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Mid-April 2018 Edition

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LEGAL POSITIONS

STAFF ATTORNEY NEIGHBORHOOD LEGAL SERVICES PROGRAM

ABOUT NLSP: Neighborhood Legal Services Program (NLSP) is a private, non-profit law firm that provides vigorous, high quality civil legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for the poor, combining direct representation to protect essential rights and opportunities for low-income individuals and families with efforts to achieve broad-based change. Its three offices are located in the poorest sections of the District, to maximize its visibility, accessibility and connections to the communities it serves. The program has an operating budget of approximately \$2.4 million.

BRIEF DESCRIPTION OF POSITION: NLSP seeks a full-time Staff Attorney for the Brief Services Unit (BSU). The Staff Attorney will also have a limited case load of extended service cases in one of NLSP's practice areas. NLSP provides legal representation in a full range of civil matters affecting the lives of low-income DC residents; including housing, consumer protection, family court disputes, income maintenance, barriers to employment and public benefits.

PRIMARY RESPONSIBILITIES: The successful candidate will:

- Handle BSU cases in a variety of substantive areas within NLSP case priorities;
- Be the first point of contact with clients for legal evaluation of their case;
- Be responsible for gathering factual information and completing a preliminary analysis of the case. After review of the case with the BSU supervisor, the attorney will either provide advice or brief services or forward the case for representation to an extended service attorney;
- Have a limited caseload of extended service cases in one of NLSP's practice areas.
- Actively participate as a member of the NLSP team, including but not limited to participation in cross-practice advocacy and activities;
- Adhere to program and case-handling policies, procedures and standards of practice, as well as the highest professional ethical standards.

EXPERIENCE AND QUALIFICATIONS

- Juris Doctorate, member in good standing of the District of Columbia or a state Bar (eligible to become a DC Bar member);
- Prior experience in a majority of NLSP's practice areas;
- Minimum of two years of experience as a practicing attorney in a civil legal services environment;
- Familiarity with DC, including its government, courts, social services and the Bar;
- Demonstrated commitment to serving low-income persons;
- Excellent written and verbal communication skills;
- Cross-cultural competence;
- A strong work ethic and commitment to working with a team;

- Other responsibilities as assigned by the Managing Attorney, Litigation and Advocacy Director and/or Executive Director

COMPENSATION: Competitive salary and benefits package including: employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax-free transit benefits.

APPLICATION PROCESS: Those interested in applying for the Staff Attorney position of the Brief Services Unit and Extended Service should **email the application materials by 5:00 pm on Friday, April 27, 2018. The job will remain posted until filled.**

The application materials should include:

- A letter of interest
- Resume
- Writing Sample (no longer than 10 pages)
- Contact information for three professional references

Application materials and any questions should be directed to:

Ashley Graham-Watanabe, Managing Attorney for the Brief Services Unit
Email: agraham@nlsp.org

It is the policy of the Neighborhood Legal Services Program that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

PART-TIME TEMPORARY ATTORNEY
(30 hours/week, June 4 through November 30, 2018)
FIRST SHIFT

First Shift Justice Project assists women and working parents to maintain their employment by empowering them to assert their workplace rights. We provide counseling, coaching and representation to pregnant women and working parents on the issues of pregnancy and family responsibilities discrimination; pregnancy and breastfeeding accommodations; and family and medical leave.

First Shift seeks a part-time attorney to conduct outreach to Spanish speaking families in D.C. The attorney will conduct trainings for Latinas working in low-income jobs in D.C. and their medical providers about workplace rights related to pregnancy and caregiving, as well as to other service providers who work with Latino families.

S/he will also provide the full range of direct legal services to Spanish-speaking women and working parents, including full representation, to support them in asserting their workplace rights to receive accommodations and family medical leave, and to be protected from and seek recourse for discrimination based on pregnancy, gender, and family responsibilities.

Eligible candidates must have current (note: not *pending*) D.C. bar membership and experience representing clients in employment law matters. The ideal candidate will have knowledge of employment discrimination law. Fluency in Spanish is strongly preferred. Bar membership in MD and/or VA is a plus. The work schedule for the position is flexible. This position is temporary, to replace a staff member who will be on parental leave.

To apply, interested candidates should send a cover letter and resume via email to Laura Brown, Executive Director [at lbrown@firstshift.org](mailto:lbrown@firstshift.org). Applications will be considered on a rolling basis and the position will remain open until it is filled.

First Shift Justice Project is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities or any other factor that the law protects from employment discrimination.

MANAGING ATTORNEY **D.C. BAR PRO BONO CENTER**

The D.C. Bar Pro Bono Center has an opening for a Managing Attorney (MA) for its Eviction Defense Practice. The MA serves as an “Attorney of the Day” (AOD) in the Landlord Tenant Branch and provides legal representation to qualifying, low-income tenants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides legal services at D.C. Superior Court on weekdays, defending indigent tenants against complaints for possession of real property, and providing legal advice and counsel in housing-related matters.
- Engages in same day representation for tenants the attorney meets for the first time at a vital point in their eviction suit and provides extended representation for appropriate matters.
- Supervises volunteer attorneys and staff attorneys at the Pro Bono Center’s Landlord Tenant Resource Center (LTRC) and assists in managing the LTRC.
- Designs and implements an AOD Pro Bono Program for pro bono attorneys to provide AOD services at the Landlord Tenant Branch.
- Refers appropriate matters to the Pro Bono Center’s Advocacy & Justice Clinic as well as other area legal services providers.
- Provides support to the Housing Right to Counsel project and provides interim, limited representation to tenants who are awaiting placement with counsel.
- Collaborates with various other Pro Bono Center clinics and projects involving housing matters.
- Provides direct supervision to staff attorneys handling eviction defense matters.
- Provides substantive guidance, mentoring, and training in housing law to volunteer attorneys, law students, paralegals, and staff.
- Organizes and facilitates trainings and outreach for eviction defense matters.
- Assists in the preparation of reports for internal reporting and grant reporting. Drafts forms, pleadings, reports, correspondence, notices and other documents.
- Updates material for self-represented litigants and responds to and maintains records of requests for materials or information.

- Assists with facilitating improvements in the Pro Bono Center's case management system.

