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[lakidsrights.org](http://lakidsrights.org)

## Paralegal

The Louisiana Center for Children's Rights (LCCR), East Baton Rouge office is looking for a skilled Paralegal to help grow our organization's capacity for direct services at the state and local level in addition to staying up to date on legal procedures and regulations. This position will perform all duties in accordance with applicable law, ethical rules, and performance standards promulgated by Office of Public Defender for Baton Rouge and Louisiana's Office of the State Public Defender.

### The Community You Will Join

The Louisiana Center for Children's Rights (LCCR) is a non-profit law office that fights to keep children out of the justice system so they can thrive in their homes and communities. We both represent individual children in their court cases and address the systemic issues that trap mainly poor, Black youth in the justice system.

**Juvenile Defense:** As the juvenile public defender in New Orleans and in partnership with the East Baton Rouge Public Defender's Office, our Children's Defense Team represents over 90% of children in New Orleans and Baton Rouge who come into contact with the juvenile justice system. We provide each child with a holistic team – a lawyer, social worker, investigator, and youth advocate – to address both the causes and consequences of an arrest.

**State and Local Advocacy:** We advocate for policies that reduce the number of children in the justice system and provide better alternatives to arrest and incarceration. For the kids who do enter the system, we support policies that keep them safe, protect their rights, and get them home as soon as possible.

### The Difference You Will Make

The Paralegal position will play a crucial role in supporting staff attorneys and other defense team members to determine the scope, timing, and direction of defense investigation by conducting research, drafting documents, and assisting with case management related to the intersections with poverty & intergenerational trauma. Knowing the core principles of antiracism and grounding those principles in everyday work addressing issues through civil rights, poverty law and community engagement are required job skills and core values. As an equal opportunity employer, we highly encourage people of color to apply.

### Your Expertise

A combination of education, certification and/or lived experience in paralegal studies, education or criminal justice with a focus on youth and families preferred. Capability of document drafting and research, communication are highly preferred. Great oral and written communication skills, with the ability to work within a diverse range of LCCR constituents, including staff, clients and their families, schools, and courts are required. Detail oriented, strong multi-tasking skills, well organized and ability to work as part of a team and independently is valued. Occasional travel for meetings and events throughout Louisiana may be required.

## Salary and Compensation

The Paralegal salary ranges from \$45,000-\$60,000 depending on experience. LCCR offers employee benefits that include unlimited paid time off, six weeks paid parental leave, 100% covered health, dental, and vision insurance for employee and spouse or children, a mental health stipend, and employer-matched retirement plan.

The position is a hybrid of in-person and remote work and is full-time. No other compensated work is permitted.

## To Apply

Please provide a resume, three professional references, and a cover letter explaining your interest in the position and how your life intersects with Black youth and people who are incarcerated to [jobs@lakidsrights.org](mailto:jobs@lakidsrights.org). In subject line of the email, please write "Paralegal". Applications will be considered on a rolling basis and the position will remain open until filled.

**LCCR values diversity and is an equal opportunity/affirmative action employer. People of color, women, LGBT persons, people with disabilities, and those directly impacted by the justice system are encouraged to apply for all positions.**