



NATIVE AMERICAN RIGHTS FUND

1506 BROADWAY, BOULDER, CO 80302

VACANCY ANNOUNCEMENT

Position: Paralegal

Location: Native American Rights Fund (NARF), Boulder, Colorado

Closing Date: Open until filled with interviews starting in June

Description: The Native American Rights Fund is a non-profit national Indian legal services organization representing Indian tribes, organizations, and individuals in Indian law matters of major significance. NARF's main office is in Boulder, Colorado, with additional offices in Washington, D.C. and Anchorage, Alaska. NARF is looking for an experienced Paralegal to provide litigation, administrative, and clerical support for multiple attorneys at the Boulder office. Due to COVID-19, remote work may be required.

Qualifications: Required Qualifications: Bachelor's degree and a minimum of five years of relevant, practical work experience, preferably at the federal court level. Expertise with litigation database software such as Eclipse SE or Relativity and document management software such as Worldox is a plus. Must have the ability to build collaborative relationships, meet deadlines, handle multiple priorities, work as part of a team, understand and follow directions, be detail oriented, have excellent oral and written communications skills, require minimal supervision, and possess a client orientation. Must be able to coordinate and manage all aspects of cases and matter, including all phases of the litigation process, from the pre-filing process through the discovery period, trial, post-trial findings, and appellate stages. A certificate from an ABA accredited paralegal program is required. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply. NARF is an Equal Opportunity Employer.

Salary & Benefits: Salary range is \$67,327.00 to \$84,656.00 annually. This salary range is based on five (5) to ten plus (10+) years of experience in the Denver Metro market. Actual salary will depend on years of experience and qualifications.

Generous benefits package includes, health, dental, and vision insurance, paid time off including sick leave, parental leave and medical/disability leave. Additionally, there is an employer contribution to employee 401K plan, employer paid group life insurance, accident insurance, and short-term and long-term disability insurance.

Application Procedure: Submit by email a cover letter, complete resume, and three professional references to Ron Mack - rmack@narf.org.