

JOB POSTING

Posting Date: September 1, 2026

Position Title: Anti-Human Trafficking Paralegal

Classification: Full-time, non-exempt

Location: In person – Rockland County, NY – New City, NY

Benefits and PTO Package: Includes medical, dental and vision care: 34 PTO days; and 12 paid holidays

Salary Range: Starting in the \$70,000s, depending on experience

Reports to: Deputy Program Officer

Anticipated Start Date: ASAP

The Anti-Human Trafficking Paralegal is responsible for serving citizen and non-citizen survivors of domestic violence, sexual assault and human trafficking. The Paralegal should be committed to the mission of the agency and will provide clients with high standards of legal services in a way that is client-centered. The Paralegal must have strong oral and written advocacy skills; be proactive, organized and responsive to deadlines; be culturally competent; and collaborate well with other departments within the organization in addition to external partners and stakeholders. This position is a full-time, non-exempt position that reports to the Deputy Program Officer.

Job Responsibilities:

- Providing telephone screenings and in-person intake appointments with clients.
- Providing substantive paralegal support to the Family Court practice including, but not limited to, drafting guardianship/custody and special findings petitions, filing documents and helping clients with income affidavits.
- Providing substantive paralegal support to the Immigrant Rights practice including, but not limited to, preparing immigration forms, gathering supporting documentation, drafting affidavits and sending out law enforcement certification requests.
- Providing legal advocacy and potential accompaniment and translation with local and/or federal law enforcement for victims and survivors.
- Providing biweekly legal office hours in high-risk school districts for potential intake and pre-screening and providing referrals for consultations.
- Coordinating client services with other agency programs, including advocates from the Shelter, domestic violence, sexual trauma and human trafficking programs.
- Participating in working groups and anti-human trafficking task forces that seek to improve access to justice; coordinating a community-wide response to domestic violence, sexual assault and human trafficking; raising standards of practice and services to survivors; and building legal capacity in our community.
- Participating in community outreach, education and Know Your Rights workshops.
- Preparing and maintaining statistics, reports and case records.
- Any additional duties as needed to represent and support victims and the agency.

Qualifications:

- Paralegal Certificate or B.I.A. accreditation strongly preferred.
- Direct experience doing paralegal work preferred.
- Experience working with diverse communities.
- Commitment to the public interest, to high standards of legal practice and to client-centered services.
- Excellent research, writing and oral advocacy skills.
- Strong organizational and time management skills.
- Ability to work in a fast-paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines.
- Ability to work collaboratively in a multi-disciplinary environment.
- Proficiency with word processing and database software.
- Fluency (speaking, reading and writing) in both English and Spanish is preferred.
- Ability to attend all agency-required trainings, including a weeklong onboarding training at the Residential Shelter.
- Ability to communicate with staff and clients.
- A valid driver's license and access to reliable, insured transportation are required.

ORGANIZATIONAL OVERVIEW: At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization responding to domestic violence, sexual assault, human trafficking, and other crimes in Rockland County, New York, by providing multilingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

NO PHONE CALLS, PLEASE. Applicants may email, mail or fax resume and cover letter stating why you are interested in this position and including your salary requirements and why you are passionate about our mission.

Email: humanresources@centersc.org **Subject line must read: Anti-Human Trafficking Paralegal**

Mail: Center for Safety & Change, 9 Johnsons Lane, New City, NY 10956 **Fax:** (845) 634-3396

The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.

For Information on Center for Safety & Change please go to
www.centerforsafetyandchange.org