Job Opening – Part-Time Legal Assistant/Policy Associate (October 2020)

The Hoosier Environmental Council, Indiana’s largest environmental policy organization, is seeking applications for a part-time Legal Assistant/Policy Associate (LPA). HEC’s legal program uses a community lawyering approach to ensure citizens have an equitable, meaningful voice in government decisions that impact their communities. The LPA is a remote position (with required periodic visits to our Indy office) providing support to HEC’s Senior Staff Attorney as follows:

**Litigation Support**
- Conduct initial client intake: follow up w/online requests for legal/tech. assistance
- File management: scanning, copying, uploading to appropriate shared case files
- Prepare basic legal filings: subpoenas, deposition notices, and routine motions
- Handle electronic court filings: using Indiana Odyssey and the federal ECF/PACER
- Summarize depositions and discovery documents
- Update website content on legal cases as needed
- Conduct select legal research: local court rules, filing deadlines, court processes
- Provide as needed administrative assistance: scheduling depositions, securing court reporters, and communicating with opposing counsel when appropriate

**Factory Farm Initiative Support**
- Support CAFO-impacted communities, in coordination with Senior Staff Attorney, by developing and implementing community outreach plans, assisting with field organizing, and providing limited technical assistance
- Assist with presentations, communications, and workshops with stakeholders and local officials in support of HEC’s CAFO program initiatives
- Draft fact sheets and other materials in support of HEC’s Factory Farm (CAFO) program initiatives & conduct limited research on a variety of CAFO-related topics

**Qualifications.** The candidate must, at a minimum, have a Bachelors’ degree in Public Policy, Environmental Policy, Food/Agriculture Policy, Environmental Science, or a related field, as well as excellent writing & communication skills, self-motivation, and the ability to complete projects in a timely fashion. Candidates who have experience in community organizing and local government decision-making (e.g. zoning) will stand out.

**To Apply:** Please submit an email describing your motivation to become part of HEC’s Team along with your resume and list of at least three references to HEC’s Senior Staff Attorney and Agriculture Policy Director, Kim Ferraro, at kferraro@hecweb.org.