

March 18, 2022

Job Announcement: Impact Litigation Paralegal Tenant Justice Program

Rising for Justice (“RFJ”) invites applications for an impact litigation paralegal to support the work of a full-time attorney and other legal staff in developing and representing clients in lawsuits crafted to prevent eviction and displacement of individual tenants on a building-wide or other high-impact basis. The paralegal will work as part of a high-performing interdisciplinary team. This is a full-time position, to begin immediately, which represents a key part of an innovative one-year pilot program that we anticipate extending assuming continued funding.

About Rising for Justice

Created in 1969, RFJ, formerly known as D.C. Law Students in Court (“LSIC”), is the oldest clinical legal education program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program. Our mission is to leverage the collective forces of students and experienced advocates to achieve justice for all.

RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a skilled and experienced paralegal who embraces our mission and values. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

The Tenant Justice Program

The Tenant Justice Program seeks to prevent the displacement of low-income tenants in the District of Columbia and preserve tenants’ rights. TJP attorneys and law students from area law schools represent tenants in the District of Columbia’s courts and administrative agencies in cases involving evictions, housing conditions, rent stabilization, and other matters related to enforcing tenants’ rights.

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Position Responsibilities

Responsibilities include:

- 1) Supporting the design, related training and implementation of structured case record review processes to identify patterns and practices likely to result in multiple evictions, self-evictions, and displacement;
- 2) Conducting research and investigations, including client and witness interviews; and
- 3) Providing case-related and direct litigation support, including maintenance of electronic case records; management and organization of complex data sources; drafting letters and other documents; proofreading and cite-checking briefs; e-filing in federal and D.C. courts; document review and preparation of summaries, abstracts, charts and data analyses; and performance of other litigation and case-support duties as assigned.

Qualification Requirements

The impact litigation paralegal must have a Paralegal Certificate or equivalent experience with an employment record demonstrating strong organizational, writing, and public speaking skills as well as sustained attention to detail, and a strong interest in and aptitude for legal and non-legal research. Proficiency in Microsoft Office, including MS Word and Excel required. Preferred qualifications include Spanish language skills, working knowledge of PACER, CM/ECF, CaseFileXpress, Adobe Acrobat Professional, housing or consumer litigation experience, and prior poverty law experience.

COVID-19 Statement: Rising for Justice requires all staff to be fully vaccinated against COVID-19 except those who are entitled to a reasonable accommodation due to a medical disability or sincerely held religious belief under the law.

Accountability: Reports to the Senior Attorney, Impact Litigation.

Hours, Salary and Benefits: This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. We offer a competitive salary with an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; and paid federal and local holidays.

To Apply: Each candidate should submit a cover letter and resume by email to Julia Cade, at [hiring@risingforjustice.org](mailto: hiring@risingforjustice.org). Please indicate "Impact Litigation Paralegal, [your full name]" in the subject line of the email.

Application Deadline: Review of applications will begin immediately and will continue until the position is filled.