



Paralegal

Position Description

Organizational and Campaign Overview:

Our Children's Trust ("OCT") is an all-women-founded human rights organization leading the game-changing, youth-driven, science-based, global climate recovery campaign to secure the legal right to a healthy atmosphere and stable climate for present and future generations. OCT supports youth climate advocates, partner organizations, and volunteer and pro bono legal counsel and scientists in the U.S. and around the globe, in legal actions that seek legally-binding, countrywide and/or statewide science-based Climate Recovery Plans that will return atmospheric carbon dioxide concentrations to levels below 350 ppm by the year 2100. We also work at the grassroots level to support local government efforts to adopt similar plans at the community level. OCT has co-produced 12 short award-winning documentaries telling the stories of youth, lawyers, and leading scientists and experts in their quest for legally binding climate recovery action by government, and brings attention to this game-changing legal campaign through media, communications and continued film development.

Position Location: Eugene, Oregon.

Overview of Position:

The Paralegal position supports the overall mission of Our Children's Trust, by directly supporting the litigation in which the organization is involved. The paralegal works supportively with OCT staff, youth, partner attorneys, legal scholars, law clerks, NGO partners, scientists, and others to carry out the above-described strategic campaign to compel government action to effect systemic science-based climate recovery policies at all levels of government. This position carries a great deal of responsibility in a high intensity, demanding, time-sensitive environment. The position will occasionally require some evening and weekend work in addition to the regular workweek. The position may require occasional travel for out of state court hearings.

This Position Reports to: Executive Director.

General Duties and Responsibilities:

- Organize case files and documents in both paper and electronic formats
- Manage electronic storage, retrieval and processing of documents on NextCloud
- Track all case and docket requirements
- Gather, analyze and summarize documents
- Prepare and present oral and written summaries
- Interact professionally with OCT personnel and outside counsel
- Create and maintain spreadsheets and databases
- Perform legal research, including cite checks and shepardizing, on Westlaw and with traditional research tools

- Summarize depositions and reports
- Prepare discovery, pleadings, caselaw and document binders to prepare attorneys for meetings, hearings and trial
- Format and create tables for legal briefs and other court filings.
- Prepare and file pleadings and other documents electronically through court filing systems
- Make arrangements for court reporters and service agents and order transcripts of every court proceeding in a timely manner
- Draft and edit legal documents
- Record minutes of legal meetings and keep task lists updated
- Support the legal team with scheduling as needed
- Support the legal team with excellent knowledge of all facets of Microsoft office and Google Documents/Sheets
- Support other projects, such as powerpoints, as needed
- Be familiar with the rules of practice for every court in which we work.

Reporting Duties and Responsibilities:

- Report internally as requested.

Preferred Qualifications:

- Passion for science-based climate justice and local-low-carbon living.
- Undergraduate degree.
- A Paralegal degree, one or more years working as a Paralegal or legal assistant, or equivalent experience.
- Proficiency with Westlaw, Macbooks and Microsoft Office.
- Familiarity with court rules and filing requirements, including electronic court filing systems.
- Ability to quickly learn new technology and software.
- Great attention to detail and follow up.
- Strong analytical skills.
- An interest in working with youth, families, and diverse partners.
- Excellent written and verbal communication skills
- Excellent organizational skills.
- Desire to work with a small grassroots team in a fast-paced advocacy setting.
- Reliably able to handle an intense, fast-paced, work environment healthfully with a high stress tolerance.
- Experience working both independently and collaboratively.
- Highly dependable and available and able to respond quickly to litigation needs.
- Always professional and engaged.
- Competency working with online sharing, Google docs, word and excel.

To Apply: We seek to grow a diverse staff that represents the diversity of our youth and the diversity of the climate justice movement. We encourage people of color, women, LGBTQ, and people of different faiths, backgrounds and national origins to apply. Email the following application materials to dorna@ourchildrenstrust.org: letter of interest including salary requirements, resume, list of three references with email addresses and phone numbers, and a sample of your work (**all combined into one PDF**). Please put “Paralegal Application” in the subject line. Applications will be reviewed on a rolling basis.