OTHER DUTIES AND RESPONSIBILITIES: Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- A J.D. from an ABA accredited law school. A minimum of at least two years related professional work experience in positions of increasing responsibility, including experience litigating housing related matters.
- Must be a member of the District of Columbia Bar in good standing.
- Substantive experience with D.C. housing law and litigation experience required.
- Experience with a legal services organization that provides legal services to indigent individuals preferred. Experience with other areas of the law including consumer, bankruptcy, and/or probate is a plus.
- Proficiency with Microsoft Office 365.
- Must have excellent interpersonal and managerial skills. Must work well in a team environment and be able to interact with clients, the public, Bar members, volunteers, and staff.
- Proficiency in Spanish is a plus.
- Excellent organizational and oral and written communication skills; must be adaptable, creative and self-motivated, and must be able to work with minimal supervision.
- Ability to handle and maintain the confidentiality of highly sensitive information.

ADDITIONAL INFORMATION: This is a 2-year grant-funded position. Continued employment may be impacted by continued grant funding.

This is an exempt position. Starting salary is commensurate with experience; excellent benefits package.

This is not an attempt to list all the essential functions of this position. It is recognized that job duties may change over time, as the Pro Bono Center's needs change.

TO APPLY: Interested individuals must upload a cover letter, resume and two writing samples to: <https://workforcenow.adp.com/jobs/apply/posting.html?client=dcbapl6>

The D.C. Bar Pro Bono Center is an Equal Opportunity Employer.

LEGAL DIRECTOR

WASHINGTON LAWYERS' COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers' Committee for Civil Rights and Urban Affairs seeks an experienced attorney to provide leadership to the Committee's active docket of civil rights and economic justice litigation and policy advocacy.

About the Washington Lawyers' Committee for Civil Rights and Urban Affairs

The Washington Lawyers' Committee for Civil Rights and Urban Affairs works to create legal, economic, and social equity through litigation, client and public education, and public policy advocacy with a primary focus on racial justice. For the last 50 years, the Committee has been on the cutting edge of civil rights advocacy in the region bringing precedent setting litigation to address discrimination. Our work focuses on injustices in housing, employment, the criminal

legal system, education, public accommodations, and civil rights of immigrants. We partner with individuals and communities facing discrimination and with the legal community to achieve justice. For more information on the Washington Lawyers' Committee, please go to www.washlaw.org.

Role of Legal Director

The Committee has an active docket of litigation in cutting edge civil rights cases involving five core areas: housing, education, criminal legal system reform (prisoners' rights, parole, police misconduct, debtors' prisons, and collateral consequences of convictions/confinement), employment, and public accommodations. The legal director is responsible to:

- Work with the executive director, deputy legal directors, and other staff to develop a docket of litigation and policy initiatives to advance the Committee's strategic priorities.
- Supervise cases and projects. The legal director will be expected to directly supervise a portion of the docket and oversee the supervision of the balance of the docket by deputy legal directors.
- Manage all operational aspects of the legal program, including support to for grant proposal drafting and reporting and assisting in budget development.
- Oversee the professional development of junior attorneys.
- Serve as a thought leader within the Committee, and the legal community, on civil rights law and policy.
- Outreach to and recruitment

Qualifications

The ideal candidate will possess the following skills and qualifications:

- Passion for civil rights and racial equity advocacy.
- J.D. degree and DC Bar membership or ability to waive in to the DC Bar. Membership in Maryland and/or Virginia Bars a plus.
- Minimum of twelve years of significant litigation experience, including work on complex federal cases, preferably including trial and appellate work, and class actions.
- Minimum of three years' progressive responsibility supervising/mentoring junior attorneys.
- Minimum of three years' experience managing programs and staff.
- Effective interpersonal and oral and written communication skills.
- Experience working in/substantial familiarity with non-profit organizations preferred.
- Bilingual ability (professional fluency) preferred but not required.

How to Apply

Please send an email detailing your interest and a resume to: wlcjobs@washlaw.org. Please place "[your name] – Legal Director" in the subject line.

Applications will be considered on a rolling basis and the position will remain open until filled.

The Washington Lawyers' Committee for Civil Rights and Urban Affairs is an equal opportunity employer. Diversity is an essential component of the Committee, and we encourage all qualified persons to apply. Applicants are accorded an equal opportunity for selection without regard to actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, matriculation, or political affiliation.

DEPUTY LEGAL DIRECTOR
WASHINGTON LAWYERS' COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers' Committee for Civil Rights and Urban Affairs seeks an experienced attorney to serve in a newly-created deputy legal director position.

About the Washington Lawyers' Committee for Civil Rights and Urban Affairs

The Washington Lawyers' Committee for Civil Rights and Urban Affairs works to create legal, economic, and social equity through litigation, client and public education, and public policy advocacy with a primary focus on racial justice. For the last 50 years, the Committee has been on the cutting edge of civil rights advocacy in the region bringing precedent setting litigation to address discrimination. Our work focuses on injustices in housing, employment, the criminal legal system, education, public accommodations, and civil rights of immigrants. We partner with individuals and communities facing discrimination and with the legal community to achieve justice. For more information on the Washington Lawyers' Committee, please go to www.washlaw.org.

General Job Description

The Committee has an active docket of litigation in cutting edge civil rights cases involving five core areas: housing, education, criminal legal system reform (prisoners' rights, parole, police misconduct, debtors' prisons, and collateral consequences of convictions/confinement), employment, and public accommodations. The deputy legal director will:

- Serve as part of a legal leadership team together with the legal director, another deputy director and the executive director.
- Be responsible for cases and projects within one or more of the Committee's core priorities, including the development and supervision of the docket and participation in litigation.
- Work closely with co-counsel law firms and manage co-counsel relationships.
- Serve as a thought leader within the Committee, and the legal community, on the law and policy in the assigned areas, including staying abreast on changes in the law.
- Mentor, supervise and support the professional development attorneys, paralegals, advocates and volunteers.
- Support the legal director in policy and advocacy activities.
- Support all reporting and compliance efforts of the Committee, with respect to program initiatives, including grant reports.

Qualifications

The ideal candidate will possess the following skills and qualifications:

- Passion for civil rights and racial equity advocacy.
- J.D. degree and DC Bar membership or ability to waive in to the DC Bar. Membership in Maryland and/or Virginia Bars a plus.
- Minimum of ten years of significant litigation experience, including work on complex federal cases, preferably including trial and appellate work, and class actions.
- Strong leadership abilities.
- Minimum of two years' progressive responsibility supervising/mentoring junior attorneys.
- Effective interpersonal and oral and written communication skills.
- Experience working in/substantial familiarity with non-profit organizations preferred.
- Experience managing programs and staff preferred.
- Bilingual ability (professional fluency) preferred but not required.

How to Apply

Please send an email detailing your interest and a resume to: wlcjobs@washlaw.org. Please place "[your name] – Deputy Legal Director" in the subject line.

Applications will be considered on a rolling basis and the position will remain open until filled.

