

Freedom Foundation Job Description: Paralegal

The Freedom Foundation is a non-profit organization whose mission is to advance individual liberty, free enterprise, and limited, accountable government.

The Paralegal provides practical, administrative support for the Freedom Foundation's attorneys. The preferred position location is in Salem, Oregon but potential placement in Olympia, WA or Dallas, TX may be requested.

Primary Responsibilities:

- Provide litigation and clerical support to the assigned attorney(s).
- Draft client, and other legal, correspondence.
- Handle potential client intake calls.
- Draft letters, memos, briefs, notices, and other documents.
- Know relevant rules for litigation in assigned courts.
- Conduct all necessary legal research relating to courts' filing and formatting requirements, in state and federal courts.
- Format, file, serve legal documents.
- Conduct legal research on substantive topics for cases and related strategic projects.
- Follow standards and procedure guides as necessary for best litigation practice.
- Manage Legal Calendar.
- Manage case docket reports.
- Other tasks as assigned.

Successful candidates will possess the following skills and attributes:

- Committed to the Freedom Foundation's mission
- Self-motivated
- Willing to learn
- A multi-tasker who thrives on challenge
- Strong attention to detail
- Team-oriented and client-oriented
- Able to balance being detail-oriented with productivity and efficiency
- Skilled in Microsoft Office

Compensation and Benefits:

The Freedom Foundation offers competitive pay and benefits. The Salary range for this position is \$40,000 to \$60,000 a year. Compensation is determined by a candidate's overall experience and qualifications. This position has the potential to earn bonuses. The Freedom Foundation offers

Health Insurance and a 403B Retirement Program, allows full-time employees to take leave as needed when approved by management, and 12 paid holidays.

Apply:

Please submit a resume and cover letter to kbowers@freedomfoundation.com. Included in the cover letter, please briefly answer the following questions:

- 1) How does the Freedom Foundation's mission align with your values?
- 2) Please describe, in your own words, how empowering government employees to exercise their rights regarding union membership advances limited, accountable government?

For questions, applicants should contact Kacie Bowers, Senior Paralegal at 503-951-6208