



JOB DESCRIPTION
Paralegal
Housing Practice Group
Eviction Prevention in Chicagoland (EPIC) Project
(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 Paralegal will work with attorneys in the Housing Practice Group on the Eviction Prevention in Chicagoland (EPIC) Project. The paralegal will engage and support pro bono attorneys and work alongside the EPIC staff attorney to increase the agency's capacity to serve tenants facing eviction, with an emphasis on suburban tenants.

Responsibilities:

- Assist clients who are referred for representation in the EPIC Project by conducting screening, intake, and initial interview scheduling;
- Coordinate referrals for tenants from eviction court personnel and Legal Aid Chicago's internal client screening unit
- Draft documents and electronic communication such as client correspondence and intake notes to prepare volunteers for client meetings;
- Provide support to volunteers in the project by coordinating sign-ups and schedules, providing documents, coordinating conflict checks and other related tasks;
- Manage Zoom meetings and breakout rooms to connect clients with volunteer attorneys for interview and advice sessions;
- Assist Project staff attorney and volunteer attorneys with litigation by performing administrative tasks;
- Rotate among the 5 suburban Cook County courthouses and the Daley Center (downtown Chicago) to conduct in-person screening and intake for tenants in eviction court;
- Other duties in support of the Project as assigned.

Qualifications:

- Bachelor's Degree preferred
- Excellent written and verbal communication skills
- Ability to work well under pressure, and to rapidly learn and retain new information

- Ability to quickly and thoroughly gather information from clients and then summarize it concisely
- Experience working with people living in poverty, or other vulnerable populations.
- Strong and versatile computer skills, including Microsoft Office suite and web conferencing tools

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: resume@legalaidchicago.org. Be sure to write “**Housing EPIC Paralegal**” in the subject line of your 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.