



## POSITION ANNOUNCEMENT

# LEGAL ASSISTANT

The Environmental Law and Policy Center (ELPC), 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 advocacy 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](http://www.ELPC.org) to learn more.

## 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.
- assisting with office administrative responsibilities.

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

## 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.





## **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: [Assistant@elpc.org](mailto:Assistant@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.

