

PARALEGAL – NORTHERN REGIONAL OFFICE

Passionate about helping low-income individuals with a range of civil legal issues?

Join Land of Lincoln Legal Aid to make a long-term impact!

Land of Lincoln Legal Aid seeks a motivated individual to join our team as a Paralegal with the Northern Regional Office located in Springfield, Illinois. The Paralegal will work on our Senior Citizens Project and Domestic Violence Survivors Project and will be responsible for performing intakes, traveling to senior centers in 12 counties to meet with individual clients, preparing documents, attending court appearances, providing legal advice under supervision of an attorney, and providing administrative and clerical support.

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.

Responsibilities include:

- Communicate with clients, attorneys, and others
- Perform intake of prospective clients, conduct client interviews, and maintain client relationships
- Type legal documents and correspondence
- Under supervision of attorney, provide legal advice, draft legal documents including court documents and powers of attorney, and conduct investigations
- Assist Managing Attorney with grant compliance and reporting
- Conduct outreach
- Other duties as assigned

Qualifications:

- Bachelor's degree or demonstrated experience, paralegal experience strongly preferred
- Proven ability to manage caseload independently
- Excellent verbal, analytical, writing, and organization skills
- Strong attention to detail
- Ability to accurately type and edit one's work
- Good working knowledge of Microsoft Office programs and comfortable with technology
- Highly motivated with desire to work in fast-paced environment
- Commitment to social justice
- Demonstrated ability to build relationships and work with people of diverse social, economic, and racial/ethnic backgrounds

Compensation:

\$47,500 - \$68,500 (depending on experience). Excellent insurance and retirement benefits; generous leave benefits. Land of Lincoln is a 501(c)(3) nonprofit and is an eligible employer for the Public Student Loan Forgiveness Program.

Please send a cover letter and resume to: Melinda Hubele, Managing Attorney, C/O Bailey Strumpher at bstrumpher@lincolnlegal.org.