

## Legal Assistant Job Description

**Vision** - *the outcome we aspire to achieve*

We envision a Colorado where everyone has what they need to succeed.

**Mission** - *how we work toward our vision, what makes us unique*

To stand with diverse communities across Colorado in the fight against poverty through research, legislation and legal advocacy. Tagline: Standing with diverse communities against poverty

**Core Values** - *principles that guide our work and how we operate*

Equity: The barriers to success are higher for certain groups due to historical oppression, ongoing discrimination, and an economy that advantages those who have more over those who have less. We advance laws and policies that address those wrongs so everyone can have what they need to succeed.

Integrity: The design and implementation of solutions to social problems requires careful planning and community trust. We are deliberate and ethical in our work to ensure the results are reliable, unbiased, grounded in fact, and driven by our mission to end poverty.

Strategic Advocacy: Creating lasting social change requires successful implementation of effective policy. We use collaboration and research to inform our agenda and legislative and legal expertise, relationships with decision makers, and informed political strategies to advance and implement that agenda.

Collaboration: We are one part of a broader effort to eliminate poverty and ensure everyone has what they need to succeed. We stand with that anti-poverty movement and honor the combined strength that comes from trusted relationships, shared knowledge, and teamwork.

Community Engagement: People burdened by poverty and discrimination know what needs to change. We seek to understand their ideas, honor their priorities, grow their leadership, and increase their access to drive system change.

### Summary

The Legal Assistant will support CCLP's mission, under supervision. The Legal Assistant coordinates and supports advocacy and litigation efforts to advance a collaborative economic and racial equity agenda that improves the lives of Coloradans experiencing poverty. The Legal Assistant will support administrative and operational efforts to advance the position of CCLP to be a vital and integral part of the economic and racial equity movement in Colorado. The Legal Assistant adheres to, and supports staff development activities, transition planning, across all departments and administrative areas, and supports and participates in organizational efficiency and efficacy.



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## Essential Duties and Responsibilities

- Support all administrative and operational development of skills, knowledge, and independence, fostering teamwork and communication.
- Organize and coordinate functions that support CCLP's legal and legislative teams, and support implementation of a work plan that utilizes a criminal justice lens to establish a scope of work consistent with CCLP's mission and values, considering input from the legal team and other CCLP departments.
- Support and coordinate a positive, constructive environment to maintain CCLP's role as a resource for fellow organizations, providing administrative support, legal research and analysis, investigative assistance, and policy materials that support the goals of Coloradans facing poverty, while exemplifying the highest level of quality and integrity.
- Coordinate facilitation of CCLP's antipoverty agenda through support of litigation, administrative appeal and advocacy efforts to further systemic change, whether made independently or in conjunction with partners and coalitions, while maintaining and coordinating productive relationships and collaborations with those outside entities, as well as elected and appointed officials.
- Support and coordinate CCLP efforts in legislation, litigation, coalition-building, and community outreach, as assigned, to maintain consistency in CCLP's approach across areas.
- Support and demonstrate passion for identified goals of CCLP's mission, organization-wide activities including race equity, development of CCLP's strategic direction, fund-raising activities, all Board of Directors and Executive Leadership Team decisions, and take on other duties as assigned.

## Qualifications and Job Requirements

- Certification from an accredited paralegal program or significant practical experience with legal support duties and a minimum of two (2) years' experience, in work relevant to CCLP's mission; experience with Colorado-specific legislative issues is preferred.
- Must embrace social and economic justice issues and the mission of the Colorado Center on Law and Policy, including its commitment to diversity, inclusivity, and equity. Must be open-minded and committed to collaboration, treat all members of staff, our board of directors, volunteers and advocacy partners with dignity and respect, and have the ability to help CCLP build and maintain relationships and strategic alliances with people of diverse backgrounds, cultures, and perspectives.
- Strong writing, problem-solving skills, organized, and the ability to work independently, take initiative, plan to meet deadlines, and seek advice and guidance as appropriate, while continuing to develop and expand knowledge and expertise in areas of health, benefits, family economic security, and criminal justice.
- Experience working with attorneys on federal and state litigation (administrative and

housing cases a plus); experience investigating claims or a willingness to learn; and experience working with clients with a desire to focus on client-centered lawyering.

- Basic knowledge and understanding of and/or the ability to efficiently research and navigate state and federal laws and regulations and court rules.
- Experience in legislative advocacy, and in particular criminal justice reform, is a plus.
- Strong computer skills, including use of online state and federal court filing systems, proficiency in Microsoft Word and comfort in Excel; use of other Microsoft Office programs, Egnyte, and Salesforce, is valuable.

## **Salary and Benefits**

Legal Assistant Salary Range: \$50,000 - \$60,000

Additional compensation may be considered for those interested in employing their Spanish language skills for the advancement of the mission and vision of CCLP. Benefits are as specified in the Colorado Center on Law and Policy Employee Guidelines. CCLP offers a competitive benefit package which includes, but is not limited to the following: Paid Holidays; Unlimited Paid Leave; Other Paid Leave; Short-Term Disability, Long-Term Disability, and Life Insurance; Employee Loan Solution; Financial Planning and Advisement; access to group Health, Dental and Vision Insurance, Retirement Plan - 403b and Roth options, additional Life Insurance, and more.

## **To Apply**

To be considered for this position, please submit a cover letter, resume, and writing sample to Colorado Center on Law and Policy (CCLP) via email to [info@cclponline.org](mailto:info@cclponline.org) and include

**Legal Assistant** in the subject line. Applicants will be reviewed as they are received, and the position will be open until it is filled. No phone calls please.

CCLP encourages candidates with diverse backgrounds to apply. CCLP is an equal opportunity employer that values workplace diversity. CCLP strives to create an inclusive workplace that embraces diverse backgrounds, life experiences and perspectives. CCLP prohibits discrimination on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other status protected under applicable law.