

Unpaid- Litigation Paralegal Intern – Drivers Union

The Drivers Union is a worker organization representing gig workers in Washington State, primarily Uber and Lyft drivers. For years gig workers have had their rights and their input into their working lives restricted. The Drivers Union is one of the first organizations in the nation to provide a legislative and legal framework for drivers to have a true and legitimate voice in their work lives. Drivers have fought long and hard to establish these rights and are looking for staff and interns alike, who are committed to fight for social and economic justice for their communities.

As a Paralegal Intern, who will support the organization and the workers that Drivers Union serves by assisting the Paralegals in performing the other following duties:

PRIMARY RESPONSIBILITIES

- Perform responsible legal support to Staff Attorneys including case management, assistance with investigations, and preparation for panel or arbitration proceedings.
- Summarizing cases and preparing reports for attorneys.
- Drafting legal documents such as letters, pleadings, and filings.
- Organizing and archiving documents related to completed and ongoing cases.
- Drafting and responding to discovery requests.
- Strong calendaring, planning, time management, and organizational skills.
- Excellent verbal and written communication skills; analytical thinking and a keen eye for detail.
- Familiarity with workplace applications (i.e. MS Office suite, video conferencing) and database software.
- Ability to remain calm and professional on the phone and in person when dealing with difficult and stressful situations
- Maintaining records and databases, with dedication to achieving a high level of error-free productivity.
- Working well within a team, and willingness to work long and irregular hours
- Along with all employees, help maintain a positive, respectful, welcoming, professional and culturally competent work environment.

Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Drivers Union encourages people of all backgrounds to apply.

To apply, please submit: cover letter and resume covering your work history; writing sample; and a minimum of three professional references to jobs@driversunionwa.org.

Office Schedule:

- Office is open Monday to Friday 8am-5pm
- Work hours to be determined based on Intern's schedule and Drivers Union's needs.

Work Location: Tukwila, WA