to pro bono cases taken by volunteer attorneys as necessary to track achievement goals for grant reporting purposes.

- A demonstrated ability to analyze and understand current state, federal, and local legislation and orders affecting the rights of tenants, landlords, mortgagors, and mortgagees, including the Colorado's F.E.D. statutes, Mobile Home Park Act, and the Coronavirus Aid, Relief, and Economic Security (CARES) Act, among others.
- A familiarity with Colorado eviction processes.
- Ability to work independently.

This is a hybrid locational position, with the expectation that job functions will be performed partially at home (or alternate agreed location) and partially at CPLP's facility, which is part of a co-working facility located at Green Spaces, 2590 Walnut St., Denver, Colorado. Candidates must be willing to engage in community outreach using all appropriate remote options, including phone and online video conferences.

CPLP is an equal opportunity employer. Salary will be commensurate with experience, within a range of \$45,000 to \$65,000 annually depending on experience. Competitive health benefits and vacation will be provided.

HOW TO APPLY

We will review complete applications beginning immediately (we will not review incomplete applications, so please make sure to include all required materials). A complete application package is comprised of the following items:

- One-page statement or cover letter explaining both your interest in this program and your commitment to public interest law.
- Contact information for three professional references
- Resume

Please email the above materials to shannon@copovertylawproject.org.