

# New Mexico Legal Aid



Advancing Fairness and Justice for All || Free Legal Aid in New Mexico

[www.newmexicolegalaid.org](http://www.newmexicolegalaid.org)

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## Two (2) NMLA Paralegal positions available

New Mexico Legal Aid is seeking two (2) Paralegals to provide litigation support for attorneys, and conduct intake, referral, and outreach activities for grant funded projects.

The Paralegals will provide litigation support to attorneys providing legal assistance and representation to victims of domestic violence, sexual assault, stalking, human trafficking and other crimes. The project work will focus on human trafficking through NMLA's medical legal partnership with First Nations Health Center. In addition, a significant portion of the paralegal work will be on assisting attorneys who represent clients in court to provide litigation support. NMLA provides holistic legal services to victims of crime by working collaboratively with agencies and other partners to leverage resources in order to secure safety and economic stability for its clients. Both paralegal positions will be based in Albuquerque.

The Albuquerque office handles a wide range of creative, challenging, and complex work. We are looking for highly motivated candidates who are passionate about justice and strongly committed to helping NMLA better serve our client communities, including development of effective team strategies to handle complex advocacy and extended representation cases.

Requirements: At least three years' experience as a Paralegal is preferred but will consider exceptionally well qualified entry level candidates. Must be able to effectively use computer technology and remote communications systems, including shared on-line workspaces and web meeting and videoconferencing software, to effectively collaborate with staff located in multiple offices. Candidates also must possess excellent written and oral communication skills, the ability to manage multiple tasks, and build collaborative relationships within the staff and the community served by NMLA. Proficiency in Spanish is a plus.

Send a current resume and a letter of interest explaining what you would like to accomplish if you are selected for this position to: [jobs@nmlegalaid.org](mailto:jobs@nmlegalaid.org)

Salary: DOE, NMLA is an EEO Employer. **Application Deadline: June 3, 2019.**

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