



PUBLIC JUSTICE

FOOD PROJECT

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.

February 2021

FOOD PROJECT JUNIOR PARALEGAL WASHINGTON, D.C.

Public Justice is a nonprofit organization dedicated to pursuing high impact lawsuits nationwide to preserve the integrity of our society and the planet we call home. It seeks to hire a Junior Paralegal for a position in our Food Project to provide substantive and administrative support to our team of lawyers and advocates.

The Public Justice Food Project is the only legal advocacy project in the country focused solely on dismantling industrial animal agriculture and supporting a vision of animal agriculture that is sustainable, humane, and just. The Food Project uses cutting-edge litigation, organizing, and communications together to achieve powerful social change. This is a unique and exciting opportunity to help support advocacy work aimed at addressing some of the most urgent social justice issues facing this country. The Junior Paralegal will act as administrative and paralegal support for all of these activities and will be responsible for managing a heavy schedule of meetings and events.

The Junior Paralegal will report to the Food Project Director and work closely with the Paralegal and other Food Project staff. They 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. The goal of this position is that the Junior Paralegal will grow in skills and knowledge to be able to cover all functions of the existing Paralegal, allowing a seamless sharing of work as needed.

This position is open immediately, is a non-exempt position and reports to the Food Project Director. The position is based in our Washington, DC, office, although during the COVID-19 crisis, all Public Justice employees are working remotely.

RESPONSIBILITIES:

- Provide general administrative and clerical support for the Food Project team, including our legal, organizing, and communications staff.
- Assist the Paralegal in the preparation and editing of documents for court filings, incoming and outgoing discovery, and assist attorneys with deposition and hearing preparation.
- Review voluminous discovery documents and draft summaries and indexes.

- Act as main support for growing our Food Project Attorney Network, including establishing and maintaining relationships with Network partners and keeping an updated list of networking events.
- Maintain all databases, files, contact lists, and accounts for the Food Project under the Paralegal's supervision.
- Manage Food Project Staff calendars, including assisting the Paralegal in calendaring legal deadlines.
- Schedule meetings and book travel and accommodations for Food Project staff and our partners and clients.
- Attend meetings to take notes and create list of follow-up tasks.
- Establish and maintain relationships with vendors, venues, and partners.
- Plan and manage event and meeting details.

QUALIFICATIONS AND COMPENSATION:

- Paralegal Certificate preferred
- Has knowledge of Microsoft Office and can learn internet software and case database software
- Strong note-taking skills a must
- Ability to juggle multiple tasks at a time and work in a fast-paced environment
- Excellent attention to detail and commitment to follow-through
- Good judgment and ability to maintain confidential information
- Ability to work well with others and diverse groups
- Self-motivation and proven ability to work independently
- Positive attitude and can-do personality
- Strong organizational skills
- Willingness to travel on occasion

Public Justice offers a generous benefits package, including three weeks of paid vacation, two weeks of sick leave, and two personal days each year, all federal holidays, employer-paid health, dental and vision insurance premiums, and a 401(k) plan. Salary will be in the range of \$45,000 to \$55,000, depending on experience.

HOW TO APPLY: Your application should consist of one electronic file that contains:

- Cover letter that conveys why you are drawn to Public Justice's mission and the work of the Food Project
- Resume
- Contact information for three references

Please send your application to pjjobs@publicjustice.net no later than April 1, 2021, and reference "Food Project Junior Paralegal" in the subject line. After the deadline, applications will be reviewed on a rolling basis until the position is filled.

No phone calls please. For more information on Public Justice, please visit our website at www.publicjustice.net. For more information about the Food Project, please visit www.food.publicjustice.net.

Public Justice is an equal opportunity employer and values a diverse workplace. We strongly encourage applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you are a

qualified individual with a disability and need assistance applying online, please email vni@publicjustice.net. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.