



## **Paralegal/Legal Assistant Position Description**

The Clooney Foundation for Justice (CFJ) is an international non-governmental organization (NGO) that advocates for justice through accountability for human rights abuses around the world, through its three program initiatives, TrialWatch™, The Docket and Waging Justice for Women. We operate globally and fully remotely.

We are seeking an exceptionally organized, detail-oriented, and passionate problem-solver to join our dynamic team as a full-time Paralegal/Legal Assistant during an exciting time of organizational growth. This is an ideal opportunity for an early-career professional deeply interested in international human rights and excited by the prospect of supporting the General Counsel and Secretary and CFJ's Operations Team, as we continue to scale internationally:

### **Responsibilities:**

Reporting to the General Counsel, the Paralegal/Legal Assistant will carry out the following tasks and responsibilities to support CFJ's mission:

#### Compliance and Paralegal Support:

- Provide support of communications with CFJ's Board of Directors, including drafting board correspondence, tracking resolutions, preparation of minutes, presentations and other Board-related materials, and scheduling of Board meetings;
- Manage charitable solicitation filings working with outside counsel, including tracking requirements and filing reports with state agencies in the U.S. and additional countries as needed;
- Support CFJ compliance with advocacy and lobbying requirements, including understanding and tracking qualifying lobbying engagements;
- Support day-to-day compliance with local, federal laws and regulations in the jurisdictions where CFJ operates and employs staff, in close collaboration with the General Counsel and other members of the Operations Team;
- Draft and manage execution of data processing addendums as required for CFJ's GDPR compliance, in collaboration with the General Counsel;
- Draft consultancy agreements, non-disclosure agreements, and other standardized partnership agreements using templates and under the supervision of the General Counsel;
- Support a wide-range of compliance-related tasks, overseen by the General Counsel;
- Conduct and present research and memos on a variety of legal and operational topics and summarize findings;

- Actively identify opportunities for process improvements, including intake of legal issues for review, and collaborate with the General Counsel to design and implement solutions; and
- Any other task or project assigned by the General Counsel.

Administrative Support:

- Coordinate, schedule, attend, and participate in internal team meetings and assist in recording meeting notes, tracking action items, and scheduling follow ups;
- Manage execution and filing of agreements and legal documentation in CFJ's knowledge management system. Generally support and manage document retention and organization systems, project management tools and workflows and CFJ's knowledge base;
- Assist in scheduling and administration for the General Counsel, including managing travel itineraries, scheduling calls, expense reimbursement, and responding to occasionally confidential correspondence;
- Coordinate CFJ's access to cross-program resources such as pro bono counsel, contact lists, prior research and memos, and other organizational resources and contribute more broadly to the operational design of information sharing across the wider CFJ team;
- Coordinate with external partners and vendors related to CFJ's operations and programs;
- Manage general inboxes and external inquiries for CFJ and raise issues to the attention of the General Counsel and Head of Operations;
- Coordinate with other department teams and associates to support a wide range of administrative tasks for the CFJ team; and
- Assist with special projects related to finance, human resources, technical, and infrastructure functions at the request of the General Counsel.

**Required Skills/Experience:**

- Bachelor's degree or equivalent;
- Strong attention to detail;
- Keen interest in growing existing skill sets and experience in the legal field;
- Outstanding written and oral communications skills;
- Strong interpersonal relationship building skills;
- Excellent organizational skills;
- Demonstrated research and writing abilities;
- Ability to manage multiple responsibilities and priorities at once;
- Ability to think outside of the box and devise innovative solutions to problems;
- Interest in learning about nonprofit/NGO operations;
- Passion for and interest in CFJ's mission; and
- Willingness to contribute across the board as an integral member of a small team.

**Preferred Skills/Qualifications:**

- Experience serving as a paralegal or legal assistant in a law firm or corporate legal department setting;

- Knowledge or previous exposure to nonprofit organizations/NGOs;
- Knowledge or previous exposure to human rights or advocacy work;
- Knowledge or previous exposure to information technology and data management;

**Location**

Flexible

**Compensation**

Comparable to US \$60,000 - \$75,000 annually plus benefits

**Start Date**

As soon as possible

**To Apply**

**Submit a resume and a list of 3 references to [employment@cfj.org](mailto:employment@cfj.org) no later than February 9, 2024**

*CFJ is committed to diversity in its workforce and is an equal opportunity employer. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. We do not discriminate on the basis of race, religious beliefs, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability.*