

CIVIL RIGHTS PARALEGAL

NEUFELD SCHECK BRUSTIN HOFFMANN & FREUDENBERGER, LLP

Neufeld Scheck Brustin Hoffmann & Freudenberger, LLP (NSBHF), a boutique national civil rights law firm based in New York City, is hiring for our two-year Civil Rights Paralegal Program.

About NSBHF:

Currently, NSBHF is lead counsel in approximately 30 complex individual and multi-plaintiff Section 1983 cases across the country, targeting police misconduct and other types of corruption within the criminal legal system—most commonly, wrongful convictions, excessive force, and abuse of prisoners. Since its founding, NSBHF has been known as a national leader in civil rights litigation. Our development of now widely acknowledged legal theories in countless civil wrongful conviction lawsuits around the country has led to substantial recoveries for the firm's wrongful conviction clients and other individuals. NSBHF has brought in record-setting wins across the country, as well as important policy changes as a result of our work. We are committed to collaborating with our clients and lawyers nationwide to fix systemic problems and reduce the risk of future injustices. To learn more about NSBHF, please visit: www.nsbhf.com.

Being a Paralegal at NSBHF:

At NSBHF, paralegals are key members of each case team as our firm works to best serve our clients. During the two-year commitment, a typical paralegal will:

- Manage day-to-day case and office tasks such as drafting correspondence, scheduling meetings, and organizing documents in cases;
- Engage regularly with NSBHF's clients during each stage of litigation;
- Analyze evidence and create critical work product for attorney review;
- Contribute to case planning meetings and assist attorneys with depositions and trial preparation; and
- Observe client meetings, depositions, and court appearances.

The salary for the first year of the Civil Rights Paralegal Program is \$60,000 (gross) and \$65,000 (gross) in the second year plus overtime for hours worked outside of core hours. NSBHF offers a wide range of benefits including:

- Comprehensive medical and dental coverage;
- Reimbursement for regularly-scheduled monthly payments due on educational loans in the paralegal's name and in a 10-year or longer repayment plan, up to a maximum of \$2,000 per month (less applicable taxes);
- Paid time off;
- 401(k) Plan;
- Reimbursement for a graduate school entrance exam preparation course;
- A wellness program; and
- An attorney mentor and professional development opportunities.

Who Should Apply:

We are looking for a dedicated and self-motivated current 2025 college senior or recent 2024 college graduate to work as a full-time paralegal for two full years starting in late May 2025/ early June 2025. Authorization to work in the United States for the full two years of the program is required. The ideal candidate is contemplating a career as a public interest lawyer, has a commitment to civil rights or social justice issues, and possesses strong writing and analytical skills. The candidate should also be organized, detail-oriented, computer-savvy, and comfortable multi-tasking. Previous legal experience is not required. This is not a remote role. Paralegals work in-office on case-related assignments and to provide overall support to the office. Overtime is often needed to support casework in this active national federal civil rights practice.

NSBHF is committed to serving our diverse clients and ensuring an office environment that is welcoming and respectful to people of all backgrounds. We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and candidates with disabilities. We welcome applicants with personal or family experience with the criminal legal system and/or incarceration. Diversity of our workforce is critical to our success and upholding NSBHF's mission. Further, NSBHF supports the rights of job candidates and employees to engage in protest and political action on social justice and human rights matters, including in support of Palestine. As an equal opportunity employer, NSBHF supports non-discrimination in the firm's employment practices. We seek applications from all candidates committed to holding officials accountable for their misconduct.

How to Apply:

NSBHF will accept applications for the two-year paralegal position until Friday, February 14, 2025. Candidates will be selected for a formal interview on a rolling basis. Please email careers@nsbhf.com with the following documents in PDF format:

- Cover Letter;
- Resume;
- Unofficial Transcript; and
- List of References.

No phone calls please.