



**Job Announcement  
December 2024**

## **Paralegal Chicago, IL**

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a **Paralegal** to perform a variety of duties to assist regional office attorneys in pursuing a docket of significant civil rights litigation.

### **Job Responsibilities:**

Conducts legal research and drafts memoranda; conducts client interviews and oversees intake tracking system; reviews and analyzes effects of legislative developments and administrative and judicial decisions; interviews and evaluates potential witnesses; oversees maintenance of trial preparation and briefing materials; represents regional office on various outside committees; conducts community education and outreach; oversees maintenance of law library; organizes and coordinates year-round volunteer/intern program.

### **Qualifications and Experience:**

Bachelor's Degree or equivalent work experience is required. Legal work experience as secretary or clerk is acceptable; however, work experience as paralegal is preferred. Research experience and good writing skills are required. Bilingual Spanish/English fluency in oral communications is required. Commitment to advocacy on behalf of the Latino community; prior experience in civil rights related activities and issues is required.

### **Knowledge, Skills and Abilities:**

The successful candidate will have the ability to work under pressure and shift attention rapidly from one task to another; have skill in giving instructions and information in a manner that facilitates team effort; be able to speak, understand, and read Spanish; have knowledge Microsoft Word, Excel and other software programs required; have the ability and willingness to travel by auto and airplane in connection with cases, advocacy, and administration requirements. Experience in not-for-profit advocacy organization is preferred. Legal research experience is preferred. Proficiency in writing in Spanish is desirable.

### **Compensation:**

\$38,000 to \$44,000 per year. Salary is commensurate with qualifications and experience. MALDEF's generous benefits package includes: employer paid medical, dental, vision for employees and their eligible dependents; employer paid short and long term disability insurance; life insurance; and employee assistance program; a 403(b) retirement plan with direct employer contribution and match; 20 days of personal time (PTO); and eleven paid holidays each year.

### **How to Apply:**

Send cover letter, résumé, and 3 to 5-page writing sample by email to: [jobs@maldef.org](mailto:jobs@maldef.org). For ease of processing please title your email as follows: **Your Name – CHI Paralegal**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

**Position Open Until Filled. ■ Equal Opportunity Employer**

For more information, visit: [www.maldef.org](http://www.maldef.org)

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