The Washington Lawyers' Committee for Civil Rights and Urban Affairs is an equal opportunity employer. Diversity is an essential component of the Committee, and we encourage all qualified persons to apply. Applicants are accorded an equal opportunity for selection without regard to actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, matriculation, or political affiliation.

COMMUNITY EQUALITY FELLOWSHIP **LGBT BAR ASSOCIATION OF THE DISTRICT OF COLUMBIA**

The LGBT Bar Association of the District of Columbia is proud to announce its 2018 Equality Fellowships. The Community Equality Fellowship will support a law student working at a DC-area LGBT legal non-profit organization this summer. The Lavender Equality Fellowship will provide the opportunity for a DC area law student to attend the 2018 Lavender Law Annual Conference & Career Fair in New York this August. The Equality Fellowships aim to encourage law students taking their first steps toward careers tackling our nation's most complex LGBT legal issues.

The Equality Fellowships will pay up to \$1,000 each to law students selected to be LGBT Bar Association of the District of Columbia Equality Fellows.

Qualifications for the Community Equality Fellowship:

- Current enrollment in a U.S. accredited law school
- Summer employment offered by a legal organization in the Washington DC metro area
- Preference will be given to those who work at an organization dedicated to LGBT rights/issues or those who show that their work will advance LGBT rights/issues
- Employers must be non-profit and non-partisan
- Commitment to work at least 20 hours per week for at least 10 weeks at the organization during the summer
- Applicants must demonstrate commitment to LGBT rights and LGBT issues
- Total funding that the law student is already receiving for summer employment cannot exceed \$5,000 (not including the Community Equality Fellowship)

Qualifications for the Lavender Equality Fellowship:

- Current enrollment in a DC-area accredited law school
- Commitment to attend the 2018 Lavender Law conference in New York in August
- Applicants must demonstrate commitment to LGBT rights and LGBT issues
- Cannot be receiving any other external funding to attend the Lavender Law conference
- Preference will be given to those attending the Lavender Law conference for the first time.

Application Materials: Students interested in the Equality Fellowships should submit the following materials:

- [Application form](#)
- Résumé
- Two references (contact information only; letters of recommendation not required)
- *For Community Equality Fellowship Applicants only:* Commitment letter or email from employer, which describes (1) the mission and focus of the organization; (2) the type of work being performed by applicant; (3) the duration and hours of the summer position; and (4) the amount of compensation (if any) being offered for the summer position

Please submit all materials by **April 27, 2018** to LGBTSummerFellowships@gmail.com.

Questions about the Equality Fellowships can be sent to the above email address. Applicants will be notified of the Equality Fellowship's decision by mid-May 2018.

JD/BAR NOT REQUIRED

PART-TIME PRO BONO COORDINATOR
CATHOLIC UNIVERSITY OF AMERICA COLUMBUS SCHOOL OF LAW

Position Summary: The pro bono coordinator is responsible for managing the Law School's pro bono program. The position also counsels students regarding pro bono and community service placements and provides specific job search advice as it relates to fellowships and public interest employers.

Essential Responsibilities Include: Maintain database of pro bono legal service and community service opportunities. Conduct outreach with public interest organizations, government agencies, faculty, and alumni to solicit a wide range of pro bono legal service and community service opportunities that will address the interests and needs of both our day and evening division students. Track and audit student participation in pro bono activities. Conduct outreach to students and host educational programs emphasizing the importance of pro bono as a professional responsibility within the legal profession. Coordinate efforts to recognize students for participation in pro bono. Advise students regarding pro bono and community service placements. Organize and manage the first-year student community service project. Advise students regarding post-graduate fellowships and provide guidance with the application process. Advise students regarding public interest opportunities (internships and post-graduate positions). Review résumés, cover letters and conduct mock interviews as needed to prepare students for fellowships and public interest opportunities. Organize educational programs emphasizing employment opportunities available to students interested in a career in public interest, including fellowships and funding for such opportunities. Engage faculty and staff in pro bono. Represent the law school at various events, workshops and conferences as assigned. Collaborate and manage interactions with student groups. Create marketing materials for pro bono programs.

Minimum Qualifications: A Juris Doctor with at least two (2) to three (3) years of practical legal experience required, preferably for a public interest employer; previous career advising experience a plus. Experience advising on fellowship applications is preferred.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102029 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of The Catholic University of America. Position is open until filled.

SENIOR POLICY SPECIALIST GOOD FOOD INSTITUTE

Create Food Policy That Will Transform the World

The Good Food Institute (GFI) is on the forefront of the movement to use food technology and markets to solve some of the world's biggest problems, from climate change and global hunger to antibiotic resistance and the exploitation of billions of animals annually. We envision a transition from conventional animal agriculture to plant-based and clean meat, eggs, and dairy. The Senior Policy Specialist will make that transition possible by supporting policies that ensure that consumers have access to plant-based and clean meat, eggs, and dairy; give investors confidence; and allow innovators to compete in the marketplace.

How You Will Make a Difference

GFI's Senior Policy Specialist will level the playing field for plant-based and clean meat alternatives in Washington, working closely with GFI staff and other nonprofit organizations on GFI's legislative and regulatory priorities. You will radically transform the food system by:

Drafting legislation and writing letters, comments, policy briefs, and fact sheets to support GFI's policy priorities.

Meeting regularly with congressional staff on USDA and FDA policy, delivering testimony and remarks on the benefits of plant-based and clean meat, and collaborating with other GFI staff to showcase their expertise via Hill visits and congressional briefings.

Cultivating relationships with other nonprofit organizations, including those focused on environmental, global hunger, public health, free speech, and food safety issues, to build alliances and support for the policies that will be most effective at increasing plant-based options and readying the path to market for clean meat.

Developing a strategy to address emerging threats at the state level.

Who We're Looking For

We are seeking smart, thoughtful, and creative self-starters who want to push back against climate change, transform industrial animal agriculture, and develop healthy and humane foods that are accessible to everyone. GFI staff enjoy high levels of autonomy and must be self-motivated, work well both independently and in concert with a larger group, and be comfortable working with a rapidly evolving and growing team.

The Senior Policy Specialist must also have:

- A bachelor's degree or equivalent experience in environmental studies, public health, science, political science, or related field. A J.D., advanced policy degree, or advanced scientific degree is preferred but not required.
- A minimum of three years' professional experience in a related field.

