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MAY 2017

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Coming Up at the Washington Council of Lawyers:

Litigation Skills Series: Intensive Litigation Skills Training

May 4 and May 5, 2017, 9:00a – 5:00p – Arnold & Porter (601 Massachusetts Avenue, NW)

Volunteer at the D.C. Pro Bono Center, Advice and Referral Clinic

May 13, 2017, 9:30a – 3:00p – Bread for the City (1640 Good Hope Road SE)

Dinner & Discussion with Chief Judge Blackburne-Rigsby

May 18, 2017, 6:30 – 8:30p – Arnold & Porter Kaye Scholer (601 Massachusetts Avenue, NW)

2017 DC Pro Bono Week Kickoff Meeting

May 24, 2017, 12:30 – 2p, Dechert (1900 K Street, NW)

Perspectives on Poverty Law from the Bench: DC Superior Court

June 9, 2017, 12 – 1:30p – DLA Piper (500 8th Street, NW)

View from the Press Gallery: Supreme Court Term in Review

June 29, 2017 (tentative), 12 – 2:30p – Arnold & Porter Kaye Scholer (601 Massachusetts Avenue, NW)

Summer Pro Bono & Public Interest Forum with Justice Ruth Bader Ginsburg

July 24, 2017, 12:00p – 2:30P – Marvin Center at George Washington University (800 21st Street NW)

To register for upcoming Washington Council of Lawyers programs,
please visit our website, www.wclawyers.org.

LEGAL POSITIONS

STAFF ATTORNEY

CATHOLIC LEGAL IMMIGRATION NETWORK, INC.

The Catholic Legal Immigration Network, Inc. (CLINIC), a nonprofit legal services organization, has an immediate opening for an Attorney for its new Defending Vulnerable Populations project. The attorney will represent Montgomery County, MD residents from Iran, Iraq, Libya, Somalia, Sudan, Syria, and Yemen on immigration-related matters before U.S. Citizenship & Immigration Services, the Baltimore

Immigration Court, the Board of Immigration Appeals, and the U.S. Court of Appeals. In addition to direct representation, the attorney will undertake the following tasks affecting these communities: analyze new Department of Homeland Security directives, draft practice advisories on legal issues, provide technical assistance to CLINIC affiliates on legal issues, monitor U.S. Citizenship & Immigration Services and U.S. State Department adjudication of applications, serve as the BWI point-of-contact for Airport Lawyer and the International Refugee Assistance Project (IRAP), track Dulles and BWI Customs and Border Protection treatment, identify issues and patterns that warrant the development of impact litigation, conduct outreach in Montgomery County, MD, and develop a report documenting client stories. The attorney will liaise with other CLINIC programs as needed and will report to Defending Vulnerable Populations Project Manager, Michelle Mendez.

Requirements:

- Law Degree (J.D.)
- Admission to practice law in any state and/or the District of Columbia
- 1+ years immigration law practice experience
- Excellent English oral and written communication skills
- Bi-lingual, English/Arabic or English/Farsi (conversational, speaking and writing)
- Willingness to travel frequently to and from Baltimore
- Experience representing clients before U.S. Citizenship & Immigration Services, Immigration Court, the Board of Immigration Appeals, or the U.S. Courts of Appeals, preferred

This is a renewable **one-year position** based in CLINIC's HQ Office in Silver Spring, MD.

Salary and Benefits: Salary is commensurate with experience. Benefits include health, dental, vision, and life insurance, retirement plan, and generous leave benefits. CLINIC is an Equal Opportunity Employer; women, minorities, immigrants are encouraged to apply.

Application: Qualified and interested candidates should submit a resume, cover letter, writing sample, and salary requirements. Submit materials to: CLINIC, Attn: Fanette Jones, 8757 Georgia Avenue, Suite 850, Silver Spring, MD 20910 with "**DVP Good Samaritan Staff Attorney**" in the subject line or Apply Below:

Apply here:

https://workforcenow.adp.com/jobs/apply/posting.html?client=clinicinc&jobId=191695&lang=en_US&source=CC3

**MANAGING ATTORNEY
TAHIRIH JUSTICE CENTER**

Tahirih Justice Center is seeking a Managing Attorney for the Greater DC office to ensure overall quality legal representation by both in-house and pro bono attorneys of immigrant women in gender-based asylum cases, claims brought under the Violence Against Women Act (VAWA), and other related immigration matters, including T and U visas. The Managing Attorney will supervise 5 staff members, including immigration and family law attorneys and paralegals; retain a caseload of approximately 35-40 cases (an estimated 40% of the incumbent's time is spent on direct service provision, while 60% is devoted to overall management of the local legal department); coordinate the pro bono attorney program; oversee the service seeker, intake, and case acceptance processes; and oversee Greater DC legal training, outreach, and education initiatives. This position will be based in the Falls Church, VA office.

Primary Responsibilities:

- Ensure high quality, client-centered (trauma-informed and culturally competent) legal representation of clients through direct supervision and management of 5 legal staff, including family law and immigration attorneys and paralegals, and work product;
- Oversee the development, management, and execution of processes and systems within the local office to enable the legal team to represent clients effectively and efficiently, maximizing internal resources to serve the greatest number of women and children in Greater DC;
- Oversee the local pro bono program, which places approximately 65-70% of cases with co-counsel who are trained and mentored by the Managing Attorney and staff attorneys;
- Contribute to organization-wide direct services meetings, resources and materials, including quarterly Executive Director reports to the Board;
- Ensure quality control of the client database and files, and metrics tracking systems
- Participate in the development and implementation of annual goals, program policies and processes in the Greater DC area, ensuring broader organizational alignment
- Facilitate professional development and skills of legal team, monitor attorney caseloads, and oversee case placement;
- Ensure the local office implementation and maintenance of organizational knowledge management practices & processes, including the constituent relationship management database;
- Provide intake, advice and counseling, and direct legal representation to clients in immigration legal matters either as sole counsel (approximately 30% of cases) or as co-counsel with pro bono attorneys (approximately 70% of cases) before the DHS, Immigration Courts and BIA within the scope of Tahirih's mission;
- On-board new program staff, oversee professional development and performance review of direct reports;
- In coordination with the Greater DC Director, ensure Tahirih representation at coalition meetings and networking events with like-minded organizations

Qualifications:

- Current bar membership in good standing in any state in the US or District of Columbia;
- At least 5 years of experience representing immigrant women and/or girls in asylum, VAWA, T visa, and/or U visa cases before the DHS, Immigration Courts and BIA;
- At least 2 years of experience directly supervising attorneys, paralegals and interns who work with survivors of domestic violence and trauma, and experience providing training, mentoring and support to pro bono and low bono attorneys representing clients;
- Excellent legal analysis, written and oral advocacy and presentation skills;
- Responsible, self-initiating, and focused, with proven ability to work independently and also collaboratively in a team-based decision-making environment;
- Experience designing trainings and presenting to legal and non-legal audiences;
- Demonstrated ability to be a respected and effective representative among stakeholders;
- Meticulous organizational habits with an ability to manage large amounts of information, establish priorities, and meet deadlines;
- Strong interpersonal and record of cultural competence and cross-cultural communication skills;
- Fluency in Spanish and/or French required;
- Able to attend functions from time to time outside regular business hours

For consideration, please submit a cover letter, resume, and a list of at least 3 professional references to: recruiting@tahirih.org

Please note: Candidates must be authorized to work in the United States for any employer.

The Tahirih Justice Center is an equal opportunity employer.

PRESIDENT AND CEO
BAZELON CENTER FOR MENTAL HEALTH LAW

Recognized as one of the most independent and consequential legal civil rights organizations in the nation, the Bazelon Center for Mental Health Law is offering the opportunity for a proven leader to take the helm of this organization facing critical fights for the rights of people with mental illness and disabilities.

Just as the staff use litigation and advocacy to change systems and impact thousands of lives, the President and CEO will have the opportunity and challenge to increase the awareness of Bazelon's mission and influence. He/she will utilize the many avenues available to diversify funding and ensure the sustainability of the organization.

Organization Description: For 45 years, the Judge David L. Bazelon Center for Mental Health Law has worked to protect and advance the rights of adults and children who have mental disabilities. The Bazelon Center envisions an America where people who have mental illnesses or developmental disabilities exercise their own life choices and have access to the resources that enable them to participate fully in their communities.

Position Overview: Bazelon's President and CEO leads a staff of 13, including 6 attorneys, a fellow, and support staff for external relations/development and operations. The position is responsible for fiscal management, overseeing the programs, personnel and the overall operations of the organization. The President and CEO reports to the board and staffs the operations of the board of trustees. The position is responsible for the development of resources to ensure there are adequate means to meet the mission and support the staff. The position represents the organization in the community and with funders and media. Substantive knowledge of mental health and the workings of DC preferable.

Requirements: Minimum MA degree in a human service field, or an MBA or JD. Minimum of 10 years' experience in management positions of increasing levels of responsibility, supervisory and fundraising experience.

To Apply: Interested applicants should send a resume and cover letter to the Search Committee care of Interim CEO Janice Frey-Angel [at janicefa@bazelon.org](mailto:janicefa@bazelon.org) no later than April 30th. No phone calls please.

The Bazelon Center is an Equal Opportunity Employer.

DEPUTY DIRECTOR OF LEGAL SERVICES
KIDS IN NEED OF DEFENSE

Background: 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 assists children who are returning to their home countries through deportation or voluntary departure to do so safely and to reintegrate into their home communities. In addition, we work to ensure the voices of these children are heard and we help them become their own advocates. Launched in fall 2008, KIND is headquartered in Washington, DC and has 10 field offices across the United States.

Overview: KIND seeks a Deputy Director of Legal Services to assist the Co-Directors of Legal Services in overseeing KIND's national legal services program, as well as to assist in particular oversight of KIND's East Coast field offices. The Deputy Director of Legal Services will be located at KIND's Headquarters office in Washington, DC and will report to the Co-Directors of Legal Services.

