



GOVERNMENT
ACCOUNTABILITY
PROJECT

GOVERNMENT ACCOUNTABILITY PROJECT PARALEGAL ANNOUNCEMENT

BACKGROUND

The Government Accountability Project is the world's leading international whistleblower protection and advocacy organization. The 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 organization, 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.

PARALEGAL DESCRIPTION OVERVIEW

The Paralegal will report to the General Counsel, Litigation Director, and the Chief of Staff & Chief Operating Officer. The position will provide support for attorneys and program personnel across the organization involving legal and advocacy activities, and the evaluation of prospective cases.

RESPONSIBILITIES

- Report to the General Counsel, Litigation Director, and the Chief of Staff & Chief Operating Officer.
- Experience working directly with clients and prospective clients.
- Ability to assist attorneys and program personnel across the organization as assigned with core tasks, including but not limited to: legal research, document formatting, document production, court and administrative filings, scheduling, file maintenance, and document/file organization.
- Partial responsibility for triaging intake applications in coordination with the Intake Coordinator.
- Capable of taking statements and providing first drafts of affidavits, organizing discovery documents, and conducting extensive client document review.
- Other related Paralegal job duties as needed.

QUALIFICATIONS

- A bachelor's degree in a related field, and any one (1) of the following criterion:
 - Formal accreditation in paralegal training; or
 - Three (3) years of related legal experience; or,
 - Juris Doctor degree.
- Experience generating quality work product and assignments in accordance with accepted legal practices.
- The successful applicant will possess the experience necessary to work with substantial independent judgment and discretion in furtherance of the program objectives defined by the General Counsel, Litigation Director, and the Chief of Staff & Chief Operating Officer.

- Exceptional writing and communications skills.
- Ability to synthesize complex information, and experience successfully coordinating projects to meet tight deadlines.
- A team player and excellent interpersonal skills.
- A passion for the mission of Government Accountability Project.

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 October 26, 2020** (include in the subject line "**Paralegal Position**") to: Michael Termini at michaelt@whistleblower.org.