

JOB ANNOUNCEMENT: PARALEGAL POSITION

The Florida Justice Institute, Inc. (FJI), a nonprofit public interest law firm, seeks a full-time paralegal in Miami to assist with the development and litigation of civil rights cases on behalf of incarcerated people to further our criminal justice reform efforts. The paralegal will work and strategize with our team of experienced civil rights lawyers and staff to bring impact cases against the prison and jail systems in Florida, with the aim of reducing mass incarceration in our state. The litigation may involve claims addressing solitary confinement, medical and mental health care, disability access, other unconstitutional conditions of confinement, First Amendment issues (such as free speech, censorship, and religious freedom), and others.

Responsibilities

- Assist with all phases of civil rights litigation, primarily in federal court. This will entail, at a minimum, conducting interviews and document review; organizing pleadings and other documents; assisting with drafting litigation-related documents (such as motions, responses, memos, discovery requests and responses); managing and organizing discovery for large cases; drafting correspondence; and assisting with federal trials.
- Manage and coordinate correspondence from a large volume of potential clients and witnesses, most of whom are incarcerated.
- Some travel around Florida, including visiting clients and witnesses in prisons and jails, will be required.
- Advocacy efforts related to criminal justice reform, possibly involving legislative advocacy.
- Any other duties as assigned by the paralegal's supervisor.

Qualifications

- A minimum of one year of experience as a litigation paralegal, or similar experience, is required. Experience with federal civil rights litigation is preferred.
- Must have a demonstrated commitment to social justice, including a commitment to representing incarcerated persons and other poor and disenfranchised individuals, and an interest in the preservation and advancement of civil liberties and civil rights.
- Should understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- Must possess excellent organizational and communications skills, and a desire to work in a cooperative, collegial environment.
- Must be self-motivated and capable of complex analytical work.

Salary/Benefits: Salary is competitive with other public interest law firms in the area and will be set depending on experience. FJI offers a superb benefits package including medical, dental, and life insurance; retirement; parking; and excellent working conditions in class A office space.

About FJI: Founded in 1978, FJI conducts civil rights litigation and advocacy primarily on behalf of those incarcerated in prisons and jails, with a focus on class actions and impact litigation. The types of cases include wrongful death, deliberate indifference to serious medical need, unconstitutional

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conditions of confinement, excessive force, failure to protect, First Amendment (including free speech, censorship, and religious freedom), disability discrimination, and others. FJI also conducts litigation for non-incarcerated victims of housing discrimination, disability discrimination, police misconduct, and engages in various other forms of impact litigation for Florida's poor and disenfranchised residents. FJI works collaboratively with other public interest law firms and legal services organizations.

Application: To apply, send a cover letter and resume in one PDF file via email to jpla@floridajusticeinstitute.org. No phone calls please. Due to the volume of applications expected, FJI cannot respond to each one. The position will remain open until filled.

FJI is an affirmative action/equal opportunity employer. Women, people of color, people with disabilities, LGBTQ individuals, and formerly incarcerated persons are particularly encouraged to apply.