Responsibilities: KIND's Deputy Director of Legal Services will have a variety of responsibilities to support and enhance KIND's mission including but not limited to:

- Work closely with the Co-Directors of Legal Services to develop and implement organizational priorities, policies, and procedures in support of KIND's legal services program nationwide;
- Assist in overseeing the overall effectiveness of the legal services program, including meeting metrics and ensuring consistency in implementation of policies and practices across KIND's field offices;
- Assist in the specific oversight of KIND's East Coast offices, in collaboration with the Co-Directors of Legal Services, the Deputy Director of Legal Services on the West Coast, and the Deputy Director of Legal Technical Assistance.
- Assist in conducting site visits to KIND's East Coast field offices to ensure offices are meeting caseload requirements and operating in line with organizational priorities, policies, and procedures;
- Provide specific programmatic support to KIND's Equal Justice Works and similar fellowship programs, and KIND's Baltimore Initiative program.
- Provide specific programmatic support in KIND's work with the Vera Institute of Justice.
- Assist in supervision and hands-on mentorship to KIND legal staff, equipping them to work effectively in providing direct representation or advising pro bono attorneys;
- Support recruitment of law firms, corporations, and other sources of pro bono by the Director of Pro Bono Recruitment and Training through trainings, briefings, and other appropriate means;
- Support KIND's efforts to maintain and increase funding sources including participating in proposal and reporting processes;
- Represent KIND at conferences, panels and other meetings; and
- Assist with any KIND expansion, including opening new offices and implementing new programs.

Minimum Qualifications:

- Minimum of 5 - 7 years' experience in the immigration legal field, preferably including representation of immigrant children;
- Minimum of 3 years' experience supervising and managing legal staff;
- Licensed attorney;
- Exceptional written and oral communication skills;
- Excellent organizational skills; ability to work on multiple projects in a deadline-oriented environment;
- Ability to travel (approximately 2 - 3 days every few months, as needed);
- Passion for the plight of unaccompanied immigrant and refugee children, and the enthusiasm and skills to communicate that passion to potential partners and other organizations;
- Spanish speaking preferred.

To Apply: Applications should include a cover letter, resume, salary range requirements, writing sample, and three references. Please apply at: <https://supportkind.org/jobs/>

Applications that do not contain all of the above-listed required materials will not be considered.

Applications will be considered on a rolling basis until the position is filled, and 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.

ENVIRONMENTAL ENFORCEMENT ATTORNEY PUBLIC JUSTICE

Public Justice is a national public interest law firm dedicated to pursuing high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses. It seeks to hire a full-time litigator with at least five years of relevant experience. The attorney will develop and prosecute cases in our Environmental Enforcement Project, a national leader in using citizen suits to enforce federal statutes protecting environmental quality and human health. The attorney will continue this work, as well as develop and employ new, cutting-edge legal theories to make polluters clean up their pollution and internalize the costs they impose on the environment and the public and, especially, to combat climate change. The position is open immediately in our Washington, D.C. headquarters.

The Environmental Protection Attorney will primarily be responsible for developing and prosecuting precedent-setting and socially-significant lawsuits against major pollution sources, including fossil fuel industry actors nationwide. The attorney should be prepared to develop new legal theories outside of environmental law, and think holistically about how to reform industries and push our country towards a clean energy future. Other duties will include networking with attorneys and other public interest groups; helping to develop and define strategic goals; and supporting fundraising and communication efforts for the organization. The right candidate will be a top-notch litigator with environmental and tort law experience, who is a creative and strategic thinker able to work both independently and within teams.

The Environmental Enforcement Attorney will work closely with Environmental Enforcement Project Director Jim Hecker and report to the Executive Director. The attorney will also work collaboratively with Public Justice's other attorneys, outside lawyers who support Public Justice's work, and other public interest groups in order to develop and bring precedent-setting cases to protect the environment. The attorney will use traditional and social media networks to publicize our work, develop speaking engagements to educate the public about Public Justice's cases and the issues they represent, and assist with donor and foundation relations and communications.

This is a unique opportunity to play a key role in advancing cutting-edge legal strategies that intersect with pressing social and political issues including climate change, access to clean water, fracking, clean energy and community mobilization around these issues. Our clients and partners include prominent and recognized advocates such as The Sierra Club, Southern Environmental Law Center, Earthjustice and others, as well as labor unions and community organizations. Public Justice is committed to ensuring that our Environmental Enforcement Project is well-positioned to take on important, innovative work that holds government leaders, corporations and polluters accountable. This position will play a key role in developing those strategies and response.

Requirements:

- A law degree and at least five years of relevant litigation experience;
- Superb analytical, legal research, and legal writing skills;
- Excellent communication and public speaking skills;
- Experience in environmental law;
- Experience in tort law, and specifically nuisance cases;

- Experience in litigation under the Administrative Procedures Act;
- Conversant with scientific and technical data;
- Demonstrated ability to develop a case from the ground up with little supervision;
- Willingness to undertake significant business travel;
- Ability to juggle multiple tasks at a time and work in a fast-paced environment;
- Self-motivation and proven ability to work independently;
- Ability to work well with others and diverse groups; and
- Healthy sense of outrage and desire to change the world for the better.

Salary commensurate with experience. Excellent benefits. Public Justice is an equal opportunity employer with a non-smoking environment. Diversity valued. Applications invited without regard to race, gender, national origin, sexual orientation, age, or disability. Your application should consist of two electronic files: (1) your cover letter, resume, and references in a single .pdf file; and (2) a writing sample in another .pdf file, comprised of a legal brief for which you were the primary author (please note the contributions of others). Please send both files [to staffattorney@publicjustice.net](mailto:staffattorney@publicjustice.net). Applications will be considered on a rolling basis.

For more information, please visit our website at www.publicjustice.net.

MANAGER OF ADVOCACY AND POLICY FOCUS

FOCUS seeks a sophisticated and dynamic leader with a mix of strategic advocacy, organizing, lobbying, policy, and legislative experience to fill the position of Manager of Advocacy and Policy.

Position of Description: Reporting to the Senior Director of Government Relations, the Manager of Advocacy and Policy will spearhead the organization's efforts to advance our policy agenda by planning and implementing legislative and advocacy campaigns, analyzing and drafting policy proposals, lobbying local policymakers, preparing and presenting testimony, building coalitions, and engaging charter school supporters.

The Manager of Advocacy and Policy has the responsibility to implement and oversee strategic, broad-based advocacy programs related to specific priority issues.

The ideal candidate will be an outstanding advocate who is able to effectively convey the mission, policies and advocacy efforts of FOCUS to a variety of constituencies, ranging from senior elected officials and policy makers to local community members.

Duties Include:

- Develop and implement FOCUS's strategic broad-based advocacy campaigns, utilizing appropriate strategies and tactics; lobby members of the Council, their staff and the Mayor's office, analyze and track legislation that affects education, draft amendments, prepare and deliver testimony, and identify opportunities for bipartisan support on FOCUS issues
- Prepare legislative and policy analyses designed to effect change by policymakers;
- Cultivate relationships with key policymakers and their staff;
- Prepare effective policy and advocacy materials, including action alerts, talking points, issue briefs, letters, press statements, opinion editorials, website updates, and legislative and public policy reports;
- Track and analyze legislation, and regulatory and administrative proposals before state and local bodies;
- Speak at public forums, conferences and meetings, as well as to print journalists and broadcast media;

- Build coalitions to further FOCUS's public policy agenda;
- Develop advocacy work plans and supervise volunteers;
- Identify funding sources and write funding proposals in collaboration with the Executive Director;

Qualifications:

- B.A. required, graduate level degree in public policy, political science or law is strongly preferred;
- A demonstrated career progression with increasing roles of responsibility;
- At least four years of substantial experience in some combination of advocacy, community organizing, lobbying or public policy, ideally including the development and coordination of advocacy campaigns, preferably at least some experience in DC;
- Exceptional initiative, vision and ability to develop and implement short- and long-term integrated advocacy strategies;
- Demonstrated commitment to advancing education reform, an understanding of the range of issues we advance, and their implications is preferred;
- Extensive knowledge of grassroots organizing strategies and advocacy techniques, including knowledge of on-line organizing and Internet based communication strategies;
- Maturity, professionalism, excellent interpersonal skills, and an ability to exercise diplomacy are critical;
- Excellent analytic and communication skills (both written and oral); ability to synthesize complex issues and communicate them effectively to diverse audiences, including: elected officials, attorneys, advocates, impacted communities, supporters, and the general public;
- Experience in effectively keeping organized in a fast-paced environment, managing several projects simultaneously, and adjusting to frequently changing demands;
- Ability to work effectively and collaboratively with a diverse staff;
- Ability to work across the political spectrum;
- Value differences of race, ethnicity, age, gender, sexual orientation, religion, ability, and socio-economic circumstance;
- Commitment to the highest ethical standards of lobbying and professionalism; and
- Experience and relationships in the Washington, DC education and legislative arena especially valued

Compensation and Terms: FOCUS offers a generous and comprehensive compensation and benefits package, commensurate with experience, within the parameters of a Washington, DC-based non-profit. Excellent benefits offered, including health insurance; life, short-, and long-term disability insurance; retirement plan; sick, vacation, and holiday leave; and public transit assistance.

To Apply: please visit <https://focusdc.org/jobs>.

**LEGAL ASSOCIATE EDITOR
TRIAL MAGAZINE
AMERICAN ASSOCIATION FOR JUSTICE**

The American Association for Justice (AAJ) is seeking an Associate Editor for *Trial*, AAJ's award-winning magazine for attorneys, law professors, judges, and others in the legal community.

AAJ is the world's largest trial bar and seeks to promote a fair and effective civil justice system—and to support the work of attorneys in their efforts to ensure that any person who is injured by the misconduct or negligence of others can obtain justice in America's courtrooms, even when taking on the most powerful interests. *Trial* brings readers commentary and analysis of the latest legal trends and developments and informative articles about civil law practice.

AAJ is looking for an Associate Editor to:

- Write news and features for the monthly print magazine and its twice-monthly online newsletter;
- Edit and rewrite content for style, clarity, and organization;
- Proofread content for grammar, spelling, punctuation, and style;
- Solicit and evaluate manuscripts from outside authors and arrange for manuscript peer reviews;
- Research appropriate topics and authors;
- Participate in art meetings to develop illustration ideas for articles and magazine cover;
- Assist with other aspects of preparing topical issues of the magazine.

