



### **Paralegal/Investigator**

The Mississippi Center for Justice (MCJ) seeks to hire an experienced paralegal for its George Riley Impact Litigation Initiative. The position will entail the full range of paralegal skills as well as investigative work to support various federal and state civil and criminal cases. This is a full-time position. The position will be based in Jackson, Mississippi.

The Mississippi Center for Justice is a nonprofit, public-interest law firm committed to advancing racial and economic justice. MCJ attorneys and staff work with community leaders across the State to support social justice campaigns designed to dismantle Mississippi's culture of injustice and inequality. With offices in Jackson, Biloxi and Indianola, MCJ works to achieve policy reforms that protect the rights of consumers and immigrants, secure access to healthcare, child care, and public benefits, end housing discrimination, and promote access to affordable housing for all Mississippians.

In 2017, MCJ established the George Riley Impact Litigation Initiative to use litigation to secure systemic improvements in racial and economic justice. Since its founding, the Impact Litigation Initiative has pursued a varied range of cases to uphold civil and constitutional rights, to protect voting and electoral rights, and to advance criminal justice reform. Also, the team has taken cases in MCJ's core campaign areas of consumer protection, housing, immigration, and health care access.

### **Qualifications and Skills**

The successful candidate for this position will be an individual with a commitment to social and racial justice, excellent writing and oral communication skills, and good technical skills. A Bachelor's degree or equivalent is required.

While the following experience is relevant, MCJ is open to applicants whose education and experience qualify them for this position even if they do not possess each of these individual qualifications.

- Litigation paralegal experience
- Experience in federal and state court electronic filing systems
- Experience with cloud computing and case management systems (Clio preferred)
- Experience in Microsoft Office productivity suite.
- Experience serving low and moderate-income individuals

### **Duties and Functions**

- Provide support for two Impact Litigation Campaign attorneys with active cases and appeals before State and Federal Courts
- Conduct client intake, background and field investigation, and interviews of witnesses
- Organize and maintain files, and gather and organize case documents and evidence
- Assist with drafting and filing of court documents and legal correspondence.

## **Salary/Fringe Benefits**

Salary will be commensurate with experience. Paid vacation and sick leave will be provided. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

## **How to Apply**

The position will remain open until filled.

To apply, send a brief letter of interest, resume, and three (3) references, including two from former employers, to Reilly Morse at: [rmorse@mscenterforjustice.org](mailto:rmorse@mscenterforjustice.org).

***The Mississippi Center for Justice is an Equal Opportunity Employer. We value a workplace that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.***