



PARALEGAL POSITION
Housing Practice Group – Fair Housing Investigation and Enforcement Initiative
(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 Housing Practice Group seeks a litigation paralegal to assist in providing comprehensive legal services to clients with housing discrimination complaints. This position has an anticipated start date of July 15, 2021.

The Fair Housing Investigation and Enforcement Initiative 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. This Initiative 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. The paralegal is an integral part of our Fair Housing team.

Responsibilities: Under the supervision of Legal Aid Chicago attorneys, duties include, but are not limited to:

- Conduct client intake and gather documents;
- Draft letters;
- Make appropriate referrals inside Legal Aid Chicago and to external partners;
- Assist with investigations and/or testing;
- Assist with outreach and trainings;
- Assist with grant reporting;
- Support attorneys in all stages of litigation
- Assist attorneys with administrative tasks; and,
- Other duties as determined by the Supervising Attorneys and Director

Qualifications: Bachelor's Degree strongly preferred. 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 have training or experience with fair housing and working with victims and/or survivors of trauma and domestic violence.

Spanish fluency or strong working proficiency is required.

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 cover letter, resume, and the names and contact information of two professional references to: resume@legalaidchicago.org. Be sure to write "Fair Housing Paralegal" in the subject line of your e-mail. Applications will be reviewed on a rolling basis and the positions will remain open until filled.

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.