Senior Paralegal
Position Description

Organizational and Campaign Overview:

Our Children’s Trust is a non-profit public interest law firm that provides strategic, campaign-based legal services to youth from diverse backgrounds to secure their legal rights to a safe climate. We work to protect the Earth’s climate system for present and future generations by representing young people in global legal efforts to secure their binding and enforceable legal rights to a healthy atmosphere and stable climate, based on the best available science. We support our youth clients and amplify their voices before the third branch of government in a highly strategic legal campaign that includes targeted media, education, and public engagement work to support the youths’ legal actions. Our legal work – guided by constitutional, public trust, human rights laws and the laws of nature – aims to ensure systemic and science-based climate recovery planning and remedies at federal, state, and global levels. We 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.

Position Location:
- Eugene office.

Tasks and Responsibilities:
- Supervise paralegals serving multiple lawyers and cases.
- Direct and manage paralegal client management and develop and monitor systems to ensure thorough and professional monitoring, collection, documentation, tracking and management of client circumstances and related evidence and to communication systems to apprise clients of status of cases.
- Manage and develop systems for paralegal reporting of Client needs to counsel of record and Client Support Specialist/MSW.
- Manage paralegals’ coordination with Education and Alliance Manager on New Client outreach.
- Maintain strong familiarity with rules of practice for every court in which we work.
- Serve as primary paralegal for Julianna v. U.S.
- For assigned jurisdictions, organize case files and document databases in both paper and electronic formats.
- For assigned jurisdictions track all case and docket requirements and deadlines.
- Gather, review, analyze and summarize documents, orally or in writing.
- Perform legal research, including cite checks and shepardizing, on Westlaw and with traditional research tools.
- 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, edit, and file pleadings and other documents electronically through court filing systems.
• Ensure arrangements for depositions, court reporters and service agents and ordering of transcripts of every court proceeding in a timely manner.
• Work with Managing Attorney to ensure preparation of agendas for, and record minutes of, legal meetings and keep task lists updated.
• Support the legal team with scheduling and CLEs.
• Support the legal team with excellent knowledge of all facets of Microsoft office, excel, and Google Documents/Sheets, and other case management software.
• Support other projects, such as powerpoints, as needed.

**Reporting Duties and Responsibilities:**
  - Report internally as requested.

**Position Reports to:**
  - Managing Attorney and Jurisdiction Team Leads

**Preferred Qualifications:**
• Paralegal degree, ten + years working as a Paralegal in a litigation context.
• Five + years experience managing other paralegals.
• Demonstrated exceptional client management skills and an interest in working with youth and families.
• Exceptional proficiency with Westlaw, Google Drive, Macbooks, Microsoft Office, timekeeping, client management and document management software, and the Blue Book.
• Exceptional writing, organizational, and communication skills.
• Experience with state and federal court rules and electronic filing.
• Experience working in a fast-paced trial and appellate advocacy practice.
• Highly dependable and available and able to respond quickly to litigation needs, tight deadlines and high pressure situations.

**Compensation and Benefits:**
OCT offers a competitive salary and benefits package. Salary is commensurate with experience and with the other members of our team. Employee benefits include employer-paid medical, vision, life, and disability insurance, retirement savings plan with employer match, paid vacation and holidays, and a relaxed work environment (albeit fast-paced).

We welcome, embrace, and respect diversity of people, identities, and cultures. We are committed to fostering an organizational culture of diversity and inclusion. Applicants from diverse backgrounds are strongly encouraged to apply. OCT is an equal opportunity employer.

**To Apply:** Applicants should submit in a single PDF a cover letter, resume, writing sample, and three references to Julissa@ourchildrenstrust.org. Please put “Senior Paralegal” in the subject line of your email. Applications will be reviewed on a rolling basis. Applications will be accepted until the position is filled.

You can find out more about OCT at our website: [www.ourchildrenstrust.org](http://www.ourchildrenstrust.org).