- Experience in and comfort with communicating with high-level congressional or executive branch policymakers and staff.
- Experience building coalitions and developing consensus among partners with different but complementary objectives.
- The demonstrated ability to communicate complex information clearly in writing and in oral presentations to a range of audiences.
- Nonprofit or lobbying experience is highly preferred. This position is remote, but candidates must live in or be willing to relocate to the Washington, D.C. area. Candidates who have experience working with a diverse range of people and who can contribute to the climate of inclusivity are encouraged to identify their experiences in these areas.

Enjoy working from home or a co-working space, full medical coverage, optional dental and vision packages, a 401(k) retirement plan, flexible holiday and vacation plans, room for advancement, respectful managers, and supportive colleagues at The Good Food Institute!

(Please Note: We are only able to consider applicants who are citizens or permanent residents of the United States, or who already possess a United States Worker Visa. All applicants must live in the United States.)

Application Deadline: May 18, 2018

Apply [online](#).

Equal Employment Opportunity Statement: Women, people of color, people with disabilities, and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the Good Food Institute does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran. GFI complies with applicable federal, state, and local laws governing nondiscrimination in employment in every location in which the organization operates. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

SUMMER LAW CLERK NAVAJO NATION DEPARTMENT OF JUSTICE

The Navajo Nation Department of Justice (DOJ) is seeking energetic and motivated candidates for multiple funded summer law clerk positions. Applicants must be enrolled in a law school accredited by the ABA, and preference for candidates who have completed a law school course on Federal Indian Law. Interested candidates should submit their cover letter, resume, transcript, and a short (5-10 page) writing sample to Cherie Espinosa at cespinosa@nndoj.org. Complete application packets must be received no later than 5pm Mountain Time on Friday, April 20, 2018. Selected candidates will also be asked to fill out a formal Navajo Nation Employee Application, found [here](#).

INTERN
WEST COAST REPUBLICAN

West Coast Republican seeks a highly motivated individual with exceptional organizational skills and multitasking ability to serve as a paid intern in their Washington, D.C. office. This position requires an individual to provide excellent constituent service. Responsibilities include, but are not limited to: greeting constituents and meetings, tours and other information, answering telephone calls and taking messages, processing mail, maintaining the front office, and general office administrative duties. The successful candidate must be courteous and work well in a team environment. Please e-mail your resume and cover letter to westcoastgopinternship@gmail.com

LEGAL FELLOW
CONGRESSMAN HANK JOHNSON

Congressman Hank Johnson is hiring a full time legal fellow for summer 2018. The fellow will work with the legislative team that manages the Judiciary Committee portfolio for Congressman Johnson and his work as Ranking Member of the Courts, Intellectual Property and the Internet Subcommittee. The fellow must have a demonstrated interest in tech law, privacy, cybersecurity, or artificial intelligence issue areas. The fellow will assist with drafting legislation, monitoring Committee work, conducting legal research, and will report directly to the Legislative Director. Applicants must be detail-oriented, able to work in a fast-paced environment, and be currently enrolled in an accredited JD program.

To apply for the program, please submit a cover letter, resume, and a 3-5 page writing sample to evelyn.knapp@mail.house.gov with the subject line Legal Fellow. This is an unpaid position, and applications for the summer will be considered until April 20th

INTERNS
CONGRESSMAN MICHAEL E. CAPUANO

Congressman Michael E. Capuano is looking for interns to join his Washington, D.C. team for a full-time, unpaid internship during the summer, for a duration of three months or longer. Candidates should be self-starters and able to exercise good judgment on a wide range of assignments in a fast-paced and busy office. Very strong writing skills with close attention to detail and a courteous demeanor are essential. Main responsibilities include: answering phone calls, attending briefings and writing memos, processing mail and leading tours of the U.S. Capitol. A hardworking intern in our office will eventually move on to assisting staff with more complex, legislative projects.

Candidates with Massachusetts ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a one page writing sample, resume and cover letter in PDF format to capuano.intern2@mail.house.gov.

INTERNS
CONGRESSMAN BRENDAN F. BOYLE

The Washington, D.C. office of Congressman Brendan F. Boyle (PA-13) is seeking motivated, organized, and reliable interns for the upcoming summer semester. Interns will work closely with the Congressman's legislative and communications teams to conduct research, draft letters and press releases, answer constituent phone calls, sort mail, attend briefings, and perform other administrative tasks as necessary. Successful applicants will possess excellent written and oral

communication skills, a strong attentiveness to detail, an ability to work in a fast-paced environment, and an eagerness to learn about the political process and congressional affairs.

Please send a resume, cover letter and dates of availability to MaryBeth.Hervig@mail.house.gov with "Name - Internship Application" in the subject line.

OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)

SENIOR STAFF ATTORNEY AMERICAN CIVIL LIBERTIES UNION FOUNDATION OF NORTHERN CALIFORNIA SAN FRANCISCO, CALIFORNIA

The American Civil Liberties Union Foundation of Northern California (ACLU NorCal) seeks a Senior Staff Attorney with substantial litigation experience to work in our San Francisco office.

The approach: You are an experienced litigator, inspiring leader, successful manager, and passionate advocate for civil rights and civil liberties. You excel at developing and litigating high-impact cases and identifying multi-pronged legal, policy, and community engagement strategies. You provide high quality supervision and mentorship, take a solutions-oriented approach, and exercise sound independent judgment to work collaboratively with internal and external stakeholders. You thrive in a busy, bustling work ecosystem and balance being available to others while staying focused and prioritizing your key objectives. You understand the value of working in coalition and you know how to collaborate with other attorneys, community advocates, and clients.

The position: You are responsible for helping to build the litigation and legal advocacy docket for ACLU Nor Cal, identifying cutting-edge issues for the ACLU to explore. This includes mentoring and supervising Staff Attorneys and volunteer attorneys as they litigate cases involving significant civil-liberties and civil-rights issues in a range of areas, including criminal justice, racial justice, immigrants' rights, economic justice, voting rights, speech rights, and open government. In coordination with the ACLU of California and national ACLU office, you actively engage in policy advocacy campaigns at the local, state, or national level. You are the person that others turn to for legal expertise on litigation matters and/or draft legislation and regulations that impact your region. You regularly represent the ACLU in the courts, in the media, before legislative bodies, and with key organizational partners.

About the organization: ACLU NorCal is an affiliate of a nationwide, non-profit, non-partisan organization dedicated to the defense and expansion of civil liberties and civil rights. For most of the last century, it has been at the heart of many major – and sometimes controversial – struggles for civil liberties and civil rights in our state. Our mission is to ensure that Constitutional rights don't just exist on paper, but are protected in practice. Facing new and ongoing threats to civil rights and civil liberties, we remain dedicated to confronting these issues and defending the progress we have made. We must use our decades of experience in impact litigation, legislative advocacy, and fearless organizing to fight unfair and illegal policies and to protect our most cherished rights and freedoms. Senior Staff Attorneys are critical members of the Legal-Policy Department and the statewide collaboration of the ACLU Foundations in California aimed at

maximizing our impact and enhancing the protection of civil liberties and civil rights statewide. Join us.

