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## We're Hiring: Preservation Practice Paralegal

Cultural Heritage Partners, PLLC (<http://www.culturalheritagepartners.com>) (CHP) is a mission-driven law and public policy firm committed to hiring, retaining a diverse workforce. Firm practice areas include heritage preservation, art and antiquities, indigenous heritage, and ESG. Firm clients include governments, tribes, NGOs, individuals, and private businesses. The firm serves clients around the world from our offices in Washington, DC, New York, and Richmond, VA.

We are seeking a **professional paralegal** to support our preservation practice team on matters related to the National Historic Preservation Act, American Indian Law, and state and federal advocacy. Primary responsibilities will be in-depth research and reporting, but the role also includes administrative tasks to assist the partner.

This can be a work-from-home position; however, preference will be given to those who reside somewhere near one of our offices in NYC, DC, and Richmond, VA.

**Primary responsibilities:**

- Conduct legal and factual research
- Organize and help manage client matters, including tracking deadlines, monitoring task lists, and communicating internally and with clients
- Assist with scheduling calls and meetings, and other calendar management tasks
- Prepare documents for filing, including proofreading, cite checking, formatting, and ensuring compliance with applicable court or agency rules
- Compose and prepare correspondence
- Assist with generating client invoices

**Qualifications:**

- Bachelor's Degree
- Paralegal certificate, preferably from an ABA accredited program
- 2-3 years of significant and substantive experience as a paralegal/legal assistant in a law firm setting
- Excellent time management, communication, problem-solving, and organizational skills
- Detail-oriented (please include our Richmond office address on your cover letter)
- Honest, dependable, and able to safeguard sensitive information
- Highly resourceful team player, with the ability to also be very effective independently
- Able to adapt to change and comfortable with an often-fluctuating task list
- Advanced proficiency with Word, Excel, PowerPoint, Dropbox, Adobe Acrobat — knowledge of Clio, Basecamp, and MailChimp is a strong plus

**You're a great fit for this role if you:**

- are interested in cultural heritage preservation
- are a professional paralegal who happily takes on administrative work to make people's lives easier
- are looking for a new challenge with out-of-the-ordinary perks
- are kind (to yourself and others)
- enjoy the opportunity to wear many hats
- thrive on working with and helping others
- understand the importance of frequent, thorough, and friendly communication
- anticipate others' needs and plan accordingly
- are able to follow direction and work independently
- produce reliable work product on a consistent basis

**What we have to offer:**

This is a full-time role with considerable flexibility regarding when the hours are worked. The starting salary range is \$45,000 – \$55,000 depending on experience. We offer a robust benefits package that kicks in on your first day of work that includes:

- Health insurance with a generous employer contribution
- 401(k) plan with an employer match
- 11 paid holidays (including Election Day) and 10 days of paid time off
- eligibility for bonuses based on individual and firm performance
- a warm and supportive team environment

**To apply:**

Please email a resume and cover letter to [jobs@culturalheritagepartners.com](mailto:jobs@culturalheritagepartners.com) (<mailto:marion@culturalheritagepartners.com>) **by 11:59 pm on Friday, October 15, 2021**. Please include the job title in the subject line. Applications will be reviewed on a rolling basis.

## CONNECT

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## OFFICES

By appointment only. (<http://www.culturalheritagepartners.com/contact-us/>)

Washington, DC

New York, NY

Richmond, VA

## CONTACT

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