

AMERICAN CIVIL LIBERTIES UNION FOUNDATION
National Security Project
New York, NY

POSITION: PARALEGAL [LGLF-57]

The **American Civil Liberties Union Foundation (ACLU)** is a nationwide, nonprofit, nonpartisan organization, founded in 1920 and dedicated to the principles of liberty and equality embodied in the U.S. Constitution. The **National Security Project** of the National office in New York City is seeking applicants for the full-time position of **Paralegal**.

OVERVIEW:

The National Security Project is part of the ACLU's newly created **Center for Democracy**, which works to strengthen democratic institutions and values and advocates for government transparency and accountability. The Center for Democracy includes, in addition to the National Security Project, the ACLU's Human Rights Project and Project on Speech, Privacy, and Technology.

One of the ACLU's central concerns today is the effect of the government's national security policies on civil liberties and human rights. The National Security Project's litigation docket is active and diverse. For example, attorneys in the Project represent victims of the CIA's "rendition" program in a lawsuit against a private corporation that facilitated the program. They represent a Muslim charity in a challenge to the government's unconstitutional seizure of its assets. They represent a prisoner held at Guantánamo Bay in a challenge to his indefinite detention without charge or trial. On behalf of a broad coalition of human rights, media, and legal organizations, they have challenged the constitutionality of dragnet wiretapping conducted under the amended Foreign Intelligence Surveillance Act. And they are litigating suits under the Freedom of Information Act for information about the legal basis for the government's use of drones to conduct "targeted killings" both on and far from conventional battlefields; about the treatment of prisoners held by the United States in detention centers overseas; and about the government's use of new surveillance laws. The Paralegal will be an integral member of the Project and will attend regular staff meetings to have the opportunity to learn about these and other current threats to human rights and civil liberties stemming from the government's national security policies.

ROLES AND RESPONSIBILITIES:

- Respond to individuals who contact the Project for legal assistance; utilize and maintain the intake database to respond to requests; and provide support to the attorneys with client and witness interviews, as needed.
- Conduct Internet and other factual research and collaborate with attorneys in preparing background memoranda on selected policy issues.
- Cite check, edit, format, produce and serve litigation documents, including briefs, memoranda, and correspondence.
- Draft, edit, and prepare affidavits, Freedom of Information Act requests, reports, and other legal or public education documents.
- Review and organize documents related to Freedom of Information Act requests and discovery.
- Assist in the development and maintenance of National Security-related portions of the ACLU website.
- Oversee the work of Legal Administrative Assistants; oversee training of new administrative assistants.

REQUIREMENTS AND QUALIFICATIONS:

- A Bachelor's degree, plus one year of paralegal, or related experience, preferred.

- Excellent research, including Internet research, and writing skills
- Must take initiative, be highly organized, detail-oriented and possess strong interpersonal skills
- Ability to work independently as well as within a team
- Strong computer skills with advanced knowledge of Microsoft Word including creating tables of contents, tables of authorities, mail merges, and creating/inserting macros
- Basic knowledge of Access, Excel, WordPerfect and Westlaw is preferred
- A 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, resume, names and telephone numbers of two references, and writing sample by email to hrjobs@aclu.org - reference **[LGLF-57/AICH]** in the subject line or mail to:

Human Resources
American Civil Liberties Union Foundation
RE: [LGLF-57/AICH]
125 Broad Street, 18th Floor
New York, NY 10004

Applications will be accepted until the position is filled, which will not be before **July 9, 2010**. *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."

PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR JOB-SEARCH ASSISTANCE!

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

Posted: 6/29/2010