



Native American Program
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Paralegal – Equal Justice Isleta / Native American Program

Santa Ana, New Mexico

New Mexico Legal Aid (NMLA) provides civil legal services to low-income New Mexicans to promote family and economic stability, helping clients access food, shelter, security, and to preserve their unique cultural heritages. NMLA has locations throughout the state, including Santa Ana Pueblo, Albuquerque, Santa Fe, Las Cruces, Gallup, Roswell, Silver City, and Taos.

NMLA's Native American Program (NAP) provides free legal services – both civil and criminal – to eligible low-income Native Americans living on or near the 19 Pueblos and the Mescalero Apache tribe in New Mexico. In addition to cases promoting family and economic stability, NAP prioritizes cases arising because of someone's status as a Native American, including tribal and Indian law, estate planning involving tribal property, racial discrimination, and tribal criminal court cases. Much of NAP's caseload is comprised of cases in Pueblo courts.

The Equal Justice Isleta Project is a collaboration between the Pueblo of Isleta and the Native American Program to provide free legal services to low-income Isleta members on civil legal issues impacting public health, such as matters related to health and safety, income and asset preservation, and other social determinants of health. Isleta Pueblo government departments will refer clients, and the attorney will also serve walk-in clients. Cases may be within the Pueblo of Isleta Tribal Court, other tribal courts, state court, or federal court, and services range from advice to full representation. Beyond individual client services, the Project includes regular community education presentations and clinic-style events and the creation of *pro se* materials.

This position would be half-time devoted to supporting the Equal Justice Isleta Staff Attorney and half-time devoted to supporting general Native American Program staff and activities.

Duties: the Equal Justice Isleta Staff Paralegal is responsible for the following tasks, under the supervision and direction of the NAP Litigation Managing Attorney and Director:

- Support attorneys;
- Provide file management and calendar support for NAP's case work;
- Engage in outreach, which may require occasional travel;
- Draft pleadings, letters, and outreach materials;
- Complete intakes for Equal Justice Isleta applicants; and
- Collaborate with NAP staff to resource or serve applicants not eligible under the Project.

Qualifications:

- Understanding of tribal law and federal and state Indian law, particularly in areas handled by NAP case workers, including court procedures, preferred;
- Experience – lived or professional – in low-income Native communities, preferably Pueblo communities, is preferred;
- Ability to work effectively in a diverse team, including adjusting communication for a variety of cultural backgrounds and learning styles;
- Ability to communicate successfully and respectfully with clients;
- Effective written and oral communication skills;
- Ability to effectively use computer technology and remote communications systems, including shared on-line workspaces and web meeting and videoconferencing software, to effectively work with staff located in multiple offices;
- Ability to manage multiple tasks, support attorneys in managing a caseload, and build collaborative relationships across different NMLA offices and across Pueblo of Isleta agencies.

Salary range is \$49,077.55 - \$70,232.52 depending on experience, plus comprehensive benefits, holiday, and leave packages. For information about NMLA's generous benefits, and what it is like to work at NMLA [click here](#).

Application deadline: October 18, 2024.

Applicants will be subject to a background search. Please do not let this deter you from applying. NMLA is committed to a strong workforce and recognizes that persons with marks on their record may qualify.

NMLA employees enjoy:

- Great benefits including generous leave.
- Competitive salary.

Applicants must submit a current resume and a cover letter in order to be considered. Your cover letter should include the ways in which you satisfy the skills and qualifications specified above and explain your interest in this position and the mission of NMLA. **Your application will not be considered unless we receive both of these documents.** To apply [click here](#).