



The Support Center for Child Advocates (*Child Advocates*) is seeking a full-time PARALEGAL to serve the agency's Core Program on Child Protection. Work for a premier child advocacy program. Experience multidisciplinary practice of lawyers and social workers, outstanding staff collegiality, and commitment to quality service.

AGENCY: The *Support Center for Child Advocates* is Philadelphia's volunteer lawyer program for abused and neglected children, providing legal and social service advocacy, through the service of volunteer attorneys, paralegal and legal assistants, working in conjunction with staff social workers, attorneys and other staff. *Child Advocates* seeks to protect children by securing social services, finding alternative homes and helping them testify in court. For all of the children committed to our care, we work to ensure safety, health, education, family permanency and access to justice. Systemically, we promote collaborative, multi-disciplinary casework and solutions to recurrent problems. For the community, we provide educational programs to increase awareness about the problems of and ways to prevent child abuse. Whenever possible, *Child Advocates* seeks to maintain children and families in their own homes. Respected for diligent and effective advocacy throughout its more than 39 years of service, *Child Advocates* attorneys and social workers move public systems to deliver entitled services and private systems to open their doors to needy children and their families.

POSITION SUMMARY: Primary job responsibilities include: distribution and uploading of all filings, notices, orders and other electronic filing on a daily basis; management of legal resources and materials in data management system; obtain, record, update and organize all volunteer clearances and licenses; verification of volunteer attorney PA licensing; preparation of training materials; provide assistance and support for trainings; data entry related to trainings; and schedule courtroom observation sessions.

QUALIFICATIONS: Minimum of Associates Degree in Paralegal Studies required. Minimum of three years of experience in a legal setting. Bachelor's degree preferred. Experience in a non-profit setting is a plus. Computer proficiency with MS Office and experience in databases required. Experience with MS-Dynamics CRM, SharePoint, and/or Raiser's Edge a plus. Efficiency, superior organizational skills, ability to prioritize, attention to detail, flexibility, and good judgment are critical in this job position. Salary: \$28,000+ (based on experience). Benefits incl. health, disability & life insurance, 401-K, cafeteria plan for dependent care expenses, and generous leave program. Apply to: *Paralegal Search, Support Center for Child Advocates, 1900 Cherry Street, Philadelphia, PA 19103* or email cover memo and resume to: personnel@advokid.org (include "Paralegal Search" in subject line).

Child Advocates does not discriminate in any aspect of employment on account of race, color, religion, national origin, age, sex, sexual orientation, disability, veteran status, or any other basis prohibited by law.