



*Breaking Barriers to Justice*

## **Paralegal—Domestic Violence Survivor Project**

Land of Lincoln Legal Aid seeks a Full-Time Paralegal for its Western Regional Office located in Alton, Illinois. Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to providing justice for those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve.

Land of Lincoln staff work with community organizations, social service agencies, and faith-based groups to deliver holistic legal services. The Paralegal will work within our Domestic Violence Survivor Project and will be responsible for performing intakes, preparing documents and providing legal advice under the supervision of an attorney, and providing administrative and clerical support in the Western Regional Office to efficiently serve a high volume of individuals.

### **Responsibilities include:**

- Communicate with clients, attorneys, and others
- Perform intake of prospective clients, client interviews, and maintain client relationships
- Draft legal documents and correspondence
- Under attorney supervision, provide legal advice, conduct investigations, and prepare pleadings
- Assist Managing Attorney with grant compliance and reporting
- Other duties as assigned

### **Qualifications:**

- Paralegal experience strongly preferred, or experience in legal aid
- Self-starter with ability to work independently
- Good working knowledge of Microsoft Office programs and comfortable with technology
- Ability to communicate effectively in a pleasant and professional manner
- Excellent verbal, analytical, writing, and organization skills
- Strong attention to detail
- Highly motivated, with desire to work in fast-paced environment
- Commitment to social and racial justice
- Demonstrated ability to build relationships and work with people of diverse social, economic, and racial/ethnic backgrounds

### **Special Working Conditions and Demands:**

- Applicants must have reliable transportation, valid driver's license, and car insurance

### **Compensation:**

\$47,500 dependent on experience. Excellent insurance and retirement benefits. Land of Lincoln is a 501(c)(3) non-profit and is an eligible employer for the federal public service loan forgiveness program.

**Please send a cover letter and resume to Chelsea Hubbard, Managing Attorney of the Western Regional Office: [chubbard@lincolnlegal.org](mailto:chubbard@lincolnlegal.org)**

**Land of Lincoln is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LBGTQIA+, and gender non-conforming applicants.**