



LEGAL SERVICES CENTER OF HARVARD LAW SCHOOL
CENTRO DE SERVICIOS LEGALES

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JOB ANNOUNCEMENT: PARALEGAL ADVOCATE

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The [Project on Predatory Student Lending](#) seeks outstanding applicants for a new Paralegal Advocate to join the Project to start July 5. The Project is committed to building and maintaining a diverse staff and an inclusive environment. Salary is commensurate with experience.

The Project on Predatory Student Lending

Established in 2012 as part of the Legal Services Center's Predatory Lending/Consumer Protection Clinic, the Project on Predatory Student Lending represents low-income student loan borrowers who have experienced predatory lending in connection with for-profit schools. In addition to representing low-income borrowers in courts and arbitration, it has been a leading advocate for improving state and federal policies that affect low-income borrowers. The Project continues the Legal Services Center's distinguished record of cutting-edge consumer advocacy. To learn more about the Project, please visit www.projectonpredatorystudentlending.org.

This position presents an opportunity to join an exciting and innovative project that provides much-needed services, the benefits of which will extend beyond our local community, to work in a dynamic public interest and clinical teaching law office, and to advocate on behalf of consumers harmed by fraudulent and deceptive practices.

The Legal Services Center of Harvard Law School

Located at the crossroads of Jamaica Plain and Roxbury in the City of Boston, the Legal Services Center is a community-based clinical law program of Harvard Law School. Through five clinical offerings—Family Law/Domestic Violence Clinic, Predatory Lending/Consumer Protection Clinic, Post-Foreclosure Eviction Defense Housing Clinic, Veterans Law and Disability Benefits Clinic, and Federal Tax Clinic—and numerous pro bono initiatives we provide essential legal services to low-income residents of Greater Boston and in some instances, to clients outside our service area. Since 1979, we have engaged in cutting-edge litigation and legal strategies to improve the lives of individual clients, to seek systemic change for the communities we serve, and to provide law students with a singular opportunity to develop fundamental lawyering skills within a public interest law setting. To these ends, we partner with a diverse array of organizations, and continually adapt our practice areas to meet the changing legal needs of our client communities. To learn more, please visit <http://www.legalservicescenter.org/>.

Paralegal Advocate: Two Paralegal Advocates help identify the Project's clients and potential clients by conducting extensive intake and outreach, including by working with community partners and other individuals and organizations. The Paralegal Advocates also support the Project's litigation activities by working with Project attorneys on legal and non-legal research and written advocacy, preparing court filings, developing workflow systems, incorporating technology to facilitate efficient litigation, and participating in other aspects of case management, including client interaction. The Paralegal Advocates work closely with the Project's Director, Director of Litigation, Attorneys, Project Manager, and clients of the Project.

Two years of experience or equivalent education are required. Candidates must have exceptional listening skills, a strong ability to convey information orally and in writing, the demonstrated ability to thrive in a

demanding, mission-driven environment, and a commitment to serving low-income communities. Although experience in or knowledge of consumer law, predatory lending, or the U.S. legal system is not a prerequisite, such experience or demonstrated interest on the part of a candidate is desirable. Special consideration will be given to applicants with proficiency in Spanish. Additionally, we seek candidates who:

- Are committed to and passionate about working with the Project's client base;
- Are culturally competent;
- Can capably and efficiently handle multiple important tasks and priorities;
- Are highly proficient in Microsoft Office and adept at acquiring competency in new technologies;
- Enjoy working in a fast-paced environment and perform well under deadlines;
- Enjoy working collaboratively;
- Have excellent judgment; and
- Are highly organized and detail-oriented.

The Project is committed to building and maintaining a diverse staff and an inclusive environment.

The position is a one-year initial appointment with the possibility of renewal based on funding and Project need.

Salary commensurate with experience. All offers to be made by HLS Human Resources.

To Apply: Applications must be submitted via Harvard's Human Resources website: <http://www.employment.harvard.edu/careers/findingajob/>. Applicants should apply for the position designated as Paralegal Advocate, Harvard Law School (ID #42398BR).