About CAASE

Mission and Vision

CAASE envisions a community free from all forms of sexual exploitation, including sexual assault and the commercial sex trade. CAASE addresses the culture, institutions, and individuals that perpetrate, profit from, or support sexual exploitation. Our work includes prevention, policy reform, community engagement, and legal services.

Values

Social and institutional systems do not adequately serve survivors of sexual violation. Sexual violation disproportionately harms people from marginalized communities, including girls and women, people of color, LGBTQ people, people with disabilities, people living in poverty, and immigrants and people without documentation. To best support survivors, CAASE confronts the inequities that fuel or intersect with sexual harm. Our dedication to this work is reflected in our values.

Dignity | We respect the inherent humanity of all people and strive to expand opportunities for personal autonomy.
Accountability | We answer to survivors and collaborate with allies as we seek to hold those responsible for harm accountable.
Progress | We create individual, institutional and cultural change by using innovative approaches to ending sexual harm.
Equity | We commit to building a world where every person, with consideration for their intersecting identities and unique circumstances, has the same access to opportunity and power.

CAASE does not discriminate against job applicants or employees on the basis of actual or perceived race, color, ethnicity, sex (including sexual orientation, gender, gender identity, gender expression, gender stereotyping, pregnancy and childbirth status) religion, national origin, age (40 and over), mental or physical disability, neurotype, marital status, genetic predisposition or carrier status, military status, veteran status, arrest record, status as a victim of domestic violence, status as being under an order of protection, lack of a permanent mailing address or using the mailing address of a shelter or social service provider, or any other characteristic protected by applicable law. CAASE supports a person’s full access to reproductive health information and services.
About the Opportunity

Job Function

The Paralegal serves as the primary administrative and clerical support for the CAASE Legal Program. The Paralegal manages the legal program’s general office administration specifically focusing on data entry. Secondary paralegal functions include client intakes and other clerical tasks. The Paralegal reports to the CAASE Senior Paralegal in completing intakes of potential clients and assisting CAASE staff attorneys with administrative legal and client matters.

Responsibilities

Working closely with the Legal Director and Senior Paralegal to support CAASE’s direct legal representation of survivors of sexual assault and exploitation, primarily through the following administrative and clerical duties:

- Data entry including InfoNet and Legal Server
- Serving as the initial point of contact for survivors seeking legal services;
- Conducting initial screening and intake interviews with survivors, running conflicts checks, reviewing intakes with Senior Paralegal and Legal Director, and scheduling client consultations;
- Screening and routing telephone calls and correspondence sent to attorneys and the Legal Director;
- Maintaining the CAASE Legal Department calendars, case docket, and case management database;
- Assisting in the preparation and organization of case files;
- Ordering and facilitating requests for police reports, transcripts, and other records;
- Composing and preparing correspondence, such as advocate and client updates, court filings, and other documents, requiring a high degree of accuracy;
- Filing documents with various legal venues and courts;
- Translating and interpreting as needed;
- Providing other administrative and clerical support for CAASE Legal Director and attorneys as requested.

Education and Experience

- Paralegal certification, Associate’s degree or higher, or comparable professional experience.
- Some experience in legal services and office administration, either as a paralegal or similar field.
Required Knowledge, Skills, and Abilities

- Professional Spanish language ability is preferred but not required. Additional language abilities other than English and Spanish are a plus; Polish, Mandarin, or Arabic welcomed.
- Excellent and demonstrated communication and organizational skills, with exceptional attention to detail.
- Motivated and able to work well under pressure.
- Excellent interpersonal skills and commitment to teamwork and collaborative work models.
- Proficiency with preparation of correspondence and other documents.
- Proficiency with basic office management systems and ability to complete data entry and manage information tracking systems.
- Required experience with InfoNet and Legal Server
- Strong technology skills.
- Experience working in legal settings and within systems that require high levels of attention to confidentiality concerns and requirements.
- Ability to interact with diverse populations in a culturally responsive manner.
- Must be committed to feminist principles, practicing intersectional equity in all facets of the work, and ending the perpetration of sexual harm in Chicago and Illinois.
- Experience with victims of crime or other people who have experienced trauma is a plus.

Status: Full time, non-exempt.

Reports to: Senior Paralegal

Salary and Benefits

The starting annual salary for this position is $50,000 and may be negotiable depending on experience. CAASE strives to provide a comprehensive and equitable benefits package, including health and dental coverage with employer contributions to premiums, optional vision coverage, and employer paid life insurance. CAASE offers a robust 401k plan with a 2% employer contribution regardless of employee elections. CAASE offers remote work stipends to partially cover phone and internet expenses for those to whom it applies. CAASE also has generous paid time off, including regular vacation time, flexible sick time which can be used for mental health, preventative health and family wellness, regular paid holidays (including floating holidays,) and long term paid medical and parental leave.

Application Instructions

Please submit a resume and cover letter to hr@caase.org. No phone calls please. If you need any assistance or accommodations during the application process, please contact hr@caase.org.