



This call is seeking two paralegals, who are qualified and experienced in providing support, information and assistance to lawyers and clients regarding civil law matters especially over indebted households and auctioning and labour law matters. These positions will be based in the Solidarity Now Centre, Thessaloniki.

The paralegals will undertake the following tasks:

- Conduct legal clinics and provide clients with appropriate and timely practical advice and information on their rights and regular procedures through one-on-one counselling sessions and/or group sessions;
- Resolve problems through mediation (when a lawyer's presence is not required) and other informal dispute resolution methods where appropriate;
- Assist the lawyer(s) in screening and intake, referring cases and providing necessary support and assistance to the lawyer(s) as appropriate
- Carry out legal research and draft legal documents under the supervision of the lawyer(s)
- Take care of client intake, record procedures and case filing, maintaining accurate records of all advice and casework.
- Assist clients to address state or municipal authorities
- Assist lawyers and engage in strategic litigation and high-level advocacy
- Disseminate resource materials such as brochures or posters, detailing how to access services and legal procedures. Assist the lawyer(s) in raising awareness of communities on basic human and legal rights and facilitate them in establishing the required procedures as doctors, teachers, health workers;

Knowledge & Experience

1. Minimum three years of experience of providing practical advice on legal related matters.
2. Excellent knowledge of two of the following areas of Greek law: civil, labour.
3. Good knowledge of current legal developments regarding civil law matters especially over indebted households and auctioning and labour law matters.
4. Good knowledge of administrative, welfare or criminal law will be appreciated.
5. Good understanding of social, political and economic background to legal issues which will be addressed by the Solidarity Centres.
6. Sound experience of managing legal records and databases
7. Experience of settling disputes through informal resolution mechanism
8. At least three years' experience in a client-facing role



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9. Previous experience on human rights protection, especially of vulnerable social groups, will be highly appreciated.
10. Fluency in English.

If you are interested in applying for these positions, please submit your application by 31 July– **a CV and a short covering letter in Greek and English** – online at <https://scthessaloniki.wufoo.eu/forms/calls-for-lawyers-and-paralegals/>

Successful applicants will be shortlisted and informed shortly after the closing date.

Shortlisted applicants will be called for interviews.

The closing date is 31 July. Interviews will be held in Thessaloniki on 06 and 07 August.