



ARKANSAS ACLU PARALEGAL

About ACLU Arkansas:

The ACLU of Arkansas (ACLU-AR) is a nonprofit, nonpartisan organization which uses legal, legislative, and public education methods to protect and promote a broad range of constitutional issues including, free speech, racial justice, voting rights, privacy, religious liberty, reproductive rights, LGBTQ equality, and more. The ACLU-AR is an affiliate of the national ACLU, the leading defender of civil liberties guaranteed by our nation's Bill of Rights.

Position:

The ACLU-AR seeks a full-time Paralegal to assist the Legal Director, Staff Attorney, policy staff, and cooperating counsel with clerical and organizing tasks related to ACLU-AR legal work. The Paralegal will work under the direction of the Legal Director. These functions will be performed to support the Affiliate's goal of protecting the liberties that define our democracy. The Paralegal will be based in the ACLU's Little Rock office, but travel within Arkansas may be required.

Top Reasons to Work at ACLU Arkansas:

- Medical Insurance Coverage for employee and family, 100% employer paid premiums.
- 401K – Up to 5.5% employer match (based on employee contribution rate)
- Dental and Vision Insurance coverage for employee and family, 100% employer paid employer premiums.
- Life Insurance, 100% employer paid premiums.
- Short Term and Long-Term Disability Insurance, 100% employer paid premiums
- Top notch, dedicated, racially diverse team.
- Belonging to a team to protect and advance civil liberties in Arkansas

Work Hours:

- Non-Exempt, Full-Time, 40 hours. Standard office hours are 8:00AM to 5:00PM Monday – Friday.

Key Job Duties:

- Assist with the intake process;
- Assist in case development and management, including factual research, legal research, interviews, information gathering, organization and analysis;
- Coordinate with policy staff and volunteer attorneys and others associated with our work;
- Handle special projects relevant to the position and other duties as assigned by the Legal Director and Staff Attorney;
- Administrative tasks including filing, data entry, information and communications management.

Qualifications:

- Paralegal experience required;
- Superior verbal and written communication skills with strong interpersonal aptitude;
- Ability to maintain confidentiality and discretion is essential;
- Strong organizational and administrative skills and the ability to multitask and meet deadlines without sacrificing attention to detail;
- Proficiency in Microsoft Office Suite and Excel;
- Strong skills including ability to help prepare documents for filing in court, cite-checking, and using PACER and Westlaw and internet research;
- Familiarity with PACER, Westlaw, and electronic filing of cases in state in federal court strongly preferred;
- Experience with and proficiency in creating tables of contents, tables of authorities, mail merges, and creating/inserting macros;
- Willingness to travel within Arkansas;
- Willingness to work evenings and weekends when necessary
- Fully bilingual English-Spanish preferred;
- Commitment to public interest work and to civil liberties and the mission of the ACLU-AR.

Key Attributes of a Winning Candidate:

- **Excellent Communicator:** Communicate effectively (written and verbal) with all levels throughout the organization and the public. Confidentiality is key.
- **Socially Aware:** Commitment to civil liberties and valuing all people.
- **Technical Familiarity:** Understanding in computer-based applications email, and standard applications such as Microsoft Office, Excel, and Adobe.

- **Active Teamwork:** Promote a personal and organizational commitment to diversity, equity, belonging, and inclusion in all interactions with donors, supporters, staff members, and the public.

Salary Range: \$40,000 to \$42,500, commensurate with experience.

Application Process:

Submit a detailed letter of interest, resume, brief writing sample (no more than ten pages), and contact information for three professional references.

Applications should be emailed to jobs@acluarkansas.org, with a copy to jobs@acluarkansas.org and include "Paralegal Application" in the subject line.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The ACLU of Arkansas is an equal opportunity employer. We value a diverse work force and an inclusive and equitable office culture of belonging. We strongly encourage applications from all qualified individuals without regard to race, color, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or prior involvement in the criminal legal system.

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