

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 seeking justice for 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. and/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 and social justice issues. A degree in a related field is preferred (paralegal, social justice, social services, criminal justice, chemistry...).

Bilingual individuals are encouraged to apply, but a second language is not required for this position. Persons of color and GLBTQ are also encouraged to apply.

Hourly rate range starts at \$17.00 per hour, but will depend on experience. NJC offers a competitive compensation package including paid health, life and disability insurance, substantial paid time off and holidays, as well as a 401K retirement match contribution.

If interested, please apply via email no later than August 30, 2019, at 4:00pm.

To Apply: Send a Letter of Interest, Resume and any references or letters of recommendation you choose to submit to Executive Director Cullin J. Smith at csmith@njcinc.org. In the subject line of the email please put "Community Advocate/ Investigator Application." You will receive a reply email acknowledging receipt of your submission.

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