



LOUISIANA FAIR HOUSING ACTION CENTER

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Paralegal

The Louisiana Fair Housing Action Center seeks an entry-level paralegal to support the litigation and advocacy efforts of our Enforcement Team and Eviction Defense Program. The paralegal will support LaFHAC's attorneys as they investigate and litigate fair housing and related civil rights matters in federal court, state court, and administrative proceedings.

About LaFHAC:

LaFHAC is a non-profit organization that seeks to eradicate housing discrimination, an illegal and divisive force that perpetuates poverty and segregation, and limits opportunity. LaFHAC was established in 1995 and is the only full-service fair housing advocacy organization in Louisiana. LaFHAC addresses housing discrimination by 1) educating housing consumers and providers about their rights and responsibilities to proactively prevent violations of the Fair Housing Act; 2) investigating fair housing violations; 3) challenging discriminatory housing practices policies through litigation; 4) advocating for new policies that promote equitable housing; and 5) counseling homeowners facing foreclosure.

Qualifications:

Our ideal candidate will possess the following:

- A Paralegal degree or certification
- Experience with legal research tools, such as Lexis/Nexis or Westlaw.
- A demonstrated interest and commitment to civil rights
- Working knowledge of basic legal concepts, terminology, and procedure
- An ability to handle a large caseload with substantial independence.
- Excellent attention to detail.
- The ability to speak to and work with clients of diverse backgrounds.



- Excellent time management skills, including the ability to meet tight and overlapping deadlines.

Responsibilities

The Paralegal's duties and responsibilities will include:

- Managing and tracking LaFHAC's litigation calendar and upcoming litigation deadlines.
- Filing all HUD complaints, and serving as point of contact during HUD investigations, including following up with clients as necessary.
- Coordinating with clients to schedule interviews.
- Collecting and filing client documents.
- Preparing pleadings and other litigation documents for filing, including preparation of tables of contents, tables of authorities, and exhibits.
- E-filing litigation documents.
- Printing and mailing case-related documents, as necessary.
- Drafting discovery request and responses, including requests for admission, interrogatories, and requests for production of documents.
- Drafting reasonable accommodation requests.
- Summarizing cases and preparing reports for attorneys.
- Safeguarding clients' records and confidentiality.
- Other duties as assigned.

Salary and Benefits

The salary range is \$40,000-\$48,000 based on experience. Benefits include:

- 100% employer-paid medical insurance with optional dental and vision coverage
- Flex spending account
- 401(k) with employer-matched contributions
- Paid vacation and sick leave
- Paid parental leave.

Please Note: LaFHAC staff continue to work remotely due to the COVID-19 pandemic. The Paralegal will work remotely as well until the office reopens to all staff, but may be required to complete occasional in-person tasks such as mailing and gathering documents from clients or the office.

How to Apply

The position is open until filled. Please submit a resume and cover letter to resumes@lafairhousing.org. Correspondence may be addressed to Sarah Carthen Watson, Legal Director.

Please note: **due to the expected volume of applications, we are unable to confirm receipt of individual application materials.** Applicants selected for an interview will be notified via email.

LaFHAC is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, national origin, disability, familial status, or sexual orientation. Persons of all backgrounds are encouraged to apply.