



**JOB ANNOUNCEMENT - PARALEGAL POSITION
INTERNAL & EXTERNAL
Children and Families Practice Group**

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 Children and Families Practice Group with a focus on working with survivors of domestic violence and sexual assault. The anticipated start date for this position is June 15, 2021.

Responsibilities include:

- Interview survivors of domestic violence and sexual assault to intake new cases;
- Present new cases at weekly case acceptance meetings;
- Provide litigation support to attorneys including, but not limited to, drafting and responding to discovery and drafting of pleadings;
- Participate in outreach and trainings at social service and other community agencies on all of the above issues;
- Assist attorneys with administrative tasks; and,
- Other duties as determined by the Supervising Attorneys and Director.

Qualifications: Undergraduate degree strongly preferred. Applicants must have excellent oral and written skills. Spanish fluency strongly preferred, as well as a demonstrated interest or experience working with survivors of domestic violence, sexual assault, or with vulnerable populations of people. 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 and information-gathering skills are essential. Completion of Illinois domestic violence 40-hour training preferred but not required. Ability to work collaboratively with others, and to draft documents including letters and basic pleadings is essential.

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 resume, cover letter, transcript, and the names and contact information of two professional references to resume@legalaidchicago.org. Put the phrase "CFPG Paralegal" in the subject line of the e-mail. 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.