



Full Time Paralegal

About Rural Law Center of New York: Rural Law Center of New York, founded in 1996, is a non-profit agency with a main office located in Plattsburgh, New York and is a primary provider of legal services to low-income individuals in all (44) of New York state's rural counties. The Rural Law Center promotes the right of every person to equal justice under the law by providing high-quality legal assistance to individuals and families in need. For more information, please visit www.rurallawcenter.org.

Responsibilities: Our company is seeking an experienced paralegal proficient civil litigation that can transpose those skills and utilize them in protecting our society's most vulnerable. A paralegal will have the ability to prepare documents for submission to the Courts. The candidate must be highly organized and have the ability to work both independently and as part of a larger team.

We work as a team to provide meaningful legal representation to those most in need making our work very rewarding. We are an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, gender identity, national origin or ancestry, age, disability or veteran status, or other protected status.

Salary: Commensurate with experience.

Benefits: Excellent fringe benefits including generous leave, health, dental, and optical insurance, 403(b) retirement plan and Roth IRA, and a great work environment.

Start Date: flexible

Application Instructions: Applicants should submit a cover letter, resume, and list of three references to Heidi Dennis, Executive Director, at heidi@rurallawcenter.org.

The Rural Law Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply.

COVID-19 considerations: All staff are required to be vaccinated against COVID-19.
Work Location: Plattsburgh, NY (hybrid opportunities are available)