



## PARALEGAL POSITION

### Housing Practice Group – Fair Housing Investigation and Enforcement Initiative (Internal and External)

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions.

**Position:** The Housing Practice Group has an opening for **two** litigation paralegals to assist in providing comprehensive legal services to clients with discrimination complaints. These positions have an anticipated start date of July 1, 2020.

The Fair Housing Investigation and Enforcement Initiative (FHIEI) will provide a broad scope of services to all protected categories facing housing discrimination, but will focus on combating sex discrimination in housing in Cook County, a pervasive issue that disproportionately affects women of color. The FHIEI will combat sex-based discrimination by filing complaints, negotiating with housing providers to affirmatively further Fair Housing, and training community partners and tenants on how to assert Fair Housing rights. The paralegals will be an integral part of our Fair Housing team.

**Responsibilities:** Under the supervision of Legal Aid Chicago attorneys, duties include, but are not limited to:

- Conduct intake and gather documents;
- Draft letters;
- Make appropriate referrals inside Legal Aid Chicago and to external partners;
- Assist with investigations and/or testing;
- Assist with outreach and trainings;
- Assist with grant reporting requirements;
- Support attorneys in all stages of litigation.

**Qualifications:** Bachelor's Degree (except for current internal applicants as specified in the Collective Bargaining Agreement). Applicants must have excellent oral and written skills. Ability to work collaboratively with others, and to draft documents including letters and basic pleadings is essential. The applicant's personal background, experience, or professional

background should reflect an ability to work effectively in cross-cultural situations with clients, co-workers and the community we serve. Good organizational, information-gathering, and case management skills are essential.

Preferred applicants will also have Spanish language fluency and training or experience with fair housing and working with victims and/or survivors of trauma and domestic violence.

**Salary:** Dependent on qualifications and experience level. Legal Aid Chicago offers generous fringe benefits.

**To Apply:** Send cover letter, resume, and the names and contact information of two professional references to: [resume@legalaidchicago.org](mailto:resume@legalaidchicago.org). Be sure to write “FHIEI Litigation Paralegal” in the subject line of your e-mail. Applications will be reviewed on a rolling basis and the positions will remain open until filled.

*Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.*