

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:

Paralegal - Washington D.C.

ADF is seeking a highly professional Paralegal located at our Washington D.C. Regional Service Center. Under the direction of Senior Legal Counsel, responsibilities include performing substantive legal tasks, i.e., legal research and analysis, drafting legal memoranda and pleadings, filing court documents, reviewing and summarizing discovery materials, checking brief citations, and miscellaneous clerical and other duties as assigned.

Position Specifications:

- Paralegal degree or certification or equivalent work experience
- 2+ years experience performing paralegal duties
- Strong legal research and analytical skills
- Proficient with Microsoft Office software including Word, Excel and Outlook
- Excellent organizational skills
- Excellent communication skills, both verbal and written
- Strong attention to detail and proofreading ability
- Ability to multitask effectively in a fast-paced environment
- Strong initiative and self motivation

As a full-time Paralegal, 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.