Position Requirements:

- A minimum of three years of publishing experience on a magazine, newsletter, and/or newspaper;
- JD degree or a minimum of three years of legal publishing experience required;
- Experience with an online environment is strongly desired;
- Excellent research, reporting, and news and feature writing skills;
- Ability to understand, substantively edit, and write about complex legal topics;
- Knowledge of tort law is strongly desired;
- Excellent proofreading skills and knowledge of AP style;
- Ability to deal tactfully with volunteer authors, peer reviewers, and association members;
- Superior organization skills and the ability to handle concurrent tasks and deadlines;
- Ability to work in a fast-paced environment and produce top-quality work quickly and on deadline;
- Fast learner who can quickly adapt to changing situations, take the initiative, and assume responsibilities.

How To Apply: Please email resume and cover letter to HR@justice.org; fax to (202) 333-2861; or mail to AAJ HR Department, 777 6th St, NW, Suite 200, Washington, DC 20001. EOE

DEPUTY LEGAL DIRECTOR
AMERICAN IMMIGRATION COUNCIL

The American Immigration Council (“Council”), a 501(c) (3) nonprofit is a powerful voice in promoting laws, policies, and attitudes that honor our proud history as a nation of immigrants. Through research and policy analysis, litigation and communications, and international exchange, the Council seeks to shape a twenty-first century vision of the American immigrant experience.

Your Role: The Deputy Legal Director works with the Executive Director, the Litigation Director and the legal team to further the Council’s legal work and to fulfill the legal goals set forth in the Council’s annual plan. The Deputy Legal Director oversees the Council’s legal education, non-litigation advocacy, and FOIA work, in collaboration with the Litigation Director. The Deputy Legal Director also is responsible for developing creative strategies and partnerships to support the legal team’s work and for ensuring that this work is communicated to all of the Council’s stakeholders. As with all positions at the Council, this position requires commitment to the Council’s mission.

The responsibilities for this position include, but are not limited to:

- Overseeing the Council’s issuance of Practice Advisories and other legal education materials
- Participating and representing the Council in legal and advocacy working groups
- Overseeing the Council’s FOIA work

- Overseeing the Council's efforts to convene litigators and working to ensure that national litigation strategies are coordinated
- Representing the legal team in internal working groups within the Council and the American Immigration Lawyers Association
- Collaborating with other senior staff to draft grant proposals and report to stakeholders and funders on our work
- Developing partnerships for the Council and ensuring that our legal resources are well marketed
- Representing the Council in the media and at conferences and other public speaking engagements, as appropriate

Your Background: J.D. Degree required with admission to any State Bar and eligibility to waive into the District of Columbia Bar (if not admitted). Minimum of 8 years of experience in immigration law. Minimum of 5 years of management and strategy experience. Understanding of and experience in federal court litigation. Understanding of and experience in a broad range of immigration issues. Strong legal research, analytical, and writing skills. Ability to manage a high performing team. Spanish proficiency preferred. Non-profit or Hill experience preferred.

To Apply: We encourage qualified applicants to submit **cover letter, resume and salary requirement** to: hr@immcouncil.org. Cover letter should include a summary of how your background, knowledge, skills and abilities relate to the responsibilities and requirements of the position.

Direct Hire ONLY. No calls, please.

VISITING PROFESSOR OF LAW UNIVERSITY OF THE DISTRICT OF COLUMBIA

The University of the District of Columbia David A. Clarke School of Law (UDC-DCSL) invites applications for a visiting law professor to direct the School of Law's Juvenile and Special Education Clinic beginning August 1, 2017. The professor has the opportunity to teach and supervise law students in a clinic in which law students will learn the skills necessary for effective juvenile advocacy and provide them with opportunities to work on projects that improve the lives of juveniles and young adults who are incarcerated or otherwise involved with the educational and/or criminal justice systems. The professor will also supervise an LLM student, and guide him or her to implement a systems change project or produce a scholarly article. The rank of the position will depend upon the successful applicant's level of experience. Candidates must hold a J.D. degree with a record of strong academic performance and excellent potential for scholarly achievement. Relevant experience and demonstrated potential for outstanding clinical teaching is expected.

Minimum Job Requirements:

- An earned Juris Doctor degree
- A member in good standing of the Bar of the District of Columbia
- Three (3) years of experience
- Clinical law teaching experience or demonstrated potential for effective teaching

Although we will accept applications until the position is filled, we strongly encourage interested applicants to apply immediately. Interested candidates should submit a cover letter, resume and writing sample to: Hannah Lieberman, Associate Dean for Experiential and Clinical Programs, Hannah.lieberman@udc.edu

UDC-DCSL has a strong commitment to diversity among its faculty and encourages applications from minorities and women.

**MANAGING ATTORNEY
IMMIGRATION LEGAL PROGRAM
AYUDA**

Ayuda is a 501 (c)(3) non-profit organization dedicated to providing direct legal and social services, education, and outreach to low-income immigrants in the Washington, DC metropolitan area. Through its offices in Takoma, DC and Falls Church, VA, Ayuda has amassed a 40-year history of providing critical services on a wide range of issues, and in the process, has acquired nationally recognized expertise in immigration law, domestic violence and human trafficking, among other fields.

We are seeking a full-time, bilingual Immigration Managing Attorney, who can lead our Virginia office's immigration department and represent Ayuda before the public on immigration issues. The position is based in our Falls Church, Virginia office and will require occasional travel to our DC offices as well as local DHS and EOIR sites.

Why you want this job: Because, just like everyone at Ayuda, you believe:

- In seeing communities where all immigrants overcome obstacles in order to succeed and thrive in the United States.
- In the overall success of our organization and all our programs
- That families should be healthy, united, and safe from harm.
- That all people should have access to professional, honest, and ethical services, regardless of ability to pay or status in this country.
- That diversity and equality make this country better.

How you will do the job:

- Oversee management of all aspects of Ayuda's Virginia Immigration department;
- Provide training, mentorship, and supervision to legal staff and administrative support staff;
- Prepare and submit grant reports and ensure the department's compliance with grant requirements and outcomes;
- Lead or draft grant proposals and reports;
- Work with staff accountant to ensure proper program and grant financial management, including management of client fee-based legal services;
- Represent Ayuda at meetings and collaborations with other agencies;
- Conduct trainings and community outreach on immigration issues;
- Collaborate with Ayuda's Social Services staff to ensure the provision of holistic services;
- Collaborate with and support the organization's legal team leadership;
- Provide direct legal representation for a small caseload consisting of a variety of immigration matters including representation of: clients in administrative and judicial proceedings; asylum-seekers; victims of trafficking seeking a T-visa; victims of crimes seeking a U-visa; victims of domestic violence seeking relief under VAWA; minors seeking Special Immigrant Juvenile Status; and those seeking other forms of immigration relief and representation in immigration matters;
- Collaborate with Ayuda's Program Initiatives Department for fundraising initiatives, media requests and publicity opportunities.
- Provide client stories and client speakers for Ayuda's fundraising events;
- Other duties as assigned.

How do you know if you can do the job?

- J.D. or LL.M from accredited law school;
- At least 4 years of immigration legal practice experience;
- Experience supervising legal staff or interns;
- Current bar membership in good standing to practice law in any of the United States;
- Experience working with low-income immigrant populations and survivors of domestic violence, sexual assault, or other survivors of trauma;
- Good communication skills, flexibility and good humor highly desirable;
- Fluent in Spanish

Salary and Benefits: Commensurate with experience plus a benefits package that includes medical and dental insurance. All federal holidays and closures observed and paid leave for the week of Christmas through New Year's Day. This position is considered to be exempt for overtime purposes.

Apply with resume and cover letter at <https://www.jsco.re/txaj>

**ATTORNEY-ADVISOR
OFFICE OF THE GENERAL COUNSEL
DEPARTMENT OF HOMELAND SECURITY**

This position is located in the Department of Homeland Security (DHS), Office of the General Counsel (OGC), Immigration Law Division.

Under the direction of the Deputy Associate General Counsel for Immigration, an Attorney Advisor for Immigration Enforcement is responsible for addressing exceptionally complex and difficult legal and policy questions relating to immigration and nationality, with a particular focus on enforcement-related immigration law matters; drafting legal opinions; interpreting and applying judicial and administrative decisions; drafting and reviewing proposed legislation, regulations, decisions, and other legal instruments; and coordinating legal positions with DHS component counsel offices.

This is a permanent appointment in the Excepted Service and will be filled on a full-time permanent basis. Employees hired under an Excepted Service appointment are required to serve a two (2) year trial period. Upon successful completion of the required trial period, this position will be permanent.

Travel Required:

- Yes – Occasional
- 0-5 times per year

Relocation Authorized: No

Key Requirements:

- You must be a U.S. citizen to apply for this position.
- You must be able to obtain and maintain a Secret security clearance.
- Financial disclosure filing is required.
- This position may be subject to random drug testing.

Duties: As an Attorney Advisor for Immigration Enforcement you will:

- Research, review, and analyze court decisions, legislation, regulations, correspondence, legal memoranda, field guidance, congressional reports, and congressional testimony.
- Provide legal advice in the development, negotiation, and execution of memoranda of agreement and understanding for international, interagency, and intergovernmental projects in support the mission.
- Provide legal advice to OGC leadership and DHS headquarters clients and collaborate with attorneys in other OGC divisions and with DHS component counsel (e.g., U.S. Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection).
- Provide litigation support to ICE and the Department of Justice in immigration matters.
- Represent DHS in discussions, negotiations, briefings and consultations with other Executive Branch agencies, Congress, international organizations, advocacy organizations, regulated entities, and the public in regard to legal matters of interest.

Qualifications:

Specialized Experience: The Office of the General Counsel (OGC) will evaluate eligible candidates based on the following criteria:

OGC will rate qualified applicants by comparing each candidate's qualifications to those pertinent to the position. OGC will consider relevant skills and experience, education and training, performance, and awards. The skills and experience listed immediately below are of particular importance to the position, and applicants should provide specific detailed information in these areas, where applicable, as part of their application.

For this position, specialized experience is experience providing legal advice and support on a wide range of enforcement-focused immigration law matters, including arrest, detention, and removal; grounds of inadmissibility and deportability (including terrorism-related grounds); worksite enforcement; border security; Fourth Amendment and other immigration-related matters of constitutional law; and administrative and federal court litigation of immigration cases. This position requires excellent legal research, writing and analytical skills, and demonstrated progressive responsibility.

All qualifications and eligibility requirements must be met by the closing date of the announcement

Education: Applicant must be a graduate of a school of law accredited by the American Bar Association and an active member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Background Investigation: The tentative selectee must undergo and successfully complete a background investigation for a Secret clearance as a condition of placement retention in this noncritical sensitive position.

