



Diocese of Owensboro – Catholic Charities Paralegal

Catholic Charities located in Owensboro, KY has a full-time job opportunity for a **Paralegal**, working under the supervision of the Director of Catholic Charities.

Position Summary: The Paralegal must have the ability to multi-task and provide support for the legal staff. Must also have excellent interpersonal and communication skills, handle difficult situations with diplomacy, maintain confidentiality of sensitive client information, and coordinate with the Catholic Charities staff to ensure the agency's overall success.

Qualification and Duties: Must be bilingual (Spanish/English) and bi-culturally competent; must be willing to become BIA accredited; ability to communicate concisely and effectively, both verbally and in writing in Spanish and English; High School diploma required, Bachelor's Degree preferred; cultural competency with low-income immigrant groups and a strong desire to work with this population; strong proficiency in all programs of Microsoft Office, experience with legal software preferred; successfully complete a criminal history and background check.

Contact Details: The Diocese of Owensboro is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter to: Diocese.HR@pastoral.org