

FORECLOSURE MEDIATION PARALEGAL

Chicago Volunteer Legal Services Foundation (CVLS) is a not-for-profit that provides free legal services to individuals in and around Chicago using volunteer attorneys. Last year 2,000 CVLS volunteers helped thousands of clients with their cases and legal issues.



Position Description

The paralegal will support CVLS Staff and Volunteer Attorneys in CVLS' new Cook County Foreclosure Mediation Program (MFMP). The work will include:

- Managing electronic case files
- Fielding routine questions/concerns from homeowners
- Calendaring court, mediation sessions, and deadlines
- Managing client correspondence
- Assigning cases to volunteer attorneys
- Assist with drafting and filing pleadings
- Relaying information between CVLS staff, volunteers, program partners, clients, and opposing counsel
- Analyzing and reporting data for grant reports

The work will be entirely remote (with court held via Zoom), until the courts reopen.

Candidates who are fluent in oral and written Spanish will have priority.

Position Requirements

- Excellent oral and written communication
- Excellent organizational skills
- The ability to multitask without losing focus
- Experience working with Microsoft Office Suite
- Experience working with LegalServer or the ability to learn a case management system quickly
- Experience working in general civil litigation is a plus, but not required.
- Ability to input, review and analyze data and complete reporting forms timely and accurately
- A commitment to working with low-income clients and with volunteer attorneys

We are looking for people who have a sense of humor; are friendly, patient, and tolerant; can work independently and in a team; and who pay attention to detail without losing sight of the big picture.

Additional Information

CVLS is committed to the principles of equal employment opportunity, without regard to race, color, religion, national origin, gender, age, qualified disability, or sexual orientation or any other protected class. CVLS is an Equal Opportunity employer seeking to build a workforce that reflects the diverse community we serve.

How to Apply

Email cover letter, resume and three professional references as attachments in Word to: Matthew Hulstein, Supervising Attorney at mhulstein@cvls.org. Subject line should include "CVLS MFMP Paralegal". No mail or phone calls, please.