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JOB OPENING: PARALEGAL

Philadelphia, Pennsylvania

The Education Law Center-PA is a statewide civil rights advocacy organization that has played a leading role on key issues of educational equity since 1975. ELC-PA seeks a **full-time paralegal in our Philadelphia office** to provide paralegal support to attorneys who engage in direct representation and impact litigation. Candidates should have a commitment to public interest law, civil rights, racial justice, and advancing the education rights of underserved students, including students of color, students impacted by poverty, students with disabilities, multilingual learners, students experiencing homelessness, LGBTQ youth, students involved in the foster care and juvenile justice systems, and students at the intersection of these identities. Our work seeks to dismantle the school-to-prison pipeline, secure fair funding for public schools, and ensure that all children have access to a quality public education.

We welcome applicants with the following minimum skills and experience:

- Four-year college degree or paralegal certification and training;
- Experience as a paralegal a plus
- Excellent oral and written communication skills
- Strong interpersonal skills
- Familiarity with reviewing and formatting legal filings and preparing for hearings
- Accustomed to legal timekeeping practices
- Ability to handle significant client interaction, including clients who may be impacted by trauma
- Intermediate to advanced skills in Microsoft Office 365 suite (especially Word, Excel, and PowerPoint)
- Willingness and motivation to assist on substantive cases and administrative matters
- Experience using legal research platforms (e.g. Westlaw) a plus
- Spanish fluency a plus

Duties and responsibilities include:

- Providing paralegal support to legal team of approximately 8-10 attorneys to increase the team's efficiency
- Cite-checking and formatting legal briefs, motions, memoranda, and other legal writing
- Filing court documents and managing case dockets on state and federal e-filing systems
- Organizing, reviewing, and summarizing documents in preparation for representation, hearings, and trial
- Preparing correspondence and submission of attorneys' fees
- Communicating with clients with regard to legal representation and signing documents

To apply, please submit a **letter of interest** and a **curriculum vitae** to hrphl@elc-pa.org with “**Paralegal Applicant**” in the subject line. Applicants will be accepted until the position is filled.

Compensation and Benefits: The salary range is \$41,600 to \$55,000, commensurate with experience. Benefits include medical, dental, vision, life, and disability insurance with 100% paid by employer for employee, flexible spending account, retirement plan, and professional development budget. Employees have a generous leave benefit inclusive of vacation, health, and holidays.

ELC-PA is a flexible hybrid office. Staff may work remotely up to three days a week. ELC-PA will consider requests for flextime and alternative remote work schedules.

Education Law Center-PA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.