



PUBLIC JUSTICE
IMPACT. CHANGE.

National Headquarters 1620 L Street NW Suite 630, Washington, DC 20036
West Coast Office 475 14th Street Suite 610, Oakland, CA 94612

JOB ANNOUNCEMENT

Please post and inform potential applicants.

November 2018

FOOD PROJECT PARALEGAL WASHINGTON, D.C.

Public Justice, a nonprofit organization dedicated to pursuing justice for the victims of corporate and government abuses, seeks to hire a Paralegal for a position in our Food Project to provide substantive and administrative support to our team of lawyers and advocates. The Food Project at Public Justice combines litigation with education and advocacy to reform the harmful practices employed by industrial animal agriculture and support a more sustainable and humane food production system. The position is based in our Washington D.C. office. Because Public Justice handles litigation, education, and advocacy nationally, the position will likely entail occasional travel.

The Food Project at Public Justice takes a multifaceted approach to build power and achieve a just, humane, sustainable, and regenerative animal agriculture system. In our lawsuits, we represent farmers, rural communities, consumers, and workers who share our vision. In our advocacy, we spread awareness of the systemic inequities that have allowed this corporate takeover of our food system and show policymakers and the public how they can support a return to farming focused on sustaining communities rather than extracting profit.

The Paralegal will report to and work closely with Food Project staff and will also work collaboratively with Public Justice's other attorneys, outside lawyers who support the Food Project's work, other public interest groups to further the project's goals, and our clients.

Responsibilities include:

- Preparation and editing of documents for filing, including: proofreading, cite checking, bluebooking, formatting, producing tables of contents and authorities, assembling exhibit lists, etc.
- Filing and service of paper and electronic filings.
- Ensuring all court rules are being met.

- Receiving case intakes and distributing them appropriately.
- Creating, organizing, and maintaining case files and contacts.
- Computing and calendaring court deadlines.
- Assisting in the drafting, collection, processing, and review of incoming and outgoing discovery productions.
- Assisting attorneys with deposition and hearing preparation, including: organizing document binders, printing exhibits, creating exhibit lists, communicating with court reporters, etc.
- Supporting attorneys in gaining admission to courts, registration renewals, and creating and managing e-filing accounts.
- Drafting basic case-related documents under attorney supervision.
- Operating and performing minor trouble-shooting of office equipment.
- Engaging in general administrative support
- Organize the annual Food Project team retreat.

Qualifications:

- 3+ years of administrative or paralegal experience (or equivalent) preferred.
- Experience with discovery management programs and GIS a plus.
- Interest in and knowledge of environmental or social justice issues a plus.
- Self-motivation, ability to work with remote staff, and proven ability to work independently.
- Excellent research, analytical, writing, and computer skills (word processing, databases and spreadsheets, Internet, etc.).
- The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure.
- A can-do attitude, highly reliable, meticulous attention to detail, and an unrelenting commitment to high performance standards.
- Willingness to travel as needed.
- Ability to work for extended periods on the computer as needed to meet filing deadlines.
- A team player with a sense of humor who will enthusiastically take on tasks that range from intellectually challenging to more mundane administrative work.
- Sensitivity to the needs and concerns of and the ability to work with individuals and groups from diverse cultures, backgrounds and orientations.
- Contributes to the creation of a diverse, equitable, and inclusive work culture that encourages collaboration.

We offer a mission-focused work environment, a collaborative culture, and a competitive compensation package, including excellent benefits. Public Justice is an equal opportunity employer with a non-smoking environment. Diversity valued. Applications invited without regard to race, gender, national origin, sexual orientation, gender identity or expression, age, or disability

To Apply, interested candidates should submit a:

- Cover letter that conveys why you are drawn to Public Justice's mission and what makes you a good fit for the Food Project.
- Resume.
- Writing sample, like a pleading, discovery request, or letter.
- Contact information for three references.

Your application should consist of two electronic files: (1) your cover letter, resume, transcript of included, and references in a single .pdf file; and (2) a writing sample in another .pdf file. Applications will be reviewed on a rolling basis until the position is filled.

Please submit both files to pjjobs@publicjustice.net. For more information, please visit our website at www.publicjustice.net.