

SEEKING FULL-TIME PARALEGAL/LEGAL ASSISTANT

The Thomas More Law Center (TMLC) has an immediate full-time opening for Paralegal/Legal Assistant who is fully committed to TMLC's mission. The person in this position should possess a Bachelor's Degree or certificate in Paralegal studies.

The Thomas More Law Center, a national public interest law firm based in Ann Arbor, Michigan, defends America's Judeo Christian values, the sanctity of human life, and a strong national defense, in courts throughout the Nation.

For more information about the Thomas More Law Center and its mission, please visit TMLC's website at: www.thomasmore.org.

This position is responsible for providing paralegal and administrative support to attorneys handling constitutional law cases. Ideal candidates will have some civil litigation experience and possess a working knowledge of court procedures, e-filing, and preparing and responding to discovery requests. Proficiency with standard office applications, including Microsoft Office, is required.

The candidate for this position must be detail oriented, a team player, and enjoy working in an environment that is mission driven and results oriented.

Email letter of interest and resume to our office manager, Fran Morello at: fmorello@thomasmore.org, Subject: Paralegal/Legal Assistant.