

Neighborhood Justice Center, Inc.

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Executive Director
Cullin J. Smith, Esq.



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Community Advocate/ Investigator Position Available

The Neighborhood Justice Center (NJC) is seeking a talented and passionate Community Advocate/ Investigator to join our legal team on a full-time basis.

NJC is a non-profit, community oriented criminal defense law firm who serves only the indigent, focusing on communities of color. Our office actively fights for the rights of the community to help ensure that all our clients, including those who do not speak English, may not have permanent status in the U.S. or are traditionally disenfranchised have equal access to justice.

The Community Advocate/ Investigator conducts intakes with clients, investigates the facts, and assists attorneys with court communication and case preparation. Community Advocates/ Investigators present intakes to the attorneys at NJC for case acceptance, and also represent NJC in community meetings and outreach.

Qualified candidates must have the ability to work well with diverse clientele, and have experience with criminal justice issues. A degree in a related field is preferred (paralegal, social justice, social services, criminal justice...). Bilingual individuals encouraged to apply, but a second language is not required for this position.

Persons of color and GLBTQ are encouraged to apply.

Hourly rate range starts at \$16.00 per hour, but will depend on experience. NJC offers a competitive compensation package including paid health, life and disability insurance, as well as a 401K match contribution.

If interested, please respond as soon as possible. Position will remain open until a suitable candidate can be found.

To apply please send a cover letter and resume to Cullin J. Smith, Executive Director, at csmith@njcinc.org.

Cullin J. Smith
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