



JOB POSTING
Paralegal
Children & Families 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: Legal Aid Chicago has an opening for a paralegal in the Children and Families Practice Group with an immediate start date. This position serves as the first point of contact for clients referred to our agency by domestic violence advocates and provides litigation support for the attorneys within the Children and Families Practice Group.

Responsibilities include:

- Conduct intake and comprehensive legal screening for clients referred to our office by domestic violence partner organizations;
- Coordinate legal services across the agency for clients with multiple legal issues including, but not limited to, setting intake appointments with attorneys, conducting follow-up interviews with clients if needed, and gathering and organizing documents;
- Coordinate with referral partners and provide support for clients to ensure they have access to victim advocates and related services;
- Provide in-house interpreting and translation for Spanish speaking clients, which may include accompanying attorneys to court to assist with client communication;
- Provide litigation support to attorneys including, but not limited to, drafting and responding to discovery and drafting of pleadings;
- Collaborate with domestic violence provider partners and conduct outreach activities to raise awareness of Legal Aid Chicago's services;
- Attend trainings and maintain up-to-date knowledge on relevant issues; and,
- Other duties as designated by the supervisor.

Qualifications: Undergraduate degree strongly preferred. Applicants must have excellent oral and written skills. Spanish fluency required, as well as a demonstrated interest or experience working with survivors of domestic violence, sexual assault, or 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 your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place “**CFPG Paralegal**” in the subject line of your e-mail. Applications 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 ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.