



Indiana Legal Services, Inc.

*Ensuring Equal Access to Justice*

***Job Announcement***  
***Paralegal – South Bend Office***  
**Indiana Legal Services, Inc. (ILS)**

**Position:** Full-Time Paralegal – South Bend branch office of ILS

**Organizational Information:** Indiana Legal Services, Inc. (ILS) is a statewide, not-for-profit organization that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, United Ways, Area Agencies on Aging, and approximately 20 other funding sources.

**Position Description:** This is a paralegal/legal support position for the South Bend branch office under the supervision of staff attorneys and the Managing Attorney. The paralegal will assist staff attorneys in serving clients, including but not limited to the following tasks: client intake, drafting pleadings, case handling under attorney supervision, electronic legal filing, case file maintenance, direct contact with clients, maintenance of legal emails, correspondence, and letter preparation.

**Qualifications:**

- Dedicated to the mission of Indiana Legal Services
- Excellent written and oral communication skills
- Proficient in Microsoft Word and Outlook and able to quickly learn new software
- Ability to multi-task and handle multiple projects simultaneously
- Interest in working with low income individuals to assist with their legal needs
- Excellent typing skills are required
- Sensitivity to a diverse client population
- Ability to maintain client confidentiality
- College degree, paralegal certification, and/or experience working in a law office is preferred

**Compensation:** Salary is commensurate with experience. ILS offers an excellent fringe benefit package including health insurance (medical, dental, vision, Rx), disability insurance, life insurance, a 401k plan, a flex benefit plan, and generous vacation and sick leave.

**To Apply:** Please send a resume and a list of 3 references with email addresses and telephone numbers to Angela M. Hoogeveen, Managing Attorney, Indiana Legal Services, 401 E. Colfax Avenue, Suite 116, South Bend, IN 46617 or [angie.hoogeveen@ilsi.net](mailto:angie.hoogeveen@ilsi.net).

Equal Employment Opportunity / Affirmative Action Employer

ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law.