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Paralegal/Executive Assistant (Ann Arbor area)

Position Title: Executive Paralegal (Part Time)

Reports to: Founder/Principal

Location: Office in Ann Arbor; most work can be done remotely

Availability: Looking for someone to start immediately

Compensation: This is a part-time hourly W2 position with significant potential for growth. Starting pay is competitive and commensurate with experience.

Hours: 5-20 hour/week, depending on workflow; deadline-driven; flexible schedule

About Treetown Law

Treetown Law, PLLC is a local, mom-owned law practice that is committed to providing excellent estate planning services to clients in Michigan, Illinois, and D.C. We view estate planning as sacred work, and our approach is high-touch, compassionate, and welcoming. Ashley meets her clients where they are—whether on Zoom, at a backyard picnic table, or at the hospital bedside—and when they are available—including during kid naptime, after work, and on weekends. Ashley is also deeply committed to promoting access to justice for people who cannot afford legal services, and devotes hundreds of hours each year to *pro bono* work.

Ashley is dreaming big for Treetown Law. She is looking to build a tech-forward practice, providing seamless, high-quality, timely services for clients while providing maximum flexibility for attorneys and staff. We don't believe work-life balance will ever be achieved by adding more meditation to a 50-hour work week. (We tried that.) And we reject the notion that parity for mothers and parents of all kinds requires the third and fourth shift, chronic stress, and sleep deprivation. So, we are reimagining the legal workplace from the ground up. If you are a bad@\$\$, know how to manage your own time and get s*it done, and you are on board with our mission, please apply!

About the Position

The Executive Paralegal position is a hybrid Paralegal/Executive Assistant role. It is ideal for someone who loves a lot of responsibility and wants to be part of building a new, innovative law practice with a start-up culture. This position includes a wide variety of responsibilities, from paralegal tasks such as drafting, proofing, and finalizing documents, to client communications, administrative assistance, executive support, and operations management and improvement. We are looking for someone ambitious who wants to grow with the firm.

Requirements

- Obsessive about providing best-in-class client service and deliverables;
- Used to getting more done than people around you;
- Expert Word-processor;
- Efficient and methodical;
- Detail-oriented;
- Operations and administrative superstar, including operationalizing new ideas;
- Driven to constantly improve skills and streamline workplace operations;
- Lover of grammar, spelling, and punctuation;
- Plans ahead and prioritizes work;
- Adept at leveraging tech tools and smart operations to make repetitive tasks more efficient and streamlined, including integrations between software suites;
- Self-directed and self-starting;
- Able to thrive in a flexible environment;
- Will Do, Can Do, I'll Figure It Out attitude;
- Comfortable taking initiative and working with little supervision;
- Agile with web-based platforms and willing to learn new software;
- Prompt, clear, courteous communicator.

Preferred, but Not Required

- Paralegal experience in estate planning and probate;
- Legal administrative experience;
- Familiarity with Wealth Counsel, Clio, and Google Business Suite a bonus.

Responsibilities (including but not limited to)

- Paralegal
 - Support delivery of high-quality legal services through document drafting, revision, finalization, and preparation of deliverables for clients;
 - Organize and keep abreast of digital files, task lists, and deadlines;
 - Draft and mail correspondence.
- Executive Assistant
 - Ensure the principal is operating smoothly by providing administrative, operational, and tactical support.

The Ideal Person

- An outgoing person that loves managing up and working closely with a team to cover all details;
- A tenacious 'get things done' person who attacks a project and drives it through completion;
- Gets work done well in advance of deadlines (not a last-minute person);

- Keeps the trains running on time and drops no balls;
- Authentically friendly personality;
- Strong written and verbal communication skills;
- Smart, fast learner, creative and proactive, (i.e., a thinker, not just a doer);
- Flexible and curious;
- Excellent writing skills (professional tone, good grammar/spelling, ability to grasp concepts and construct documents, editing for formatting and consistency);
- Must be sharp, professional, independent and self-motivated;
- Start-up mentality, wants to grow with the firm.

How to Apply

Please send a resume with cover letter email to ashley@treetownlaw.com. Your cover email should answer the question “Why do you feel you are the right fit for this job?”