

Job Announcement
Oregon Law Center Full-Time Paralegal (nine-month term)—Hillsboro, Oregon

POSITION: The Oregon Law Center (OLC) seeks a bilingual (Spanish/English) Paralegal, for a nine-month term (with the possibility of extension if funding allows), to support the provision of civil legal services to low-income clients. This position is based in Hillsboro, a city of 106,000 located about 45 minutes west of Portland, and serves clients throughout the northwest region of Oregon, including coastal, urban, and agricultural communities. From historic Astoria, Oregon’s “Hollywood North,” to the spectacular beaches of the north coast, wineries of the western Willamette Valley, international cuisine and minor-league baseball, this region of Oregon has a lot to offer.

ABOUT US: OLC is a legal services program committed to achieving justice for the low-income communities of Oregon by providing a full range of the highest quality civil legal services. OLC does not receive funding from the federal Legal Services Corporation. OLC operates eleven regional offices, a state support unit, legislative advocacy unit, and statewide farmworker program. OLC works closely with Legal Aid Services of Oregon and other partners in Oregon’s coordinated civil legal services delivery system.

OLC’s Hillsboro Regional Office consists of twelve attorneys, and 8 paralegals (including the advertised position). Office priorities are based on client need. Current priorities include housing, family, public benefits, employment, seniors, and immigrant rights. We seek to make real improvements in clients’ lives and to help eliminate the underlying causes of poverty. The office has two satellite locations in St. Helens and McMinnville. The office serves clients living in Clatsop, Columbia, Tillamook, Washington, and Yamhill Counties.

RESPONSIBILITIES: The Paralegal’s duties will include daily handling of multi-line phones, walk-ins, mail, and faxes; performing eligibility intake interviews; and entering data into the client database. The Paralegal will also provide assistance to clients with their connections to non-legal resources.

OLC is an equal opportunity employer committed to creating a healthy work environment for a diverse staff. We encourage people from diverse backgrounds and communities to apply.

REQUIREMENTS:

- Spanish language skills.
- A high degree of initiative and willingness to work collaboratively.
- Strong interpersonal and communication skills and a positive attitude.
- Demonstrated commitment to justice for low-income communities.
- Desire and ability to work successfully as part of a team.
- Significant IT skills with cloud-based phone services, Office Suite, and Adobe.

PREFERENCES:

- Experience working with low-income communities.
- Personal experience with poverty, disability, or any other minority status or affiliation.

SALARY/BENEFITS: The salary scale ranges from \$40,000 to \$64,000 and placement on the scale is determined by years of relevant experience. Additional compensation for bilingual ability. Competitive benefits package includes individual and family health, vision and dental insurance coverage, employer retirement contribution, generous paid holidays, vacation, and sick leave and paid moving expenses, among others.

APPLICATION: Position open until filled. To apply, please submit your resume, cover letter, a description of your Spanish proficiency, and list of three references to Michael Pijanowski, Managing Attorney, mpijanowski@oregonlawcenter.org or 230 NE 2nd Ave, Suite F, Hillsboro, OR 97124.

As part of your cover letter, please address the following:

OLC is committed to achieving justice for the low-income communities of Oregon. Our client communities include people of color, farmworkers, LGBTQ+ people, immigrants, seniors, and people with lived experiences of homelessness, veterans, people with disabilities, and people from other underrepresented groups. We strive to create an inclusive and respectful workplace in which differences are acknowledged and valued because we believe such an environment is essential to our work serving clients.

How do you think your personal background or experiences, professional or otherwise, have prepared you to: (1) serve our diverse client communities effectively, (2) work effectively with colleagues from backgrounds different than your own, (3) acknowledge the systemic barriers that our clients face, and (4) contribute to our efforts to achieve racial justice? Feel free to provide examples, and apply various aspects of your life and personal experiences, as you respond to this question.