Your resume and other applicant information should reflect your length of experience and/or training in the following areas:

1. Ability to conduct and direct complex legal research, engage in extensive legal analysis, and present the analysis and recommendations in a clear, precise, and persuasive manner, both in writing and verbally, often in the face of a substantial volume of work, tight deadlines, and changing priorities.
2. Knowledge of the areas of law and policy as related to a wide range of enforcement-focused immigration law issues.
3. Ability to act as an effective advisor and counsel to high-level officials of the Office of the General Counsel and the Department. Must have strong interpersonal and communication skills and be able to

present cogent arguments regarding the Department's position, in an effective, diplomatic manner, to other Federal agencies and the Executive Office of the President.

Application of Veterans' Preference: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Homeland Security considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g., DD Form 214 or other substantiating documents) to their submissions.

How to Apply: Please email your (1) cover letter, (2) resume, (3) copy of your law school transcript (unofficial is acceptable), (4) proof that you are a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico, and (5) a legal writing sample (for which the applicant was the author – with only minor (if any) editing by others) to OGCHumanCapital@hq.dhs.gov, with “Attorney Advisor (Immigration Enforcement)” as the subject. Your resume and other required documents must be received by 11:59PM EST on Monday, May 15, 2017.

The Department of Homeland Security is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.

TRIAL ATTORNEY – CHILD PROTECTION DC OFFICE OF THE ATTORNEY GENERAL

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia is seeking a trial attorney for the Family Services Division, Child Protection Section.

Attorneys in the Child Protection sections represent the District of Columbia on behalf of the Child and Family Services Agency (CFSA) in child abuse and neglect cases in the Family Court of the D.C. Superior Court. There are four Child Protection sections. Attorneys in these sections handle all aspects of child neglect litigation on behalf of the District and CFSA, from petitioning through the achievement of permanency. Attorneys are responsible for petitioning new cases alleging child abuse or neglect, propounding and/or responding to discovery, filing and/or responding to pre-trial motions, participating in mediation, preparing witnesses to testify at trial, and presenting evidence at trial.

The attorneys also represent CFSA post-adjudication with the goal of ultimately securing a safe and permanent home for children through reunification, adoption or guardianship. In the post-adjudication phase of a neglect case, attorneys are responsible for representing CFSA at review of disposition, status and permanency hearings, participating in evidentiary hearings, filing motions and responsive pleadings. In addition, the attorneys provide advice and counsel to social workers and other professionals from CFSA regarding compliance with local and federal law, participate in team meetings as necessary, and work with various multi-disciplinary team members. Attorneys simultaneously maintain a trial caseload and post-adjudication caseload.

The successful candidate must possess strong negotiation, litigation and analytical skills. A demonstrated commitment to work in the area of child welfare is preferred, but not required.

ELIGIBILITY: The candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If you are not a member of the District of Columbia Bar, you must be sworn into the District of Columbia Bar within 360 days of your initial appointment with the Office of the Attorney General for the District of Columbia.

TO APPLY: <https://oag.dc.gov/release/trial-attorney-family-services-division-17-035-closing-051717>

TRIAL ATTORNEY – JUVENILE SECTION
DC OFFICE OF THE ATTORNEY GENERAL

DESCRIPTION OF DUTIES: Youth involved in the juvenile justice system present myriad issues that may contribute to their court involvement. The District of Columbia Office of Attorney General seeks a creative and motivated trial attorney for the Juvenile Section of its Public Safety Division, which handles all juvenile prosecutions in the District of Columbia and cases involving delinquency offenses. The Section has jurisdiction to charge a juvenile for any criminal offense under the D.C. Code, Federal Code, or D.C. Municipal Regulations. Section attorneys work closely with other juvenile justice stakeholders to make appropriate charging decisions, interact with victims and witnesses, evaluate appropriate dispositions for involved juveniles, and litigate appropriate cases in the Superior Court's Family Division. The selected attorney will manage a caseload involving juvenile offenders and be expected to both litigate and develop comprehensive rehabilitative resolutions that will ensure the public safety.

Trial attorneys engage in all aspects of criminal litigation, including interviewing and preparing for testimony police and civilian witnesses, making charging decisions, researching, writing and litigating motions, managing all aspects of a trial calendar from intake through sentencing, and conducting community outreach.

QUALIFICATIONS: The candidate must have one to five years of trial experience, the ability to work across disciplines, and the ability to work with a high degree of independence. The ideal candidate should also have a demonstrated commitment to work in the area of prosecution, with a sincere passion for seeking justice including through treatment courts and creative resolutions. The successful candidate must have a law degree, one to five years of legal experience and be an active member in good standing of the bar of any jurisdiction at the time of application.

ELIGIBILITY: The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

TO APPLY: <https://oag.dc.gov/release/trial-attorney-public-safety-division-17-033-closing-051117-0>

ATTORNEY ADVISOR – LAND USE AND PUBLIC WORKS
DC OFFICE OF THE ATTORNEY GENERAL

DESCRIPTION OF DUTIES: The Land Use and Public Works Section provides legal assistance to District agencies with respect to land use planning, zoning, historic preservation, and the use of public space.

The successful candidate will be responsible for attending, and providing legal guidance at, meetings and hearings of the Zoning Commission (ZC) (all held in the evening) and the Board of Zoning Adjustment (BZA). He or she will work closely with the Director of the Office of Zoning and the Secretaries to the ZC and BZA in identifying potential legal issues arising before both bodies and will respond by providing memoranda of legal advice. The attorney will review complex orders filed in rulemakings and contested cases for legal sufficiency and draft such orders. In addition, the attorney will review covenants required in order to transfer development credits, effectuate planned unit developments, or close a public street or alley.

QUALIFICATIONS: Candidates must have a minimum of 5 years' experience, preferably in land use law. Candidates must also possess strong legal writing, analytical, and negotiation skills, possess knowledge of

land use principles, and demonstrate familiarity with administrative procedures applicable to rulemakings and contested cases. Additionally, past experience analyzing and drafting statutes and rules, the ability to understand complex land use transactions, commitment to providing the highest level of customer service, and ability to work with agency staff are important.

ELIGIBILITY: The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction, with the ability to be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

TO APPLY: <https://oag.dc.gov/release/attorney-advisor-commercial-division-17-034-closing-051217>

APPELLATE ATTORNEY – CHILD PROTECTION **DC OFFICE OF THE ATTORNEY GENERAL**

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia is seeking an appellate attorney for the Family Services Division, Child Protection Sections. This position will be colocated with the Office of the Solicitor General and the Family Services Division.

The Family Services Division represents the District of Columbia on behalf of the Child and Family Services Agency (“CFSA”) in all aspects of child abuse and neglect matters before the Family Court of the District of Columbia. The attorney selected for this position will handle appellate briefing and oral argument before the District of Columbia Court of Appeals in cases coming from the Family Services Division. The incumbent will also assist trial attorneys within the Family Services Division in framing cases for appellate review, implementing changes in the law, and long-term strategic planning.

QUALIFICATIONS: The candidate should have the following qualifications:

- J.D. degree and an active bar membership. If the successful candidate is not a member of the D.C. Bar, he/she must be sworn into the D.C. Bar within 360 days of his/her initial appointment;
- Significant litigation experience (5+ years preferred);
- Substantial knowledge of D.C. family law including child abuse and neglect, termination of parental rights, and adoption;
- Exceptional legal research and writing skills;
- Strong oral advocacy skills; and
- A demonstrated commitment to work in the area of child welfare as well as appellate clerkship experience is preferred, but not required.

ELIGIBILITY: The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

TO APPLY: <https://oag.dc.gov/release/appellate-attorney-family-services-division-17-032-closing-051117>

ASSISTANT PUBLIC DEFENDER **VIRGINIA INDIGENT DEFENSE COMMISSION**

The Virginia Indigent Defense Commission (VIDC) Alexandria Public Defender Office has an opening for an attorney, who is committed to advocating on behalf of indigent clients. The attorney should be dedicated to providing compassionate, skilled and zealous representation to our clients. The attorney will handle trial and appellate cases. The VIDC is committed to providing quality legal services for indigent defendants charged with criminal offenses. The Assistant Public Defender reports to the Public Defender of the Alexandria Office

and is employed at will.

Duties: Duties include handling trials, conducting client and witness interviews, working with staff investigators to investigate cases, as well as filing and litigating motions at all stages of the case. The attorney hired for this position will represent indigent clients who are being prosecuted for offenses charged in the state courts in Alexandria, as well as identifying and advancing appropriate sentencing alternatives for clients. The attorney will also handle appeals of cases to the Court of Appeals of Virginia and the Virginia Supreme Court. Attorneys with excellent Spanish language skills will handle the cases of clients who only speak Spanish, as well as English-speaking clients.

The possibility exist that multiple positions will be filled from this job posting.

Minimum Qualifications: The position requires that the applicant be admitted to the Virginia State Bar on the start date. The start date will be on June 12, 2017. Knowledge of criminal law, criminal procedure and evidence is required. The qualified candidate must have the ability to argue legal positions effectively and persuasively, as well as master subject matter and prepare cases thoroughly. The applicant must also possess the skills necessary for effectiveness as a trial lawyer. The ability to learn and accept constructive criticism is important as well as the ability to respond quickly and effectively in addressing issues and questions. The qualified applicant will have the ability to communicate effectively both orally and in writing as well as the ability to multi-task, prioritize assignments and manage time effectively. A valid driver's license is required.

Preferred Qualifications: Additionally, prior criminal defense experience is preferred. Spanish fluency is strongly preferred.

To Apply: <https://virginiajobs.peopleadmin.com/postings/74727>

NON-LEGAL POSITIONS

SOCIAL SERVICES PROGRAM MANAGER TAHIRIH JUSTICE CENTER

Tahirih is a national non-profit organization with offices in Falls Church, VA; Houston, TX; Baltimore, MD; and the San Francisco Bay Area. Through holistic services and public policy advocacy, Tahirih protects courageous women and girls from gender-based human rights abuses such as domestic violence, sexual assault, human trafficking, female genital mutilation, and forced marriage. A Bahá'í-inspired organization, Tahirih works to create a world where women and girls can live in safety and with dignity.

