

## **Full-Time Paralegal/Legal Assistant**

The Civil Rights Education and Enforcement Center (CREEC) is hiring a full-time paralegal/legal assistant to join our Accessibility Project ([AP](#)). This position is ideal for a recent college graduate who is thinking about going to law school and who would like to gain experience in the nonprofit and legal world. It is a great position for someone who wants to grow into the role. This is a full-time hourly position which may be performed remotely from California or Colorado. If the selected candidate is local to Denver, Colorado they are welcome to work from our Denver office. Paralegal experience is not required, but we do prefer a commitment of at least two years.

### **About CREEC**

CREEC is a nonprofit legal organization that fights for liberation through the lens of intersectional disability justice. We are a small organization of ten staff, most of whom are attorneys or paralegals. The majority of our staff work remotely, although we have a physical office in Denver, Colorado. Our work falls into two projects: the Accessibility Project (AP) and the Immigration Detention Accountability Project (IDAP).

### **About AP**

The Accessibility Project (AP) fights against ableism and the oppressive systems it sustains (racism, white supremacy, and hetero and cis patriarchy) through impact litigation, individual advocacy, education, outreach, and coalition building. We believe that the fight for disability justice must be intersectional or will not be a fight for justice at all. We are committed to bringing the promise of a fully accessible and equal world to all disabled people, including those most frequently overlooked in disability and civil rights spaces due to intersecting forms of oppression.

We currently engage in litigation and education efforts for incarcerated individuals, protesters, and other disabled people to advocate for equal access including effective communication, access to programs and services, and physical accessibility. We represent clients with many different types of disabilities including people with psychiatric, intellectual, or physical disabilities.

We learn from and are led by impacted communities, without whom true justice is not possible.

### **What We Are Looking For**

- **Organizational, communication, and writing skills.** AP has a heavy case load of litigation and advocacy projects. We need someone who can keep track of the details of these projects including managing case documents, scheduling, and hosting remote meetings. You will help draft pleadings and correspondence, interview potential clients and witnesses, and assist with investigations, so strong communication and writing skills are a must. You will generally run all but the purely legal aspects of each case and provide general attorney and administrative support. In addition, you will serve as a point of contact for our clients in both complex litigation and direct representation updating them on the status of our advocacy. We are looking for someone who can explain legal

concepts in an accessible manner, who has strong listening skills, and who can navigate difficult conversations.

- **Computer + social media skills.** You will do web-based research and use Microsoft programs (Word, Excel, Outlook, and PowerPoint), as well as specialized litigation software. You will also be involved with AP's social media strategy including staying engaged in the disability justice landscape, uplifting others' posts and creating original content for the project.
- **Ability to work well with other people and alone.** The ideal candidate will be comfortable and professional interacting with potential and current clients, court personnel, cooperating and opposing counsel, and the wide variety of people who contact our organization. While teamwork is important at CREEC, you will also do well here if you are a self-starter. You will have opportunities to take ownership of projects and suggest strategies and should be willing to take initiative and work independently when necessary. Lastly, although we try to maintain contact with our team through email, chats, and weekly check-ins, you should be comfortable working in a remote position that lacks the in-person interaction that one would get if working with colleagues in an office.
- **Passion.** We are looking for someone committed to intersectional liberation and curious about creative ways to work towards this goal. While it is not required, we are particularly interested in candidates who have lived or professional experience in disability communities.
- **Empathy.** The work at CREEC can be intense. We deal with a system that is cruel, incompetent, and violent. We are looking for a candidate who will extend empathy first and foremost to our clients, to themselves, and to their team here at CREEC.
- **Humility.** You will encounter new experiences, strategies, and perspectives throughout their time with CREEC. We look for someone who is committed to learning and to approaching differences with patience and respect.

### **Salary and Benefits**

This is an hourly position with \$43,000 base pay/year (\$22.05/hour), with a 7.5-hour workday and 37.5-hour work week.

Benefits include a health insurance plan with employee premiums paid in full by CREEC, a retirement plan with employer matching, an annual education allowance for job-related learning, paid vacation and sick leave, monthly personal days (including three paid "summer" days off for each of the months of June, July, and August), and necessary office equipment to work remotely. CREEC also observes 17 paid holidays, including during the week between Christmas and New Year's Day.

Each benefit is subject to the eligibility requirements as specified in plan documents, and CREEC reserves the right to modify the benefits it offers from time to time.

### **Qualifications**

Bachelor's degree.

Two-year commitment preferred.

Proficiency in a second language is a plus.

Prior experience in paralegal and administrative work not required.

Experience with Microsoft programs (Word, Excel, Outlook, and PowerPoint) preferred.

Adequate space to work effectively from home while maintaining confidentiality.

Secure, reliable, and private Internet connection.

### **How to Apply**

Email a cover letter, resume, writing sample, and college transcript to [resumes@creeclaw.org](mailto:resumes@creeclaw.org). Please write "Paralegal (YOUR LAST NAME)" in the subject line. If you are a person with a disability and need accommodations in the application process, please let us know in your cover letter. **We really need to hear why you are right for this job and why it is right for you. Applying by clicking a link on a job posting site does not really convey that message.**

Applications will be reviewed on a rolling basis and accepted for ten days or until the position is filled.

CREEC is an equal opportunity employer that values a diverse workforce and promotes an inclusive culture. CREEC encourages applications from all qualified individuals without regard to race, color, religion, gender, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, marital status, citizenship, disability, and veteran status.

For more information about our work, please visit our [website](#).