Duties & responsibilities:

Leading litigation & advocacy:

- Lead multi-pronged strategies using litigation, public education, and legislative and policy advocacy to further ACLU NorCal's strategic plans;
- Supervise the investigation, development, and litigation of high-impact cases, including discovery, motion practice, hearings, trials, and appeals;
- Review and respond to requests for legal assistance, in accordance with the organization's intake procedures;
- Respond to community needs as they arise, potentially on an emergency basis; and
- Develop strong co-counsel relationships with other public interest lawyers and ACLU volunteer lawyers.

Staff supervision & coordination:

- Supervise attorneys in their litigation and non-litigation related work and professional development, and supervise department support staff in your office;
- Review and consult on litigation and other legal advocacy proposals and participate in Legal-Policy Department management meetings;
- Work in collaboration and coordination with other ACLU Foundations in California and our shared statewide issue teams; and
- Work closely with non-legal program staff, particularly legislative, communications, organizing, advocacy, and fundraising professionals on ACLU NorCal campaigns and activities.

Supporting policy advocacy & community outreach:

- Support and deepen existing and new relationships with community partners, coalitions, and stakeholders;
- Ensure appropriate communication and coordination between ACLU NorCal and other ACLU offices on state-wide and federal litigation and advocacy.
- Engage in community outreach and public speaking, including representing the ACLU NorCal's positions to the media and public generally; and
- Use cultural sensitivity and awareness to develop appropriate and effective strategies to address the needs and advance the rights of vulnerable communities.

Qualifications:

- J.D. from an ABA-accredited law school and 10 or more years of litigation experience in state and federal court;
- Exceptional legal research, analysis, and writing abilities, and ability to develop novel and successful litigation and non-litigation advocacy in response to serious problems facing communities;
- Familiarity and ease with the legal doctrines and structures that apply to constitutional and civil rights litigation;

- Strong oral advocacy skills, including significant experience with oral argument and examining witnesses under oath, as well as communicating effectively with the public and policymakers;
- Ability to manage fact and expert discovery in fact-intensive litigation;
- Experience supervising and mentoring attorneys, law fellows, and support staff;
- Ability to work both independently and collaboratively in a complex organizational ecosystem;
- Flexibility for travel within the Bay Area and to the Central Valley, and ability to work long hours when needed; and
- Membership in the California State Bar (or must pass the next California Bar Examination if currently member of another state bar).
- Criminal justice background and multiple language abilities preferred.

Compensation: Competitive salary is commensurate with experience. Excellent benefits include four weeks paid vacation in addition to 14 office holidays; medical, vision and dental insurance for staff members, their dependents and spouse or domestic partner; life and long-term disability insurance; and, 401(k) plan with employer match.

To apply: Applications will be accepted until April 23, 2018. Applications must include (1) a cover letter explaining why you are interested in this position and the ways in which you satisfy the qualifications specified above, (2) resume, (3) writing sample (no more than 10 pages) that indicates whether it is entirely your work or was edited by others (and if so, in what respect) and (4) a list of four references. Applicants concurrently applying to any other position with the ACLU should state what other position they are applying for in the cover letter.

Please submit your application in PDF format to the attention of Senior Staff Attorney SF Search to: <https://aclunc.recruiterbox.com/jobs/fk0f9uz/>

**STAFF ATTORNEY
KIDS IN NEED OF DEFENSE
ATLANTA, GEORGIA**

Kids in Need of Defense (KIND) is an innovative partnership among the Microsoft Corporation, Angelina Jolie and other interested philanthropists, law firms and corporate supporters. As the leading national organization that works to ensure that no refugee or immigrant child faces immigration court alone, KIND is dedicated to providing pro bono representation as well as positive systemic change in both law and policy to improve the protection of unaccompanied immigrant and refugee children. KIND also engages in programming in Central America and Mexico to promote the best interests and protection of migrant children throughout the region. Launched in fall 2008, KIND is headquartered in Washington, DC and has 10 field offices across the United States.

POSITION DESCRIPTION: KIND seeks a Staff Attorney to provide immigration legal representation for unaccompanied immigrant children who are survivors of crime and child abuse under the federal Victims of Crime Act (VOCA) in Atlanta, Georgia.

EDUCATIONAL & EXPERIENCE REQUIREMENTS: Two or more years of experience working in immigration law and with immigration authorities, or equivalent experience, such as Georgia juvenile dependency or delinquency experience or working with survivors of crime and child abuse.

REQUIRED SKILLS:

- Attorney must be admitted to practice in Georgia;
- Fluency in Spanish required;
- Experience in direct representation of clients in immigration proceedings, including children or adults in Office of Refugee Resettlement custody or post-release and/or immigration detention;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, domestic violence, sexual assault, or other violent crimes;
- A strong record of cultural competence and cross-cultural communication skills;
- Ability to work collaboratively, and preferably prior experience working with individual attorneys, law firms, or service providers.
- Passion for KIND's mission of supporting unaccompanied immigrant and refugee children, and an ability to communicate this to others.

SALARY RANGE: Commensurate with education & experience.

REPORTS TO: Managing Attorney – KIND's Atlanta Office

SUPERVISORY RESPONSIBILITIES: Will share responsibility to supervise the work of the Social Services Coordinator with the Managing Attorney and the office's Equal Justice Works Legal Fellow.

PRIMARY RESPONSIBILITIES: Based in KIND's Atlanta field office, the Staff Attorney will have the following responsibilities:

- Provide appropriate legal orientation presentations to immigrant children at risk of deportation;
- Complete legal intakes of children referred to our office;
- Undertake direct representation for children in their cases before the immigration court and/or review boards;
- Recruit, train, and provide hands-on mentorship to volunteer attorneys representing unaccompanied children in immigration matters.
- File all relevant paperwork and applications with government agencies, immigration court, and state courts, where applicable;
- Participate in staff meetings and KIND-wide calls;
- Assist in the supervision of Social Services Coordinator;
- Assist in the supervision of Equal Justice Works Legal Fellow
- Assist in the supervision of law student interns and volunteers;
- Assist with periodic trainings and presentations; and
- Serve as an ambassador of KIND with local coalitions, courts, and agencies.

WORKING CONDITIONS: Work is generally performed within the office environment but will include appearances before courts (immigration court and juvenile court, as necessary) and government agencies (US Citizenship and Immigration Services and Immigration and Customs Enforcement, as necessary).

