Position: Paralegal / Case Coordinator
Department: Legal Services
Reports To: Director of Legal Services
Status: Full-Time, Nonexempt
Salary Range: $60,000–$75,000 annually ($28.85–$36.06 per hour, based on 40 hours per week)
Introductory Period: 90 days

JOB SUMMARY:

The LGBTQ Center Long Beach is seeking an experienced, detail-oriented, and highly organized Paralegal / Case Coordinator to support the delivery of accessible, affirming legal services to LGBTQ+ community members, including crime victims and survivors of violence.

Under the supervision of the Director of Legal Services, the Paralegal will provide substantive legal support, including legal research, document drafting, case preparation, and client communication, while helping coordinate client services and referrals. The position works closely with legal services staff and volunteer or contracted attorneys to ensure accurate documentation and timely case progression.

As the department's sole Paralegal, this position requires a proactive, resourceful, and self-directed professional who can independently manage assigned responsibilities and exercise sound judgment with minimal day-to-day direction while remaining under attorney supervision. The ideal candidate will demonstrate strong legal skills and a commitment to compassionate, culturally responsive, and trauma-informed client services.

Primary Duties and Responsibilities:

Legal Case Preparation and Support

- Review intake materials, gather supporting documentation, identify missing information, and organize complete and accurate case files.
- Prepare case summaries, factual timelines, evidence, referral materials, and other documentation to support legal representation.
- Draft legal documents for attorney review, including name and gender marker change petitions, restraining order forms, declarations, and other court-related documents.
- Assist with CalVCB applications, Marsy's Law notices, victim impact statements, and related victim assistance documentation.
- Prepare legal correspondence, attorney referral letters, engagement documents, conflict-check materials, and case closure letters.
- Conduct legal research, prepare summaries or memoranda, and assist with court filings, calendaring, and related administrative procedures under attorney supervision.

Client Communication and Case Coordination

- Communicate with clients to obtain information, request documentation, provide procedural updates, and coordinate next steps under attorney direction.
- Coordinate case information and referrals among legal services staff, clients, and volunteer or contracted attorneys.
- Help maintain relationships with referral partners, service providers, and community organizations that support client services.

- Monitor case progress, deadlines, outstanding documentation, and follow-up activities to ensure timely case management.
- Assist clients with administrative processes involving identity documents, agency corrections, insurance matters, and related legal service needs.
- Provide confidential, culturally responsive, and trauma-informed assistance to LGBTQ+ clients, including survivors of violence and other vulnerable populations.

Case Management and Program Administration

- Maintain accurate, organized, and confidential case files and update client information, services, referrals, and outcomes in the case management system.
- Track program activities, service deliverables, and grant-related reporting requirements.
- Develop and improve case management procedures, forms, templates, and workflows to strengthen efficiency and client service.
- Maintain program records in accordance with applicable confidentiality, grant, and organizational requirements.
- Participate in case reviews, meetings, and trainings; collaborate with staff across departments; and perform other related duties consistent with the position's responsibilities and professional standards.

Required Qualifications, Experience and Skills:

Required

- Meets the education and experience qualifications for paralegals under California Business and Professions Code § 6450 and complies with applicable continuing education requirements.
- Minimum of two years of professional paralegal experience or equivalent experience in legal services, legal aid, victim services, community-based programs, or related fields.
- Strong legal writing, research, and analytical skills, with demonstrated experience in document preparation, case summaries, organizing case files, and client communication.
- Ability to independently manage multiple legal matters, prioritize competing responsibilities, exercise sound judgment, and ensure timely follow-through.
- Ability to work effectively in a small legal services department with limited administrative support while recognizing when attorney direction or approval is required.
- Demonstrated commitment to client confidentiality, professional boundaries, and culturally responsive, trauma-informed services.
- Proficiency with Microsoft 365 and the ability to learn electronic case management systems.

Preferred

- Experience in nonprofit legal services, legal aid, or community-based organizations serving LGBTQ+ individuals, survivors of violence, or other underserved populations.
- Familiarity with California court procedures, electronic filing, name and gender marker changes, restraining orders, and victim assistance programs.
- Experience with Clio or similar case management software and grant-funded program reporting.
- Bilingual or multilingual skills, particularly Spanish, Khmer, Tagalog, or American Sign Language.
- California notary commission or willingness to obtain one.
- Ability to travel locally as needed.

Legal Supervision

The Paralegal performs substantive legal work under the supervision of the Director of Legal Services or another supervising attorney. The Paralegal may not independently provide legal advice, represent clients in court, or engage in the unauthorized practice of law. Substantive legal work is subject to appropriate attorney review and approval.

The LGBTQ Center Long Beach is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.

This job description is intended to provide a general overview of the position and is not an exhaustive list of all duties and responsibilities. Employment is at-will, and either the employer or employee may terminate the employment relationship at any time, with or without cause or notice.

We are committed to providing reasonable accommodations for individuals with disabilities. If you require an accommodation during the application process, please let us know.

ONE IN LONG BEACH, INC
dba THE LGBTQ CENTER LONG BEACH
EMPLOYMENT APPLICATION

The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/ expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federals laws in any of its employment practices and activities. All employment decisions shall be made without regard to any of these characteristics.

INSTRUCTIONS:

Please complete all fields. Incomplete information could disqualify you from consideration. Please submit a cover letter, resume, and this application to Steven A. Friday, Director of Legal Services at **sfriday@centerlb.org.**

PART I: CANDIDATE'S INFORMATION

Name:	Date:	
	Pronouns (Optional):	
Address:		
City:	State:	Zip code:
Phone:	Email:	

PART II: PREVIOUS EMPLOYMENT WITH THE CENTER

Have you ever been employed by The Center?		☐ Yes	☐ No
DATE(S):	**FROM:**	**TO:**	
WHAT WAS YOUR ROLE?			
WHO WAS YOUR STAFF SUPERVISOR?			

PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER

Have you ever volunteered at The Center?			☐ Yes	☐ No
DATE(S):	☐ One time	**FROM:**	**TO:**	
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART IV: SERVICES FROM THE CENTER

Have you ever received any services at/from The Center?			☐ Yes	☐ No
DATE(S):	☐ One time	**FROM:**	**TO:**	

PART V: AVAILABILITY

For which position are you applying?			
What type of work are you seeking?	☐ Full time	☐ Part-time	☐ Temporary
On what date can you start?			

Please use the spaces below to write which days and hours you are available for work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

If needed, can you work overtime?	☐ Yes	☐ No

PART VI: EDUCATION

Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+

Institution's Name	City/State	Years Completed	Graduation Date	Diploma/Degree

PART VII: JOB RELATED SKILLS		
Language skills: Are you fluent (speak, write, read) in any other language other than English? *If so, please describe below.*	☐ Yes	☐ No
Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center.		
Have you read the job description?	☐ Yes	☐ No
Do you understand the requirements of the job?	☐ Yes	☐ No

PART VIII: EMPLOYMENT HISTORY				
☐ **I am still working for this employer**	May we contact employer?		☐ Yes	☐ No
Employer's Name				
City/State		Phone		
Position/Job Title	Supervisor's Name			
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

PART IX: PROFESSIONAL REFERENCES	
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone

ACKNOWLEDGMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature _____ Date _____