Tahirih Justice Center seeks an experienced Social Services Program Manager to manage and deliver culturally-competent, trauma-informed case management services to clients in the Greater DC area. The ideal candidate is a mid-level professional who can supervise a team that collectively manages approximately 90 cases per year; supervise a case worker and up to three academic interns; conduct outreach and advocacy in local and regional forums; monitor and evaluate quantity and quality of service provision in accordance with grant requirements; manage the office's volunteer program; and support fundraising opportunities for the department and Greater DC program office. The position is based in Falls Church, Virginia.

Key Responsibilities:

Program Management:

- Establish annual goals and strategies for Greater DC's Social Services Program
- Update programmatic policies and procedures in consultation with the Managing Attorney and Executive Director
- Build relationships with medical service partners to improve access for clients
- Monitor and evaluate case management activities
- Represent Tahirih before approximately five regional coalitions and task forces
- Supervise a case worker, and recruit and onboard interns
- Communicate regularly with volunteers and staff to coordinate assistance for specific clients and maintain volunteer records

Client Case Management:

- Manage case acceptance for clients in need of social services support
- Conduct social services, mental health, and medical needs assessments
- Assist clients with access to social services including transitional housing, safety planning, medical services, non-immigration legal services, education, employment, and public benefits
- Maintain up-to-date and accurate case information in client database
- Maintain the inventory of donated clothing and other items to meet client needs

Fundraising and Grants Management:

- Help develop program components including metrics, logic models, and narratives for grant applications and donor presentations
- Represent the Social Services Program at site visits and donor meetings
- Provide case and outcome statistics for grant and management reports
- Research and identify fundraising opportunities for the Social Services Program

Qualifications:

- A master's degree in social work from an accredited institution
- 5+ years of relevant experience serving the needs of a diverse, multi-lingual population including a minimum of 2 years of experience in case management and staff supervision
- Familiarity with issues related to domestic violence, sexual abuse and human trafficking
- Proven results in using trauma-informed case management models
- Experience developing and delivering presentations and trainings for varied audiences
- Knowledge of non-profit funding, grant-writing and reporting a plus
- Fluency in Spanish required; additional language skills a plus
- Proven ability to work calmly and effectively through crisis
- Exemplary time management and prioritization skills combined with self-motivation and drive
- Comfort working in a collaborative, consultative environment and a commitment to nonpartisanship

Salary and Benefits: A competitive salary is commensurate with experience. Benefits include generous vacation, sick leave and parental leave; fully-paid health, dental, vision, life and long-term disability insurance with a flexible spending account option; a 401(k) retirement savings plan; and a wide variety of training and professional development opportunities.

To apply: Please email a cover letter demonstrating how you meet the above qualifications, a resume, and a list of three professional references to:

Attention: Recruiting
Tahirih Justice Center
6402 Arlington Blvd, Suite 300
Falls Church, VA 22042
recruiting@tahirih.org

Applications will be considered on a rolling basis until the position is filled, with an immediate start date. Email submissions should include “Social Services Program Manager, Greater DC” in the subject line.

Please note: Candidates applying must have work authorization in the United States.

The Tahirih Justice Center is an equal opportunity employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran’s status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih’s policy applies to all terms and conditions of employment.

EXECUTIVE DIRECTOR DOMESTIC VIOLENCE LEGAL EMPOWERMENT AND APPEALS PROJECT

The Domestic Violence Legal Empowerment and Appeals Project (DV LEAP) provides a stronger voice for justice by fighting to overturn unjust trial court outcomes, advancing legal protections for victims and their children through expert appellate advocacy, training lawyers, psychologists and judges on best practices, and spearheading domestic violence litigation in the Supreme Court. DV LEAP is the nation’s leader in litigating intimate partner and family violence at the appellate level, and is also spearheading national system reform efforts to improve family court practices in cases involving abuse.

DV LEAP is seeking an Executive Director to join the executive team of this exciting and unique organization. This position reports to the Board of Directors and will work closely with Joan Meier, DV LEAP’s Founder and Legal Director. Candidates for this position should have demonstrated success as an effective leader, organizational promoter, fundraiser, and financial manager, and be a mission-driven, strategic and process-oriented leader.

Responsibilities: The Executive Director leads the organization and is responsible for managing its daily affairs, including program development and administration, financial management, fundraising, outreach, communications, and Board development and relations. The position works closely with the Board and Founder/Legal Director to advance DV LEAP’s strategic and organizational development and to further DV LEAP’s mission of improving legal system responses to battered women and their children through appellate litigation, education and training, media outreach and system reform.

Subject to the policies and procedures established by the Board of Directors, this position will have full responsibility for the following:

- Financial management - including developing budgets, working with DV LEAP’s accountant on financial statements and communicating with the Board and funders regarding same, and supervising or conducting tax and accounting responsibilities;
- Fundraising – including conducting and expanding DV LEAP’s fundraising with law firms and individuals, identifying new funding opportunities, developing grant applications and reports,

- cultivating donors and foundations, and assisting and encouraging board members with outreach and fundraising;
- Outreach and communications – including outreach to local and national constituencies, attending local and national domestic violence or legal services community meetings, drafting publicity materials for news outlets and other avenues, monitoring and updating program statistics, handling ongoing relations with law firms, and press calls;
- Board relations - with the support of the Board of Directors and other executive staff, preparing for and participating in Board meetings, and furthering Board development;
- Supervising and collaborating with fundraising professionals on contract or on staff; and
- Managing and supervising DV LEAP personnel and consultants, as appropriate.
- The Executive Director will collaborate with the Board and Legal Director on:
 - Organizational and strategic development for DV LEAP; and
 - Programmatic development
- The Executive Director will be invited and welcomed to assist in the following:
 - Collaborating with the legal team on legal and policy matters, including legislative advocacy; and
 - Collaborating with the legal team in working with local and national domestic violence communities on cross-cutting issues such as the reform of family courts' practices regarding protection of children.

Required Qualifications:

- Experience with fundraising and growing the reputation of a non-profit entity
- Experience with management of an organization, including financial management, public relations and outreach
- Excellence in written and oral communications
- Supervisory experience
- A record of successful program development, vision and creative leadership
- Commitment to DV LEAP's mission of furthering the interests of battered women and their children through appellate litigation, training and technical assistance to lawyers, courts and other personnel, and other forms of advocacy
- A collaborative style that is open to input, responsive to concerns and suggestions, and proactive and clear in making decisions
- The willingness and ability to learn about areas of DV LEAP's work with which the candidate may be unfamiliar, and the initiative to obtain needed training and expertise

Additional Qualifications: The following qualifications are a significant plus:

- Experience working with domestic violence survivors or women's rights in the legal context
- Familiarity with national and/or DC domestic violence advocacy organizations and leaders
- Experience with law reform initiatives concerning domestic violence or women's rights, such as legislative, policy and/or court reform efforts
- A record of successfully facilitating change and innovation in the domestic violence or a related field
- Experience with federal grant programs funding domestic violence work
- Domestic violence litigation experience
- Appellate litigation experience

Salary commensurate with experience. Health and retirement benefits.

To apply: Email your resume and cover letter attachments to JMeier@law.gwu.edu and David.Salmons@morganlewis.com.

You may also write to DV LEAP, 650 20th St NW, Washington, D.C., 20052. **No phone calls please.**

For more information about DV LEAP, visit us at www.dvleap.org. (Please note: Our website is under further development.)

OPERATIONS MANAGER
NATIONAL LAW CENTER ON HOMELESSNESS

The National Law Center on Homelessness & Poverty (the “Law Center”) is the only national legal advocacy organization dedicated solely to using the power of the law to end and prevent homelessness in the United States. Partnering with pro bono attorneys, we bring high impact litigation; lead and support national, state and local advocacy campaigns; and educate providers, advocates and the public. Our work creates homes and communities for people experiencing homelessness, improves access to housing for domestic violence survivors, secures education rights for children experiencing homelessness, and protects human rights and dignity by striking down laws that criminalize homelessness.

A not-for-profit organization based in Washington, D.C., the Law Center operates with an annual budget of some \$1.4 million raised through law firm contributions, individual donations, foundation grants, and corporate sponsorships; it plans to grow this budget over the next three years. The organization marshals an additional \$3 to \$5 million in donated legal services each year.

About the Position: Reporting to the Deputy Director, the Operations Manager is responsible for executing the Law Center’s operations, with responsibilities in human resources, financial oversight, and administration. The Operations Manager assists the Deputy Director in the financial management of the organization, working with and coordinating outside accountants and bookkeepers.

The ideal candidate will have at least three years of relevant experience in a small, progressive, nonprofit organization, with increasing responsibility and a track record of success. The candidate will understand and appreciate the critical role that top notch administrative management plays in supporting and furthering our organization’s ambitious mission; relish implementing efficient and effective systems; enjoy problem-solving in a fast-paced, collegial environment; be a self-starter as well as a team player; and bring a strong work ethic and commitment to excellence to this critical job. This is a tremendous growth opportunity for the right candidate.

Specific responsibilities include:

Finance:

- Review monthly financial reports prepared by external accounting firm; and work with the Deputy Director to prepare financial reports for the Executive Director;
- Assist with the preparation of income and expense forecasts, including staff time allocations;
- Assist and support the external accountant and bookkeeper and assist with the annual financial statement audit process;
- Working with the Deputy Director, coordinate and execute annual budget process, and help develop project and grant budgets;
- Work with the Deputy Director and accountant to ensure compliance with grant budgets and prepare grant reports;

- Support the Deputy Director in preparing reports to the Finance Committee; assist with staffing Finance and Audit Committees;
- Assist with day-to-day cash management;
- Approve payroll.

Human Resources:

- Support effective recruitment, hiring, orientation and retention of staff;
- Manage internship program, including advertising the program, recruiting applicants, and outreach to colleges, universities and law schools;
- Assist with the implementation of personnel policies, and periodically review as necessary;
- Ensure annual staff evaluations are carried out in a timely manner;
- Work with Deputy Director to ensure that appropriate employee professional development goals are established and met;
- Initiate and support internal staff development events;
- Administer the organization's benefit plans, and carry out initiatives to add or adjust benefits.

Administration:

- Ensure paper and electronic file systems and protocols are implemented and maintained;
- Participate in the negotiation of contracts and maintain relationships with vendors;
- Oversee equipment and supplies;
- Liaise with external IT support team and building management;
- Provide administrative support to the pro bono program.

