Job Posting

Paralegal

Memphis Area Legal Services’ Pro Bono Unit is seeking a Paralegal with strong administrative, analytical, and organizational skills to assist in responding to client inquiries, making referrals to pro bono attorneys, and addressing any concerns they may have, conducting conflict checks, and maintaining files. This position also makes appropriate referrals to other legal and non-legal resources, collects data, and develops programmatic materials for the Pro Bono Program.

Reporting to the Managing Attorney of the Pro Bono Unit; the Paralegal will be responsible for and/or assists in providing high quality client and volunteer services to qualified individuals and groups under MALS’ guidelines and substantive priority areas.

Applicants should have:

- A bachelor’s degree in paralegal studies or graduate of a paralegal training program
- At least one year of experience as a paralegal
- Excellent oral and written communication skills
- Strong work ethic and excellent organizational skills with attention to detail
- Excellent interpersonal skills

Minimum annual salary starting at $36,000. Excellent benefits, including 401(k). Interested applicants should send a letter of interest, writing sample, and resume to HR@malsi.org. MALS is an E.O.E.