



Legal Information for Families Today

Bilingual Program Associate Job Posting

Legal Information for Families Today (LIFT) is seeking an enthusiastic and compassionate Program Associate to join our team.

This role is an excellent opportunity for someone who is interested in innovative access-to-justice work. Program Associates provide direct support through LIFT's Helplines, and across other LIFT programs. Program Associates help people navigate and understand the legal system. LIFT provides our associates with comprehensive training on the laws and procedures of New York Family Court. This position reports to the Helpline Manager.

LIFT is a non-profit organization whose mission is to enhance access to justice for children and families by providing legal information, community education, and compassionate guidance, while promoting system-wide reform of the courts and public agencies. We empower those without lawyers to successfully self-advocate in the New York Family Courts. To learn more about our programs please visit www.LIFTonline.org

Responsibilities include but are not limited to:

- Provide legal information and targeted community-based referrals directly to participants on LIFT's Telephone, Email, and Live Chat Helplines about New York State family law in English and Spanish;
- Schedule appointments for participants, staff attorneys, and pro bono attorneys;
- Assist in the development and translation of legal resources for clients and
- Assist with data collection for reporting purposes.
- Support LIFT's community-based initiatives.

Qualifications include:

- Fluency in Spanish strongly preferred;
- Bachelor's degree required, applicants with legal or social work experience encouraged to apply;
- Strong communication, organizational skills and commitment to providing high-quality compassionate service;
- Experience or a demonstrated interest in increasing access to justice;
- Basic knowledge of MS outlook, Word and Excel;
- Familiarity with database management and reporting;
- Professional, energetic, enthusiastic, adaptable, flexible, able to multi-task;
- Attentive to details and ability to think critically and
- Commitment to LIFT's mission and values.

Salary and Benefits: LIFT offers a competitive salary that is generous for an organization of our size. Our generous benefits package includes Medical, Dental, and Vision Insurance, Flexible Spending Accounts, TransitChek Program and a 403B Retirement Savings Plan that is matched up to 5% after one year of service. LIFT also offers up to four weeks of vacation plus sick time, federal holidays, summer Fridays, and an excellent work life balance.

How to Apply: For confidential consideration please email your resume and thoughtful cover letter with "Program Associate" in the subject line to HR@LIFTonline.org. No telephone calls please.

LIFT is proud to be an Equal Opportunity Employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.