

Echo Hawk & Olsen, PLLC seeks an experienced, driven paralegal to work remotely. The position involves assisting Tribal attorney Mark Echo Hawk on diverse legal matters associated with federal Indian law and representing Tribal government and Tribal businesses. Applicants must demonstrate excellent communication skills, attention to detail, superior proofreading capacity and organizational ability, and be proficient in MS Word, Excel, Outlook and legal practice management programs. Administrative duties will include calendaring, client and agency/court communications, and assigned office management tasks. Five years of paralegal experience and a paralegal certificate are preferred. We provide benefits including health insurance, 401K, and competitive compensation DOE. Please send your resume, a writing sample, and cover letter to mark@echohawk.com.