JOB POSTING
Paralegal - Education
Children & Families Practice Group (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: Legal Aid Chicago has an opening for a paralegal on the education law team in the Children and Families Practice Group. This is a new position for the Disrupting School-to-Prison Pipeline Project. The paralegal will work alongside the Project’s staff attorney to increase the agency’s capacity to serve youth in school expulsion and juvenile record expungement proceedings, by engaging and supporting pro bono attorneys. The start date for this position is October 12, 2020.

Responsibilities:
- Assist clients who are referred for representation in the Project by conducting screening, intake, and initial interview scheduling;
- Draft documents including: letters to clients, schools, and other professionals; summaries of education records; and community outreach materials;
- Assist Project staff attorney and volunteer attorneys with litigation by performing administrative tasks;
- Coordinate activities and events to raise awareness of legal aid and the Disrupting School-to-Prison Pipeline Project, such as know-your-rights workshops, presentations about Legal Aid Chicago, and attending resource fairs;
- Other duties in support of the Project as assigned.

Qualifications: Applicants must have a college degree, experience working with community-based organizations and collaborative partnerships, excellent oral and written communication skills, the ability to work well under pressure, and ability to quickly learn and retain new information. Applicants should have the ability to quickly and thoroughly gather information from clients and then summarize it concisely. Applicants should have experience working with youth and people living in poverty, or other vulnerable populations. Strong and versatile computer skills are required, including Microsoft Office suite and web conferencing tools. Spanish fluency helpful but not required. Flexibility and ability to work occasional evenings and weekends are 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.

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including 100% employer-paid health plan options, employer-provided group life and long-term disability insurance, low-cost fitness center access, generous paid time off, and much more.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place “CFPG Education Paralegal” in the subject line of your e-mail. While applications will be reviewed on a rolling basis, candidates are encouraged to apply as soon as possible. No phone or agency calls, please.

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.