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Coming Up at the Washington Council of Lawyers:

Perspectives on Poverty Law from the Bench: Office of Administrative Hearings
July 8, 2106 (12:00 pm), Jenner & Block, 1099 NY Avenue, NW

Fellowships 101: An Introduction to Postgraduate Public Interest Fellowships
July 13, 2016 (6:30 – 8:30 pm), Georgetown Law, 120 F Street, NW, 12th Floor

Happy Hour & Silent Auction
July 21, 2016 (6:30 – 8:30 pm), Madam's Organ, 2461 18th Street, NW

DC Bar Advice and Referral Clinic
August 13, 2016 (9:30a – 1:00p), Bread for the City (1640 Good Hope Road SE)

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

LEGAL POSITIONS

HOUSING LAW ATTORNEY **THE LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia seeks a Staff Attorney for its housing law unit. Legal Aid was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is comprised of individual representation in housing, family law, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation.

Tasks and Duties: Legal Aid has a broad and energetic housing practice. We give priority to cases that involve the prevention of an avoidable eviction, efforts to address dangerous or unhealthful housing conditions, and the preservation of affordable housing and public and assisted housing. In addition to an active litigation docket, we engage in significant efforts to address issues of public policy. Our unit is staffed by three supervising attorneys, nine senior staff attorneys and staff attorneys, three “loaned associates” from law firms, and a legal assistant.

Housing attorneys work at Legal Aid’s central office and its community office in Southeast DC. Attorneys also work on two projects: our Court-Based Legal Services Project, which sites a legal services office in Landlord-Tenant Court to provide same-day representation, and our Housing Right to Counsel Pilot Project, which seeks to reduce eviction of low-income tenants living in subsidized housing by significantly expanding their access to legal services. The Staff Attorney would be expected to handle a caseload of housing cases, staff and represent clients in our court-based office, perform intakes, and engage in community outreach, policy advocacy and systemic reform efforts. More experienced attorneys also might assist in supervising volunteer interns and law firm loaned associates and mentoring pro bono attorneys who handle housing cases.

Qualifications: The ideal candidate will have the following:

- Two to three years of experience in legal services, preferably with a background in housing law;
- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively with other staff, legal services partners, and pro bono attorneys;
- A demonstrated commitment to social and economic justice; and
- Bilingual skills strongly preferred but not required.
- Membership or eligibility for membership in the DC bar is required.

Salary and Benefits: The attorney will be paid in accordance with Legal Aid’s attorney salary scale. Legal Aid also offers a competitive benefits package.

To Apply: Interested persons are encouraged to apply immediately and should email a letter of interest and resume to: housingattorneysearch@legalaiddc.org.

Legal Aid values an inclusive, diverse workplace and does not unlawfully discriminate on any basis prohibited by law. Legal Aid encourages applications from all interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression,

marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status.

Applications will be reviewed as they are submitted. Position remains open until filled.

**TEMPORARY LEGAL ASSOCIATE
LEGAL COUNSEL FOR THE ELDERLY**

Legal Counsel for the Elderly is seeking a temporary Legal Associate for our Self Help Offices. The assignment is expected to run approximately 5 months from, August 2016 to January 2017.

The Self Help Office (SHO) Program provides community-based, free legal services to D.C. seniors at five partnering sites: Bread for the City (SE), Capital View Baptist Church, Israel Baptist Church, Downtown Cluster Geriatric Day Care Center, and Iona. The legal associate disseminates information, obtains documents, drafts documents, and helps clients complete legal forms concerning a myriad of legal topics.

Interested candidates should email their resume and cover letter to Tina Nelson at tsnelson@aarps.org.

**LEGAL ASSOCIATE
LEGAL COUNSEL FOR THE ELDERLY
JOB ID: 12458546**

For 40 years, Legal Counsel for the Elderly has championed the dignity and rights of Washington, DC's elderly by providing free legal and social work services to those in need – empowering, defending and protecting vulnerable seniors.

Summary Statement:

Provides investigation assistance and other support to AARP Legal Counsel for the Elderly in the District of Columbia in representing clients in the Alternatives to Landlord/Tenant Court for the Elderly Project. Works under the supervision of Supervisory Legal Aid Attorney (Housing) and accepts case assignments/gets direction from the attorneys in the unit.

