

American Civil Liberties Union
PARALEGAL [LGBT-11/AICH]
Lesbian, Gay, Bisexual, Transgender & AIDS Project, NY

Position: Paralegal

The American Civil Liberties Union (ACLU) is a nationwide, nonprofit, nonpartisan organization with more than 500,000 members dedicated to the principles of liberty and equality embodied in the U.S. Constitution. The ACLU's Lesbian, Gay, Bisexual, Transgender (LGBT) and AIDS Project is seeking a Paralegal to work in the New York City National office.

OVERVIEW

Founded in 1986 as part of the national ACLU, the goal of the LGBT & AIDS Project is the creation of a society in which lesbian, gay, bisexual, and transgender people and people with HIV enjoy the basic rights of equality, privacy and personal autonomy, and freedom of expression and association. We litigate in state and federal courts throughout the country in cases designed to have a significant effect on the lives of LGBT people and people living with HIV/AIDS. Our legal strategies are built around the idea that fighting for civil rights means not just persuading judges but ultimately changing the way people think about our issues. We use targeted media as well as online and outreach campaigns to change public attitudes and to give people on the frontlines the tools they need. Today, the ACLU brings more LGBT cases and advocacy initiatives than any other national civil rights organization. The Project strives to ensure that the racial and economic diversity of the LGBT community is reflected in its work and continues to explore ways to make its efforts more sensitive to the needs of people of color and people who are economically disadvantaged.

ROLES AND RESPONSIBILITIES

The Paralegal will work in New York and will provide support to the Project's four New York lawyers as well Project lawyers in Chicago and San Francisco. Responsibilities include:

- Respond to individuals contacting the Project for legal assistance, maintain the intake database and ensure timely responses to inquiries.
- Cite check, edit, format, produce and serve litigation documents.
- Draft declarations, prepare deposition summaries, review and organize documents.
- Conduct internet and other factual research and collaborate with other project staff in preparing background memoranda on selected policy issues.
- Collect and analyze social science and other non-legal research for use in litigation and policy presentations.
- Maintain a summary of the Project's litigation, other legal work and the timekeeping system.

EXPERIENCE AND QUALIFICATIONS

- A Bachelor's degree, plus one year of paralegal, or related experience, preferred.
- Strong 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.
- Strong internet research skills are essential.

- Commitment to the rights of lesbian, gay, bisexual and transgender people, and people living with HIV is essential.

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

Interested persons should submit a cover letter, resume, a non-fiction writing sample (sample will not be returned), and three references, and college transcript (if applicable), by email to hrjobs@aclu.org. Reference [LGBT-11/AICH] in the subject line - or by mail to:

Human Resources
American Civil Liberties Union
RE: [LGBT-11/AICH]
125 Broad Street, 18th Floor
New York, NY 10004

Applications will be accepted until position is filled, which will not be before March 12, 2010. *Please indicate in your cover letter where you found this job listing.*

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

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..)

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