

National Student Legal Defense Network *Paralegal/Intake and Advocacy Coordinator*

Organization Description

The National Student Legal Defense Network (Student Defense) is a non-profit organization focusing on consumer protection in higher education. We work to advance students' rights to educational opportunity and ensure that higher education provides a launching point for economic mobility. Our team seeks to protect students from predatory lending and other abusive practices by for-profit and other institutions of higher education. Student Defense has successfully brought challenges to the Trump Administration's attempts to rollback key regulatory protections, helped clients secure student loan discharges, and used impact litigation and advocacy to create lasting policy change.

We are seeking to hire an organized and collaborative individual to provide administrative and legal support as a Paralegal/Intake and Advocacy Coordinator. This position is well-suited for a person committed to Student Defense's mission and values and who may be interested in pursuing a legal career. A minimum of two years of work experience is required, preferably in a legal department or a law firm. The Paralegal/Intake and Advocacy Coordinator position is available as early as the spring of 2023. This position is remote with occasional in-person meetings and events. Residency in the Washington D.C. area is preferred.

Job Duties and Responsibilities

The Paralegal/Intake and Advocacy Coordinator will be responsible for:

- Providing case development and management assistance by conducting plaintiff outreach and vetting, factual case research, and producing written explanatory materials as needed;
- Providing litigation support to a team of attorneys, including formatting and preparing legal documents for filing; cite checking and proofreading legal motions and memorandums; reviewing materials produced in discovery; communicating with clients and co-counsel; and assisting with case management;
- Drafting Freedom of Information Act and public record requests, tracking status and deadlines of requests and agency responses, reviewing, organizing, and maintaining electronic files of all related materials;
- Contributing to the digital advocacy strategy for lawsuits and other policy projects;
- Managing the intake process by identifying individuals for potential representation; responding to intake questions and concerns appropriately, accurately, and timely; and screening individuals before they meet with attorneys;
- Working on policy advocacy efforts with coalition members, lawmaker offices, and government agencies;
- Producing policy analysis and written products on topics related to consumer protection in higher education and student lending;
- Serving as the primary administrative point person on matters to support the entire legal team.

Qualifications

The ideal candidate will have:

- Strong administrative, research, writing, and communication skills and a high-level of attention to detail in a fast-paced work environment;
- Sound judgement and discretion in handling and communicating confidential and otherwise sensitive information;
- Exemplary organizational and interpersonal skills and the ability to work independently with little supervision in a small, start-up environment; *and*
- A commitment to Student Defense's mission, purpose, and values.

Student Defense prefers applicants with knowledge of and experience with consumer protection in higher education and student lending although we will consider applications from other exceptional candidates.

Salary and Benefits

Salary is highly competitive and commensurate with experience.

Student Defense offers excellent benefits, including healthcare, dental, and vision care, among others.

To Apply

Please e-mail a resume, cover letter, and writing sample to careers@defendstudents.org as soon as possible. Student Defense will review applications and make decisions on a rolling basis.

Please address your cover letter to the Hiring Committee and include Paralegal/Intake and Advocacy Coordinator in the email subject line. Candidates should highlight any personal or professional experience that demonstrates their connection to the populations that Student Defense serves.

Student Defense is an Equal Opportunity and Affirmative Action Employer and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or other non-work-related factors.