



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.

March 2023

FOOD PROJECT RESEARCH PARALEGAL WASHINGTON, D.C. or REMOTE

Public Justice is a public interest legal advocacy organization that takes on the biggest systemic threats to justice of our time—abusive corporate power and predatory practices, the assault on civil rights and liberties, and the destruction of the earth’s sustainability. We connect high impact litigation with strategic communications and the strength of our partnerships to fight these abusive and discriminatory systems and win social and economic justice. It seeks to hire a Research 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 Research Paralegal will act as administrative and paralegal support for these activities and will be able to cover all functions of the existing Paralegal, allowing a seamless sharing of work as needed, as well as work with Food Project attorneys and the Food Project Organizing Director to pitch and execute advocacy deliverables, particularly related to discovery productions and other evidence obtained during litigation. Additionally, this position is specialized to lead and support advocacy projects, case development, and intake research.

This position reports to the Food Project Director and works 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. This position is non-exempt and open immediately. Our preference is for this position to be based in our Washington D.C. office, but we will consider applications from especially qualified candidates seeking to work remotely from other parts of the country.

RESPONSIBILITIES:

- Under the attorneys’ supervision, participate in case development and investigation as required, including conducting internet searches, locating and taking statements from potential witnesses, obtaining and reviewing public records, and preparing investigative reports.

- In coordination with the Food Project Paralegal, prepare and execute filings of a variety of legal documents, including researching court rules and procedures to ensure accuracy of court filings.
- Assist attorneys with legal, factual, and policy research, such as cite-checking (Westlaw), pulling documents from PACER, conducting internet searches, obtaining sources from off-site libraries.
- Review discovery documents and draft summaries and indexes.
- Handle certain Food Project case intake calls and emails, including client in-take interviews. Manage communications with clients, court personnel, co-counsel, partner organizations, and other external parties.
- Process discovery productions and other evidence obtained during litigation for potential advocacy projects.
- Research and present pitches related to legal work, and in particular discovery productions, to the Food Project Organizing Director for high-quality advocacy deliverables for public consumption and then execute those projects under the supervision of the Organizing Director.
- Represent the Food Project in relevant coalition spaces as requested, and regularly communicate important takeaways and opportunities to relevant Food Project management.
- Support the Organizing Director in investigative and advocacy work with allies in furtherance of the Food Project's model of trust and power building, including activities for allies such as trainings and other capacity-building activities, or creating and distributing public materials.
- Act as support for growing our Food Project Attorney Network.
- Provide general administrative and clerical support for the Food Project team as needed, including maintaining databases and accounts under the Paralegal's supervision, managing staff calendars, and scheduling meetings as well as booking travel and accommodations for Food Project staff, our partners, and clients.
- Plan and manage event and meeting details and attend meetings for notetaking and follow up as needed.
- Establish and maintain relationships with vendors, venues, and partners.

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
- Strong writing skills
- Willingness to travel on occasion.

We offer a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. We recognize and support healthy work-life balance policies, including operating on a four-day work week all-year round. We also offer a generous benefits package, including at least three weeks of paid vacation, two weeks of sick leave, and two personal days each year, all federal and some local holidays, employer-paid health, dental, and vision insurance premiums, and a 401(k) plan.

Salary range is \$65,000 to \$80,000, depending on experience. Public Justice requires those working in its offices to be fully vaccinated against COVID-19. Reasonable accommodations to this requirement, including remote work, based on disability or a sincerely held religious belief will be considered.

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
- Writing sample: This can be essay-style writing or web/social media content. The writing sample does not have to relate to legal content.
- Resume
- Contact information for three references

Please send your application to pjjobs@publicjustice.net no later than May 1, 2021, and reference “Food Project Research 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; previously incarcerated individuals; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email lhughes@publicjustice.net.