



## South Texas Paralegal Position Announcement

The Texas Civil Rights Project (“TCRP”) seeks a positive, motivated, balanced, well-organized individual to serve as Paralegal in our Alamo, Texas office. Our South Texas Paralegal will report directly to TCRP’s Racial and Economic Justice Director and work closely with our attorneys in South Texas, as well as across the organization, to assist in a variety of paralegal and office management tasks to advance equality and justice in Texas. Detailed position duties are below.

To apply, please send a cover letter, resume, and three references to Megan Garcia at [megan@texascivilrightsproject.org](mailto:megan@texascivilrightsproject.org). Applicants will be considered on a rolling basis until the position is filled, but are strongly encouraged to apply as soon as possible. **Legal professionals who are not certified paralegals but who have significant experience with legal administrative and secretarial duties will be considered.**

### *About TCRP*

The Texas Civil Rights Project uses legal advocacy to empower Texas communities and create policy change. In its twenty-six year history, the Texas Civil Rights Project has brought thousands of strategic lawsuits to protect and expand voting rights, challenge the injustices in our broken criminal justice system, and advance racial and economic justice. Today — with dozens of high-caliber attorneys and professionals in Austin, Dallas, El Paso, Houston and the Rio Grande Valley, and an extensive network of *pro bono* counsel and community allies —TCRP is among the most influential civil rights organizations in the Lone Star State. Learn more at [www.texascivilrightsproject.org](http://www.texascivilrightsproject.org).

### *Primary Duties*

TCRP paralegals assist attorneys with all stages of case investigation and litigation, as well as with other administrative and office maintenance tasks. Litigation-related duties include: performing case opening and closing procedures; performing client outreach and interviews; maintaining and managing case files; drafting legal filings; reviewing memorandum of law and other legal documents; reviewing and drafting discovery; and assisting with preparation for all court proceedings.

Our paralegals are also the go-to support staff for their supervising attorney(s) and for each office, generally. Paralegals are expected to offer proactive assistance to the attorney(s) in their office and remain open to evolving responsibilities. Administrative duties may include answering the general office telephone; greeting visitors; scheduling meetings; overseeing the general upkeep of the office; and serving as the primary liaison to TCRP finance and operations staff.



### *Qualifications*

- Fluency in Spanish language (spoken and written);
- Paralegal degree or certificate preferred, but not required;
- At least three years experience in paralegal, secretarial or office administration role, in a busy and demanding office environment;
- Excellent intrapersonal and communication skills;
- Excellent organizational skills;
- Keen attention to detail;
- Proven ability to multi-task and prioritize tasks;
- Openness to evolving responsibilities;
- A high degree of integrity, discretion and tact;
- A positive, can-do attitude;
- Passion for civil rights and empowering Texas communities;
- Proficiency in MS Office including Word, Excel, and PowerPoint;
- Familiarity with the Google ecosystem (Google documents, Google Drive, etc.).

### *Compensation*

TCRP offers competitive salaries, excellent benefits, professional development opportunities and a deep commitment to a meaningful work-life balance. Benefits include employer-paid health insurance, four weeks paid vacation, six weeks paid family leave (with avenues to extend leave to 12 weeks in total), a \$500 professional development budget annually, and extensive holidays, including a week off between Christmas and New Year's Day.

### *Non-Discrimination*

TCRP is an equal opportunity employer that welcomes all qualified applicants. We do not discriminate on the basis of race, ethnicity, national origin, age, creed, religion, physical ability, gender, gender identity or expression, pregnancy, sexual orientation, previous incarceration, veteran status, union membership or activism, or any other characteristic protected by local, state or federal law.