



ENVIRONMENTAL LAW & POLICY CENTER

Protecting the Midwest's Environment and Natural Heritage

POSITION ANNOUNCEMENT: **Legal Assistant**

The Environmental Law and Policy Center (ELPC), the Midwest's leading environmental legal advocacy and eco-business innovation organization, seeks to hire a full time legal assistant to our public interest attorneys in our downtown Chicago headquarters. This is an extraordinary time in which ELPC's effective legal and policy is essential for protecting our core environmental values.

ORGANIZATION: ELPC is the Midwest's leading public interest environmental legal advocacy and eco-business innovation organization, and among the nation's leaders. We develop and lead successful strategic environmental advocacy campaigns to improve environmental quality and protect our natural heritage. We are public interest environmental entrepreneurs who engage in creative business deal making with diverse interests to put into practice our belief that environmental progress and economic development can be achieved together. ELPC's multidisciplinary staff of 40+ talented public interest attorneys, environmental business specialists, policy advocates and communications specialists brings a strong and effective combination of skills to solve environmental problems and improve the quality of life in our communities. ELPC's offices are in Chicago (HQ), seven other Midwest cities and Washington D.C. For more information, please see www.elpc.org.

RESPONSIBILITIES: Provide administrative, research, and technical assistance to approximately 7 attorneys in a fast-paced office. Specific duties include: document editing and manipulation, policy research, electronic and paper filing of documents in federal courts, state courts, and administrative agencies, maintenance of attorneys' registration, coordination of travel arrangements, and providing general administrative support. Assist with office administrative responsibilities.

QUALIFICATIONS: Excellent computer skills with high proficiency in Microsoft Office and Adobe Suite are required. A keen attention to detail, including proofreading, is required. Well organized with the ability to juggle multiple tasks and deadlines. Demonstrated commitment to environmental protection. Previous legal experience preferred. Willing to work occasional late evenings and weekends. College degree required.

SALARY: Commensurate with experience and with ELPC's salary structure that is competitive with other large public interest environmental organizations. Excellent benefits provided.

APPLICATION PROCESS: Applicants should send a cover letter, resume and professional references to: LegalAssistant@elpc.org. Telephone inquiries are strongly discouraged. The Environmental Law and Policy Center is an equal opportunity employer and is continually seeking to diversify its staff.