



**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:**

The Covid-19 Eviction Defense Project is seeking a full-time Paralegal Assistant, who will initially work remotely. The ideal candidate will have exceptional administrative and research skills. Paralegals are expected to work comfortably under pressure with tight deadlines in a fast-paced environment. Top candidates will be detail oriented, familiar with key Colorado legal principles, have strong IT skills and excellent time management. Pay and benefits are competitive and based on experience.

**Paralegal Responsibilities:**

- Conducting client intake interviews.
- Preparing affidavits, legal correspondence, and other documents for attorneys.
- Organizing and maintaining documents in a paper or electronic filing system.
- Meeting with clients, attorneys, and other professionals to talk about case details.
- Filing pleadings with court clerks and opposing attorneys.
- Helping prepare for trial by organizing exhibits and assisting with other tasks as needed.
- Preparing briefs, discovery, contracts, pleadings, appeals, and other legal documents.
- Investigating facts and laws of cases and searching public records and other resources to prepare cases and determine causes of action.
- Directing and coordinating law office activity, including delivery of subpoenas.
- Gathering and analyzing statutes, decisions, and legal articles, codes, documents and other data.

- Calling on witnesses to testify at hearings.

#### **Paralegal Requirements:**

- Certificate of completion from an ABA-approved paralegal certification program of education and training, or an associate degree in paralegal studies.
- Associate degree.
- Proficient with Microsoft Office, specifically Outlook, Word, and Excel.
- Strong oral and written communication skills.
- Excellent organizational skills.
- Must be able to effectively multi-task, manage time sensitive documents and have exceptional organizational skills in a fast-paced environment.
- Must be able to function effectively in a busy, team-oriented environment.
- Office administration experience.
- Familiarity with legal research tools

#### **Why Us?**

- We're a social enterprise law firm 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.