



Ensuring the Waters of the Great Lakes Basin
Are Healthy, Public, and Protected for All

Position Title: Legal Assistant

Date Written: 2024
Reports to: Legal Director
Position Status: At-will employment, Fair Labor Standards Act (FLSA) exempt-level, salaried position based on 40 hours per week. Benefit package, including paid time off and healthcare available, as determined by the board of directors.

ABOUT FLOW: Everything we do is reflected in our name: For Love of Water or simply “FLOW.” Our vision is a future where healthy waters sustain healthy communities in the Great Lakes Basin. Our mission is to ensure the waters of the Great Lakes Basin are healthy, public, and protected for all. FLOW’s law and policy work focuses on: (1) maintaining public ownership of water and water infrastructure; (2) promoting awareness and use of the public trust doctrine to defend public waters and public trust uses; (3) ensuring that water is safe and affordable for all; (4) strengthening state and local protection of groundwater and drinking water; and (5) promoting regenerative agriculture and holding factory farm polluters accountable. Through our targeted policy initiatives, FLOW has built key partnerships with state and regional Great Lakes groups, leveraged our expertise to influence agencies and impact state and federal legislation, and grown to be a trusted source of current information on issues affecting our freshwater seas. For more information about FLOW’s history, programs, staff, or board, visit www.ForLoveOfWater.org.

POSITION SUMMARY:

We seek a highly motivated and organized Legal Assistant to provide comprehensive support to our Legal Director. The Legal Assistant will manage a variety of legal and administrative tasks, contributing to the overall success of our legal program. This is initially a remote position but could transition to in-person or hybrid when we acquire new office space.

KEY DUTIES AND RESPONSIBILITIES:

- **Legal Support:**
 - Support legal research and writing, including proofreading, and copyediting
 - Prepare and organize legal documents for filings, hearings, and trials.
 - Maintain, organize, and update case files, ensuring accuracy and completeness.
 - Track deadlines, court dates, and other legal scheduling, providing timely reminders to the Legal Director.
- **Administrative Support:**
 - Manage calendars and schedule meetings, appointments, and travel arrangements.
 - Handle incoming and outgoing correspondence, including emails, letters, and phone calls, keeping contacts current.

- Maintain office supplies and equipment, ensuring a well-functioning workspace for legal staff.
- Assist with event planning and logistics for conferences, workshops, and other program activities.
- Assist with hiring, training, and timely evaluation of legal staff, including interns
- **Communication and Outreach:**
 - Communicate effectively with clients, partners, and other stakeholders.
 - Assist with social media and website updates regarding the legal program.

Shared Values

- **Commitment to FLOW’s mission** to ensure the waters of the Great Lakes Basin are healthy, public, and protected for all.
- **Dedication to diversity, equity, and inclusion** and an ability to infuse those elements into communications strategies and organizational and campaign planning.
- **Commitment to building a healthy work culture based on collegiality**, teamwork, collaboration, partnerships, and public engagement.

Qualifications:

- **Education:** Bachelor's degree or equivalent experience.
- **Experience:** At least 1-2 years of experience as a legal assistant or in a related field.
- **Skills:**
 - Strong research and writing skills.
 - Excellent organizational and time management skills.
 - Proficiency in Microsoft Office, Google Office, and legal research databases.
 - Ability to work independently and as part of a team.
 - Strong communication and interpersonal skills.

Additional Desired Qualifications:

- Paralegal certificate or experience working in environmental law.
- Familiarity with environmental regulations and legal issues.
- Experience with case and/or project management software.

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development and growth.
- A supportive and collaborative work environment.
- The chance to make a real difference in the fight for environmental protection.

Applications will be reviewed on a rolling basis until the position is filled.

COMPENSATION, BENEFITS, AND APPLICATION PROCEDURE: This is a full-time position with a salary range of \$50,000 to \$60,000, commensurate with skills and experience, and benefits.

EQUAL OPPORTUNITY: FLOW is committed to fostering, cultivating, and preserving a diverse and inclusive workplace, and seeks a wide range of perspectives and backgrounds. FLOW is an equal opportunity employer and does not discriminate in employment, promotion, compensation, or other terms and conditions of employment on the basis of race, sex, sexual orientation, gender identity, color, religion, national origin or ancestry, age, marital status, disability, veteran status, or any other basis prohibited by applicable law. FLOW encourages all qualified candidates to apply.

TO APPLY: Please complete our online [application form](#) that includes a résumé, cover letter, writing samples, and three references. Applications will be accepted until the position is filled. No calls or drop-in visits.

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