Empire Justice Center, a highly respected, statewide nonprofit law firm, is seeking a Disability Advocacy Program Paralegal to join our team. This is an opportunity to join one of the most effective organizations serving low-income individuals and families in New York State.

Empire Justice Center hires dedicated, determined, and passionate advocates to make a significant impact on the lives of New Yorkers. We achieve our successes through a combination of direct legal representation and high-impact litigation and policy work. We also provide training and technical assistance to other advocates working towards the same goals.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development.

The Position
The Paralegal for the Disability Advocacy Program will provide direct representation to claimants appealing denials of disability benefits by the Social Security Administration.

Skills and Abilities
- 4-7 years’ experience.
- Demonstrated commitment to public interest law.
- Provide direct representation to claimants at administrative hearings and appeals before the Social Security Administration.
- Interview clients.
- Analyze and develop evidence.
- Present oral and written arguments.
- Keep accurate time records.
- Participate in community and continuing legal education events.
- Maintain an up-to-date understanding of the laws, regulations, and guidelines around litigation.
- Maintain professional, compassionate, and effective relationships with clients.
- Other duties as assigned.
- Spanish language proficiency is preferred but not required.

Salary and Benefits
The top salary for this role is $64,500. Salary is commensurate with experience and based on the organization’s salary scale.

Empire Justice Center currently offers a generous benefit package, including health insurance, life insurance, vacation, holiday, and sick time. We are an organization that supports and encourages a work/life balance and a hybrid remote work schedule.
Empire Justice Center is an Equal Opportunity/Affirmative Action employer who desires a diverse work force. People of color, women, people who are disabled, people who are elderly and people who are LGBTQ+ are welcomed and encouraged to apply.

TO APPLY
Applications will be accepted until the position is filled. If interested e-mail a cover letter, resume, legal writing sample and three professional references to employment@empirejustice.org

Please include, DAP Paralegal, First/Last Name to the subject line of the email. No phone calls or hard copies please. Incomplete applications will not be considered.

DAP Paralegal
employment@empirejustice.org