
JOB ANNOUNCEMENT
IMPACT LAW CLERK

The Mississippi Center for Justice (“MCJ”) seeks an Impact Law Clerk to provide clerical/administrative and investigation/paralegal support to MCJ’s Impact Litigation unit.

MCJ is a nonprofit, public interest law firm committed to advancing racial, social, and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

This position will entail a full range of administrative, paralegal, and law clerk skills. Responsibilities will include providing pure administrative and clerical support to assist staff and support programs; researching legal issues and writing research legal memos to support litigation; and responding to and logging requests for legal assistance and communicating with clients, potential clients, and unit staff about legal issues. The contractor will assist with public records act requests, fact investigation, and will generally organize and maintain files and evidence.

MCJ’s Impact Litigation unit is responsible for litigation, public policy advocacy, and running targeted programs to address areas of racial and economic injustice in Mississippi. Since its founding, the Impact Litigation unit 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.

Job Responsibilities

This is a part-time employee (ten hours per week) based in Jackson, Mississippi. The employee must be able to work off-hours (outside of normal work hours) and off-site when needed. Therefore, work hours and work location for this position are necessarily flexible. Car travel will be required.

The Impact Law Clerk’s duties will include:

- Proactively and effectively communicate with the Impact Litigation team about work responsibilities, including work hours and location, without being asked or prompted for updates and status reports.
- Car (personal) travel off-site, including outside of normal work hours

- Provide core clerical and administrative support to three Impact Litigation Campaign attorneys.
- Provide support for with active cases and appeals before State and Federal Courts
- Conduct potential 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
- Assist with communications in cooperation with MCJ's overall communications team
- File public records requests and prepare complaints for PRA violations
- Provide research, analysis, and advocacy with respect to legislation and governmental policy relating to Impact Project priorities
- Monitor emerging research and important developments in the field relating to Impact Project priorities
- Participate in community engagement, programming, and advocacy relating to Impact Project priorities
- Maintaining databases
- Performing data analysis (would be taught)
- Other responsibilities as assigned

Qualifications

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.

- Commitment to social and racial justice
- Excellent writing and oral communication skills
- A valid drivers' license and access to a vehicle for car travel
- Ability to use (at a very high level of competency) Microsoft Office suite applications
- A Bachelor's degree or equivalent (not required)
- Clerical, administrative, and/or program support experience
- Litigation paralegal experience (preferred)
- Experience in federal and state court electronic filing systems (preferred)
- Experience with case management systems (preferred)
- Experience serving low and moderate-income individuals
- Demonstrated commitment to the mission of the Mississippi Center for Justice

Salary/Benefits

This is a part-time (hourly) position for ten hours per week with no benefits.

To Apply: Please send a brief letter of interest, a resume with three (3) professional references, including two (2) from former employers, to:

Paloma Wu, Deputy Director of Impact Litigation
pwu@mscenterforjustice.org

Please, no telephone inquiries
The position will remain open until filled.

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