



Job Description

Job Title: Volunteer Paralegal/Legal Advisor

Department: Human Services/Non-profit

Reports To: Director

Location: Remote/Hybrid (Temporarily)

Prepared By: Human Resources

Company Overview:

Divine Services & Foundations, Inc. (DSF, Inc.) is a faith-based non-profit organization designed to provide services and programs to local communities (Maryland and Washington, D.C.) Surrounding domestic violence, mental health, mental awareness, conflict resolution and enrichment programs. Divine Services & Foundations, Inc., was founded in Fort Washington, Maryland in 2022. DSF, Inc. is embarking on an ambitious plan to raise significant endowment, capital, and program funds to build the organizations immediate impact and strengthen its long-term sustainability.

DSF, Inc. is driven to provide prestigious services by the following core values:

- Spiritual Development
- Integrity
- Hospitality
- The Love of People
- Healing & Positive Transformation
- Serving others
- Unity
- Enriching Lives

For more information about Divine Services & Foundations, Inc., please visit our website at: www.dsfinc.org (This website is currently under construction)

Summary:

The Volunteer Paralegal, also known as legal advisor, will provide legal advice and support to DSF, Inc's clients. The volunteer will prepare legal documents and prepare clients for trials, hearings and other legal proceedings pertaining to domestic violence resulting in legal matters. The volunteer paralegal will play a vital role in client communication.

Essential Duties and Responsibilities:

- Drafts, proofs and/or edits correspondence, pleadings, agreements, etc. for DSF, Inc's clients surrounding domestic violence
- Maintains calendars, schedules consultations, meetings, events, conferences, and trainings for DSF, Inc's clients surrounding domestic violence and other legal needs
- Assists DSF, Inc's clients with trial preparation, including preparing and organizing exhibits and attorney trial notebooks.
- Maintains and manages correspondence, pleadings, court logs, files etc. for DSF, Inc's clients surrounding domestic violence and other legal matters.
- Answer phones and respond to general inquiries, including new DSF, Inc client intake.
- Performs other related duties as assigned.

Requirements:

- Excellent verbal and written communication skills.
- Understanding of legal language and principles, court pleadings and processes, and other related matters.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Proficient with Microsoft Office 365 Suite or related software, such as Zoom/Webex and Clio.
- Associates degree in Paralegal Studies pr related field required: Bachelor's degree in Paralegal Studied pr related field preferred.
- Paralegal certificate is highly desirable.
- At least 2 years of related experience preferred.