



Litigation Paralegal

Beyond Legal Aid (Beyond) uses its model, “community activism lawyering,” to unite lawyers and activists to collaboratively help underserved communities access justice and pursue social change. Through these partnerships, Beyond creates “community activism-law programs” that are community-located, community-operated, and community-directed that provide cost-effective legal services to underserved individual community members and help our activist partners achieve broader social change. Beyond seeks to change not only how the legal aid system operates but also how lawyers and activists work together.

Beyond is seeking a litigation paralegal with genuine interest in connecting the law with grassroots activism and being part of a new legal services model. Beyond’s litigation practice area is experiencing significant growth, so we are seeking an experienced bilingual (English/Spanish) and skilled individual to join our organization.

The ideal candidate must be able to manage complex tasks efficiently; prioritize workload, meet strict deadlines; be extremely detail-oriented, flexible, organized, and self-motivated with strong initiative; have a positive attitude; edit their work carefully, and have a professional demeanor. Candidates should feel comfortable working in a paperless office. Candidates must be proficient in Microsoft Office, Google’s G-Suites, and must have exposure to case management software. As a Litigation Paralegal, you will work alongside a team of attorneys in a variety of matters, which may include housing, employment, and family law matters. Beyond’s litigation practice includes matters at both the state and federal levels. Candidates must be comfortable working independently in a fast-paced environment. They must also be prepared to work some non-traditional hours—evenings and the occasional weekend day—and in non-traditional, multiple locations; in exchange, they are afforded great flexibility in work schedule.

Preference will be given to candidates who have demonstrated experience with housing, employment, and family law matters and who have demonstrated experience at both the state and federal levels.

Litigation Paralegal responsibilities will include but not be limited to the following:

- Assist attorneys through each stage of litigation, including obtaining service of process, preparing and filing pleadings and motions, and scheduling hearing dates;
- Draft legal documents and correspondence for review by supervisor/attorneys;
- Directly communicate with community members and community partners;
- Collect evidence and documentation from community members; and
- Maintain case files and data entry in a case management database.

Beyond staff are unionized, and employment terms are set by a collective bargaining agreement, including a payscale based on experience. Benefits include medical and dental insurance, travel reimbursement, generous paid time off, and coverage of professional fees.

Beyond is an equal opportunity workplace and is committed to working closely and effectively with the communities that we serve. Individuals self-identifying as people of color, LGBTQI, socio-economically diverse, persons with a disability, or as otherwise having backgrounds and experiences underrepresented in the legal profession are highly encouraged to apply.

To apply, send a cover letter, resume, references, and recent writing sample to hire@beyondlegalaid.org. We will accept applications until the position is filled.