BACKGROUND

The National Association of Attorneys General (NAAG) was founded in 1907 to help Attorneys General fulfill the responsibilities of their office and to assist in the delivery of high quality legal services to the states and territorial jurisdictions.

NAAG Center for Tobacco and Public Health (Tobacco Center) specializes in matters related to the 1998 tobacco Master Settlement Agreement (MSA) and is dedicated to helping the attorneys general of the signatory states (Settling States) interpret, implement, and enforce this agreement. The MSA is a historic, landmark agreement that has greatly contributed to the decreased smoking rate among Americans. The settlement has not only helped the Settling States recover the health care costs of smoking by ensuring billions in yearly revenue but has also changed the way tobacco companies operate by restricting advertising and eliminating practices that obscured tobacco’s health risks. The NAAG Tobacco Center provides legal counsel and representation to the Settling States to assist them in preserving and enforcing the MSA’s monetary and public-health mandates.

Our Mission: In addition to providing the Settling States with counsel specializing in the MSA, we provide all states with counsel relating to tobacco regulation generally. Tobacco Center Counsel:

- Advise, support, and represent the Settling States in MSA-related litigation and arbitrations,
- Represent the Settling States in bankruptcy cases filed by tobacco manufacturers,
- Monitor MSA payments and the disbursement process, as well as corroborate the Independent Auditor’s yearly payment calculations,
- Monitor tobacco companies’ compliance with the MSA’s payment and public health provisions, including advertising restrictions,
- Advise the states regarding developments in federal regulation of tobacco, in fashioning tools to make state regulation of tobacco more effective, and in finding ways to reduce youth tobacco use, and
- Liaise between the states, tobacco companies, federal agencies and public health organizations.

POSITION

The Tobacco Center Paralegal/Information-Content Coordinator supports the work of the Tobacco Center, which is comprised of four attorneys. The Paralegal/Coordinator must possess strong organizational skills, be technically adept, have the ability to multi-task, work under deadline pressure, be detail oriented and professional, and adapt quickly to changing work
priorities. Excellent computer skills, strong communication skills, and the ability to maintain strict confidentiality are essential. Proficiency with Microsoft Outlook and the Microsoft Windows version of Word, Excel and PowerPoint is required. Experience using Excel is required and skills organizing large volumes of data in Excel and performing algebraic functions using Excel are preferred. Occasional overtime and travel will be required.

**RESPONSIBILITIES**

- Maintain and update Excel spreadsheets dealing with MSA payments and cigarette sales volumes
- Provide litigation and arbitration support services as needed, including conducting research using LexisNexis®, Pacer, and other legal databases
- Maintain litigation calendar and tracking system
- Maintain electronic schedule for conference calls, meetings, and other deadlines
- Respond to information requests and calls for assistance from the state offices of Attorneys General
- Assist in meeting coordination and staffing support
- Assist with coordinating webinars
- Organize and maintain Tobacco Center’s information technology (“IT”) systems, including but not limited to:
  - Overall organization of and technical support for the internal wiki system
  - Provide training and support on use of wiki system
  - Work with NAAG IT personnel and with outside vendors to manage and maintain all Center IT systems
- Maintain understanding of major Tobacco Center issues and design logical and efficient network file structure
- Prepare Excel spreadsheets and power point presentations to support attorneys
- Collect and summarize applicable state laws and legislative initiatives related to the MSA and/or of importance to the Tobacco Center
- Assemble, organize, and track States’ legal memoranda
- Coordinate with state CLE Boards to secure CLE credits for Tobacco Center trainings and seminars
- Perform other Tobacco Center and NAAG tasks based on the needs of the Association

**EXPERIENCE**

- 1 - 2 years of professional, organizational experience in the nonprofit sector preferred. Recent graduates encouraged to apply.

- 4-year college degree required.
COMPENSATION

Salary will be commensurate with experience and qualifications but will be in the range of $40,000-$42,000. NAAG also offers a very generous benefits package.

TO APPLY

Submit resume with cover letter to jobs@naag.org. Please use “Tobacco Center Paralegal/Information-Content Coordinator” as subject line, Attn: Tamara Schlinger.

NAAG is an Equal Opportunity Employer and values diversity.