



**HOPE'S  
DOOR**  
Embracing Life Free  
From Domestic Abuse

## Job Posting Domestic Violence Agency in Westchester County

Date of Posting – February 5, 2019

Position based in Hawthorne, New York

### Paralegal – Hope's Door Legal Center

**Bilingual Spanish is a Plus**

**Overview of Agency:** Hope's Door seeks to end domestic violence and to empower survivors to achieve safety, independence, and healing from the trauma of abuse. We have served victims of domestic violence since 1980, touching the lives of more than 11,000 persons last year. Our services include shelter, hotline, counseling, support groups, advocacy, information and referral, legal services, and an extensive school and community based education program. At Hope's Door, services are survivor-centered, empowerment-based, and affirm the inherent dignity and worth of each individual.

We are seeking a highly motivated paralegal with experience in Family Law and Matrimonial Law.

**Primary responsibilities include:**

1. Assist attorneys in the preparation of pleadings, motions and stipulations for court;
2. Serve as liaison between clients, adversaries, and courts;
3. Maintain case management system and calendar;
4. Complete intakes with clients;
5. Assist legal center staff in documentation and reporting obligations

#### Preferred Skills and Experience

1+ year of relevant experience  
Knowledge of New York courts and court procedures  
Computer Skills: Word, Excel  
Bilingual Spanish is a plus

<b>Salary and Benefits</b>	<p><b>Annual Salary: \$40,000 to \$45,000</b></p> <p>Flexible Benefits with Health Plan Options – Value of \$800 per month after 3 months of service – Opt Out Benefit Life Insurance - Short and Long-term Disability - 401K Participation after Year 1</p> <p><b>Vacation:</b> 20 days    <b>Sick Time:</b> 12 days    <b>Holidays:</b> 12 days</p>
----------------------------	---

**APPLICANTS PLEASE SEND RESUME AND COVER LETTER TO**

DIANNE DEFILIPPIS, DIRECTOR OF ADMINISTRATION - HOPE'S DOOR, INC., PO BOX 262, HAWTHORNE, NY 10532

**E-MAIL ADDRESS:** [DDeFilippis@HopesDoorNY.org](mailto:DDeFilippis@HopesDoorNY.org)

Hope's Door policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, national origin, marital status, parental status, or political affiliation in employment and delivery of services.

*Come join our dedicated team and make a difference in the lives of those wounded by abuse.*