



JOB POSTING
Paralegal
Immigrants and Workers' Rights 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 in the Immigrants and Workers' Rights (IWR) Practice Group with an immediate start date. The candidate selected will work on the Employment Law team within IWR, supporting attorneys as they advocate for clients in workers' claims against unlawful harassment, discrimination, and retaliation, for workplace accommodations, for their rights to protected leave, for violations of state and federal wage and hour laws, and for workers who have lost their jobs in their claims for unemployment benefits, among other matters.

Responsibilities:

- Provide litigation support to Employment Law Project attorneys, including court and administrative agency filings, document collection, and file maintenance;
- Draft documents, including: letters to clients, and discovery requests and responses;
- Assist with case assessment and preparation, including obtaining clients' personnel files from their employers, filing administrative complaints, obtaining supporting documents for unemployment hearings;
- Assist the attorneys with administrative tasks;
- Attend trainings and maintain up-to-date knowledge on changes in the employment laws; and
- Other duties as designated by the Supervisor

Qualifications: Undergraduate degree required. Applicants must have excellent oral and written skills, including the ability to draft letters. Good organizational and information-gathering skills are essential, as is the ability to work collaboratively with others. 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. Fluency in Spanish is a plus.

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 "Employment 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 offender status. Applicants who have experiences with our client communities are encouraged to apply.