



Litigation Paralegal

The Eviction Defense Collaborative (EDC) seeks a motivated and skilled Litigation Paralegal (Paralegal) to assist our team in fighting for tenants' rights and preventing homelessness and displacement. The Litigation Paralegal will work under the supervision of the Paralegal Supervisor and work collaboratively and closely with members of the Litigation team.

Job purpose

The Litigation Paralegal (Paralegal) is an integral part of the Right to Counsel Program that assists Litigation attorneys in the course of their representation of tenants facing eviction. Because we strive to be barrier-free and client-centered, the position requires individuals who truly enjoy working with people, have the skills and capacity to respond in an empathetic and respectful way to clients who are often in crisis, and can work effectively in a collegial and fast paced environment.

The employee will work closely with RADCo (Rental Assistance) and Litigation staff to ensure clients are supported in their efforts to secure rental and/or litigation assistance. The employee will be primarily tasked with assisting Litigation Attorneys in their work representing tenants facing eviction.

At present, due to the COVID-19 pandemic, and until further notice, EDC is operating in a hybrid fashion, with some remote work and some onsite work. Some administrative and program staff are working on site at our offices. EDC's COVID-19 Safety Plan adheres to the CDC's health and safety guidelines and the federal OSHA requirements for workplace safety.

Proof of vaccination required

Qualifications

First and foremost, the applicant must profoundly share EDC's mission and vision of social justice and be able to manage stressful situations with empathy and calm. Below are additional qualifications.

- Paralegal certificate preferred, but not required
- Three years of paralegal experience preferred, including proficient to intermediate skills with Microsoft Office Suite, Google Suite and other common computer programs. Database management a plus (Salesforce).
- Demonstrated commitment to social justice and an interest in assisting diverse, low-income communities.
- Be well-organized, highly motivated, and creative.
- Able to work independently and in a team-oriented environment.
- Excellent written and oral communication skills and computer literate.
- Able to work on several projects simultaneously, and handle a high volume of activity.
- Proven project management experience.



- Fluency, and ability to help clients, in a language other than English highly preferred.

Duties and responsibilities

Legal Services Duties (75%)

- Assist in responding to and propounding discovery.
- Review legal documents.
- Under attorney supervision, prepare responsive pleadings, stay of execution requests, other ex parte applications, noticed motions, and other necessary pleadings.
- Maintain and update client files and internal database.
- Conduct client intakes.
- Participate in regular skills-based training sessions.
- Work on trial support and generally provide support for attorneys.
- Accompany attorneys to court hearings to shadow proceedings.
- Work with attorneys and other EDC staff to train and supervise volunteers and interns.
- Perform other duties as assigned.

Administrative Duties (25%)

- Attend weekly program meetings, monthly agency staff meetings, and relevant supervision meetings.
- Enter all data on time and correctly to support program evaluation and outcomes tracking.
- Perform other duties as assigned.

Compensation

Starting salary \$55,000. This is a non-exempt, full-time position (Monday – Friday 9:00am – 5:00pm).

Benefits include:

- Health, dental, vision, long term disability, and short term disability coverage;
- 401(k);
- 14 paid holidays;
- One hour paid lunch daily;
- Vacation accrual rate starts at two weeks in the first year of employment and increases to three weeks on the two year anniversary.

Union

EDC staff are represented by the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This is a union position and subject to the terms of the Collective Bargaining Agreement.

Working Conditions



The position requires working with individuals during moments of extreme stress and instability. The position also requires the provision of culturally-sensitive and empathetic services. Some evening and weekend work may be required.

The employee is expected to be in the office (or available if/when working remote) during normal business hours and to communicate with staff regarding whereabouts when elsewhere for meetings or other obligations. Additionally, the employee is expected to be reachable by email, phone and video conference as needed during normal business hours, Monday – Friday 9:00am – 5:00pm.

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Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting/standing.
- Extensive typing/some data entry.
- Periodic lifting/carrying/transporting of materials in excess of 40 lbs.
- Close visual acuity to prepare and analyze data, text, and figures.
- Prolonged computer use.

Direct Reports

The employee will not supervise any employees.

Application Process

Email Resume and Cover Letter as attachments to jobs@evictiondefense.org with “Paralegal” in the subject line.

Commitment to Equity, Diversity and Inclusion

EDC is committed to continually building a diverse and inclusive workplace. We do so because it is the right thing to do, and because we know it makes our work stronger and more effective. We encourage applications from people of all backgrounds. EDC understands and values a workplace with staff from diverse educational backgrounds, cultures, ethnicities, races, sex, gender identity and expression, national origin, ages, languages spoken, veteran's status, skin color, religion, disability, sexual orientation and beliefs. All qualified applicants will receive consideration for employment. The Eviction Defense Collaborative believes that all persons are entitled to equal employment opportunity and does not discriminate on any basis prohibited by applicable law.