



# Legal Administrative Assistant

## Denver, CO

### Overview:

The COVID-19 Eviction Defense Project (CEDP) was formed in April by The Community Firm, a Colorado non-profit, social enterprise law firm. Our mission is to Keep Coloradans Housed by helping to prevent mass evictions and homelessness during and after the pandemic. The pandemic triggered unprecedented eviction risk for U.S. renters. Nationwide, more than 20M people may be at risk of eviction by the end of the year with more than 300,000 at risk in Colorado alone.

Traditionally, eviction defense has focused on legal services. At CEDP, we are scaling a “managed care” approach to eviction prevention that centers the legal and financial needs of housing insecure families and uses a variety of tools to keep them housed. Our team of housing lawyers, economists, data analysts, policy-experts, organizers, and technologists provides four services: (1) legal representation and other services for tenants facing eviction; (2) data and research published in conjunction with the [Bell Policy Center](#) & the [Aspen Institute](#); (3) advocacy and public policy; and (4) a rental assistance innovation fund.

Our focus in 2021 is scaling paired rental assistance and legal services through the distribution of state and private rental assistance dollars. Through negotiation and/or set deal terms, we settle bills for back and future rent at lower than face value, and pay the landlord in a single payment. The Community Firm uses the difference between the settled amount and the traditional 100% price point to fund legal assistance and resource navigation for additional renter services. After proving the efficacy of this effort in two 2020 pilots, we are scaling the effort in 2021 targeting the distribution of several million dollars in rental assistance by Q2 2021.

### More about the job:

We are seeking to hire a Legal Administrative Assistant with exceptional administrative and research skills. Legal Administrative Assistants are expected to work comfortably under pressure with tight deadlines in a fast-paced environment.

To ensure success, Legal Administrative Assistants should be detail oriented, exercise sound judgment and must have exceptional written and verbal communication skills. Top candidates will be familiar with key legal principles, have strong IT skills and excellent time management. Spanish-language skills are desired but not required.

### As a Legal Administrative Assistant You Will:

- Conduct Client Intake Interviews.
- Organize Client Files in an online database.
- Track deadlines and manage calendars for attorneys.
- Perform accurate legal research and analysis.
- Interpret laws, rulings and regulations in legal documents.
- Compile, proofread and revise drafts of legal documents and reports.
- Create and organize information, and generate reference tools for easy use by the office.
- Prepare and format legal and management reports.
- Maintain and update databases and tracking systems.

- Respond to all case-related queries.
- Ensure efficient and effective administrative information and assistance.
- Research and document changes in the law, and keep the team informed of important or relevant updates.

**Legal Administrative Assistant Requirements:**

- Paralegal Certificate (essential).
- Bachelors Certificate in Law or related (desirable).
- One year of experience in a legal environment.
- Analytical thinker with detailed research proficiencies.
- Ability to grasp and interpret legal documents.
- Systematic knowledge of databases and tracking systems.
- Fantastic organizational skills and detail-oriented approach.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Brilliant written and verbal communication skills.
- Proficient in Microsoft Office, Lexis-Nexis, USAO and scheduling software.

**We're looking for you if your background and skillsets include:**

- A background working with diverse communities
- Strong self-motivation and time-management skills
- Comfort with ambiguity in a fast-paced, all-hands-on-deck environment
- Demonstrated passion for social impact and social justice
- Strong professional and client-related communication skills
- Willingness and desire to fight for tenants' rights in a variety of settings
- Strong interpersonal skills and the ability to work collaboratively and proactively
- Comfort with and ability to navigate a remote work environment

**Why Us?**

- We're a social enterprise with a sustainable business model focused on one of the most important issues in society – access to and preservation of affordable housing
- Our cofounders have collaborated for 5+ years and are committed to building a company where everyone loves to work
- Unlimited growth potential within the organization
- The opportunity to step into a new firm at its founding and play a substantial role in its growth

**To Apply:**

- Interested candidates should forward their resume and cover letter to [burt@cedproject.org](mailto:burt@cedproject.org).

**Equal Opportunity:**

- The Community Firm is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.