



**Legal Project Analyst  
Philadelphia, PA or Minneapolis, MN**

---

**WHY THIS OPPORTUNITY IS DIFFERENT**

Most entry-level roles put you on the sidelines. This one puts you in the room. As a Legal Project Analyst, you'll work directly alongside attorneys from day one, conducting client interviews, analyzing potential claims, and contributing to case development in a meaningful way. This isn't a filing job with a fancy title; it's a genuine launchpad for a career in law.

You'll build a rare combination of skills that spans client communication, legal research, and substantive written analysis, the kind of cross-functional experience that takes years to accumulate in more siloed positions. Whether you're preparing case documents, summarizing findings for attorney review, or helping evaluate the merits of a potential claim, your work will have real impact on real people's lives.

If you're looking for a role that will challenge you, teach you, and actually prepare you for what comes next, in law school, a legal career, or beyond, this is it.

---

**ABOUT BERGER MONTAGUE**

Berger Montague PC **pioneered the use of class actions in American civil litigation.** Founded in Philadelphia in 1970, the Firm has spent more than five decades at the vanguard of plaintiff-side litigation, recovering more than **\$55 billion** for clients across antitrust, consumer, employment, securities, civil rights, and more.

The Firm maintains offices in Philadelphia, Washington D.C., Minneapolis, San Francisco, San Diego, and beyond. Our 100+ attorneys practice litigate a concentrated portfolio of significant, high-impact matters.

The firm is recognized by Chambers USA, The Legal 500, and Law360 as a national leader in class action litigation.

---

**THE ROLE**

This entry-level position is an excellent opportunity to gain experience working in a law firm, and to be involved in case development. This is a full-time, hourly position, working within standard business hours. The firm is currently in a hybrid work setting (i.e., two days working in the office and three days working remotely), with a long-term plan to maintain a hybrid work environment.

Your responsibilities will include:



- Communicate via email and telephone with potential clients
  - Interview potential clients and obtain documents from them
  - Work with attorneys to conduct research and analyze potential claims
  - Review and summarize information for attorneys at regular meetings
  - Use lead intake software to record potential client information
  - Process mail, including sorting & filing, scanning & verifying document images, and organizing electronic copies
  - Prepare written materials, including memos, letters, email, reports, and case documents
- 

## **QUALIFICATIONS**

### **Required**

- Bachelor's degree with strong academic record
  - Experience working in a client- or customer-facing role
  - Excellent telephone, verbal, and writing skills
  - Experience working in a database, and with Microsoft Office, Adobe
  - Demonstrated interest in the legal field
  - Incredible attention to detail and ability to work well in a team setting, but also to be self-motivated
  - Highly organized, with strong time management skills
- 

## **COMPENSATION & BENEFITS**

- \$43,000 base annual salary plus an annual discretionary bonus
- Profit sharing
- Comprehensive medical, dental, and vision insurance; HRA contribution
- Short/long-term disability and life insurance
- 401(k) with profit sharing
- Pre-tax transportation benefits



---

## HOW TO APPLY

Submit the following in a single email to Jennifer Goula, HR Manager, at [careers@bergermontague.com](mailto:careers@bergermontague.com):

- Cover letter describing your interest in plaintiff-side wage and hour litigation and why Berger Montague specifically
- Resume detailing your litigation experience
- Three professional references

Subject line: "Legal Project Analyst Application [Your Name]"

Berger Montague PC is an equal opportunity employer committed to fostering a diverse, equitable, and inclusive workplace. We actively encourage applications from attorneys of all backgrounds, including those historically underrepresented in the plaintiffs' bar.