

GENDER / JUSTICE

Now Hiring Legal Assistant

Reports to: Legal Director
Position Status: Non-Exempt, Hourly; (15-20 hours/week).
Rate: \$22-30/hour plus pro-rated benefits.
Remote/hybrid during COVID-19; Office in St. Paul, MN.

To apply: Submit PDF resume and cover letter to [hiring@genderjustice.us](mailto: hiring@genderjustice.us) by **September 6, 2022**. Include “Legal Assistant” in the subject line.

Organization:

Gender Justice is a 501(c)3 nonprofit legal and policy advocacy organization based in St. Paul, Minnesota working to advance gender equity through the law. We fight discrimination based on sex, gender, sexual orientation, or gender identity. We represent clients directly in state and federal court and before administrative agencies in impact and strategic litigation cases. In addition to pursuing justice through the legal system, we also advocate for policies that expand gender equity and educate the public about their rights and how to fight gender discrimination. This is an exciting time at Gender Justice as we expand our programs under a new strategic plan. We’re a small but mighty organization looking for the newest member of our ambitious, highly-effective, and growing team.

Position Summary:

The Legal Assistant is an administrative superstar, who provides essential support to the litigation team, and helps out with other organizational administrative tasks as needed.

Responsibilities Include:

- Perform intake consultations with potential clients
- Prepare, proofread, finalize, and efile legal documents, pleadings, discovery, etc.
- Collect, organize, and summarize discovery documents
- Assist with trial prep and provide support during trials, including with tech tools
- Assist with research on special projects
- Maintain client files
- Maintain legal calendars and calendar deadlines

- Support intern and fellow recruitment process, updating descriptions in various school systems, identifying opportunities to attract high quality applicants
- Organize and respond to intern and fellow applications
- Help organize and respond to speaker requests
- Mail distribution, file scanning and filing, as needed
- Calendar internal meetings as needed

Qualifications:

- 2-3 years experience as a Legal Assistant or Paralegal, or comparable experience, preferred
- Paralegal certificate is a plus
- Excellent listening and communication skills
- Highly detail-oriented and proactive
- A high level of independence and good judgment
- Excellent Microsoft Office skills
- Strong organizational, project- and time-management skills
- Commitment to our mission and values, which include racial, social, and economic justice
- A high level of comfort in an adaptive workplace.
- Sense of humor and a commitment to a diverse, collaborative work environment

Employees are eligible for employer-subsidized health and dental insurance, generous paid time-off, and 3% employer-match to an IRA. Part-time employees are eligible for prorated insurance subsidies.

Gender Justice is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBTQ and trans people, immigrants, and others living in marginalized communities.