



Managing Paralegal

ArchCity Defenders (ACD) is a holistic legal advocacy organization that combats the criminalization of poverty and state violence, especially in communities of color. ACD's foundation of civil and criminal legal representation, social services, impact litigation, policy and media advocacy, and community collaboration achieves and inspires justice and equitable outcomes for people throughout the St. Louis region and beyond.

ACD envisions a society liberated from systems of oppression where the promise of justice and racial equity is realized; communities where our approach to public safety prioritizes investment in well-being, health, and transformation without relying on criminalization and incarceration; and people living freely in their communities, thriving regardless of their race or income.

ACD seeks a dynamic, creative, committed individual with a strong commitment to social justice to join our dynamic and diverse staff of attorneys, paralegals, social workers, community organizers, and media and communication advocates who collaborate to provide holistic advocacy to address the causes and consequences of poverty and involvement with the legal system.

ACD is looking for a thoughtful, dedicated, and skilled Managing Paralegal to join our team to manage the day-to-day operations, staff needs, and challenges in the provision of the organization's paralegal work as well as provide daily case management, facilitate case correspondence, assist with discovery and investigation, maintain strong client relationships, and support the professional development of the paralegal staff.

MINIMUM QUALIFICATIONS REQUIRED:

- Experience as legal support staff, proven track record of excellence, relevant training, and qualifications.
- Demonstrated experience managing a team.
- Knowledge of and experience with relevant software applications - spreadsheets, word processing, presentations, database, information management, and electronic discovery.
- Knowledge of legal procedures, legal terminology, and municipal, state, and federal filing rules and procedures.
- Proficient in spelling, punctuation, grammar, and other English language skills.
- Knowledge of legal administrative and clerical procedures.

ESSENTIAL JOB RESPONSIBILITIES:

- Daily case management, including opening and closing files when needed.
- Prepare and manage correspondence, standard legal documents, intake, assessment, case notes, grant-specific documentation, and evaluation metrics.
- Organize and coordinate legal meetings including client interviews, hearings, and depositions.
- Maintain attorney schedules and calendars, including deadlines.
- Provide litigation support via discovery review, court filings, exhibits, witness preparation, create trial materials, and attend court proceedings.
- Handle incoming mail and calls.

- Assist with the collection of relevant records and documents.
- Conduct research and collate information relevant to cases.
- Oversee the day-to-day operations, staff needs, and challenges of the paralegal staff.
- Provide coverage for ongoing client matter demands and special project requirements.
- Facilitate positive working relationships between attorneys and paralegals, including by maintaining consistent communication and effective procedures.
- Work with the Director of Advocacy and Managing Attorneys to develop and implement workflows.
- Routinely assess caseload, capacity, and client needs to inform staff assignments and maintain manageable workloads.
- Meet regularly with paralegal staff to facilitate training, ongoing support, and opportunities for growth.
- Recommend and develop training and professional development programs for paralegal staff.
- Complete and ensure completion of all documentation including timekeeping, intake, case notes, grant-specific documentation, and evaluation metrics for clients.
- Comply with all applicable regulations, policies, and grant requirements.
- Assist with reports to funding organizations, government entities, and senior leadership, as needed.
- Monitor team budget and resources.
- Embrace and support ACD's overall mission, standards, policies and procedures, and confidentiality guidelines as well as adhere to the legal professional responsibilities that underpin the organization.
- Perform other duties and projects as required by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills with attention to detail.
- Strong interpersonal and relationship-building skills: able to work well with a wide range of people and cognizant of how identity dynamics inform and shape interactions with clients, partners, and colleagues.
- Willingness to engage in critical reflection and create a team dynamic of feedback and learning.
- Ability to work collaboratively as well as independently.
- Strong organizational and time management skills.
- Able to handle competing deadlines in a fast-paced environment
- Demonstrate dependability through good attendance and adherence to timelines and schedules.
- Good problem-solving skills.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Able and willing to continue professional development.
- Knowledge of the St. Louis region is a plus.

This is a full-time position with benefits and a salary range from \$50,000-\$60,000 depending upon skill and experience. ArchCity Defenders provides subsidized health coverage, 401(k) (100% matched up to 1% of salary), 26 days of paid vacation each year (not including federal holidays in which the office is also closed), paid parental and sick leave, paid disability and life insurance, paid continuing education opportunities, YMCA membership, subsidized parking, and a company-issued cell phone.

ArchCity Defenders is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LGBTQIA+, and gender non-conforming applicants.

Applications will be reviewed on a rolling basis until the position is filled so we encourage you to apply as soon as possible.

Submit a resume, writing sample, and cover letter to Jacki Langum, Deputy Executive Director, via the following link: <https://archcitydefenders.formstack.com/forms/paralegal>