

Anchorage: Paralegal – Alaska Native Justice Center

ANJC seeks a Paralegal to provide support to ANJC Attorneys and legal staff. The Paralegal supports and is responsible for maintaining communication and coordination of legal services with Alaska Tribes and tribal entities in Indian Child Welfare cases. The Paralegal also supports work related to providing training and technical assistance to sustain Alaska Tribes' courts.

Minimum Qualifications:

- High school diploma or GED.
- Five years' experience as a paralegal or legal advocate or Associates Degree, preferably in Paralegal Studies or related curriculum.
- Valid Alaska driver's license and insurable under CITC's automotive insurance, which requires a driver to be at least 21 years of age; have reliable transportation and be willing/able to travel.
- Continued employment is contingent upon receipt of a satisfactory state and federal background check.

Preferred Qualifications:

- Associates Degree, preferably in Paralegal Studies or related curriculum.
- Experience working in a non-profit environment.

Hiring preference given to qualified Alaska Native / American Indian applicants pursuant to P.L. 93-638.

Visit our [website](#) for the full job description and to apply. Applications will be accepted until the position is filled.