TRAVEL: Local travel several times per week.

TO APPLY: Applications, including a cover letter, resume, salary requirements and contact information for three professional references, should be submitted online at: <https://supportkind.org/jobs/>. *Applications that do not contain all of the above-listed required materials will not be considered.*

Applications should be submitted as soon as possible and will be considered on a rolling basis until the position is filled. Applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work. The selected applicant will be asked to undergo a background check before acceptance of the final offer.

**SOCIAL SERVICES COORDINATOR
KIDS IN NEED OF DEFENSE
ATLANTA, GEORGIA**

Kids in Need of Defense (KIND) is an innovative partnership among the Microsoft Corporation, Angelina Jolie and other interested philanthropists, law firms and corporate supporters. As the leading national organization that works to ensure that no refugee or immigrant child faces immigration court alone, KIND is dedicated to providing pro bono representation as well as positive systemic change in both law and policy to improve the protection of unaccompanied immigrant and refugee children. KIND also engages in programming in Central America and Mexico to promote the best interests and protection of migrant children throughout the region. Launched in fall 2008, KIND is headquartered in Washington, DC and has 10 field offices across the United States.

POSITION DESCRIPTION: KIND seeks a full-time Social Services Coordinator who will work with unaccompanied children survivors of crime and child abuse under the federal Victims of Crime Act (VOCA) in Atlanta, Georgia. The Social Services Coordinator will work in concert with the KIND attorneys in support of their immigration legal representation of these children by working with KIND's child clients and their families in the Atlanta area to identify needs and gaps in services, and assist families in accessing vital social services related to education, health, mental health, housing, mediation, and child care. The ideal candidate will have experience working with and within immigrant communities in the US, will have working knowledge of the challenges and limitations in accessing public services, and have a high level of cultural competence.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree
- Extensive experience in social work, counseling, coordinating services, or related specialty;
- At least two to three years of experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, domestic violence, sexual assault or other violent crimes.

REQUIRED SKILLS:

- Fluency in English and Spanish, spoken and written, required;
- Ability to work collaboratively, and preferably, prior experience working with attorneys, law firms, or
- other legal service providers;
- A strong record of cultural competence and cross-cultural communication skills;

- Experience advocating on behalf of clients;
- Self-starter who will be able to grow a network of resources and contacts within different geographical areas that are part of our service area.

SALARY RANGE: Commensurate with education and experience.

REPORTS TO: Managing Attorney - Atlanta Office

SUPERVISORY RESPONSIBILITIES: None

PRIMARY RESPONSIBILITIES: The Social Services Coordinator's responsibilities will include, but will not be limited to, the following:

- Develop and maintain a knowledge base of social services available to clients in assigned work areas; * Establish working relationships and partnerships with local service providers and administrators in each service area to enhance the referral process;
- Conduct assessments of referred clients, including the larger context in which the child is living, identifying needs, barriers and safety concerns;
- Develop a service plan in conjunction with the child, his/her family, and his/her attorney, when appropriate, and maintain documentation regarding attempts to access services, and service delivery; * Complete referrals to services, assist families in completing intake requirements for these services and follow up as necessary; and
- Assist KIND Legal staff on working with families in crisis and transition.

WORKING CONDITIONS: Work is generally performed within the office environment.

TRAVEL: This position does not require travel outside of Atlanta.

TO APPLY: Applications, including a cover letter, resume, salary requirements and contact information for three professional references, should be submitted online at: <https://supportkind.org/jobs/>. *Applications that do not contain all of the above-listed required materials will not be considered.*

Applications should be submitted as soon as possible and will be considered on a rolling basis until the position is filled. Applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work. The selected applicant will be asked to undergo a background check before acceptance of the final offer.

**STAFF ATTORNEY
COMMISSION ON IMMIGRATION/PROBAR
HARLINGEN, TEXAS**

Located in Harlingen, Texas, ProBAR works to empower adults and children in immigration detention in the Rio Grande Valley border region by providing high-quality legal representation, education, and referral services. We recently received increased funds for [Staff Attorney](#) positions in our Adult Detention Project and seek applicants to join our team.

Staff attorneys represent immigrants (primarily detained) before EOIR and USCIS. They are also responsible for providing legal orientations to detained immigrants. Spanish fluency is required for this position.

General Purpose of Job: To give appropriate legal orientation presentations to detainees at the immigration center, complete detainee intakes following presentations and prepare and conduct pro se workshops and individual orientations. Also recruits, trains, and mentors pro bono attorneys, and directly represents immigrants in their cases before the immigration court.

Education: Doctoral Degree (JD, PhD)

Experience: The immigration project Attorney should have experience working with immigrants as well as a fundamental knowledge of immigration law and immigration court procedures. Must exhibit strong writing skills, excellent communication skills and client interviewing abilities as well as the ability to work under pressure. Must be fluent in Spanish, must have a law degree, and have been admitted to a bar or have taken a bar examination and be waiting for the results by the start date of employment. Travel to area detention facilities housing immigrant detainees multiple times per week.

To apply: Apply [online](#).

Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 312-988-5188.

The American Bar Association is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

**DISTRICT REPRESENTATIVE
CONGRESSMAN MARK DESAULNIER
RICHMOND, VIRGINIA**

Congressman Mark DeSaulnier (CA-11) is seeking a District Representative for his Richmond office. Job responsibilities include monitoring district and local issues; acting as a liaison to federal, district, and local agencies in West Contra Costa County; answering casework correspondence; and ensuring constituents receive a timely response. The position will also assist with the federal grant process. Qualified candidates should be hard working and possess excellent oral and written communications skills, have knowledge of West County, the ability to multi-task, meet deadlines, and produce a quality work product. A flexible schedule and ability to travel throughout the district required, but position is based in Richmond. Equal opportunity employer. Salary commensurate with experience. Interested applicants should submit a cover letter, resume, and writing sample to California11Resumes@gmail.com, please include West County District Representative in the subject line

**VETERANS SERVICES REPRESENTATIVE
CONGRESSMAN TOM O'HALLERAN
CASA GRANDE, ARIZONA**

Location: Casa Grande District Office

CORE RESPONSIBILITIES:

- coordinate and complete veterans casework and answer all related correspondence;
- plan and engage in outreach with veterans in the First District; and
- monitor and update Rep. O'Halleran and staff on local veterans issues.

