



Paralegal Associate

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit www.FreshAir.org.

Position Summary

The Fresh Air Fund is hiring a part-time Paralegal Associate to assist the General Counsel on various projects and initiatives. The role requires the person to assist with factual research of organization documents and creating written work products, including reading large volumes of material and writing and maintaining factual summaries and timelines. The person also, with supervision, will be asked to organize electronic files. The ideal candidate is curious, goal-oriented and hard working with previous experience working in an office environment.

This position is based in our New York City office but is currently remote due to COVID-19. The role will be in-person when staff return to the office and will report to the General Counsel.

Employment Period: May through at least September 1, 2021

Hours per Week: 15-20 hours per week

Compensation: \$22-25/hour

Benefits: None

Responsibilities

- Assist the General Counsel with factual development of materials from our archives.
- Gather facts with the General Counsel and designated Fresh Air Fund staff.
- Write up fact summaries.
- Review archives.
- Perform records research.
- Identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material.
- Organize and analyze information.
- Cross-check and validate factual information.
- Maintain files from insurance companies.
- Other duties as assigned.

Qualifications

- Education: Minimum associates degree or equivalent work experience.
- Prior experience working as a paralegal in an office environment highly preferred.
- Experience in handling sensitive and confidential information
- Ability to take initiative, assess priorities, handle multiple assignments, and meet deadlines.
- Excellent research and writing skills.
- Ability to work independently and take the initiative to see projects through to completion.
- Strong communications skills.
- Interest in joining a youth development organization and supporting its mission and vision.

Please see next page for application instructions.



Application Instructions

To apply please, submit an application and cover letter at: <https://fafjobs.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

Also, research shows that underrepresented applicants often downplay their skills. This is not an entry-level position, but if your experience doesn't exactly match the qualifications listed, we still want to hear from you. Please apply.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.