



Family Law & Immigration Paralegal Positions

Gulfcoast Legal Services, a nonprofit civil legal aid provider, is seeking four full-time paralegals to join our team. We are looking to fill two positions to serve Manatee and Sarasota Counties (one in the family law unit and one in the immigration law unit) and two positions to serve Pinellas County (one in the family law unit and one in the immigration law unit). Candidates should be comfortable working with victims of abuse, crime, and trauma.

These are professional advocacy positions involving performance of client service tasks assigned by attorneys and performed under their supervision in assisting clients in legal matters. Paralegals in these positions should be capable of acting with substantial degrees of independence and responsibility. The paralegal is under the direct supervision of a staff attorney and/or the unit managing attorney.

Demonstrated Abilities

- Ability to abide by the rules and regulations promulgated by the Florida Bar relative to the unauthorized practice of law and the functions which non-lawyer personnel may perform in a law office.
- Interview clients in the office and at outreach sites and elsewhere, to gather information, applications, facts, witness statements, and other relevant data.
- Ability to prepare cases, pleadings, briefs, and other complex legal documents under attorney supervision.
- Ability to perform timely and thorough legal research.
- Ability to represent clients at administrative hearings, exercising primary responsibility for case files of such clients, under the supervision of an attorney.

Education/Experience Requirements

- A commitment to the provision of high-quality legal services to the poor.
- Excellent language skills in both Spanish and English. Fluency in Spanish is strongly preferred in order to assist clients.
- Bachelor's degree or Associate degree in legal assistance and/or paralegal studies.
- Florida Registered Paralegals and prior experience in family law, the immigration legal field, or non-profit sector strongly preferred.
- Florida Registered Paralegals and/or ability to become BIA-accredited strongly preferred.
- A minimum of two years of experience in legal field (one year of which is preferable in the area of law the paralegal will be working in at GLS).

Gulfcoast Legal Services is an equal opportunity employer. We offer competitive wages and a generous benefits package. Salary: \$15.00 to \$17.00 /hour depending upon experience.

Interested applicants can send resumes to:

Tara Meyer
Fiscal & Human Resources Coordinator
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