QUALIFICATIONS:

- thorough knowledge of veterans issues and programs;
- knowledge and familiarity with local, state, and federal agencies serving veterans;
- strong oral and written communication skills;
- ability to exercise discretion and independent judgment in casework responsibilities;
- proficiency in word processing;
- thoroughness and careful attention to detail;
- ability to work well under pressure;
- ability to work cooperatively and courteously with our team; and
- military service background preferred.

DUTIES:

- acts as the grassroots representative for Rep. O'Halleran with veterans and on veterans issues, including handling all veterans casework, verbal communications with constituents, and acting as liaison with federal, district, and local agencies;
- informs Rep. O'Halleran and staff of all happenings on veterans issues by screening district media sources and interacting with constituents;
- handles all veterans casework assignments, and other casework as needed;
- acts as liaison and interfaces with local veterans' organizations;
- assesses casework for problems requiring legislative action and makes recommendations to the Chief of Staff or Legislative Director;
- monitors scheduled district meetings for the Member with constituents; • occasionally handles Office matters such as logging incoming and outgoing correspondence, greeting visitors, telephone calls, and computer operations; • logs in all incoming and outgoing mail and incoming telephone calls relating to assigned casework; • prepares monthly reports on pending cases and district activities; • continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- maintains up-to-date files on all constituent cases; and
- performs other duties as assigned.

Military veterans encouraged to apply. Interested candidates should email a cover letter and resume to jeremy.nordquist@mail.house.gov and blanca.varela@mail.house.gov.

COMMUNITY SERVICE SPECIALIST
SHEARMAN & STERLING
NEW YORK, NEW YORK

This is an excellent opportunity for the proactive and highly-organized professional to gain career-enhancing experience as a Community Service Specialist with Shearman & Sterling. Working with a professional and committed team, you will support the firm's global community initiatives. The right person for this role wants to make a difference, will have a passion for social responsibility and is comfortable working with people at all levels of an organization, across global offices. Shearman & Sterling prides itself on mentoring and training and places the highest value on teamwork and integrity in our pursuit of excellence. If you are a big picture thinker who enjoys handling detailed, tactical operations and who is not afraid to share new ideas then don't hesitate to apply.

Shearman & Sterling's global Community Service (CS) program supports and administers projects based in various offices within our network, and which reflect the social, political, economic and environmental challenges of that location. It also oversees regional and global projects that make best use of our capability to respond to challenges that cut across borders. The CS program is separate from, but complementary to, our global pro bono legal practice and our diversity & inclusion program.

Role Summary: The Community Service Specialist oversees the execution of the firm's global Community Service strategy and provides day-to-day support of various initiatives and programs across all the firm's offices.

Key Responsibilities:

- Oversee the CS program, including the organization and delivery of volunteer opportunities for all employees of the firm.
- Build trust and effectively handle relationships and internal and external stakeholders.
- Work closely with charity partners to build sustainable relationships and maximize opportunities for mutually beneficial partnerships.
- Facilitate engagement and partnerships opportunities with commercial clients.
- Develop opportunities that align with the goals, objectives and activities of the global pro bono legal practice and/or diversity and inclusion program to ensure synergies are developed and resources are effectively leveraged.
- Conduct and synthesize research and analysis related to CSR ratings/rankings and strategy in peer firms and related industries.
- Support the objectives of the firm's CS and ProBono programs.
- Quantify and track progress of CS program activities goals.
- Produce regular reports on results and engagement in the CS program e.g. by office, employee population, region, etc.
- Represent the CS team at internal events to create awareness, promote and further the objective of the CS program e.g. graduate recruitment events, associate conferences, employee events.
- Represent the firm and our CS program at external events to promote collaboration and partnerships with clients, community members and key not-for-profit organizations.
- Develop and deliver presentations to raise awareness and promote CS program including program updates to various internal groups.

- Collaborate with Marketing & Business Development to ensure inclusion of CS content for business development purposes in client pitch documentation and other marketing materials and campaigns.
- Manage global CS program budget and individual project budgets as requested.
- Support local office CS champions, encouraging the development of local volunteering and fundraising activities.
- Coordinate internal (intranet, CS newsletter) and external (website, social media, award submissions, annual report etc.) communications, raising awareness of Shearman's CS activities.
- Ensure all activities and duties are carried out in full compliance with relevant laws/regulation and internal policies and procedures.
- Other duties and responsibilities as assigned.

Knowledge, Skills & Attributes:

- Demonstrated passion for and knowledge of CS and community investment.
- Demonstrated ability to build and maintain collaborative working relationships with all levels.
- Strong tactical planning skills.
- Confident public speaker with experience in preparing and giving engaging presentations.
- Exceptional interpersonal and communication skills, including ability to network and leverage internal and external relationships to achieve goals.
- Ability to work independently to complete tasks, as well as collaboratively to accomplish team goals and projects.
- Demonstrated ability to consistently meet deadlines and work under pressure in a dynamic, demanding environment, while maintaining a positive attitude and demeanor.
- Excellent writer, editor and proofreader.
- Is detail-oriented, with high accuracy.
- Possesses excellent analytical and research skills.
- Strong organizational skills, including ability to manage multiple projects and project budgets simultaneously.
- Demonstrated ability to consistently meet deadlines and work under pressure in a dynamic, demanding environment.
- Creative and determined approach to problem-solving.
- Demonstrated ability to effectively prioritize work.
- Creative and determined approach to problem-solving.
- Strong hands-on knowledge of database management (content), website development and maintenance, as well as strong MS Office applications (Outlook, Word, Excel, PowerPoint, SharePoint), and other Internet/Intranet applications.

Education & Experience:

- 3+ years of experience in a Community Service program, or a similar role, in a law firm or other professional services organization
- Bachelor's degree
- Native fluency in a second language a plus
- Proficiency in Windows 2010, Word 2010, Powerpoint, Excel and Outlook

Physical Activity/Other Miscellaneous: Ability to work outside standard business hours as needed.

Shearman & Sterling has been advising many of the world's leading corporations and financial institutions, governments and governmental organizations for more than 140 years. We are committed to providing legal advice that is insightful and valuable to our clients. This has resulted in groundbreaking transactions in all major regions of the world including Asia, The Middle East, Europe, Latin America, and North America. Together, our lawyers work across practices and jurisdictions to provide the highest quality legal services, bringing their collective experience to bear on the issues that clients face. For example, underpinning the quality of our work firm-wide are our shared values. We take pride in the successes of our clients and in our contributions to them.

