



GOVERNMENT
ACCOUNTABILITY
PROJECT

GOVERNMENT ACCOUNTABILITY PROJECT INTAKE & STAFF ATTORNEY JOB ANNOUNCEMENT

The Government Accountability Project, the leading international whistleblower protection and advocacy organization, was created in 1977 at the Institute for Policy Studies (IPS) in response to several whistleblowers, such as Daniel Ellsberg, who came to IPS about White House, FBI and Pentagon scandals. Since that time, Government Accountability Project, a 501(c)(3) non-profit, has served as a lifeline to employees of conscience and has helped them release critical information that serves the public interest and the common good. A non-partisan public-interest group, we litigate whistleblower cases, help expose wrongdoing to the public, and actively promote government and corporate accountability. Since its founding, Government Accountability Project has helped over 8,000 whistleblowers, defending them in the court of law and the court of public opinion, while crafting and refining whistleblower protection laws through legislative channels at home and abroad.

Since its inception, Government Accountability Project's advocacy efforts have shaped both public interest and legislative agendas, and created opportunities for lawmakers to strengthen and clarify the free-speech rights of courageous employees across a broad spectrum of industries.

INTAKE & STAFF ATTORNEY JOB DESCRIPTION OVERVIEW

This position will have two primary areas of responsibility: 1) supporting, tracking and coordinating our intake services, and 2) providing legal support to ongoing litigation efforts under the supervision of senior attorneys. This position will report to the Chief of Staff, the Litigation Director, and the General Counsel.

JOB RESPONSIBILITIES

- Provide legal support to ongoing litigation efforts under the supervision of senior attorneys.
- Perform initial intake interviews with prospective clients.
- Provide an initial assessment of requests for assistance from those who contact Government Accountability Project and exercise judgment in determining how such requests should be handled based on internal policy. Communicate with individuals requesting assistance and coordinate as needed with any counsel they may already have.
- Share requests for assistance with others within the organization based on internal policy and discretion.
- Serve as a primary point of contact for individuals seeking assistance and those with questions regarding the services Government Accountability Project provides.
- Maintain a tracking system to track responses to those who request assistance, and collaborate with the Development and Administrative Associate to send responses.
- Continue to broaden the capacity of the intake program by updating, cataloguing, and building referral sources.
- Facilitate organizational Case Management Committee meetings.
- Collaborate with the Development and Administrative Associate to maximize the effectiveness of the technology available for addressing the needs of the intake program and the Case Management Committee.
- Work with the Chief of Staff and the Development and Administrative Associate to develop case management tools to both ensure requests for assistance are addressed within established time frames, and to allow for data analysis of those seeking assistance.

- Provide input into the development of a Customer Relationship Management system that will be used to track organizational requests for assistance and active cases.
- Serve as a member of the FOIA team and work with our investigative and legal staff to draft and submit FOIA requests. Previous FOIA experience not required; training provided as needed.
- Track all organizational FOIA requests, responses and timelines, and develop ways to integrate new technology for facilitating and streamlining organizational FOIA record keeping and sharing.
- Other duties as assigned.

Experience & Qualifications

- Juris Doctor degree or an equivalent international law degree.
- Active member in good standing of the bar of a state or territory of the United States or the District of Columbia, or an application for admission is currently pending.
- Eligible to obtain a license to practice law in the District of Columbia within 360 days of accepting employment with Government Accountability Project.
- Experience and/or demonstrated interest in responding to initial requests for legal assistance.
- Working familiarity with whistleblower protection law specifically and employment law generally preferred, but not required.
- Experience using database programs to track complex projects.
- Exceptional writing and communications skills.
- A self-motivated team player with excellent interpersonal skills.
- Demonstrated passion for Government Accountability Project's mission.

Salary

Commensurate with experience and comparable to similarly sized public interest organizations. Government Accountability Project also offers a generous benefits package.

Application Process

Government Accountability Project is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Government Accountability Project encourages applications from all qualified individuals without regard to race, ethnicity, color, religion, sexual orientation, gender identity or expression, age, national origin, or marital, citizenship, disability, or veteran status. Please submit a cover letter and resume by 5:30 pm on September 30, 2020 (include in the subject line "Intake & Staff Attorney") to: Michael Termini at MichaelT@whistleblower.org.