



Paralegal

The New Mexico Environmental Law Center (NMELC) is seeking applications for a Paralegal dedicated to NMELC's mission of working with communities to advance environmental justice and human rights. The New Mexico Environmental Law Center works in partnership with community organizations, coalitions, and other stakeholders to build multi-strategy campaigns that address the systemic polluting of low-income communities of color and advance community health and sustainability. ***Black, Indigenous, People of Color (BIPOC), women, and LGBTQ+ candidates are highly encouraged to apply.***

JOB TITLE: Paralegal

PAY: \$50,000 to \$56,000 per year

START DATE: September 2023

REPORTS TO: ED & Senior Staff Attorney

JOB SUMMARY:

Assists NMELC staff attorneys and provides a wide range of legal support including: conducting legal and factual research, drafting legal documents under an attorney's supervision, drafting legal memoranda, assisting with hearings and filings, and assisting with client meetings, among other tasks.

JOB LOCATION: Albuquerque, New Mexico

NMELC follows a hybrid work plan (both in office and remote). ***Applicants must live in or be in the process of relocating to New Mexico.***

COMPENSATION & BENEFITS: Full-time/non-exempt annual pay of 50K to 56K depending on experience. NMELC offers a competitive benefits package that includes employer-paid health, dental, and vision insurance, a 403(b) employer-match program, vacation, sick leave, paid holidays, and sabbatical after a qualifying period.

DUTIES AND RESPONSIBILITIES:

- Provides support on a range of legal and factual research for staff attorneys
- Organizes research and assists staff attorneys with determining how cases will be handled
- Assists in preparing legal and non-legal documents including briefs, pleadings, motions, appeals, agreements, correspondence, contracts, and legal memoranda
- Assists in all aspects of discovery
- Files documents with courts and administrative bodies

- Works with staff attorneys to develop and prepare legal arguments and strategy
- Works with clients, experts, and community members involved in cases
- Helps to take lead on and develop case file organization and calendaring systems
- Supports with other organizational duties as assigned by the legal team and executive director

REQUIRED QUALIFICATIONS:

- Must embrace the Law Center’s mission and be dedicated to working alongside communities on environmental justice issues.
- Demonstrated commitment to social justice, environmental justice and equity
- Working knowledge of legal terminology, principles and practices and federal and state rules of procedure
- Thorough knowledge of legal research techniques and relevant computer software knowledge and experience
- Excellent organizational skills in managing voluminous case files and exhibits
- Excellent communication and interpersonal skills
- Strong research and writing skills are required
- Great attention to detail and ability to meet deadlines are essential
- Ability to manage multiple tasks.
- Has the skills needed to build collaborative relationships with NMELC staff and the clients and communities served by NMELC.
- Willingness and ability to travel as needed for cases and client meetings.

PREFERRED QUALIFICATIONS:

- Bilingual (especially Spanish and/or Indigenous Languages).
- Experience working with LGBTQ+, frontline, *colonias*, rural, and Black, Indigenous, People of Color (BIPOC) communities.

EDUCATION AND EXPERIENCE:

- Minimum of an Associate’s Degree and 3 + years of experience as a paralegal.
- Paralegal Certificate (Preferred but not required, will consider work experience)

PHYSICAL REQUIREMENTS: Prolonged periods of sitting at a desk and working on a computer. Ability to lift up to 25 pounds at a time. Periodic ability to travel long distances, and participate in events outside regular work hours.

APPLICATION DEADLINE: Friday, September 8, 2023 or until filled. Resumes will be reviewed on a rolling basis. We encourage interested applicants to apply before the deadline.

Applicants should submit a resume and cover letter, and three professional references electronically to Dr. Virginia Necochea, Executive Director at vnecochea@nmelc.org. All required documents must be submitted electronically. Incomplete submissions will not be considered. Interviews may be conducted via online video conference.

The NMELC is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Persons of color, women, LGBTQ+, and candidates from historically underrepresented groups are highly encouraged to apply.

Learn more at www.nmelc.org.