To Apply: please visit:

<https://app.hiremojo.com/mojo/jobs/#/candidate-experience/jobs/453299852>

**SUMMER LAW CLERK
CAIR
SANTA CLARA, CALIFORNIA**

Our office handles a wide range of cases, and we serve clients from diverse backgrounds. Law clerks will assist in providing direct services to community members and will work on projects that highlight distinct civil rights issues that range from interacting with local and federal law enforcement to securing the rights of Muslims to practice their religion freely in the public sphere, schools, places of employment, prisons, and other institutions. Law clerks will work closely with CAIR staff on resolving cases of discrimination reported to the office.

Duties and Responsibilities:

- Conduct thorough intakes by communicating with and counseling a diverse group of community members
- Research Discrimination, Constitutional, Employment, Immigration, and National Security law, etc.
- Legal writing including, but not limited to, drafting complaints, letters, and memos
- Communicate with attorneys, employers, and others
- Communicate with administrative agencies (i.e. EEOC, state agencies, local civil rights commissions, etc.)
- Participate in outreach efforts to community members during religious days and events through conducting Know Your Rights workshops and tabling
- Undertake term-long research and advocacy projects focusing on a host of issues such as prisoners' rights, student bullying, law enforcement surveillance and immigration reform
- Keep detailed records of client communication in CAIR databases
- Compile data for civil rights department projects
- Other duties as assigned

All CAIR law clerks are required to assist in general duties such as outreach, answering phones, and other office tasks. CAIR law clerks may be asked to participate in events outside of normal business hours.

Qualifications:

- Current law students enrolled in a J.D./L.L.M. program (or those who have completed one of these programs and are looking for a post-bar opportunity)
- Sensitivity in working with clients who have faced discrimination
- Sound legal research, analytical, and writing skills (one semester of legal research and writing preferred)
- Demonstrated time management and multitasking abilities
- A proactive disposition showing interpersonal skills
- Ability to handle concurrent assignments and meet deadlines
- Must be able to work well independently
- Support of CAIR's mission

While CAIR-SFBA does not compensate law clerks, we encourage candidates to apply for funding through scholarships and/or fellowships. For more information, contact your law school career services office.

We also welcome applications from college students and attorneys for volunteer positions, please apply here: <http://bit.ly/volunteeratcair>.

HOW TO APPLY: To apply, complete the Law Clerkship Application Form, and email a cover letter, resume, writing sample, and three references to info@sfba.cair.com. Note "Law Clerk Application Materials" in the subject line. We will contact you once we have received all of your materials. The application deadline for our Summer Clerkship is April 23rd, 2018

**DIRECTOR OF STATE CIVIL ENGAGEMENT POLICY
NALEO EDUCATIONAL FUND
LOS ANGELES, CALIFORNIA**

National nonprofit organization serving the Latino community seeks a Director of State Civic Engagement Policy who will work collaboratively with the Senior Director of Policy, Research and Advocacy and the Executive Director in pro-actively creating and setting the direction of California policy initiatives relating to issues affecting Latino access to the electoral process, including election policy and the Census. The Director is responsible for working with a broad array of policymakers on the development and implementation of policies related to California's New Motor Voter Law; the Voter's Choice Act; "Same Day" voter registration; the preregistration of 16- and 17-year olds; federal and state language assistance requirements; and other election issues. The Director is also responsible for carrying out the organization's advocacy with California state and local policymakers to ensure a fair and accurate count of Californians in Census 2020.

The Director must also actively participate in the efforts of partner coalitions, including the Future of California Elections and the Census Policy Advocacy Network. The Director is also responsible for conducting trainings and providing technical assistance to election officials and local agency officials on election policies and practices. This position will report to the Senior Director of Policy, Research and Advocacy, and collaborate on an Individual Development Plan as part of our internal Professional Development initiative. This is a full-time, exempt position with an annual compensation in a range of \$73,000 - \$78,000, commensurate with experience and qualifications.

ESSENTIAL FUNCTIONS

- Monitor and analyze legislative, administrative and other policy developments related to California election, Census and other civic engagement issues, including related appropriations issues. Conduct policy development and advocacy on these issues by organizing or attending meetings, hearings, briefings and other convenings. Prepare letters, testimony, memoranda and other similar policy materials, and where appropriate, deliver testimony and make presentations.
- Prepare and review documents related to the implementation of various California election policies, including fact sheets, toolkits, FAQ's, memoranda, PowerPoint presentations, technical assistance and voter education materials.
- Coordinate and conduct technical assistance activities on the implementation of California election and Census policies, including workshops, webinars and community education forums.
- Recruit, supervise and coach a project coordinator; where strategic, recruit, supervise and coach interns.
- Maintain and strengthen relationships with a broad array of policymakers, including the California Governor's office and other California agency officials; state legislators; county and city election officials; and local elected officials.
- Actively participate in coalitions working on California civic engagement issues, including the Future of California Elections (FoCE) and the Census Policy Advocacy Network (CPAN); maintain and strengthen relationships with policy development partners.
- Work on other programs and projects as needed and assigned from the department and/or organization.
- Adhere to attendance and punctuality standards of the organization.

QUALIFICATIONS –KNOWLEDGE, SKILLS AND ABILITIES

- Excellent analytical, writing, speaking, program management and advocacy skills (Writing samples required).
- Outstanding organizational and communications skills, including ability to interact with public officials, civic leaders, advocates, funders, corporate/business representatives, and the general public.
- Three to five years of relevant policy analysis, advocacy and/or technical assistance program management experience required. Experience with Census and California election issues, and the California legislative process strongly preferred.
- Ability to take initiative, handle multiple tasks, and organize and prioritize workload efficiently.
- Proven ability to pay attention to detail, effective at multi-tasking and problem solving.
- Bachelor's Degree in relevant field required, graduate degree preferred.
- If a driver, must have a valid driver's license with proof of automobile insurance coverage.
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds.
- Supportive of mission and philosophy of the NALEO Educational Fund.

PHYSICAL AND MENTAL ASPECTS OF THE POSITON

- Certain physical and mental aspects of performing the essential functions of the position include the following:
- Ability to detect, discern, recognize, and perceive auditory and visual information within normal ranges;
- Dexterity to read, write, type, operate office equipment such as a computer, printer, telephone, calculator, copier, fax machine, pencils, pens, and stapler;

- Ability to remain in a stationary position 50% of the time.
- Once hired, employees requiring reasonable accommodations to perform the essential functions of the position should contact Human Resources to engage in the interactive process to determine reasonable accommodations, if any.

DISCLAIMER

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

TO APPLY

Fax/email cover letter and resume to Angela Weimer, National Director of Human Resources and Administration, NALEO Educational Fund (213) 747-7664/ aweimer@naleo.org. EOE

Please visit www.wclawyers.org to learn more about Washington Council of Lawyers, and to register for upcoming programs.
We hope to see you soon!