



Position Description – Paralegal (Casual)

2025 / 2026

About Prolegis Lawyers

Prolegis Lawyers exist solely to provide specialist legal services in relation to charities, not-for-profits and philanthropy. We're ranked Band One with [Chambers and Partners](#) for Charities in Australia.

Our purpose is to help enable and support the good work of the people and organisations who seek our services. We believe the values of trust, humility, teamwork, reliability, service and honesty applied to a clear and compelling purpose make the world a better place.

Our clients range from large philanthropic foundations, national charities and not-for-profits to smaller organisations operating at a local level to make a difference.

We have offices in Sydney and Melbourne and work as one team.

Paralegal Position Summary

We are seeking a Paralegal to join our **Melbourne office** either at the end of 2025 or the start of 2026. We require a minimum of 2 days per week, with opportunity for additional days during university vacations.

The Paralegal will undertake the following:

- Assist lawyers with legal research
- Assist lawyers to prepare forms, correspondence and memorandums of advice
- File management support (gathering information about clients/legal matters, conflict checking, maintaining file notes, and managing file archiving)
- Assist lawyers with basic IT issues and liaising with external support team for complex issues
- Assist lawyers with preparing bills for clients
- Document preparation (word processing and presentations)
- Document review on large matters
- General tasks to assist office management.

The Paralegal will have the opportunity to learn about the not-for-profit sector and the clients Prolegis serves while developing legal and administrative skills.

What our people say

'Clever and down to earth colleagues with deep knowledge in their expert areas. A values driven organisation.'

'There are amazing opportunities to work with outstanding clients throughout the charities and not-for-profit sector.'

'We're a diverse team of professionals who are deeply motivated to help charities and not-for-profits do good work.'



Qualifications and skills

This position would suit a **current law student** who shares our desire to support the good work of others and is interested in joining a dynamic, growing team with opportunities for continuing professional development.

The ideal candidate will demonstrate high levels of integrity, humility, accountability and reliability. We look for a willingness to 'jump in' to whatever needs doing to help the team.

Those with good research and writing abilities are particularly encouraged to apply.

Interested?

Please email your cover letter, CV and academic transcript to Kate Robinson, General Manager krobinson@prolegis.com.au

Website: www.prolegis.com.au