Qualifications:

- Bachelor's degree, and at least three years of relevant experience.
- Excellent analytic, problem solving, and organization skills; sound judgment and discretion in handling sensitive financial and personnel information; positive, constructive attitude;
- Ability to multi-task, prioritize, take initiative, work collaboratively and be flexible in a collegial, fast-paced environment;
- Meticulous attention to detail; strong written, oral, and interpersonal skills;
- Familiarity and comfort with technology, including familiarity with relevant software programs; basic troubleshooting skills a plus;
- Demonstrated experience with spreadsheets, financial statements, and basic nonprofit financial management. Experience with forecasts and budgets, grants management, budgeting, QuickBooks, and/or external audit experience a plus;
- Commitment to social justice and the Law Center's mission.

Salary and Benefits:

- Salary: Commensurate with experience.
- Benefits: Generous holiday and vacation leave; fully paid health insurance; life and disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to use skills and grow professionally.

Application Procedure: Send cover letter, resume, brief writing sample, and salary requirements [to HR@nlchp.org](mailto:HR@nlchp.org) with "Operations Manager" in the subject line. Opened until filled. No phone calls, please.

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities and persons with disabilities are encouraged to apply.

ADMINISTRATIVE DIRECTOR **WASHINGTON COUNCIL OF LAWYERS**

We are seeking an Administrative Director who wants to be a permanent, part-time member of our team. We need someone to work an average of 15 hours per week, but the schedule is flexible. Law degree is not necessary; a passion for justice is. Please apply by May 8.

Description: Washington Council of Lawyers is a voluntary bar association devoted to ensuring that our justice system serves everyone, including those who are poor or marginalized. Our members represent the diversity of our legal community; they come from law firms, law schools, nonprofit organizations, and the government.

We promote pro bono and public-interest law—by building partnerships between the public, private, and nonprofit sectors; volunteering our time to provide legal services to those who need them; training and mentoring the next generation of public-interest advocates; and supporting policies that expand access to justice.

We currently are seeking a part-time Administrative Director to enable us to continue to expand our membership and programming.

Reporting: Reports to Executive Director

Job summary: The Administrative Director is responsible for managing the office and its information; updating the website; maintaining our membership database; providing logistical support for events and programs; basic bookkeeping and tax forms; and general administrative support for the Executive Director and office.

Responsibilities:

Membership and Outreach

- Maintain our membership database and emails list
- Assist with creating, maintaining, and updating our Public Interest Jobs Clearinghouse and monthly newsletters
- Support Membership Committee with recruiting and retaining members and outreach

Programs, Trainings, and Events

- Help promote programs by creating online registration pages and publicizing events
- Monitor and troubleshoot registration processes and attendance levels.
- Staff registration tables, secure room reservations, and ensure proper setup
- Create and supply program materials such as name placards and handouts

Administrative Support

- Help keep website current
- Basic bookkeeping and tax filing

- Maintain office files and supplies
- Occasionally answer phones and respond to basic questions
- Other tasks and special projects as assigned

Requirements:

- Bachelor's degree
- Basic knowledge of Microsoft Office, including Word and Excel
- Detail-oriented, well-organized, and able to work independently
- Excellent time and task management, communications, and interpersonal skills; strong commitment to professionalism
- Familiarity with database and website software (such as Wild Apricot and WordPress) is a plus
- Light lifting sometimes required.

Hours: Must be able to work an average of 15 hours per week. Hours are generally flexible, but you must have some availability during regular business hours. Work from home or telecommuting is allowed, but you must be able to work in the office at least one day per week for at least four hours. Occasional evening work is required in order to help with programs.

Only candidates who are seriously seeking long-term, part-time employment will be considered. If you are looking for a full-time job, please do not apply.

To apply: Please email a resume and cover letter (include the reason you are interested in long-term, part-time work, and any salary requirements) to Nancy Lopez at nlopez@wclawyers.org. Please write "Administrative Director" in the subject line of your email.

Please apply as soon as possible. We will prioritize applications received before Monday, May 8. The position will remain open until filled.

FELLOWSHIP/INTERN POSITIONS

ACCESS TO JUSTICE PROGRAM COORDINATOR – VISTA FELLOW CASA DE MARYLAND

CASA SYNOPSIS: CASA's primary mission is to work with the community to improve the quality of life and fight for equal treatment and full access to resources and opportunities for low-income immigrants and other members of community affected by poverty. CASA works with other low-income immigrant communities, makes its programs and activities available to them, and joins with other organizations to advocate for social, political, and economic justice for all low-income communities.

DEPARTMENT SYNOPSIS: Since its inception more than fifteen years ago, the CASA legal program has been at the forefront of creative strategies to combat the many injustices low-income members of our community face in the state of Maryland and the Washington metro region. The strategies have included individual representation to recover a quarter of a million dollars each year in unpaid wages; liberation, back wages and legal status for victims of human trafficking; organizing to publicly pressure unscrupulous employers to meet their legal obligations; support to CASA's vibrant community organizing and political action department to stop immigration enforcement abuses, anti-immigrant ordinances, anti-immigrant hate

crimes.

The legal program at CASA operates under the principles of Justice is the goal, law is a means. It's a marathon, not a sprint. We endeavor to find the most creative strategies to empower our constituents to overcome the barriers imposed by difficult economic circumstances and achieve a more full and meaningful life. We value justice in the largest sense possible, not only individual legal solutions, but broad, transformative solutions created in combination with immigrant leaders, CASA organizers and other staff, other local and national organizations and direct service staff. We value our time and believe that though hard and sustained effort is often required, real rest is also necessary for creativity, stamina and "a life," however defined.

POSITION SUMMARY: The CASA Access to Justice Program Coordinator is a VISTA position within CASA's legal service program. This is an excellent opportunity to build your legal skills, build power in the immigrant community, make a lasting difference across the region and work with a dynamic group of paralegals, lawyers, organizers and social service staff in a friendly, fast-paced, bi-lingual and multi-cultural office.

EDUCATION, CERTIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Bachelor's Degree from accredited undergraduate institution
- Strong communication skills
- Strong organizational skills
- Experience managing and training volunteers (preferred)
- Bilingual English/Spanish (preferred)
- J.D. from accredited law school (preferred)

ESSENTIAL RESPONSIBILITIES:

Program Design and Management

The VISTA Fellow will be responsible for developing and managing CASA's Access to Justice Program. Core fellowship responsibilities will include:

- Design a plan for expansion of CASA's legal referral network, including pro-bono and low-bono attorneys.
- Develop a calendar of events and professional development activities to strengthen CASA's legal service delivery.
- Develop and manage a comprehensive legal referral list.
- Develop a mechanism to track and record the number of successful referrals to each firm or organization from our referral list.
- Expand and strengthen CASA's relationship with other non-profit legal service providers.
- Coordinate periodic training programs for CASA staff and partners.
- Other responsibilities, as needed.

Volunteer Recruitment and Management

- Recruit a network of community volunteers to support CASA's legal work.

- Evaluate volunteers' skills (including language ability) and connect them with appropriate opportunities within CASA's legal team.
- Manage a list of CASA legal volunteers and engage them periodically through trainings, announcements about upcoming volunteer opportunities, distribution of a quarterly newsletter and other outreach, as necessary.
- Develop training materials for volunteers on skills such as: delivering Know Your Rights presentations, supporting CASA legal clinics, assisting with family safety planning, and other topics.
- Conduct trainings with volunteers, utilizing the training materials developed and resources from partners.
- Other duties, as needed.

Administrative Work

- Support the legal team with on-going data entry, record keeping and internal activity reports.
- Annual planning process: developing and executing individual work plans, evaluating and providing feedback on plans as the year progresses.
- Meet deadlines established by supervisor and in Department and individual work-plan.
- Contribute creative ideas about ways to improve further his/her specific fellowship and CASA as an organization.
- Provide detailed report regarding work including specific examples of achievements and how they have impacted CASA's capacity to provide high-quality legal services to low-income communities.
- Work to improve and grow relationships with private bar to leverage greater pro bono and other support.

TO APPLY: Email your resume to Nick Katz, Senior Manager of Legal Services, at nkatz@wearecasa.org

OUT-OF-TOWN LEGAL AND NON-LEGAL POSITIONS

DIRECT SERVICES ATTORNEY SOUTHERN POVERTY LAW CENTER LUMPKIN, GEORGIA

The Southeast Immigrant Freedom Initiative (SIFI) provides high-quality, holistic *pro bono* legal representation to immigrants detained in the southeastern United States. By ensuring that skilled attorneys are available to protect detained immigrants' due process rights, the SIFI endeavors to win every meritorious deportation defense case arising out of Trump-era immigration enforcement actions.

SIFI was developed by the Southern Poverty Law Center (SPLC) and is a collaboration between SPLC, the American Immigration Lawyers Association (AILA), the American Immigration Council (Council), and the Innovation Law Lab (Law Lab). The American Immigration Representation Project (AIRP) is supporting SIFI and is working with the Council to expand pro bono support.

The Direct Services Attorney provides direct legal representation to detained individuals in removal proceedings before the Stewart Immigration Court in accordance with the best practices and rules of conduct of the profession. The Direct Services attorney collaborates closely with the entire SIFI team, SIFI partners,

allied organizations to support ongoing pro bono efforts, including developing potential federal litigation arising from removal defense work.

Primary Job Functions:

- Provide, as the primary role, support, supervision, and mentorship to pro-bono attorneys who are appearing before the Immigration Courts on bond, master, motion, merits, and other related hearings
- Provide direct counsel and direct assistance to SIFI clients seeking relief from removal
- Provide direct representation of SIFI clients in removal proceedings and proceedings before the federal immigration agencies
- Maintain accurate and complete case records through LawLab software for all SIFI clients at the Stewart Detention Center
- Collaborate with attorneys, legal paraprofessionals, interpreters, and in furtherance of the representation of SIFI clients
- Communicate with stakeholders, including the federal immigration agencies such as the Department of Homeland Security, Immigration and Customs Enforcement, and the United States Citizenship and Immigration Services related to SIFI clients.

Qualifications:

- JD from accredited university
- Membership in good standing in the bar of any state and/or the District of Columbia
- Bi-lingual, English/Spanish (conversational, speaking and writing)
- At least one year experience practicing before immigration courts preferred
- Dedication to and experience working with low-income, immigrant clients
- Experience working within volunteer-based projects, preferred
- Commitment to working long hours

Other Special Considerations:

- This job is performed under general office conditions and is not subject to any strenuous physical demands or dangerous conditions.
- All applicants should submit cover letter, resume, references, and legal writing sample.

