



JOB POSTING
Paralegal - FHIEI
Housing 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: The Fair Housing Investigation and Enforcement Initiative (FHIEI) has an opening for one litigation paralegal to assist in providing comprehensive legal services to clients with discrimination complaints. The FHIEI provides a broad scope of services to all protected categories facing housing discrimination, but focuses on combating sex discrimination in housing in Cook County, a pervasive issue that disproportionately affects women of color. The FHIEI combats 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.

Responsibilities: Duties include, but are not limited to,

- Conducting intake
- Drafting letters
- Gathering documents
- Making appropriate referrals inside Legal Aid Chicago and to external partners
- Assisting with investigations and/or testing
- Assist with outreach and trainings
- Assist with grant reporting requirements
- Supporting attorneys in all stages of litigation

Qualifications: A bachelor's degree is required (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: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low-cost employer-paid health plan options, employer-provided group life and long-term disability insurance, 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 **"FHIEI Litigation Paralegal"** in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the position will remain open until filled. 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.