



POSITION ANNOUNCEMENT

Paralegal

The Environmental Law and Policy Center (ELPC), seeks to hire an experienced full time paralegal to support 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

The Environmental Law & Policy Center is the Midwest's leading environmental legal advocacy organization. We are a public interest advocacy nonprofit that enacts substantive environmental change, from the Great Lakes to the Great Plains. We work to improve people's lives at the local, state, and national level. We believe that when we improve the environment, we bolster the economy. Our staff is made up of extraordinary individuals who work together across disciplines and offices to solve the most pressing environmental challenges of our times. Please visit www.ELPC.org.

RESPONSIBILITIES

Provide administrative, research, and technical assistance to approximately 9 attorneys in a fast-paced office. Specific duties include:

- Preparation and editing of documents for filing, including:
 - proofreading, cite checking, bluebooking, formatting, producing tables of contents and authorities, assembling exhibit lists, etc.;
- Filing and service of paper and electronic filings;
- Supporting attorneys in gaining admission to courts, registration renewals, and creating and managing e-filing accounts;
- Coordination of travel arrangements;
- Factual and policy research; and
- Providing general administrative support (e.g., receiving packages, scanning mail, managing office supplies, taking notes, greeting visitors).

The candidate will work in ELPC's downtown Chicago office, but work remotely during COVID-19.

QUALIFICATIONS

The ideal candidate will have at least three years' experience in a similar role. Candidates should possess the following qualifications:





- Excellent computer skills with high proficiency in Microsoft Office and Adobe Acrobat;
- Keen attention to detail;
- Strong organizational skills with the ability to handle multiple tasks and deadlines;
- Willing to work occasional late evenings and weekends.

In addition, the following qualifications are preferred, but not required:

- Familiarity with online legal filing platforms, rules of service, and Bluebook citations;
- A demonstrated commitment to environmental protection or public interest work;
- A Bachelor's degree;
- A Paralegal certification.

SALARY

Minimum of \$50,000, 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.

