

July 16, 2024

POSITION AVAILABLE: Paralegal in External Relations

OVERVIEW: For more than 50 years, Nassau Suffolk Law Services (NSLS) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, income maintenance, disability, elder law, healthcare, consumer fraud and more. As the only provider of comprehensive civil legal services on Long Island, our services support thousands of poor and low-income families and individuals who cannot afford an attorney. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. NSLS has a staff of more than one hundred and forty employees located in three offices across Long Island.

Office Location: Suffolk County (Islandia Office).

DUTIES INCLUDE: The paralegal shall assist the External Relations Department in providing important updates regarding NSLS, our mission, or legal advocacy tips to Long Island residents and advocates. Such assistance includes but is not limited to drafting and posting NSLS updates and advocacy tips via social media (such as Twitter, Facebook, Instagram, Linked-In, etc.), emailing through Constant Contact, drafting print newsletters; assisting with presentations for Long Island advocates by creating PowerPoint presentations or recordings; and/or assisting with updating website content and intranet content via Microsoft SharePoint. Additionally, tasks include data-entry and working to organize and recruit volunteers and new employees.

START DATE: Immediate

SALARY: \$43,558-\$53,058 union scale, **BENEFITS:** Medical, Dental, Vision, Life Insurance, Long Term Disability (100% of the premium covered by employer), 403b with defined contribution, Student Loan Reimbursement (amount subject to collective beginning agreement) at 1 year anniversary.

REQUIREMENTS: Paralegal training or college degree or appropriate prior experience; Excellent grasp of technology and social media. Must be a team player by collaborating with team members throughout the organization across a variety of programs as well as executing on day-to-day assignments and pitching in where necessary. Solid understanding of brand and messaging for different audiences and platforms. Driven by Nassau /Suffolk Law Services' mission and values and committed to diversity, equity, and inclusion. This could be the perfect position for someone who is interested in legal social justice with a background in communications. Training will be provided to the right candidate.

Interested applicants should submit a cover letter and resume to:

Stephanie Buckheit, HR Manager
Nassau/Suffolk Law Services 1757 Veterans Highway, Suite 50
Islandia, N.Y. 11749
sbuckheit@nsls.legal

NASSAU/SUFFOLK LAW SERVICES COMMITTEE, INC. IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. PERSONS OF COLOR AND PERSONS WITH DISABILITIES, WOMEN AND LGBTQ ARE ENCOURAGED TO APPLY.

PLEASE POST

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