

## **JOB ANNOUNCEMENT: PARALEGAL POSITION**

The Florida Justice Institute, Inc. (FJI), a nonprofit public interest law firm, seeks a full-time paralegal in Miami to assist with the development and litigation of civil rights cases on behalf of incarcerated people to further our criminal justice reform efforts. The paralegal will work and strategize with our team of experienced civil rights lawyers and staff to bring impact cases against the prison and jail systems in Florida, with the aim of reducing mass incarceration in our state. The litigation may involve claims addressing solitary confinement, medical and mental health care, disability access, other unconstitutional conditions of confinement, First Amendment issues (such as free speech, censorship, and religious freedom), and more.

### ***Responsibilities***

- Assist with all phases of civil rights litigation, primarily in federal court. This will entail, at a minimum, assisting with drafting, filing, and serving of legal documents (such as motions, responses, memos, discovery requests and responses); organizing pleadings and other documents; managing and organizing discovery documents for large cases; coordinating and setting depositions; drafting correspondence; maintaining and monitoring a litigation calendar with deadlines; and assisting with federal trials.
- Conduct factual investigation by corresponding with incarcerated clients and witnesses through in-person and phone interviews, and by letter.
- Manage and coordinate correspondence from a large volume of potential clients and witnesses, most of whom are incarcerated.
- Assist with the drafting of public records requests and manage responses to those requests.
- Prepare travel documents for attorneys and other staff.
- Some travel around Florida, including visiting clients and witnesses in prisons and jails, will be required.
- Advocacy efforts related to criminal justice reform, possibly involving legislative advocacy.
- Any other duties as assigned by the paralegal's supervisor.

### ***Qualifications***

- A minimum of one year of experience as a litigation paralegal, or similar experience, is strongly preferred.
- Must have a demonstrated commitment to social justice, including a commitment to representing incarcerated persons and other poor and disenfranchised individuals, and an interest in the preservation and advancement of civil liberties and civil rights.
- Experience with community advocacy and outreach efforts a plus.
- Should understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- Must possess excellent organizational and communications skills, and a desire to work in a cooperative, collegial environment.
- Must be self-motivated and capable of complex analytical work.

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**Salary/Benefits:** Salary is competitive with other public interest law firms in the area and will be set depending on experience. FJI offers an excellent benefits package including medical, dental, and life insurance; paid holidays and other vacation days depending on time of employment; retirement benefits after a certain amount of time employed; parking; great working conditions; and other benefits.

**About FJI:** Founded in 1978, FJI conducts civil rights litigation and advocacy primarily on behalf of those incarcerated in prisons and jails, with a focus on class actions and impact litigation. The types of cases include wrongful death, deliberate indifference to serious medical need, unconstitutional conditions of confinement, excessive force, failure to protect, First Amendment (including free speech, censorship, and religious freedom), disability discrimination, and others. FJI also conducts litigation for non-incarcerated victims of housing discrimination, disability discrimination, police misconduct, and engages in various other forms of impact litigation for Florida's poor and disenfranchised residents. FJI works collaboratively with other public interest law firms and legal services organizations around the state.

**Application:** To apply, send a cover letter, resume, and three references in one PDF file via email to [jpla@floridajusticeinstitute.org](mailto:jpla@floridajusticeinstitute.org). No phone calls please. Due to the volume of applications expected, FJI cannot respond to each one. The position will remain open until filled and applications are considered on a rolling basis. If you are interested, we recommend you apply as soon as possible.

*FJI is an affirmative action/equal opportunity employer. Women, people of color, people with disabilities, LGBTQ individuals, and formerly incarcerated persons are particularly encouraged to apply.*