



**Job Posting
Paralegal
Volunteer Services Unit
(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 is hiring a full-time paralegal in the Volunteer Services Unit. Paralegals work alongside attorneys and directly with clients on legal issues. This position will support our work with the Early Resolution Program with Cook County Legal Aid for Housing and Debt (CCLAHD), a county-wide initiative to help resolve eviction, foreclosure, debt, and tax deed issues.

The Early Resolution Program for evictions will provide limited assistance to tenants in Cook County in order to advise them of their rights, provide referrals, and assist them in reaching agreements with their landlord. The program will have both a pre-court and in-court component and will primarily be staffed with volunteer attorneys. The pre-court assistance will focus on screening and representing tenants in mediation proceedings with their landlord. The in-court assistance will focus on advice, referrals and negotiation to resolve issues prior to trial. The paralegal will support both aspects of this program, providing support to staff attorneys and volunteers in screening and following up with tenants. The start date for this position is as soon as possible.

Responsibilities:

- Conduct telephone, virtual, and in-person (when safe to do so) interviews to determine client eligibility for services
- Assist with providing brief services to clients including obtaining documents, sending client correspondence and assisting with court filings
- Ensure smooth operations of the eviction early resolution program including client registration and volunteer support
- Engage and provide administrative support to volunteers and staff in the eviction early resolution program
- Track data related to grant, pro bono work, and assist on related reporting

Qualifications:

- A college degree (except for current internal applicants as specified in the Collective Bargaining Agreement)
- Computer proficiency, including familiarity with Microsoft Office applications
- Excellent interpersonal, communication, and organizational skills
- The ability to work well under pressure, and to learn and retain new information
- The ability to quickly and thoroughly gather information from clients and then summarize it concisely
- The applicant's personal background, experience, or professional background should reflect an ability to work effectively in cross-cultural situations with clients, co-workers, volunteers, and the community we serve

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 “**VSU Eviction 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 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.