

About the Organization

The Commons Law Center is on a mission to revolutionize access to basic legal services for underserved Oregonians, and we are looking for talented and passionate professionals to join us. We are a 501(c)(3) nonprofit organization that provides legal services on a sliding scale basis, free community legal education, and practical training for new legal professionals.

In the past 10 years of service, The Commons has:

- Established robust, successful estate planning and probate programs utilizing technology to efficiently deliver estate plans and guide our clients through probate,
- Created a partnership, the Homeownership Asset Preservation Program, with the African American Alliance for Homeownership, delivering pro bono estate plans for Portland's Black/African American community,
- Launched an eviction defense program, staffing both courthouses in Portland delivering free legal help for tenants facing eviction,
- Created a unique, pay-as-you-go legal coaching program delivering targeted, affordable legal advice for people navigating family law.

Our team is focused on doing our best work – not the most work, not the biggest work – the work that sustains, elevates, and empowers the people we serve and those working in public service. Because we are a learning organization, we strive to empower every one of our team members with the tools, the support, and the autonomy to further our overall mission.

About the Role

The Commons Law Center seeks a legal assistant or paralegal to join our Estate Planning and Probate Program as a Legal Assistant.

Roles & responsibilities

The legal assistant will work closely with the attorneys and legal director to:

- Help develop program infrastructure to scale service delivery, including document automation, workflow management systems, templates, and forms;
- Collaborate with the program team, including director, attorneys, other paralegals, and clerks, and with the broader organization to deliver and improve services;
- Oversee and manage law clerks, interns, and volunteers;
- Use the organization's tech stack to optimize workflow and communications;
- Use and help build the organization's internal knowledge base regarding substantive legal and operational issues;
- Manage communication with clients, opposing parties, attorneys, and witnesses;
- Do extensive, substantive estate planning and probate law work, including drafting, filing, sending notices, research, discovery compilation and analysis, and
- Commit to learning how to provide limited scope legal services to scale access to legal help;
- Other job duties as assigned.

Qualities: Detail oriented, self-sufficient, tech-savvy.

Experience preferred: 2+ years administrative/office work. Customer service experience is ideal.

Request: Spanish fluency (understanding, speaking, and writing)

Salary: \$50,000

Benefits: REMOTE/HYBRID WORK, employer-sponsored health and dental care, paid vacation, flexible schedule.

To Apply: Please send a single PDF to jobs@thecommonslawcenter.org with cover letter, resume, unofficial transcript (if applicable), three references, and short writing sample.