Paralegal/Legal Assistant for Litigation

The Lawyers’ Committee for Civil Rights Under Law is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers’ Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar’s leadership and resources in combating racial discrimination and the resulting inequality of opportunity – work that continues to be vital today.

The Lawyers’ Committee seeks a collaborative, detail-oriented and highly organized individual to serve as a Paralegal/Legal Assistant (Title will depend on possession of a Paralegal Certification) supporting the litigation work of the organization. The Lawyers’ Committee engages in some of the most important and impactful civil rights litigation throughout the country in the following program areas: Criminal Justice, Digital Justice, Economic Justice, Special Litigation, Educational Opportunities, Fair Housing and Community Development, the James Byrd Jr. Center to Stop Hate, North Carolina Regional Office and Voting Rights. This position will provide critical assistance to lawyers across the organization.

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

Specific Duties and Responsibilities:

- Assist the Chief Counsel and Project Directors with centralized projects, such as the migration of matters to the organization’s new Case Management System, and the ongoing maintenance of various organizational electronic databases and systems related to litigation;
- Under general supervision, assist the Chief Counsel and Project Directors with all phases of litigation case support including document/information management, discovery, depositions and trial. Also provide support relating to public records requests;
- Provide administrative support to Project Directors in connection with ongoing litigation matters, including monitoring and tracking docket activity and case deadlines;
- Draft form pleadings, assisting with finalization of legal documents— including tables of contents, tables of authorities, proofreading and formatting briefs and exhibits in accordance with applicable procedural rules;
• Coordinate service of process and/or filings with federal/state agencies;
• Coordinate contact with co-counsel support staff and observe confidentiality of client matters; and
• Provide litigation support at hearings and trials.

**Minimum Requirements and Competencies:**

- Bachelor's Degree or Paralegal Certificate;
- Minimum of three (3) years of litigation paralegal experience in a law firm or legal environment is strongly preferred;
- Experience in all phases of litigation support, discovery, and trial procedures strongly preferred;
- Excellent attention to detail and good organization skills;
- Strong oral and written communication skills and superb proof reading, editing and blue booking skills;
- The ability to manage and effectively prioritize time-sensitive matters with professionalism and tact and to work with others to achieve collective results;
- High level of initiative and self-motivation;
- Experience using legal search engines and electronic records databases and case management systems, including Westlaw, ECF and PACER;
- Mastery of standard MS Office applications;
- Ability to travel to hearings or trials;
- Interest and knowledge of civil rights issues preferred; and
- Commitment to the mission and values of the Lawyers' Committee.

**To Apply:** Please submit a cover letter and resume to [https://podio.com/webforms/24560783/1797789](https://podio.com/webforms/24560783/1797789). 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/or Dependent Care) and Stipends (Cell Phone and Commuter/Parking Benefits); 11 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 or send an email with the subject line “Applicant Accommodation” to kcoates@lawyerscommittee.org.