- Work under the guidance of the housing attorney(s) to investigate housing code violations in apartment units, obtain agency records, and provide investigation summaries;
- Assist with completion of pleadings for Superior Court, Landlord/Tenant Division and Housing Conditions Calendar;
- Testify in court with the LCE attorneys regarding the investigation outcomes;
- Assist tenants with accessing rental assistance, housing applications, reasonable accommodation requests and rent re-certifications;
- Providing other case support (home visits, research and writing, etc.) as needed; and
- Meet administrative tasks (e.g. case reporting, case notes, case closures, grant reporting, timekeeping) in a timely and accurate fashion.

Note: This is a part-time (21 hour a week position).

Responsibilities:

- Work under the guidance of the housing attorney(s) to investigate housing code violations in apartment units, obtain agency records, and provide investigation summaries;
- Assist with completion of pleadings for Superior Court, Landlord/Tenant Division and Housing Conditions Calendar;

- Testify in court with the LCE attorneys regarding the investigation outcomes;
- Assist tenants with accessing rental assistance, reasonable accommodations and rent re-certifications;
- Providing other case support (home visits, research and writing, etc.) as needed; and
- Meet administrative tasks (e.g. case reporting, case notes, case closures, grant reporting, timekeeping) in a timely and accurate fashion.

Requirements:

- Bachelor of Arts degree with law related experience at minimum, graduation from law school preferred;
- Ability and interest in working with diverse populations;
- Good organizational and communication skills;
- Amenability to local travel/knowledge of the District of Columbia;
- Ability to use photo shop or other photograph processing programs. Commitment to the goals and priorities of AARP and to the representation of individuals with low incomes;
- Excellent organizational and communication skills;
- Commitment to the goals and priorities of AARP and Legal Counsel for the Elderly and to the representation of individuals with low incomes;
- Ability to collaborate with staff internally and with other organizations around AARP priority issues; and
- Ability to speak Spanish is a plus

Benefits Offered: AARP offers competitive benefits with a 401K, 100% company funded pension plan, health, dental, vision and life insurance, STD/LTD, paid vacation and sick, and other benefits

How to Apply: Interested applicants should also, in addition to applying on line, send a resume and cover letter to Jenifer Berger at jberger@aarp.org.

https://recruiting.aarp.org/psc/HCMPRD/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=111&JobOpeningId=12458546&PostingSeq=1

AARP is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. AARP does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law

**VISITING PROFESSOR
SCHOOL OF LAW'S GENERAL PRACTICE CLINIC
UNIVERSITY OF THE DISTRICT OF COLUMBIA DAVID A. CLARK SCHOOL OF LAW**

Position Status: full-time, temporary

Salary Range: 94,673.00-\$149,350.00

Location: Van Ness Campus, Washington, DC

Brief Description of Duties: 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 General Practice Clinic beginning July 2016. The professor has the opportunity to teach and supervise law students in a general practice clinic.

General Practice Clinic is a one-semester clinic in which student attorneys represent low-income clients on a broad range of issues including family law (child custody and kinship care, child abuse and neglect, domestic violence, child support, divorce, and adoption), health, employment (wage-and-hour and Unemployment Insurance), TANF, Supplemental Nutrition Assistance Program (food stamps), bankruptcy, and estate planning. The Clinic will emphasize the representation of senior citizens and veterans. Students enrolled in the General Practice Clinic will use a range of legal skills on behalf of clients in settings that include administrative tribunals and trial and appellate courts in the District of Columbia.

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.

UDC-DCSL is one of only six American Bar Association accredited law schools at Historically Black Colleges and Universities, and is the nation's only urban, public land grant university. UDC-DCSL has a three-part statutory mission:

- to recruit and enroll students from groups underrepresented at the bar,
- to provide a well-rounded theoretical and practical legal education that will enable students to be effective and ethical advocates, and
- to represent the legal needs of low-income residents through the School's legal clinics.

The School of Law has been a leader in experiential and clinical education for more than 40 years beginning with its predecessor Antioch School of Law. Every student completes two 350 hour clinical courses, as well as forty hours of community service. UDC-DCSL offers nine legal clinics in the following areas: juvenile and special education; housing and consumer; general practice; community development; legislation; low-income taxpayer; government accountability; immigration and human rights and criminal defense.

