



Paralegal/Legal Assistant

Project Veritas Legal is seeking a Paralegal/Legal Assistant to help achieve our mission.

About Project Veritas

Project Veritas investigates and exposes corruption, dishonesty, self-dealing, waste, fraud, and other misconduct in both public and private institutions to achieve a more ethical and transparent society.

About Project Veritas Legal

Project Veritas is interested in expanding its litigation presence, including through in-house work, to combat the rising tide of misinformation and defamation in the legacy media. Project Veritas Legal is a department of non-profit journalism outfit Project Veritas. Project Veritas Legal's mission and purpose it is to engage in litigation to protect, defend and expand First Amendment protections and rights of clients including, among others, undercover journalists and Insiders; promoting the free exchange of ideas in a digital world; combat and defeat censorship of any ideology; promotion of truthful reporting via litigation of defamation and unfair competition actions for clients; and the defense of freedom of speech and association issues including the right to anonymity.

Paralegal/Legal assistant – overall responsibilities -- support lawyers by maintaining, drafting documents, and organizing files, calling on legal witnesses, maintaining a legal library and more.

Responsibilities:

- Preparing letters, affidavits, legal correspondence, and other documents for attorneys.
- Organizing and maintaining documents in a paper or electronic filing system. Organizing and archiving the documents related to completed and ongoing cases
- Maintaining legal and case calendar including entries and reminders.
- Meeting with clients, attorneys, and other professionals to talk about case details.
- Filing pleadings with court clerk.
- Helping prepare for trial by organizing exhibits and assisting with other tasks as needed.
- Keeping law library up to date by monitoring legal volumes.

Paralegal Requirements:

- Passion for the mission of Project Veritas and Project Veritas Legal
- Excellent writing and communication skills including persuasive writing
- Mission-driven belief in freedom of the press, freedom of association, freedom of speech, and the promotion of the same via accountability for defamation
- Ability to work in a collaborative, fast -paced environment.

- Demonstrated ability to work under pressure, meet multiple often overlapping deadlines and work long hours when required.
 - Demonstrated understanding of civil rights and civil liberties issues particularly in the areas of freedom of the press and of associations, and of defamation is a significant plus.
 - An understanding of current media and experience dealing with political/cultural issues
 - Proficient with Microsoft Office, specifically Outlook, Word, and Excel.
 - Strong oral and written communication skills.
 - Excellent organizational skills.
 - Must be able to effectively multi-task, manage time-sensitive documents and have exceptional organizational skills in a fast-paced environment.
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- Ability to deliver accurate information and details.
 - Good research and investigative skills.
 - Attention to detail
 - Ability to prioritize work.
 - Good analytical skills.
 - Ability to strictly adhere to guidelines and procedures.

Compensation

Competitive salary and benefits.

Applications will be accepted until position is filled.

Qualified candidates should submit the following in a pdf format:

- Cover letter detailing your interest in the position and why we should hire you. Please explain your interest in PV Legal's mission and state your salary requirements.
- Resume
- A writing sample

This position is located at our HQ in Westchester NY and the flexibility to occasionally travel

Submit your application to www.projectveritas.com/jobs

Project Veritas provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.