JOB ANNOUNCEMENT

Paralegal or Paralegal/Organizer
Opportunity Under Law

Public Counsel’s Opportunity Under Law project (OUL) is hiring a full-time Paralegal or Paralegal/Organizer to work alongside the team of attorneys and organizers currently in the Project. This is a non-exempt position available beginning in July 2020.

ORGANIZATIONAL BACKGROUND

Public Counsel is the largest pro bono public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children’s Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants’ Rights, Veterans’ Rights, the Audrey Irmas Project for Women & Girls’ Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of 130. We seek to have a racially inclusive staff.

Public Counsel’s Opportunity Under Law (OUL) was formed in 2014 to build on Public Counsel’s longstanding economic justice and impact litigation practice. Public Counsel’s Opportunity Under Law combats economic injustice in all its forms through strategic campaigns combining litigation, communications, and community outreach. The cases this project initiates will affect large groups of people within California and nationwide. Current areas of focus include homelessness, education rights, immigration rights, criminalization of poverty, and low-wage workers’ rights. For more information, visit http://www.publiccounsel.org/practice_areas/opportunity_under_law.

JOB SUMMARY

Public Counsel seeks a Paralegal or Paralegal/Organizer to work closely with the OUL team to support complex federal and state impact litigation cases to promote civil rights and economic justice. The Paralegal or Paralegal/Organizer will be responsible for tasks such as filing documents in court, preparing basic legal documents, conducting research, analyzing data, assisting with discovery during litigation, word processing, correspondence, maintaining
calendars, document management, keeping time records, scheduling meetings, coordinating volunteers, and other duties.

The position will also include communicating and working with our clients and the communities we represent, including outreach, advocacy, and connecting with diverse communities such as students, communities of color and low-income communities, and immigrants. The extent and nature of the organizing work will be based on the interest and skills of the candidate.

The Paralegal or Paralegal/Organizer will be responsible for working on existing cases and new impact litigation opportunities in collaboration with the Director of OUL, Project staff, staff in Public Counsel’s other projects, and volunteer attorneys.

**JOB SKILLS AND ABILITIES REQUIRED**

- Bachelor’s degree from an accredited college or university;
- Paralegal certificate/degree in paralegal studies or experience in litigation support a plus, but not required;
- Commitment to economic and racial justice and public interest law;
- Excellent oral and written communication skills;
- Excellent attention to detail;
- Mastery of computer programs such as Word, Excel, Powerpoint, and other databases;
- Experience and competence in working with people of diverse cultural, geographic, and economic backgrounds, including individuals who are low-income and racially diverse;
- Spanish-language proficiency preferred.

**START DATE AND COMPENSATION**

This position is available beginning in July 2020. The Paralegal or Paralegal/Organizer position is a full-time, non-exempt position. Salary is commensurate with abilities and experience. Excellent benefits.

**APPLICATION DEADLINE**

Continuous until position is filled.

**TO APPLY**

Please send a cover letter and resume to:
Kathryn Eidmann
Public Counsel
610 South Ardmore Avenue
Los Angeles, California 90005
Fax: 213/385-9089
Email: ouljobpost@publiccounsel.org
No phone calls please.

Public Counsel is an Equal Opportunity Employer

All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws.

All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.