Wagenmaker & Oberly
Paralegal Job Posting - 2015

Wagenmaker & Oberly is presently looking for a full-time paralegal. Our firm serves nonprofit organizations across the country, providing skilled expertise, innovative approaches, and client-focused solutions. Our team of attorneys and staff members works collaboratively to advance each client’s mission and to address their diverse legal issues. Many of our clients are faith-based and/or operate internationally.

The firm is headquartered in Chicago’s Loop district with an additional office in Charleston SC. More information about the firm is available at www.wagenmakerlaw.com. Applicants should possess the following qualifications:

- College degree, preferably in liberal arts
- Excellence at balancing individual responsibilities and working as a trustworthy team member
- Strong organizational skills and attention to details, monitoring deadlines, and tracking project progress
- Desire to contribute meaningfully to positive client relations, firm development, and internal working environment
- Commitment to new learning and growth opportunities
- Strong oral and written communication skills
- Capacity to prioritize and manage diverse projects

This position includes the following responsibilities:

Paralegal:
- Work closely with attorneys and other paralegals to serve clients’ needs
- Develop written government applications and other communications for client-related purposes
- Prepare and file documents with local government offices
- Maintain spreadsheets and communicate with clients for periodic filings and deadlines

Communications / Marketing:
- Develop and edit written firm communications, including blog articles, power-point presentations, and other publicity materials
- Create or update website and social media content as needed and perform other development monitoring functions to advance the firm
- Prepare monthly Mailchimp newsletter

Administrative:
- Exercise hospitality to support the internal firm, work culture, and client services
- Oversee administrative tasks as needed
- Perform clerical duties (scanning, organizing, phone answering, etc.)