



## **Job Description: Rental Assistance Specialist (Paralegal)**

NATURE OF WORK	Colorado Legal Services (CLS) seeks to preserve affordable housing for low-income individuals through tenant representation. The Rental Assistance Specialist supports this goal by guiding clients through the Emergency Rental Assistance Program (ERAP) process, including gathering information and communicating with landlords, state agencies, and community partners.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"><li>▪ Effectively and consistently handle a high-volume caseload, assisting clients applying for rental arrears assistance;</li><li>▪ Respond to requests for emergency legal assistance from eligible individuals or groups;</li><li>▪ Gather information from applicants and clients, review documents, and identify and investigate factual allegations and defenses;</li><li>▪ Develop and maintain familiarity with federal, state, and local regulations relevant to low-income tenants;</li><li>▪ Communicate with landlords, property managers and/or their attorneys or representatives, negotiating on client's behalf;</li><li>▪ Ensure correct and complete data entry into case management systems and calendars, closing cases as matters resolve; and</li><li>▪ Assist in special projects or administrative tasks that maintain or enhance effective operation of CLS.</li></ul>
QUALIFICATIONS	Excellent communication and organization skills required. Must have experience working with low-income or other vulnerable populations. Some housing and/or public benefits advocacy experience, bilingual fluency (English/Spanish), and Microsoft Office proficiency preferred.



Colorado Legal Services' Colorado Springs office is seeking a paralegal to assist low-income tenants applying for emergency rental assistance. Ideal candidates will have a demonstrated passion for social justice, a commitment to advancing equity, and experience working with low-income or other vulnerable populations. Bilingual ability and Microsoft Office proficiency preferred. For more information, see the job description. Paralegal salary ranges from \$33,400 - \$58,200 based on experience, with generous insurance benefits, paid vacation time and sick leave, and professional development opportunities.

To apply, send a cover letter, resume and three references, to [hiring@colegalserv.org](mailto: hiring@colegalserv.org). Please title documents "Lastname DocumentTitle" (ex. Jones Resume) and include "ERAP Specialist" in the subject line. The cover letter should include the reasons for your interest in this position as well as any relevant experience working with low-income or other vulnerable populations. We invite all applicants to include in their cover letter a statement about how their unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of CLS. Applications will be reviewed on a rolling basis until the position is filled.