

## **Eviction Defense Paralegal / Program Assistant**

The Metropolitan St. Louis Equal Housing and Opportunity Council (EHOC) seeks to ensure equal access to housing for all people through education, counseling, investigation, and enforcement. EHOC is the only private, not-for-profit fair housing enforcement agency working to end illegal housing discrimination in the metropolitan St. Louis area.

EHOC is currently seeking a Paralegal / Program Assistant to provide paralegal and administrative support to the Eviction Defense Program providing legal support to people facing eviction and housing instability. Despite the continued spread of the coronavirus and the lasting health and economic impacts of the pandemic, evictions are on the rise and more and more families are facing housing instability. Low income communities of color are disproportionately affected by this in the greater St. Louis region, and there are rising rates of housing discrimination against tenants because of their race, color, religion, national origin, sex, family status, or disability. The Paralegal / Program Assistant will provide paralegal and administrative support to the team of attorneys and housing resource specialists. The position is full-time.

### **Primary Responsibilities will include:**

- Meet with attorneys, clients, and other professionals to discuss assigned cases or projects and coordinate with Eviction Defense staff for appropriate case referrals;
- Provide litigation support for attorneys including drafting general legal documents including routine pleadings and motions, affidavits, and interrogatories, filing motions and pleadings according to judicial procedures and reviewing depositions;
- Research and analyze statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to attorneys;
- Interview clients and witnesses and perform factual research and investigative work to obtain information and documents relevant to a client's legal issue;
- Under attorney supervision, relay counsel and advice to clients over the telephone and drafting counsel and advice letters to clients;
- Prepare, organize, store, and retrieve case files, which may include evidence, exhibits, depositions, pleadings, exhibits, and other items;
- Assist attorneys with trial preparation, which may include attending trials and hearings;
- Perform administrative and clerical duties, including general correspondence, opening and closing files, creating and maintaining physical case files, organizing and boxing closed files, collaborating with other office managers to maintain office supplies and coordinate mail distribution, calendaring/docketing, and other clerical/administrative tasks as requested;
- Attend and assist with legal and educational workshops to various audiences;
- Assist Eviction Defense staff with interns, externs, and volunteers when needed, including training;
- Collect client paperwork and documents necessary for program guidelines and rental assistance applications and maintain records regarding billable hours spent on specific cases;
- Under supervision of Eviction Defense Housing Resource Specialists, complete applications for rental assistance or other supportive services utilizing various online application portals (UniteUs, SAFHR, ERAP, etc.);
- Coordinate with other social service agencies regarding payment of rental assistance or relocation funds and/or other supportive services;
- Keep accurate records of case activities and assist the Eviction Defense team with recordkeeping and data management in an online case management system;

- In coordination with Eviction Defense Managing Attorney, monitor program data and files to ensure overall compliance with grant requirements;
- Assist Eviction Defense Managing Attorney with grant reports on a monthly and quarterly basis for various funders;
- Maintain current knowledge on court programs and procedures, as well as rental assistance programs; and
- Perform other duties which may be assigned from time to time.

**Qualifications:**

- Legal studies certificate, paralegal certificate, other relevant studies, legal secretary experience, or other equivalent experience is required;
- Familiarity with Missouri landlord/tenant law and court procedures;
- Strong written and oral communication skills;
- Excellent data management and organizational skills;
- Experience working independently with minimal supervision;
- Ability to relate well and work with low-income clients and collaborate with community stakeholders;
- Capacity to work in a high-volume environment and a changing court and policy landscape.
- Preferred Bachelor's degree; or three years related experience.

This is a full-time, salaried position, with compensation ranging from \$40,000 - \$45,000, depending on experience. Benefits include telework, generous vacation and paid time off, paid holidays, medical, dental, vision, life, short- and long-term disability insurance for employees (dependent coverage available), mileage reimbursement/per diem for covered travel. The position is fully funded from a grant. The position reports directly to the Eviction Defense Managing Attorney.

Interested applicants should email a cover letter and résumé to Elisabeth Risch, Assistant Director, at [applications@ehoc-stl.org](mailto:applications@ehoc-stl.org). Applications will be accepted until **January 14, 2022**, or until the position is filled.

EHOC is an Equal Opportunity Employer (EEO). We prioritize equity and inclusion in our organizational culture and hiring. We encourage all applicants regardless of race, gender identity, sexual orientation, religion, national origin, age, disability, parental status, marital status, formerly incarcerated individuals or on any other identity factor to apply.