



666 Broadway, 7th Floor
New York, New York 10012
212-614-6464
ccrjustice.org

Title: Legal Worker

Status: Full time – 40 hours per week

Classification: Non-Exempt

Location: New York City

Reports to: Deputy Legal Director

Position Summary: The Legal Worker will provide administrative, programmatic, and paralegal assistance as part of case/project teams in the Legal Department. Legal Workers are supervised day-to-day by staff attorneys but report directly to the Deputy Legal Director (DLD).

Background:

The Center for Constitutional Rights works with communities under threat to fight for justice and liberation through litigation, advocacy, and strategic communications. Since 1966, we have taken on oppressive systems of power, including structural racism, gender oppression, economic inequity, and governmental overreach.

Too often, the law supports systems of power that violate our most fundamental rights and prevent people from living with dignity. We use creative and aggressive legal strategies against the most virulent forms of oppression to push the law to meet the demands of justice. Our advocacy work complements litigation to build power where it's most needed, among communities who have been pushed to the margins. Through strategic communications, we shift the dominant narratives that normalize rights violations and increase public support for our efforts.

Our approach is holistic, fearless, and relentless. By partnering with communities fighting for social justice and centering their struggles for liberation, we are able to transform systems, policies, and public narratives. You have a role to play in this fight. Join forces with activists, lawyers, and storytellers to fight oppression and build power at the Center for Constitutional Rights.

Responsibilities

- Maintain electronic case files (and hard copies where necessary) and track, calendar, and notify legal team of litigation deadlines
- Assist with preparing (including cite-checking, blue-booking, and generating tables), filing (including relevant ECF), and serving a variety of legal documents

- Develop, maintain, and regularly update case pages on the Center for Constitutional Rights website
- Consistently update and manage information regarding cases/projects, client(s), and attorney(s)
- Provide administrative support, including but not limited to scheduling meetings and conference calls, taking notes, and making travel arrangements where necessary
- Assist with other legal tasks, including drafting correspondence, conducting factual research, and discovery
- Work with legal and advocacy staff on advocacy projects and efforts
- In coordination with attorneys and fellows, work with and supervise student interns and volunteers as appropriate
- Communicate and coordinate with clients, court personnel, co-counsel, partner organizations, etc.
- Provide necessary information to other departments, as requested
- Make and coordinate vendor arrangements as applicable (including interpretation/translation, court services/court reporters, printing/mailing, etc.)
- Possibly travel domestically or internationally to meet with clients, allies, donors, etc.
- Maintain extranet site and various listservs related to assigned cases/projects/issue areas, as applicable
- Engage in trainings and professional development opportunities as appropriate
- Participate in departmental and organizational planning and organization-wide committees and carry out work assigned
- Other related work as assigned by the staff attorneys, DLD or the Legal Director

Qualifications:

- Minimum of two (2) years of related experience required; paralegal training or experience in the legal field a plus
- Proficiency in Spanish a plus
- Excellent organizational and time-management skills, including proven ability to efficiently manage multiple tasks and priorities under tight deadlines and in a fast-paced environment
- Excellent problem-solving skills, including ability to anticipate problems and use judgement appropriately to plan solutions
- Excellent attention to detail with a high level of accuracy
- Excellent written and interpersonal communications
- Strong digital skills, with proficiency in MS Office, Adobe, and Google applications
- Ability to work both independently and as a member of a team
- Professionalism, initiative, and personal responsibility
- Integrity, grace under pressure, and a sense of humor
- Multi-cultural competence and comfort – ability to work with a diverse team and to work across differences at all levels
- Comfort working in a progressive legal and advocacy environment
- A belief in the mission of the Center for Constitutional Rights

Compensation: Salary is commensurate with experience and subject to union collective bargaining agreement. The salary range for the position is \$62,031 to \$81,115.

Benefits include employer contribution to 401K plan and flexible spending account, vacation, sick leave, and holidays, and 100 percent organization-paid health benefits including medical, dental, life, and short- and long-term disability insurance.

Contact: Qualified candidates should visit <https://ccrjustice.wufoo.com/forms/legal-worker/> to submit an online application. Applicants will be asked to submit a resume, cover letter, and three writing samples. No phone calls please.

CCR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ACTIVELY RECRUITS WOMEN, PEOPLE OF COLOR, PERSONS WITH DISABILITIES, AND LGBTQIA+ AND GENDER NON-CONFORMING PEOPLE.