



Litigation Assistant, Tribal Partnerships Program

Denver, CO

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters, individuals and communities to engage the critical environmental issues of our time and bring about positive change. *We are here because the earth needs a good lawyer.*

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Miami, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, Chicago and Washington, DC.

This position provides support for the litigation and advocacy activities of the Tribal Partnerships Program and for the administrative and operations needs of the team, which is spread out over different offices. Experience with Native American communities or tribes a plus. Depending on qualifications and experience, we plan to hire a Litigation Assistant or Senior Litigation Assistant*.

Responsibilities:

Litigation Support (60%):

- Prepare documents under attorney supervision for filing in court and before agencies, including:
- Drafting procedural motions, certificates, and disclosure statements;
- Ensuring document compliance with court rules;
- Proofreading, bluebooking, and cite-checking;
- Preparing tables of contents, tables of authorities, exhibits, and exhibit lists; and
- Filing and serving electronically and manually.
- Perform factual and paralegal research.
- Maintain litigation calendar, including:
- Monitoring, computing, and scheduling court and agency deadlines based on court orders and Federal Register notices; and
- Organizing meetings and events.
- Maintain digital and physical files, including:
- Case pleadings, general litigation documents, and general correspondence; and
- Case management database (ProLaw).
- Prepare client communications, including retainer agreements, litigation hold letters, and joint defense agreements.
- Become familiar with relevant court and administrative agency rules.
- Monitor Federal Register, Court, and/or other web sites as requested by attorneys.
- Assist fellow litigation support professionals as necessary.
- Submit Freedom of Information Act inquiries and review and summarize responsive documents as needed.

Administrative Support (30%):

- Schedule meetings for attorneys.
- Handle administrative aspects of onboarding new staff.
- Assist with logistics and planning of meetings, events, speaking engagements and travel.
- Coordinate and plan activities for summer law clerks and interns, such as trainings and networking events.
- Assist with client and partner outreach and coordination, including developing and maintaining a listserv.
- Coordinate with other offices and departments as necessary.
- Internal support of program and other work, including interdepartmental working groups, work in support of Diversity, Equity and Inclusion principles and teambuilding.

General (10%):

- Other tasks as assigned.

Qualifications:

- Bachelor's degree preferred or equivalent experience.
- A can-do attitude, meticulous attention to detail, and an unrelenting commitment to high performance standards.
- Excellent research, analytical, writing, and computer skills (word processing, databases and spreadsheets, Internet, etc.).
- Excellent command of spelling, punctuation, and grammar.
- The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure.
- Strong time management and organizational skills.
- Demonstrate an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations, particularly Indigenous communities.
- The ability to work effectively as part of a team, including with remote staff, and to maintain confidential information.
- Flexible, punctual, highly reliable, and available for occasional evening and weekend work, as well as overtime on an as-needed basis. Ability to work for extended periods on the computer as needed to meet filing deadlines.
- A team player who will enthusiastically take on tasks that range from intellectually challenging to routine.
- Ability to work independently to identify, analyze, and complete tasks as needed.
- Commitment to professionalism and to exercising good judgement, compassion and respect in the workplace.
- Contribute to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.
- Ability to travel for trainings, hearings, and staff and client meetings.
- Excellent skills with Adobe Acrobat and Microsoft Office Suite a plus.
- Paralegal experience or training a plus.
- Interest in and knowledge of environmental, social justice, or public interest issues a plus.

*To be considered for the Senior Litigation Assistant position the successful candidate must meet all Litigation Assistant qualifications plus:

- At least two years of Litigation Assistant or equivalent experience.

- Demonstrated performance in previous position.
- Solid understanding of legal practice relevant to our work, including the rules and procedures in venues where office or program practices.
- Proactive problem solver.
- Ability to multi task and prioritize work.

We offer a competitive salary and excellent benefits that are comprehensive and competitive. We also offer an extremely congenial work environment and a casual dress code.

Salary is based on location and experience.

Litigation Assistant salary range in Denver, CO: \$57,000 - \$63,300

Senior Litigation Assistant salary range in Denver, CO: \$66,100 - \$73,400

To Apply:

Interested candidates should submit the following via Jobvite:

- Resume
- Cover letter

[Click here to apply.](#)

Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.

For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.

For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.