



GOVERNMENT
ACCOUNTABILITY
PROJECT

GOVERNMENT ACCOUNTABILITY PROJECT INTAKE & STAFF ATTORNEY 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.

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 Litigation Director, the General Counsel, and the Chief of Staff & COO.

JOB RESPONSIBILITIES

Intake Department Management (45%)

- Serve as a primary point of contact for individuals seeking assistance and those with questions regarding the services Government Accountability Project provides.
- 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.
- Utilize the internal Customer Relations Management database to track intake lifespan, from initial engagement to final recommendation.

Litigation Support (40%)

- Provide legal support to ongoing litigation efforts, with a priority towards cases related to Government Accountability Project's Food Integrity Campaign, under the supervision of senior attorneys and the Litigation Director.
- Conduct casework for clients in administrative and federal tribunals, which may include conducting investigations, legal research, communication with clients and drafting complaints.
- Engage in all phases of litigation, including legal research, drafting and filing motions and other pleadings, communications with opposing counsel, conducting and assisting with depositions, witness and trial preparation, and other responsibilities as needed.

- Work with our investigative and legal staff to draft and submit FOIA requests and appeals.

Operations (15%)

- Organize and facilitate biweekly Case Management Committee meetings.
- Manage and facilitate organizational tracking of all active intakes, cases, and FOIAs.
- Continually work with the Chief of Staff & COO and Development personnel to develop case management tools to both ensure timeliness of intake lifespan, to allow for data analysis of those seeking assistance, and to maximize the effectiveness of the technology available for addressing intake and case management needs.

EXPERIENCE AND QUALIFICATIONS

- Juris Doctor degree or an equivalent international law degree.
- 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.

COMPENSATION

\$68,000 – \$72,000 annual salary, depending on experience and qualifications. 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 equitable, 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 to Michael Termini with the subject line "Intake & Staff Attorney" to michaelt@whistleblower.org.

Please Note: *Applications will be reviewed on an ongoing basis. Qualified applicants will be promptly contacted and interviewed. Incomplete applications will not be accepted.*