

## **FULL-TIME PARALEGAL**

**About This Opportunity:** We are looking for a full-time, experienced Paralegal to join our team of legal professionals at BCM Environmental & Land Law to work primarily in our Keene office.

### ***Position Details***

- Legal work in real estate, land use and environmental law practice, including litigation, administrative agencies, and transactions
- Full-time, Monday through Friday, daily start and end times are negotiable, 32 to 40 hours per week
- Working primarily with Tom Hanna, but others as needed

### ***Compensation & Benefits***

- \$24 to \$32 per hour, commensurate with experience and ability
- Firm contribution to health and vision insurance and your retirement plan
- Firm-paid group life and long-term disability insurance
- At least 10 days of paid personal time and at least 10 paid holidays
- Highly flexible workplace, including up to three days remote work per week

### ***Required Competencies***

- Bachelor's degree, Paralegal certificate, or work experience equivalent
- Excellent interpersonal skills with clients
- At least ten years working in a legal setting
- Experienced with Real Estate & Land Use
- High aptitude for technology
- Able to perform at high level independently
- Valid driver's license
- Self-starter

**About BCM:** BCM Environmental & Land Law, PLLC, is a thriving, small law firm founded in Concord, NH. We do all aspects of environmental and land use law. We help our clients do good work, including sustainable development and preserving many special places. Learn more at our [website](#) and check out our latest [news](#).

### ***Application Process***

- Please email cover letter, resume, and references (two to three) to the attention of Nicole Manteau, our Firm Administrator, at [manteau@nhlandlaw.com](mailto:manteau@nhlandlaw.com).
- **The anticipated start date is asap.**