

# PARALEGAL CANDIDATE INFORMATION PACKET



<https://pegasuslaw.org/join-our-team/>

## WHO WE ARE

Pegasus Legal Services for Children is a state-wide nonprofit legal aid organization based in Albuquerque, NM. Our mission is to promote and defend the rights of children and youth to safe, stable homes, quality education and healthcare, and a voice in decisions that affect their lives. We serve anyone 25 or younger with their civil legal needs, or caregivers taking care of other people's children who are in need of kinship guardianship. We advocate for children's rights and partner with other organizations for system reform.

## CULTURE

Pegasus is committed to working within an anti-racism, anti-oppression, and anti-colonial framework, and recognizes that systemic privilege and oppression have strongly shaped staffing patterns in the nonprofit sector. We encourage applications from racialized people, Indigenous people, migrants, people with marginalized sexual or gender identities, and people living with disabilities.

Pegasus prioritizes staff well-being through our policies and culture. To this effect, we offer:

- A 4 day, 32-hour work week year-round (the office is closed on Fridays)
- Unlimited Leave with a 2 week suggested minimum, with an additional week off during the holidays when our offices close.
- 3 months 100% paid parental leave after 3 months of employment
- Fully paid employee health, dental, vision, long term disability, and life insurance
- Annual continuing education
- A retirement plan with a 3% match, no waiting period and immediately vested
- Monthly phone stipend of \$40/month for Full Time employees, \$500 home office supply budget per year
- Hybrid work options with technology provided (hybrid work available after training period)
- Optional support groups led by a licensed clinical social worker every 6 weeks to discuss difficult cases and emotionally support colleagues

We are a 100% vaccinated workforce and require proof of COVID-19 vaccination for all employees

## QUICK FACTS

- Founded in 2002
- \$1,000,000 annual budget
- 13-15 employees
- Office in downtown ABQ

## APPLICATION PROCESS

January 10 - February 5: Candidates may apply by emailing their resume to our Director of Finance and Operations, Jen Jones (jen@pegasuslaw.org). Candidates moving forward in the process will be sent 1-2 follow up questions in lieu of a cover letter.

February 6 - 15: Chosen candidates will be scheduled for 1-hour virtual interviews with our Senior Paralegal, and one or two other staff members. Interview questions will be sent the day before. All interviewed candidates will be paid for their time through a Visa e-gift card worth \$25, sent after completion of the interview.

February 12 -22: Chosen candidates will be scheduled for 1-hour virtual 2nd interviews with the Executive Director and one or two other staff members. Interview questions will be sent the day before. All interviewed candidates will be paid for their time through a Visa e-gift card worth \$25, sent after completion of the interview. We will ask chosen candidates for 2-3 references. We offer the highest salaries we possibly can at the point of job offer & raises, to not favor those who are more inclined to negotiate.

Every two weeks throughout the process: Candidates will be updated on their application status.

Target start date March 4, 2024 with flexibility if needed.

## JOB DESCRIPTION & REQUIREMENTS

Our paralegals work with the paralegal team, staff attorneys, client advocates, program specialists, and office manager, on behalf of children and youth in New Mexico. The paralegal provides a range of legal support to our attorneys, including preparing legal documents, filing pleadings, maintaining files, and communicating with clients throughout their case. Our clients include grandparents and other kin caregivers taking care of someone else's children, and youth 25 and younger.

This full-time position reports to our Senior Paralegal, and works closely with staff attorneys, paralegals, program specialists, and client advocates. This position is hybrid in that remote work is available after a training period (with some in-office time each week). Candidate must have 1 year of legal office experience including filing pleadings, be able to learn new computer systems quickly, have strong verbal and written communication skills, attention to detail, and understand or be willing to learn how to listen to traumatic stories while staying calm and taking care of their emotional health with the help of their coworkers.

If you are thinking to yourself “I have some of this, but not all of it,” we encourage you to apply anyway.

### QUICK FACTS

- Applicants meeting our minimum requirements can expect a starting salary of \$43,000. Bilingual (Spanish/English) applicants meeting the minimum requirements can expect a starting salary of \$47,000
- Minimum Requirements:
- 1 year legal office experience required, including filing pleadings