Duration: 6 months with the possibility of an extension up to 1 year

Disclaimer: The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

For immediate consideration, please apply online at:

<https://careers-splcenter.icims.com/jobs/1119/sifi-direct-services-attorney-%28stewart%29/job>

Southern Poverty Law Center (SPLC) is proud to be an equal opportunity employer.

**LEAD ATTORNEY
IMMIGRANT JUSTICE PROJECT
LUMPKIN, GEORGIA**

The Southeast Immigrant Freedom Initiative (SIFI) provides high-quality, holistic *pro bono* legal representation to immigrants detained in the southeastern United States. By ensuring that skilled attorneys are

available to protect detained immigrants' due process rights, the SIFI endeavors to win every meritorious deportation defense case arising out of Trump-era immigration enforcement actions.

SIFI was developed by the Southern Poverty Law Center (SPLC) and is a collaboration between SPLC, the American Immigration Lawyers Association (AILA), the American Immigration Council (Council), and the Innovation Law Lab (Law Lab). The American Immigration Representation Project (AIRP) is supporting SIFI and is working with the Council to expand pro bono support.

The SIFI Lead Attorney manages a full-time staff comprised of one direct services attorney and one project coordinator and weekly pro-bono attorneys in order to provide the highest quality legal representation to individuals detained in the Stewart Detention Center in Lumpkin, GA. The SIFI Lead Attorney coordinates the legal strategies for SIFI clients and is primarily responsible for devising (in collaboration with the SIFI team) the optimal pathway for victory in each SIFI case including identify ineligibility for any defense against removal, eligibility for release through bond, parole, habeas or other lawful mechanisms, and potential litigation and other advocacy involving issues such as law enforcement misconduct during enforcement actions and conditions of confinement. Both directly and through volunteer attorneys, the SIFI Lead Attorney provides legal advice and representation to SIFI clients in accordance with the best practices and rules of conduct of the profession, provides on-the-ground/local guidance to the advocacy team for litigation efforts, and participates in regular program management and government liaison meetings.

Primary Job Functions:

- Works with local staff and SIFI organizational partners to run the operations of the project in Lumpkin, Georgia.
- Manages SIFI local staff.
- Based on SIFI case selection criteria, thoroughly screens pro bono attorneys' intakes for defenses against deportation, bond and parole eligibility, and other potential legal claims and advocacy.
- Assists in the development, in collaboration with pro bono attorneys, the SIFI legal team, and others as necessary, the optimal pathway to victory for SIFI clients.
- Helps develop legal strategies to address facility- and immigration court-centered issues such as access to courts and counsel, due process violations, and prolonged detention.
- Helps develop factual record, refer cases and clients, and provide on the ground support to remote teams in litigation involving issues such as Fourth Amendment violations and other law enforcement misconduct, access to courts and counsel, conditions of confinement, and prolonged detention.
- Liaises with government officials to raise issues that arise.
- Oversees volunteer management and assesses volunteer skill each week to ensure best possible volunteer experience.
- Communicates regularly with SIFI organizational leadership.
- On conjunction with SIFI leadership, ensures that all staff and volunteers meet the highest standards of ethics and professionalism.
- Collaborate deeply with Phase 3 staff, pro bono attorneys and related partners in order to maximize the success of Phase 3 merits cases.
- Other functions necessary to ensure successful completion of the project.

Qualifications:

- JD from accredited university
- Membership in good standing in the bar of any state and/or the District of Columbia
- Bi-lingual, English/Spanish (conversational, speaking and writing)
- At least three years of experience practicing before immigration courts preferred

- Dedication to and experience working with low-income, immigrant clients
- Experience working within volunteer-based projects, preferred
- Commitment to working long hours

Other Special Considerations:

- This job is performed under general office conditions and is not subject to any strenuous physical demands or dangerous conditions.
- All applicants should submit cover letter, resume, references, and legal writing sample.

Duration: 1 year

Disclaimer: The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

For immediate consideration, please apply online at:

<https://careers-splcenter.icims.com/jobs/1122/sifi-lead-attorney-%28stewart%29/job>

Southern Poverty Law Center (SPLC) is proud to be an equal opportunity employer.

**ADVOCACY DIRECTOR
AMERICANS FOR IMMIGRANT JUSTICE
MIAMI, FLORIDA**

Americans for Immigrant Justice (AI Justice – formerly FIAC) is an award winning, nationally recognized pro bono law firm that protects and promotes the basic human rights of immigrants. In Florida and on a national level, we champion the rights of unaccompanied immigrant children; advocate for survivors of human trafficking and domestic violence; serve as a watchdog on immigration detention and enforcement practices and policies; and speak for immigrant groups who have particular and compelling claims. Grounded in real-world, boots on the ground experience, AI Justice’s work on the frontlines in Florida informs its broader policy work.

Responsibilities: Reporting to the Executive Director, the Advocacy Director is a member of AI Justice’s senior staff and takes the lead in developing and implementing the organization’s policy/advocacy agenda at the local, state and national levels.

The Advocacy Director will be responsible for the following:

- Monitoring and analyzing relevant activity related to immigration policy on the local, regional, and national levels.
- Driving a strong policy and advocacy agenda consistent with the organization’s strategic plan and mission.
- Communicating with and briefing allies, stakeholders, and government officials through in-person meetings, written communications, and phone calls.
- Developing and disseminating policy statements, position papers, press releases, Op-Eds, sign-on letters, and comprehensive reports on issues related to immigration policy and/or AI Justice’s work.
- Serving as a spokesperson for the agency, including for Spanish-language media, to promote AI Justice’s work and awareness of the organization and immigration policy, including planning and organizing press conferences.

- Working closely with other NGO's in Florida and nationally on advocacy issues of interest to AI Justice, including attending meetings.
- Representing AI Justice in the community to increase the agency's visibility and community contacts.
- Working with the organization's development team in support of AI Justice's fundraising agenda, including participating in proposal writing, creation of marketing materials, donor meetings, funder recruitment, and events as needed.
- Perform other tasks as assigned by the Executive Director.

Qualifications:

- A minimum of 5 years of advocacy experience at the regional or national level related to immigration policy.
- Strong analytical and research skills, with extensive knowledge of immigration policy.
- Excellent writing and editing skills in both English and Spanish.
- Experience in and comfort communicating with the media and high-level government officials.
- Ability to communicate complex information in oral presentations to a range of audiences, in both English and Spanish.
- Excellent interpersonal skills, open to direction with collaborative work style and commitment to get the job done.
- Demonstrated ability to think creatively and strategically.
- Ability to challenge and debate issues of importance to the organization.
- Ability to multi-task effectively, including having strong planning and organizing skills and the ability to work well under pressure.
- Willingness to travel for meetings.
- Ability to work nights and weekends as needed.

Education: Advanced (graduate) degree required. Juris Doctor degree with experience practicing immigration law preferred.

Compensation: This is a full-time, permanent position. Compensation is commensurate with experience and includes a competitive benefits package.

To Apply: Please email your letter of interest, resume, list of references, and writing sample to info@aijustice.org and include "ADVOCACY DIRECTOR" in the subject line. Opened until filled.

Due to the large response, only complete applications will be considered and only those applicants invited to interview will be contacted.

AI Justice is an EOE/AA employer and encourages women and minorities to apply.

**STAFF ATTORNEY
LEGAL SERVICES FOR CHILDREN
SAN FRANCISCO, CALIFORNIA**

Application Deadline: Review of candidates will begin immediately and continue until the position is filled.

About Legal Services for Children: Founded in 1975, Legal Services for Children ("LSC") is one of the country's first non-profit law firms dedicated to providing free legal representation and social work services to children. Our mission is to ensure that all children in the San Francisco Bay Area are raised in a safe environment with equal access to a meaningful education and other services that are necessary to thrive and

grow. We believe that our youth deserve positive alternatives to unnecessary placement in foster care, juvenile justice facilities, and immigration detention. LSC pioneered the interdisciplinary approach that is considered a best practice in juvenile law today. We deploy attorney-social worker teams to assist at-risk children who need to access the legal system to stabilize or improve their lives. LSC's attorneys represent children in legal matters that involve guardianship, dependency, school discipline, immigration, and other civil legal matters. Our social workers provide crisis intervention, case management, counseling, and psychosocial assessments. LSC staff also engage in policy and advocacy projects aimed at advancing the rights of children.

About the Position: LSC seeks an attorney to represent children and youth in immigration matters. This would include representation of children living primarily in San Francisco and Oakland as well as detained children in one of the ORR facilities in Yolo, Solano, or Contra Costa Counties. Clients are primarily monolingual Spanish speakers. Most clients are ages 12-21.

Duties include:

- Conducting legal screenings, client interviews, and factual and legal investigations, counseling clients, developing case strategies and case plans, and engaging in oral and written advocacy as part of representing children in immigration matters (primarily SIJS, asylum and T & U visa cases)
- Representing children in immigration matters, including Immigration Court proceedings and related state court matters (probate and dependency), as well as applications before U.S. Citizenship & Immigration Services (USCIS)
- Engaging in advocacy efforts on behalf of immigrant children, including conducting community presentations for children, families, schools, and community organizations

Required Qualifications:

- Member in good standing of the State Bar of California
- Spanish fluency is required

Desired Qualifications:

- Experience in the practice of immigration law
- Demonstrated commitment to the rights of children and experience working with children who have experienced trauma
- Ability to work efficiently and effectively under pressure and in crisis situations
- Well-organized, motivated, creative, and independent, yet also able to work in a team-oriented environment
- Commitment to providing culturally competent services
- Excellent verbal, interpersonal, writing, and interviewing skills

Salary & Benefits: Salary range: \$52,000-\$70,000, commensurate with experience. Benefits include fully paid health insurance (medical, dental, and vision) and generous paid leave (vacation, sick, holiday, and sabbatical). LSC also offers a flexible spending account for qualified health expenditures.

Application Process: Please send cover letter, resume, brief writing sample, and contact information for three references to jobs@lsc-sf.org, with "Immigration Staff Attorney" in the subject line. **In your cover letter, please address the following in order for your application to be considered:** LSC's clientele is extremely diverse, and the majority of our clients are low income youth of color. To ensure that our agency is best serving these children, LSC strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with

our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.**

Bilingual/bicultural candidates are strongly encouraged to apply. To promote social justice and best serve our clients, LSC is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.

