

**Career Opportunity**  
**PARALEGAL [LGLF-13]**  
**AMERICAN CIVIL LIBERTIES UNION**  
**National Security Project, NYC**

**OVERVIEW:**

The **American Civil Liberties Union (ACLU)** invites applications for a **Paralegal** position with the ACLU's National Security Project. The Paralegal will be an integral member of the Project, will attend regular staff meetings, and will have the opportunity to learn about current threats to human rights and civil liberties stemming from the government's national security policies.

The ACLU is a nationwide, nonprofit, nonpartisan organization dedicated to the principles of liberty and equality embodied in the U.S. Constitution. Since September 2001, the ACLU's National Security Project has litigated numerous challenges to government attempts to restrict civil liberties and human rights in the name of national security. For example, we are currently challenging the government's "rendition" program, under which the CIA has kidnapped foreign nationals and transferred them to the custody of foreign intelligence services that use torture. We have brought several constitutional challenges to the FBI's authority to issue "national security letters," and in two cases we are contesting the government's practice of denying visas to foreign scholars whose political views the government disfavors. In 2006, we brought a constitutional challenge to the National Security Agency's warrantless wiretapping program. Since 2004, we have also been engaged in Freedom of Information Act (FOIA) litigation for information about the torture and maltreatment of detainees held in U.S. custody abroad; that litigation has resulted in the release of more than 100,000 pages of government documents. We are litigating a number of other cases relating to dissent, discrimination, surveillance, secrecy, detention, and torture.

**ROLES AND RESPONSIBILITIES:**

- Maintain the intake system to respond to requests for legal assistance.
- Assist with client and witness interviews.
- Draft affidavits and other legal documents.
- Draft reports and other public education material.
- Help maintain national security-related portions of the ACLU website.
- Cite-check briefs and memoranda.
- Conduct Internet and other factual research.
- Prepare background memoranda on selected policy issues.
- Provide assistance and guidance to the Legal Assistants.

**REQUIREMENTS AND QUALIFICATIONS:**

- Bachelor's degree and one year of paralegal or related experience is preferred.
- Excellent research and writing skills.
- Proficiency in a Windows 2000 environment, especially Word, Excel, and the Internet.
- Strong interpersonal skills and communication skills.
- Must have excellent organizational skills and be detail oriented.
- Must be self motivated and able to work independently as well as within a team.
- Commitment to assisting the ACLU in its mission to defend civil rights and civil liberties.
- A demonstrated interest in human rights and civil liberties issues relating to national security issues is preferred.

**COMPENSATION:**

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU compensation scale.

**HOW TO APPLY:**

Please submit letter of interest, current resume, names and telephone numbers of two references, and writing sample by email to [hrjobs@aclu.org](mailto:hrjobs@aclu.org). Reference [LGLF-13/AICH] or mail to:

*Human Resources*

*RE: [LGLF-13/AICH]*

*American Civil Liberties Union*

*125 Broad Street, 18<sup>th</sup> Floor*

*New York, NY 10004*

*Applications will be accepted until the position is filled. This position will be available in August 2008.*

*Please indicate where you learned of this job posting.*

***The ACLU is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.***

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name "ACLU."