

PARALEGAL

Position description

Are you a paralegal with a passion for environmental justice? We are seeking a paralegal with 1–3 years' experience to work with us on all aspects of our case work and projects.

The position is a full-time fixed-term position for 12 months, with the possibility of extension beyond this date depending on funding. (4 days per week will also be considered if the candidate prefers.)

Litigation experience is highly desirable, and an understanding of environmental law and issues is preferred.

Environmental Justice Australia is committed to a diverse workforce. Aboriginal and Torres Strait Islander people, women, people from culturally and linguistically diverse backgrounds, LGBTQI people and people with a disability are strongly encouraged to apply.

Applications close Monday 30 November 2020 at 9am.

About us

We're a small but growing team of lawyers supported by administrative, communications and fundraising staff working on issues across climate change, nature protection and healthy communities.

We use our legal expertise to be a powerful force for change, to empower communities to protect the environment, and to achieve a better legal system that delivers justice to people and the planet.

Responsibilities

This position reports to our Principal Lawyer.

- Under the direction and supervision of lawyer/s:
 - Take and respond to enquiries from individuals and community groups;
 - Obtain instructions, identify legal issues, research applicable law and prepare advice;
 - Assist with case work, including researching legal issues and corresponding with clients, barristers and Courts as required;
 - Manage files – including opening files, document management and filing;
 - Manage litigation matters – including preparing barrister briefs, court books, and document preparation;
 - Carry out administrative tasks as required such as document collation, photocopying and delivery, answering phones, taking messages.
- Supervise volunteers as required
- Contribute to the EJA team and the running of the organisation and office.

Selection criteria

Essential

- 1–3 years' paralegal experience, with civil litigation experience (in any area of law) highly desirable.
- Excellent written and oral communication skills including demonstrated ability to communicate legal concepts in clear language and prepare memorandums of research.
- Demonstrated ability to manage the administrative aspects of legal practice files.
- Experience undertaking legal research.
- Demonstrated ability to take initiative and a problem-solving attitude
- Energy, self-motivation, and ability to work effectively both independently and as part of a collaborative team environment.
- An ability to work under pressure and to tight deadlines.
- Keenness to work closely with local communities to support their campaigns and legal needs.
- Strong competency in Microsoft Office, Outlook and Adobe

Desirable

- Experience in working in near complete digital file environment.
- Commitment to environmental or social justice issues.
- Familiarity with Federal, County and/or Supreme Court civil practice and procedure, and experience litigating in one or more of these jurisdictions.
- Knowledge of environmental law and environmental issues.
- Demonstrated ability to build and maintain strong relationships with colleagues, community members, partner organisations, and other professionals.
- Competency in CLASS and Asana.

Terms and conditions

Terms and conditions for these roles will be negotiated based on the following:

- The position is a full time position, but four days per week would be considered for an exceptional candidate.
- The role is temporarily based at home pending a return to our office in the award-winning Green Building located in Carlton, Melbourne. Travel outside Melbourne required occasionally.
- Out of hours work is required occasionally.
- Terms and conditions of employment are based on the Community Legal Sector Multi-Business Agreement with over-agreement salary and conditions depending on experience.

How to apply

Interested? Send us a brief application comprising:

- your resume; and
- a statement of no more than 2 pages detailing why you want to work with us and addressing the selection criteria outlined above.

Email your application to our co-CEOs, Elizabeth McKinnon and Nicola Rivers, at recruitment@envirojustice.org.au

Enquiries: Nick Witherow, Principal Lawyer – 03 8341 3109.

Closing date: Monday 30 November 2020 at 9am.