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JOB ANNOUNCEMENT: INTAKE COORDINATOR

The Florida Justice Institute, Inc. (FJI), a nonprofit public interest legal organization, seeks a full-time intake coordinator to review and respond to requests and other correspondence from people seeking legal assistance. The coordinator will be part of FJI's team of attorneys and paralegals who develop and pursue civil rights cases to further FJI's impact litigation efforts. FJI's practice areas include:

- Representing incarcerated people and their families in cases challenging conditions of confinement to improve prison and jail conditions. These cases may involve claims addressing solitary confinement, medical and mental health care, disability access, abuse, and violence, First Amendment issues (such as free speech, censorship, and religious freedom), the imposition of fines and fees, wrongful death and serious injury claims, and others.
- Litigation to stop the criminalization of poverty in cases that often involve representing homeless individuals challenging ordinances prohibiting panhandling and other life-sustaining conduct, with an aim toward facilitating reform of policies toward homelessness.
- Other civil rights litigation in areas affecting criminal justice policy or participation in democratic processes.

The ideal candidate will be located in, or willing to relocate to, the Miami area to be able to work in FJI's Miami office, with flexible remote teleworking options.

Responsibilities

- Review, organize, code, scan, and save requests for legal assistance and other correspondence, primarily from incarcerated people and their families.
- Respond to and communicate with potential clients and the public, by phone, email, and mail, in conjunction with FJI's attorneys and paralegals.
- Assist paralegals and attorneys, as needed, with all phases of civil rights litigation, primarily in federal court. This could involve assisting with the preparation, filing, and serving of legal documents (such as motions, responses, memos, discovery requests and responses); organizing pleadings and other documents; managing and organizing discovery documents for large cases; coordinating and setting depositions; drafting correspondence; maintaining and monitoring a litigation calendar with deadlines; and assisting with trials.
- Assist with the drafting of public records requests and manage responses to those requests.
- Other administrative and clerical duties may be involved.
- Any other duties as assigned by the intake coordinator's supervisor.

Qualifications

- A college degree or two years of relevant experience is required.
- 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.
- Multilingual preferred.

Salary/Benefits: Salary is competitive with other public interest law firms in Florida and commensurate with experience. FJI offers an excellent benefits package that includes substantial vacation and sick time; paid federal holidays; medical and dental insurance; life insurance; a retirement plan; and paid parental leave.

About FJI: Founded in 1978, the Florida Justice Institute (FJI) is a nonprofit public interest law firm that uses impact litigation and advocacy to improve the lives of Florida’s disenfranchised residents and underinvested residents, while focusing human rights in the justice system, empowerment for vulnerable populations experiences homelessness & poverty, and dignity for people with disabilities.

For more visit the FJI website: <https://www.fji.law/what-we-do>.

Application: Interested and qualified candidates should send a cover letter and resume in one PDF file via email to careers@fji.law with the following format in the subject line: “**Intake Coordinator Application – {Applicant Name}**”. No phone calls. Due to the volume of applicants, 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.