

**Paralegal**

Location: Houston, TX

Type: Part-Time Contract

Compensation: \$25-\$32/hr

Benefits: Not Included

The Paralegal will support legal and compliance functions at the Houston Land Bank (HLB), with a particular focus on real estate transactions in the affordable housing sector. This includes title research, contract drafting, closing document review, and ensuring compliance with applicable laws and internal policies. The ideal candidate is detail-oriented, knowledgeable in real estate law, and has a strong background in transactional legal support. The successful candidate will be a critical part of ensuring accuracy and risk mitigation in the Land Bank's legal operations.

**About the Houston Land Bank:**

Houston Land Bank (HLB)'s main mission is to acquire vacant, tax-forfeited, and other deteriorated properties in the City of Houston and facilitate its redevelopment back into productive use. Organized in 2000 as the Land Assemblage and Redevelopment Authority (LARA), HLB was renamed in 2018 and positioned to become an innovative land bank serving Houston. HLB is a key instrument for further neighborhood revitalization for the City, supporting home ownership and neighborhood-based revitalization strategies, as well as the continued Hurricane Harvey recovery effort. The Board of Directors is comprised of representatives from the City of Houston, Harris County, and the Houston Independent School District.

The organization is currently involved in a variety of programs, some of which sell properties directly to builders, and others in partnership with the City who are building single family homes on the lots. Both programs require a significant presence in the communities overseeing the work, and the properties.

P.O. Box 131106, Houston, Texas 77219

281.655.4600

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[houstonlandbank.org](http://houstonlandbank.org)

**About this Position:**

Reporting to Counsel and Compliance Director and working closely with the HLB staff will provide transactional and compliance support for HLB's real estate activities. This role is essential for preparing and reviewing legal documentation related to property acquisition and disposition. The candidate must possess strong knowledge of real estate and affordable housing regulations.

**Paralegal Job Duties:**

- Conduct title research and summarize findings for legal review
- Draft and review real estate contracts, agreements, and supporting documents
- Review and prepare closing documents for property acquisitions and sales
- Assist with managing transaction timelines, due diligence, and document control
- Maintain accurate and organized files of legal documents and transaction records
- Coordinate with title companies, brokers, and other stakeholders to ensure smooth closings
- Knowledgeable of compliance regulations of relevant local, state, and federal housing regulations
- Support the Legal Counsel with research and drafting as needed for affordable housing matters
- Administrative editing & review of purchase/sale contracts
- Administrative editing & review of real estate closing documents and correspondence with title companies
- Review and monitor builder compliance, via telephone and electronic communication
- Conduct and Assist with Legal Research and correspondence under guidance of Counsel
- Knowledgeable within the affordable housing industry, and compliance matters

**Paralegal Skills and Qualifications:**

Houston Land Bank welcomes a candidate with the utmost professionalism, high organizational and record-keeping skills, ability to coordinate multiple ongoing projects, attention to detail, interpersonal and communication skills, adaptability, resourceful, and paralegal experience a plus.

**Requirements:**

- 3+ years of paralegal experience, preferably in real estate, affordable housing, or municipal law
- Strong understanding of Texas real estate law and transaction practices
- Demonstrated experience conducting title research and working with title companies
- Proficiency in contract drafting and interpreting legal documents
- Exceptional organizational skills and attention to detail
- High ethical standards, discretion, and strong communication skills
- Ability to work independently and collaboratively across departments
- Familiarity with affordable housing compliance requirements is a plus

**Preferred:****To Apply:**

Please submit your complete qualifications (resume, professional references, and cover letter) to Houston Land Bank via [Indeed](#).