RIHousing – Junior Paralegal

Salary - $63,489.00 - $85,710.00

Please note: This pay range represents the base annual full-time salary for all positions within this job grade. The actual salary offered will depend on factors such as experience and other job- related- qualifications.

What we are all about:

We are seeking a dynamic professional to join our team as a Junior Paralegal. This role supports legal counsel in the RIHousing Legal Department by assisting with the accurate and timely preparation and review of legal documentation, conducting research on legal issues, and providing professional legal and administrative support.

This is a hybrid position based in **Providence, Rhode Island,** where you will be an integral part of our **Executive** team. The role is designed for face-to-face collaboration and direct involvement in our office environment.

What you'll do daily:

- Prepare and amend a variety of legal documents for attorney review, including corporate resolutions, public notices, pleadings, real estate transactional documents, procurement documents, security documents, corporate forms, and correspondence related to legal matters.
- Under legal counsel supervision, prepare, compile, file, and/or record documents to protect RIHousing's security interests (including mortgages and UCC filings) and to maintain good standing for its affiliates and subsidiaries.
- Prepare, review, and compile responses to summonses, subpoenas, municipal lien notices, public records requests, and related documentation for legal counsel review.
- Perform legal research and support activities related to RIHousing's diverse business functions.
- Ensure all work reflects a high level of accuracy, clarity, and understanding of applicable statutes, regulations, and program requirements.
- Assist legal counsel with administrative rulemaking under the Rhode Island Administrative Procedures Act, document production under the Rhode Island Access to Public Records Act, and compliance with the Rhode Island Open Meetings Act.
- Coordinate, prepare, and track all corporate filings for RIHousing and its affiliates.
- Maintain all RIHousing rules and regulations for applicable state and federal programs.
- Coordinate title research and review, and process requests for mortgage releases and discharges.
- Attend in-person meetings; coordinate and witness document execution; coordinate mailing of original documents; and assist with managing, retaining, and reviewing electronic and paper records.

- Handle sensitive personally identifying, strategic, and financial information with a high degree of trust and confidentiality in support of RIHousing's lending, loan servicing, rental assistance administration, public finance, and litigation functions.
- Assist with e-billing processes and payment of outside counsel invoices.
- Perform other duties and provide additional department support as directed by the General Counsel, Deputy General Counsel, or other legal department attorneys.

How you will make an impact:

- Apply knowledge of RIHousing's areas of business to assist legal department counsel in solving problems and carrying out transactions efficiently and effectively.
- Maintain the legal department's document management system, including both electronic and paper records.
- Direct and support legal operational projects, including the implementation of legal software and other system improvements.

What success looks like in this position:

- Minimum three (3) years of paralegal or legal assistant experience, or demonstrated mastery of the above-described functions through superior academic credentials or specialized training.
- Bachelor's degree, associate's degree, paralegal certificate, or equivalent educational background.
- Experience drafting a range of corporate and legal transactional documents for attorney review, as well as professional correspondence.
- Excellent verbal and written communication skills.
- Ability to understand and apply statutes, regulations, and program requirements relevant to RIHousing's lines of business.
- Strong legal research, report-generation, problem-solving, and organizational skills.
- Experience using legal database software; proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong working knowledge, based on prior job experience, of at least three of the following areas of law, with the ability to learn others: real estate, corporate, procurement, administrative law, litigation, public records, mortgage lending, and public finance.
- Exposure to and knowledge of real estate law and/or affordable housing development preferred.
- Ability to work cooperatively and effectively with colleagues and supervisory staff at all levels.
- Ability to manage multiple projects and succeed in a fast-paced environment.
- Use of a personal vehicle, a valid driver's license, and proof of insurance is required.

Not sure if you meet all the qualifications? Let us decide!

Why RIHousing:

- Mission-Driven Organization
- Mentorship Program
- Lunch and Learn series
- Employee Recognition programs
- Dedicated Workforce
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019, 2021 – 2026
- Greater Providence Chamber of Commerce Worksite Health Award 2013 – 2026
- PBN's Healthiest Employers of RI 2025 & 2026

About RIHousing

RIHousing works to ensure that all people who live in Rhode Island can afford a healthy, attractive home that meets their needs. RIHousing provides loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a self-sustaining corporation and receives no state funding for operations.