

The Center for Elder Law & Justice, Inc. ("CELJ") is seeking a full-time, paralegal. CELJ is a 48 person nonprofit law office with three offices located throughout Western New York. It is our mission to use the legal system to help our clients live independently and with dignity.

Preferred Qualifications:

- Knowledge of Healthcare Law, helpful
- Legal services background also helpful
- 0-5 years of experience
- College degree, or equivalent paralegal experience required; paralegal certificate helpful
- Must be organized with excellent oral and written communication skills
- Ability to work efficiently and accurately while exhibiting patience and diplomacy
- Travel between local offices is required

CELJ offers a competitive benefits and compensation package, including:

- Generous vacation and sick time.
- Thirteen holidays a year, plus two half-day holidays
- Summer hours between Memorial Day and Labor Day
- Payment of license fees and association dues
- Encouragement of professional development

To Apply:

Send cover letter and resume to Rachel Haseley, HR Manager
Rhaseley@elderjusticenyny.org

No phone calls please.

CELJ is an affirmative action/equal opportunity employer and welcomes all to apply, including veterans and individuals with disabilities. Employer recruits without regard to sex, race, sexual orientation, or gender identity, and any such candidates are strongly encouraged to apply