



Maine Equal Justice is hiring a Paralegal to  
Help us Increase Economic Security and Opportunity in Maine!

**Job Summary:** Maine Equal Justice has an immediate opening for a highly organized, detail-oriented individual for a full-time Paralegal. The Paralegal provides direct service to individuals and families that contact Maine Equal Justice (MEJ) for assistance with public benefits and other basic needs. This position conducts intakes, provides advice and referrals, and advocates on behalf of clients with state agency staff, as appropriate. The position also assists with MEJ's legislative advocacy, including identifying and supporting clients to participate in legislative activities. This is a hybrid position with a combination of in-person and work-from-home opportunities.

Maine Equal Justice is a nonprofit legal aid and economic justice organization located in Augusta, Maine that represents the interests of people with low income in the state legislature, before the courts and administrative agencies, and through outreach and education in the community. Maine Equal Justice works to increase economic security, opportunity, and equity in Maine, ensuring that people can access adequate health care, food, income security, and higher education and training.

### **Representative Tasks:**

- Receives and evaluates client phone calls and complaints and determines method of response.
- Consistently enters and maintains accurate client data in MEJ database.
- Works with Legal Services and other MEJ staff, as necessary, to develop appropriate response to client requests.
- Provides response, including referral and resource information, as appropriate, and negotiate with the Department of health and Human Services to resolve issues.
- Tracks client contacts and refers interested individuals to the organizing team to engage in advocacy activities.

### **Knowledge, Skills, and Abilities:**

- General knowledge of the federal and state laws and agency rules relating to poverty issues including housing, TANF/ASPIRE/Parents as Scholars, SNAP, Medicaid.
- Knowledge of additional programs and resources throughout the state that provide services or benefits to low-income people.
- Ability to differentiate between a systemic issue and individual problem.
- Ability to evaluate client issues and concerns (sometimes beyond what they indicate that they are calling about) and make appropriate referrals.

- Ability to find answers to individual problems by researching statutes, program manuals, and/or talking to appropriate experts.
  - Ability to listen to clients, gather necessary information and write up their stories either for presentation in the form of testimony or in the form of an intake.
  - Knowledge of computer programs including Microsoft Office and G-Suite. Salesforce experience helpful but not required.

**Minimum qualifications:**

A four (4) year combination of education, training, and experience in working on issues that affect low-income people, including direct client contact. Knowledge and experience of the legal system and substantive and procedural law. Bachelor's degree and knowledge of a spoken language in addition to English preferred but not required. Paralegal experience preferred.

**Licensing/Registration/Certification Requirements:** None

**Special Requirements:** None

**Location:** MEJ has offices in Augusta, Maine, and staff have the option to work remotely. Some travel in Maine is required.

**Salary and Benefits:** Salary range of \$52,000-\$60,000 based on experience. Health and dental insurance are provided, with premiums and deductibles mostly covered by employer, as well as employer-paid life insurance and short- and long-term disability insurance. MEJ offers retirement accounts with an annual employer contribution, generous vacation time (five weeks vacation in first year of employment), generous sick time, and 14 paid holidays per year.

**To Apply:** Submit a letter of interest and a resume addressed to Frank D'Alessandro, Director of Legal Services, and emailed to [admin@mejp.org](mailto:admin@mejp.org) (PDF's preferred). Applications will be accepted until April 21, 2023.

More information about Maine Equal Justice can be found at [MaineEqualJustice.org](http://MaineEqualJustice.org). We encourage people of color, members of the LGBTQ community, and those with lived experience of poverty to apply. Maine Equal Justice is an Equal Opportunity Employer.