



## Job Description: Litigation Paralegal

### About us

The Reporters Committee for Freedom of the Press provides pro bono legal representation, amicus curiae support, and other legal resources to protect First Amendment freedoms and the newsgathering right of journalists. The Reporters Committee serves the nation's leading news organizations; thousands of reporters, editors, and media lawyers; and many more who use our online and mobile resources.

### The position

The Reporters Committee for Freedom of the Press is currently seeking a paralegal with at least three years of experience to join its legal team based in Washington, D.C. This newly created position represents an opportunity to provide support to a small team of dedicated lawyers who represent the Reporters Committee, news organizations, and individual journalists in impact and defense litigation involving access to judicial records/proceedings, freedom of information, libel, and other newsgathering and First Amendment matters. The Litigation Paralegal is an integral position within a vibrant, growing and well-respected organization with national presence. This position reports directly to the Legal Director.

### Key responsibilities include:

- Maintain and manage RCFP's litigation docketing system;
- Submit and track federal Freedom of Information Act and state public records requests;
- Review and docket court calendars, orders, and other legal documents;
- Organize and maintain case pleadings and files;
- Assist staff attorneys with the preparation of court pleadings, briefs and other legal documents and court forms;
- Provide clerical and administrative support to staff attorneys;
- Prepare and coordinate filing and legal documents;
- Assist staff attorneys with the preparation of correspondence to court, opposing counsel, or clients;
- Organize, maintain, and update case and client information in RCFP legal databases;
- Assist attorneys with successful case management

## Desired qualifications:

- Relevant experience as a paralegal or legal assistant;
- Must have good judgment and the highest level of professional integrity;
- Desire and ability to work in a fast-paced, innovative, and collaborative environment;
- Detail-oriented, highly organized, and able to multitask and work independently to meet deadlines;
- Excellent interpersonal skills and the ability to work well under pressure;
- Demonstrated commitment to mission-based organizations;
- Ability to work full-time in RCFP's Washington, DC-based office;

## Salary and benefits

Our generous benefit package should also be considered. For this full-time position, RCFP offers:

- A competitive annual base salary between \$45,000 and \$50,000 based on level of experience, with 2 weeks paid time off in addition to most federal holidays plus the days between Christmas and New Year's Day;
- A retirement savings plan, including 5% employer match from date of hire;
- Comprehensive employer paid insurance coverage, including medical, dental, vision, life, and disability;
- Ability to use pre-tax dollars for dependent care and commuting expenses;
- A collaborative and inclusive work environment

## To apply

The Reporters Committee is committed to a diverse and inclusive workforce, and we strongly encourage women, veterans, people with disabilities, people of color and gender nonconforming candidates to apply.

Interested candidates should send a resume, and contact information for three references to the Reporters Committee's Director of Business Operation Kirsten Poole via email at [kpoole@rcfp.org](mailto:kpoole@rcfp.org). Email subject line should state: Candidate for Litigation Paralegal.