



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. Legal Aid Chicago was founded on the philosophy that all individuals are entitled to quality civil legal representation, regardless of their income. We work to ensure that poverty is not an impediment to justice by dismantling the legal barriers that perpetuate inequality. Legal Aid Chicago staff live our mission through our core values of equity, excellence, inclusion, kindness, and respect.

Position: The Immigrants and Workers' Rights Practice Group ("IWR") at Legal Aid Chicago provides high-quality free civil legal services to qualifying immigrants and low-wage workers. IWR consists of four projects—immigration, migrant farmworker, employment, and human trafficking. IWR staff work together to provide legal services where these disciplines intersect. IWR seeks a full-time paralegal in its Migrant Farmworker Project.

Responsibilities:

- Assist with administrative tasks related to pending cases, including federal court litigation
- Review and organize documents related to current litigation
- Participate in large team meetings and carry out follow-up tasks related to these meetings
- Create educational flyers and other outreach materials
- Work directly with clients to gather documents and information
- Carry out outreach throughout Illinois to migrant farmworkers (no car required)

Qualifications:

- Bachelor's degree or some college experience preferred
- Excellent organizational skills
- Litigation experience preferred
- Familiarity with Excel and Adobe programs
- Strong writing and research skills
- Spanish fluency or strong working proficiency
- Ability to work on a large team with a strong commitment to collegiality

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