**SUPERVISING ATTORNEY
LEGAL AID SOCIETY
MANHATTAN, NEW YORK**

The Legal Aid Society's Civil Practice is seeking an affirmative immigration benefits Supervising Attorney to join a dedicated team of managers, staff attorneys, paralegals, and social workers in the Citywide Immigration Law Unit. The Unit is a recognized leader in the delivery of high-quality legal services to immigrants in New York City and surrounding counties. The Unit provides low-income New Yorkers with free comprehensive immigration services ranging from deportation defense to adjustment of status to Legal Permanent Residence, citizenship applications, and other immigration matters. The Unit specializes in the intersection between immigration and criminal law and works collaboratively with all practice areas to serve the Society's diverse immigrant clients through a comprehensive service model. Unit staff represent immigrants before U.S. Citizenship and Immigration Services (USCIS), immigration judges in removal proceedings, and the Board of Immigration Appeals, as well as in federal court on habeas corpus petitions, petitions for review, administrative and judicial appeals, and other matters. Unit staff also conduct outreach at community-based organizations for new client intake for affirmative immigration benefits, conduct trainings and workshops, and hold application assistance clinics. The Supervising Attorney participates in Practice-wide management discussions and decision making.

Essential Duties/Responsibilities:

- Assist the Attorney-in-Charge and Deputy Attorney-in-Charge of the Unit in the direct supervision of staff attorneys, paralegals, and volunteers
- Assist in monitoring and maintaining a high standard of representation and client service
- Assist in coordinating and supervising the Unit's affirmative immigration benefits applications before the United States Citizenship and Immigration Service (USCIS)
- Maintain a reasonable caseload
- Analyze legal issues, develop legal strategy, and supervise implementation of legal strategies
- Foster and encourage teamwork and communication
- Mentor and train staff and volunteers
- Assist with the development, funding, implementation and reporting of programs
- Respond to client, community and staff concerns

Secondary Duties/Responsibilities: Other duties as assigned.

Requirements:

- Admission to NYS Bar
- Minimum of five years legal practice preferred

- Comprehensive knowledge of immigration law, experience litigating cases in immigration court, and experience working on affirmative immigration benefits, including but not limited to family-based petitions, adjustment of status, consular processing, I-601A provisional stateside waivers, naturalization, U visas, T visas, Violence Against Women Act self-petitions, Temporary Protected Status, and Deferred Action for Childhood Arrivals
- Demonstrated commitment to and experience in public interest law and civil legal services
- Experience in and/or commitment to advocacy on behalf of low-income people is strongly desired
- Experience supervising and mentoring others
- Excellent writing, analytical, and organizational skills
- Excellent interpersonal and communication skills
- Demonstrated commitment to policy advocacy and administrative reform
- Demonstrated leadership ability
- Commitment to working in collaborative team models
- Proficiency in languages other than English is desirable, but not required

To Apply: please visit <http://tinyurl.com/mbp4kn6>.

If you have any questions about this posting email jobpostquestions@legal-aid.org

The Legal Aid Society is an Equal Opportunity Employer -- Women, People of Color, Gays and Lesbians, Transgender People, Veterans, and people with disabilities are encouraged to apply.

**DETENTION ATTORNEY
AMERICAN FRIENDS SERVICE COMMITTEE
PHILADELPHIA, PENNSYLVANIA**

The American Friends Service Committee is a Quaker organization that promotes lasting peace with justice, as a practical expression of faith in action. Drawing on continuing spiritual insights and working with people of many backgrounds, we nurture the seeds of change and respect for human life that transform social relations and systems.

The Detention Attorney is responsible for legal immigration counseling, legal representation, participating in statewide and nationwide detention-related advocacy activities, and participating in immigration rights program services.

Essential Functions/Responsibilities: The key responsibilities of the Detention Attorney include the following:

- Provide in-depth individual consultations to indigent, unrepresented immigrant detainees appearing before the Elizabeth Immigration Court.
- Provide representation to all program-qualified immigrants before the Immigration Court in removal-defense litigation.
- Manage caseload and maintain client files in good order, including photocopying applications, letters, supporting documentation, and follow up work. Maintain client and case information in LawLogix.
- Participate in meetings with government, private and non-profit stakeholders on detention issues.
- Translate documents or secure translations as necessary; secure interpretation assistance, as necessary.
- Work with AFSC's Social Worker to meet client's social service needs.
- Monitor conditions and access at the detention center and jails for use in reports and advocacy activities.

- Compile quarterly narrative and statistical reports regarding case consultation and case representation. Assist in the documentation of the project's experiences and in the preparation of AFSC quarterly reports and reports to funding sources.
- Conduct presentations on immigration and detention issues to the general public.
- Respond to the media to publicize detention practices and policies and the impact of detention on immigrants and their families.
- Participate in AFSC staff meetings and case reviews.

Education: Admission to state bar required.

Experience:

- Two Years' experience with immigration law and procedures preferred, especially asylum and immigration court representation.
- Fluency in written and oral English and Spanish.
- Strong written and oral communication skills including public speaking.
- Self-motivated, detail oriented, well-organized, able to prioritize assignments and work load.
- Familiarity with software applications in a Windows environment, including Microsoft Word and LawLogix.
- Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, donors, and the public.
- Ability to work some evenings and weekends; ability to travel out of state

Other Required Skills and Abilities:

- Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
- Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

Compensation: Salary Range 15 – Exempt. Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker's compensation and social security.

To Apply: [External Candidates Click Here](#)

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

**BILINGUAL STAFF ATTORNEY
NORTHWEST IMMIGRANT RIGHTS PROJECT
SEATTLE, WASHINGTON**

Northwest Immigrant Rights Project (NWIRP) seeks a Spanish-speaking **bilingual attorney** to provide direct representation, community outreach and education to survivors of domestic violence and sexual assault and others who qualify for humanitarian protections.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; and (3) community education. The attorney will focus on providing representation on cases involving U visa petitions, VAWA self-petitions, adjustment of status applications and other forms of immigration relief. The attorney will also provide representation in removal proceedings before the immigration court. The staff attorney may also be assigned work relating to other immigration matters.

Responsibilities:

- Provide direct representation to persons in removal proceedings;
- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English;
- Provide support to NWIRP staff on cases dealing with humanitarian protections for victims of domestic violence, sexual assault and other crimes;
- Provide direct representation and other forms of legal assistance to individuals in other types of immigration matters;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in NWIRP's outreach, community education and development efforts;
- Perform other tasks as required and directed by supervisory staff.

Professional Qualifications, Experience and Attributes:

- Law degree;
- Admission to the bar of any state in the U.S., but will consider an applicant who has taken the bar exam and is awaiting results;
- Demonstrated commitment to immigrant rights and willingness to support NWIRP's [mission, vision and values](#);
- Excellent written and oral communication skills;
- Commitment to working in a diverse working environment;
- Fluent in English and Spanish;
- Prior experience working with survivors of domestic violence or sexual assault preferred;
- Strong organizational skills and ability to work independently; and
- Proficiency in use of web-based software, MS Word and MS Excel. Beginning salary is \$49,289 or DOE, plus health, dental and other benefits.

To Apply: Send cover letter, resume and references to: vawastaffattorney@nwirp.org with the subject "Staff Attorney Application - Seattle". Full consideration will be given to those who apply by May 1, 2017, but applications will be accepted on a rolling basis until position is filled.

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity.

**STAFF ATTORNEY
FRIENDS OF FARMWORKERS
PITTSBURGH, PENNSYLVANIA**

Friends of Farmworkers, Inc. is a 501(c)(3) legal services organization, whose mission is to support low-wage workers as they pursue economic and social justice. This is done through the provision of legal services, education, and advocacy. FOF has offices in Pittsburgh and Philadelphia and provides legal services throughout Pennsylvania.

The Staff Attorney is responsible for providing legal representation on immigration matters to low-wage immigrant and migrant workers in western Pennsylvania. The Staff Attorney will represent individuals on a variety of immigration matters, with a focus on providing immigration legal assistance to victims of crimes. The Staff Attorney will work out of the Pittsburgh office. The position will involve significant travel. The anticipated start date is July 1, 2017.

Minimum Qualifications for Consideration:

- Juris Doctorate Degree;
- Bar membership in any state and ability to join the PA bar if hired.
- Excellent Spanish language skills are required, other language skills are helpful and welcomed;
- Knowledge of immigration law, especially U and T Visas, SIJS and VAWA;
- Good interpersonal skills: able to work well with a wide range of people;
- Excellent organization and time management skills;
- Self-motivated, and able to work both collaboratively and independently;
- Previous experience with farmworker and/or immigrant and migrant communities strongly preferred;
- Ability to work appropriately with clients who have experienced trauma;
- Must have a valid driver's license and a car for work-related travel.

Essential Job Functions:

- Provide high quality legal assistance to clients;
- Maintain a caseload commensurate with abilities and caseload difficulty;
- Comply with all applicable regulations, policies and grant requirements;
- Maintain the highest ethical standards as a member of the State Bar and regularly seek out information relating to changes to the relevant areas of law;
- Develop and maintain good relationships with the client community, state and local bar groups and other community groups;
- Ensure that all applicable client files, data and reports are accurate, complete, and timely;
- Accurately track all time and data as required by FOF;
- Demonstrate dependability through good attendance, adherence to timelines and schedules, and regular communication with supervisor;
- Embrace and support FOF's overall mission, standards, policies and procedures, and confidentiality guidelines.

Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills in both Spanish and English;
- Strong organizational and time management skills;
- Excellent legal research, analytical and problem-solving skills;
- Demonstrated resourcefulness and ability to take initiative in development and completion of projects;
- Able and willing to continue professional development.

Physical Requirements: This work requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation.
- Lifting (up to 25 pounds of files, supplies or minor office equipment).

- Requires substantial time spent typing.
- Requires driving for significant periods of time across Pennsylvania.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

Applicants should send a cover letter, resume, and writing sample to Liz Chacko, 699 Ranstead Street, 4th Floor, Philadelphia, PA 19106 or by [emailing lchacko@friendsfw.org](mailto:lchacko@friendsfw.org).

Friends of Farmworkers is an Equal Opportunity Employer. Diverse candidates are strongly encouraged to apply.

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!