**Job Announcement**

**Legal Compliance Specialist**

Philadelphia Legal Assistance

Philadelphia Legal Assistance (PLA), a non-profit that provides free civil legal services to low-income individuals and families to ensure equal access to justice and strengthen Philadelphia’s communities, is seeking a detail-oriented and self-directed Legal Compliance Specialist to join our organization. The Legal Compliance Specialist is responsible for ensuring PLA’s client services fully comply with the requirements of our flagship funder, the Legal Services Corporation, by conducting a thorough manual review of case notes and documentation for each client served by our legal teams. This is an ideal position for someone who enjoys working independently, can maintain exceptional attention to detail while working quickly, and would like to learn more about the legal world, particularly legal services designed to ensure equal access to justice for all.

The Legal Compliance Specialist reports to PLA’s Contract Performance Officer and is a key member of the organization’s Administrative team.

**Key Responsibilities**

* Conduct a manual review of all cases handled by PLA attorneys and paralegals to ensure the provision of high-quality legal services and adequate documentation, including but not limited to verification of financial eligibility and timeliness of legal services
* Follow up with staff when errors are identified and confirm they are successfully resolved
* Assist with providing training to PLA attorneys and paralegals to improve organization-wide compliance
* Share process improvement recommendations with PLA leadership

The responsibilities outlined above will occupy most of the Legal Compliance Specialist’s time. With their remaining time, they will provide robust back-office support across the organization. Examples include helping prepare reports to funders, preparing vendor invoices, assuring compliance with requirements of non-LSC funders, ensuring timely payment for litigation expenses, maintaining up-to-date administrative files, and distributing quarterly case reports to attorneys and paralegals.

**Preferred Experience and Skills**

* High school degree or equivalent and at least two years of work experience, preferably in an administrative role managing a high volume of data and/or documentation
* Exceptional accuracy and attention to detail
* Excellent organization, prioritization, and time management skills
* An aptitude and enjoyment of independent work, with a self-directed work ethic
* Capacity to read and understand complex government contract and reporting requirements
* Ability and desire to handle high volumes of data and documentation
* A commitment to ensuring our clients’ information is protected and remains confidential
* Prior use of a data management system and comfort with Microsoft Excel
* Values alignment with PLA, including a commitment to justice, equity, and opportunity

**Location and schedule information**

PLA’s work hours are Monday to Friday, 9:00 am to 5:00 pm. The organization is currently operating on a hybrid schedule, with at least 2 days a week in our Center City Philadelphia office, and the remainder of the days working remotely. After a three-month orientation period, this position can continue with a hybrid schedule, or transition to full-time remote work.

To enable successful remote work, candidates will need to have reliable internet access.

**Compensation**

The salary range for this position is $41,000-$45,000 annually along with a competitive benefit package that includes health insurance premiums paid in full for employee and family; cash incentives for health insurance opt out; vision; dental; vacation, personal, and sick leave; thirteen (13) paid holidays; 403(b) retirement plan with employer contributions; paid parental leave; life insurance; and short- and long-term disability benefits.

**To apply**

Please submit a cover letter, resume and three references to [financejobs@philalegal.org](mailto:financejobs@philalegal.org).

PLA values a diverse work environment and strongly encourages women, people of color, people who identify as LGBTQ, people with disabilities, people who have experienced poverty or homelessness, and people who have had prior contact with the juvenile, criminal, or child welfare systems to apply. PLA invites all applicants to include in their cover letter a statement about how your background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

**About Philadelphia Legal Assistance**

For more than 25 years, Philadelphia Legal Assistance has provided free civil legal services to low-income individuals and families to ensure equal access to justice and strengthen Philadelphia’s communities. Our nearly 100 employees work across 7 divisions to serve over 8,000 clients annually, providing direct legal representation, advice, and information related to housing, public benefits, protection from abuse, child custody, farmworker rights, and more.