

**Paralegal / Senior Paralegal**  
**Public Benefits Advocacy Team**  
**(Full-Time, Non-Exempt Position)**

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people experiencing homelessness, or living with disabilities, people living with HIV/AIDS, and unhoused veterans.

**Position Description:** Inner City Law Center seeks a full-time Paralegal or Senior Paralegal to assist our legal team focused on disability benefits. This project represents individuals with disabilities gain access to critical income-support benefits. This position involves providing paralegal support to attorneys conducting hearings on disability benefits applications for homeless individuals throughout Los Angeles County. The Paralegal will support attorneys with limited scope immigration and vital documentation procurement representation, including: scheduling and meeting with clients for intake and follow-ups, preparing client documents and files; scheduling and coordinating clients' livescan and USCIS appointments; filing initial FOIA requests with USCIS; coordinating with local, state, and federal vital record agencies, and updating client case management and tracking systems. This is a unique opportunity to join an exciting project that will positively impact thousands of individuals' lives in Los Angeles. The position will focus on providing paralegal support to attorneys working to allow access to SSI, SSDI and CAPI (Cash Assistance Program for Immigrants) benefits.

The Public Benefits Team Paralegal will work as part of a team and will provide paralegal support to attorneys including: client intake and communication; handling correspondence; requesting medical records; preparing and submitting records for hearings; contacting government agencies; formatting and editing Word documents; and scheduling appointments and meetings. The Paralegal may also perform other duties as needed. This is a hybrid position working both in office and remote.

**Hiring Criteria:** Commitment to ICLC's mission and values. Excellent oral and written communication skills. Organized and detail-oriented. Ability to assume responsibility quickly and independently manage varied responsibilities. Ability to use good judgment, multitask and meet deadlines. Experience with Outlook and the Microsoft Office Suite. Ability to learn and utilize databases, software, and case management systems. Excellent customer service skills. Access to reliable transportation. Must be a certified paralegal or have a bachelor's degree.

**Compensation:** Hourly range is \$24.04 to \$37.45, depending on qualifications and experience. Excellent benefits.

**How to Apply:** To apply, please upload your resume and a cover letter detailing interest in the position directly at [www.innercitylaw.org/join-our-team](http://www.innercitylaw.org/join-our-team). Cover letters and resumes are reviewed upon receipt.

*Inner City Law Center is committed to having a diverse staff and an equitable and inclusive workplace. To read our full DEI Statement, please click [here](#).*

*ICLC is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, or medical condition. All qualified applicants with criminal histories shall be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*

*To keep our Staff and Clients safe, ICLC requires all Staff to have received the COVID-19 vaccine.*