



Paralegal/Legal Assistant

The Lawyers' Committee for Civil Rights Under Law is one of the nation's leading national racial justice legal organizations. Formed in 1963 at the request of President John F. Kennedy, the Lawyers' Committee uses legal advocacy to achieve racial justice, fighting inside and outside the courts to ensure that Black people and other people of color have the voice, opportunity, and power to make the promises of our democracy real.

The Lawyers' Committee fights for racial justice through impact litigation, public policy, and public education programs in the substantive areas of criminal justice, digital justice, economic justice, educational opportunities, fair housing, community development, and voting rights and election protection.

The Lawyers' Committee seeks three Paralegals/Legal Assistants to assist Lawyers' Committee attorneys with general administrative support related to litigation, education, advocacy, policy projects, and other activities. Paralegals/legal assistants are assigned primarily to one or more substantive project areas based on need and work closely with the project teams.

Persons with a Paralegal Certification will have a Paralegal title, whereas those who do not will have a Legal Assistant title.

This is a full-time, exempt position based in Washington, DC. The Paralegal/Legal Assistant works under the supervision of the Deputy Chief Counsel.

Specific Duties and Responsibilities:

- Manage and organize case files (including in CMS), case dockets, and litigation calendars. Includes meticulous management of electronic case files and management of ECF and Pacer accounts;
- Provide support for editing, production, and filing of briefs, exhibits, legislative testimony, and other documents, including formatting, proofreading, and cite-checking, as well as tables of authorities and public education tools;
- Under the direction of attorneys, manage administrative and logistical aspects of litigation and/or project work, such as organizing discovery requests and responses, coordinating depositions, scheduling interviews, meetings, hearings, etc.;
- Prepare and proof routine legal documents;

- Stay informed about court rules, local rules, and internal court operating procedures, including deadlines;
- Provide administrative and other support for hearings, trials, and oral arguments;
- Conduct factual research, including through public records requests and access to databases;
- Use electronic/online systems to obtain cases and pleadings in matters related to LCCRUL work;
- Prepare internal reports, including, as requested, weekly updates, board books, the information needed for grants and development, and updates to tracking of projects and issues;
- In coordination with project staff and the Communications team, provide text to update relevant web pages;
- Coordinate, manage, and track communications with partners, co-counsel, amici, etc.;
- Provide support for and schedule events and meetings;
- Coordinate with accounting to ensure timely submission and processing of timesheets, travel, and other expenses, including attorney bar/court memberships;
- Other duties and special projects as assigned; and
- Some travel may be required.

Minimum Requirements and Competencies:

- Deep commitment to the advancement of racial justice and civil rights;
- At least two years of experience in a related position, preferably Legal Assistant/Litigation Paralegal preferred;
- An Associate's Degree plus a Paralegal Certificate or Bachelor's Degree is strongly preferred;
- Excellent communications and interpersonal skills;
- Excellent organizational skills, including the ability to multi-task and prioritize work to ensure timely completion;
- Demonstrated strong writing and editing skills and the demonstrated ability to review and synthesize factual information;
- Ability to work independently and as part of a team;
- A high degree of proficiency in Office 365 and its apps, including Word, Excel, PowerPoint, as well as video communication formats (Teams, Zoom, etc.);
- Experience in and a high degree of proficiency in learning databases, program management software, and other tools. Knowledge of Asana, PACER, ECF, and relational case management databases is a plus; and
- Experience working in diverse environments and demonstrated experience working with and for communities of color and/or low-income communities.

To Apply: Please submit a cover letter and resume, including graduation completion dates, to <https://podio.com/webforms/27698361/2155319>.

No calls will be accepted. The position will remain open until filled, and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental, and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability, and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and Dependent Care) and Stipends (Cell Phone and Commuter/Parking Benefits); 12 paid Holidays; and Vacation/Sick days.

Commitment to Diversity and Inclusion: The Lawyers' Committee embraces diversity and inclusion in our workplace. We strongly encourage candidates of color and candidates from underrepresented communities to apply. The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation; send an email with the subject line "Applicant Accommodation" to accommodation@lawyerscommittee.org.