**Job Title:** Rental Assistance Paralegal Specialist  
**Location:** Pueblo  
**Classification:** Non-exempt status  
**Reports To:** Managing Attorney, with the Eviction Diversion Program Coordinator providing day-to-day operational oversight  
**Salary Range:** $45,034-$60,997 plus $4,200 yearly stipend. Salary commensurate with experience.

**Organization Overview:**  
Colorado Legal Services (CLS) is Colorado’s statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law, public benefits, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities—one person at a time for over 90 years. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

**Position Summary:**  
Colorado Legal Services seeks a dedicated full-time Rental Assistance Paralegal to join our team in Pueblo. This role is pivotal in bolstering our eviction diversion program and facilitating rental assistance for underserved communities. Working closely with the Eviction Diversion Program coordinator and eviction defense attorneys, the Paralegal Rental Assistance Specialist supports this goal by submitting applications through the Emergency Rental Assistance Program (ERAP) process, and the local housing stability funding programs, including gathering supplemental documentation a required by each funder, communicating with landlords, state agencies, and community partners, submitting rental assistance applications and monitoring the progress of each case.

**Essential Duties:**
- **Client Interaction:** Gather required documentation, monitor client cases, providing essential support and maintaining accurate data records and apprising clients of the status of their application.
- **Language Access:** Ensure equitable access for clients with limited English proficiency, utilizing interpretation and translation services as needed.
- **Data Management:** Ensure meticulous data entry into case management systems and client files.
- **Community Engagement:** Foster ongoing relationships with funders and community partners, strategizing for the advocacy of low-income populations.
• **Adaptability**: Handle special projects, specific client issues, or problems as directed by the program.

• **Reporting**: Engage in case management, data tracking, and reporting as required.

**Required Qualifications:**

• **Communication Skills**: Strong verbal and written communication skills essential for client interaction and outreach.

• **Detail-oriented**: Excellent organizational skills, ability to independently manage multiple tasks and deadlines, attention to detail, and demonstrated time-management skills.

• **Technical Skills**: Working knowledge of Microsoft Office and the legal system is essential.

• **Sensitivity**: Demonstrated sensitivity to the needs of low-income individuals and non-English speakers

**Required Qualifications:**

• **Education**: A high school diploma or GED is required. Preferred qualifications include an Associate degree, a bachelor’s degree, and/or certification as a paralegal

**Preferred Qualifications:**

• 1 + years of experience in paralegal work, or other relevant positions.

• 1+ years of customer service experience or public interaction with low-income or other vulnerable communities.

**Compensation and Benefits:**

We offer a generous plan that includes 100% employer paid premiums for employee health, dental, vision, life, and long-term disability insurance as well as partial employer paid premiums for spouses/dependents, based on a sliding scale. We also offer Dependent Care and Medical Flexible spending accounts, a 403(b) retirement account, and an Employee Assistance Program (EAP). Additionally, CLS offers a $350.00 monthly stipend (to be used as you choose), generous paid time-off and 12.5 paid holidays per year. CLS values its employees’ commitment to working hard for the population it serves and recognizes the importance of work/life balance; therefore, we offer flexible work schedules and hybrid work arrangements as appropriate. We promote and foster a diverse, inclusive, equitable, and psychologically safe work environment, striving to be a “Best Place to Work” in Colorado.

**How to Apply:**

Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “Rental Paralegal Specialist “Pueblo” in the subject line.
Note: Please mention how you heard about the job announcement in your email.

Please no solicitations from recruitment firms.

Our Commitment to Diversity, Equity, Inclusion, and Belonging:
CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer. We are committed to building and retaining a workforce that respects and empowers each individual and represents a variety of diverse cultures, perspectives, skills, and experiences. We encourage all qualified candidates to apply for this position.