

ADF named "Best Christian Workplace"!

How would you like to be working closely with attorneys on contemporary cultural and societal issues?

The Alliance Defense Fund (ADF) is a dynamic national legal alliance defending the right to hear and speak the Truth through strategy, training, funding, and litigation. ADF exists for one reason: TO WIN! Please visit www.telladf.org and click on the *Careers* link on the bottom left-hand side of the home page to view our Statement of Faith and Guiding Principles. ADF is currently seeking candidates of the highest caliber for the following position:

Legal Assistant - Washington D.C.

ADF is seeking a highly professional Legal Assistant located at our Washington D.C. Regional Service Center. As Legal Assistant, you will have at least 3 years of progressively responsible administrative experience preferably within a law firm. Familiarity with basic constitutional law is required. You will be proficient in MS Office software including Word, Excel and Outlook. A paralegal certification is desirable, but not required.

Through your attention to detail, organizational and proven communication skills, you will support the legal staff with administrative duties including, but not limited to, answering the main phone line and greeting guests, legal research, preparing correspondence and legal documents, proofreading and editing documents, maintaining files and coordinating meeting/travel arrangements.

As a full-time Legal Assistant, you will be expected to occasionally put in the extra time it takes to help the legal staff meet litigation deadlines.

ARE YOU LOOKING FOR A PROGRESSIVE ORGANIZATION DEDICATED TO PROMOTING TEAM MEMBERS FROM WITHIN? HOW ABOUT AN ORGANIZATION WITH A COMPETITIVE COMPENSATION AND BENEFITS PACKAGE, TOO?

We have it! ADF offers our full-time Team Members a competitive compensation and benefits package that includes major medical insurance, dental care, medical and dependent care reimbursement, paid disability and life insurance. ADF also offers a 401(k) plan with a generous match. Work and life balance is important to the well-being of our Team Members. You will receive paid time off (PTO) that starts accruing from your hire date and **10** paid holidays per year.

Has your interest been piqued? We hope so, and we want to hear from you **today** if you've got the desire and passion to serve at ADF! Apply for this position by visiting our website at www.telladf.org, or, email your cover letter and resume to hr@telladf.org. Please refer to the Legal Assistant DC position within your email and/or cover letter.