



Legal Assistant

Location: Fully Remote

Employment Type: Full-time

Reports to: Legal Director, Supervising Attorney

About Florida Health Justice Project

Florida Health Justice Project is a statewide nonprofit organization dedicated to advancing health equity and justice for underserved communities throughout Florida. We provide legal representation, community education, and policy reform initiatives toward ensuring that all Floridians have access to quality health coverage and care. Our work focuses on removing legal and systemic barriers that prevent vulnerable populations from accessing essential health services.

Position Overview

We are seeking a professional, detail-oriented, and compassionate Legal Assistant to join our team in advancing health justice for Florida's most vulnerable residents. The successful candidate will provide essential support to our legal team in cases involving access to healthcare. This position offers an opportunity to make a meaningful impact on health equity while developing expertise in healthcare access.

Key Responsibilities

- Assist attorneys and case handlers with case intake and screening, scheduling, and conducting client interviews
- Engage in oral and written communication with clients
- Prepare legal representation agreements and facilitate completion by client/legal staff
- Track case documentation and deadlines, engaging in proactive follow-up when needed
- Manage incoming mail and e-fax; scan documents, distribute, and upload into client files
- Collect and organize administrative hearing documents and evidence
- Assist with obtaining medical records
- File legal documents with administrative agencies and courts
- Maintain an organized, updated library of forms and legal resources
- Help develop educational materials and resources
- Assist with community education workshops and presentations
- Handle attorney bar membership applications and renewals
- Assist with travel arrangements

Required Qualifications

- Full-time Florida resident

- Associate's degree or higher
- Minimum 2 years of experience as an administrative assistant, legal assistant or paralegal
- Excellent written and oral communication skills
- Proficiency with Google Workspace, Adobe
- Proactive work ethic; identifies tasks needed and undertakes them with minimal direction
- Strong organizational skills and attention to detail
- Cultural competency and sensitivity when working with diverse populations

Preferred Qualifications

- Bilingual (Spanish/English)
- Experience with healthcare law, public benefits, or administrative law
- Experience working with low-income and underserved populations
- Proficiency with PowerPoint, Canva
- Experience with Legal Server
- Court e-filing experience

What We Offer

- Competitive salary commensurate with experience (\$50,000 - \$60,000 annually)
- Retirement plan
- Generous paid time off and holiday schedule
- Professional development opportunities
- Flexible work arrangements when appropriate
- Collaborative, mission-driven work environment
- Opportunity to make a direct impact on health equity in Florida

Application Process

To apply, please submit the following materials to: ortiz@floridahealthjustice.org with "Legal Assistant Application" in the subject line:

1. **Cover Letter** - Please explain your interest in health justice work and how your experience aligns with our mission
2. **Resume** - Include relevant work experience, education, and skills
3. **References** - Contact information for three professional references

Equal Opportunity Employer

Florida Health Justice Project is an equal opportunity employer committed to workplace diversity. We welcome applications from candidates of all backgrounds and strongly encourage applications from individuals who are members of underrepresented communities, including people of color, LGBTQ+ individuals, people with disabilities, and those with lived experience with the healthcare challenges we address.

Applications will be accepted until the position is filled.