UDC-DCSL is recognized for its commitment to diversity and to clinical education. The Law School ranked 10th in the nation in Law School Clinical Programs (US News and World Report, 2016); 2nd most diverse law school in the U.S. (US News and World Report, 2015); 1st most chosen by older students (Princeton Review, 2014); 2nd most diverse faculty (Princeton Review, 2014); 8th best environment for minority students (Princeton Review, 2014); 8th most liberal students (Princeton Review, 2014); and Top 20 most innovative law school (PreLaw Magazine, 2012).

Although we will accept applications until the position is filled, we strongly encourage interested applicants to submit applications immediately. Interested candidates should send a cover letter and resume. UDC-DCSL has a strong commitment to diversity among its faculty and encourages applications from minorities and women.

Required Qualifications:

- An earned Juris Doctor degree
- A member in good standing of the Bar of the District of Columbia
- Five (5) years of experience.

Information to Applicant:

Collective Bargaining Unit (Union): This position is not in the collective bargaining unit.

Employment Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the University of the District of Columbia's retirement plan (TIAA-CREF).

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, genetic information, disability or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the University of the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

Veterans Preference: Applicants claiming veteran's preference must submit official proof at the time of application.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of any criminal drug statute occurring in the workplace.

Background Investigation: Employment with the University of the District of Columbia is contingent upon a satisfactory background investigation. The determination of a "satisfactory background investigation" is made at the sole discretion of the University of the District of Columbia. The University may refuse to hire a finalist, rescind an offer of employment to a finalist or review and may terminate the employment of a current employee based on the results of a background investigation.

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore, if selected for employment a UDC application will be required.

Job Offers: Official Job Offers are made by the University of the District of Columbia, Office of Human Resources Only.

Contact Information: All inquiries related to employment and job applications should be directed to UDC Office of Human Resources at (202) 274-5020.

To Apply: Submit your application click the link below:

<http://udc.applicantstack.com/x/detail/a2hbyxhempoc>

The University of the District of Columbia is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply.

**LEGAL DIRECTOR
EMPLOYMENT JUSTICE CENTER**

The Employment Justice Center (EJC) seeks a Legal Director to support all aspects of the EJC's mission to secure, protect, and promote workplace justice in the Washington, D.C. metropolitan area. EJC provides legal information and advice to low-income workers with employment law disputes at our free Workers' Rights Clinics; legal representation in contested employment law matters through staff and pro bono attorneys; and

community education to workers about their rights and responsibilities on the job. EJC also leads advocacy and enforcement activities to improve the rights and conditions for District workers and to address the needs of workers excluded from employment opportunities.

The EJC promotes a management style that inspires and encourages professional growth. The position requires a strong work ethic, a commitment to working collaboratively, an ability to respond to shifting trends and legal practices affecting low-wage workers, and a commitment to a flexible, comprehensive view of representation on behalf of low income workers that values both individual and systemic advocacy.

Responsibilities of the Legal Director:

- Overall management of the EJC's legal program.
- On-site supervision and management of EJC's Workers' Rights Clinics, including supervision and training for EJC legal staff and our extensive volunteer network.
- Maintaining and expanding relationships with the private bar, academics and law school clinics to support workers' rights litigation and advocacy.
- Identifying and assessing litigation opportunities and relevant research, policy analysis and advocacy, and helping to lead those efforts.
- Supervising the EJC's Litigation Attorney and the Clinic Coordinator.
- Collaborating with the Executive Director on all legal, advocacy and supervisory matters, serving as a member of the management team with a unionized staff.

Qualifications of the Legal Director:

- Minimum of four to seven years legal practice experience preferred, particularly in labor and/or employment law.
- Barred in Washington DC, or eligible for timely admission to practice.
- Ability to work effectively in collaboration with diverse groups of people, including staff, attorney and non-attorney volunteers, clients, board members, community groups, labor unions, and funders.
- Superior oral, written communication, editing skills.
- Excellent administrative and organizational skills.
- Management experience involving supervision of legal staff.
- Fluency in Spanish, French, Amharic or Arabic a plus.

Other Details: Salary will be commensurate with experience, up to \$70,000 annually. A generous benefits package including organization-paid health insurance, 403(b) eligibility, sick leave and 6 weeks annual paid vacation is provided. Although limited evening or weekend hours will be required for some meetings and events and participation in the EJC's clinics, the EJC is strongly committed to overall work-life balance. This is a non-bargaining unit position.

To Apply: Please reference any of the above factors that are relevant to your application explicitly in your cover letter and/or resume. Send cover letter, resume, and a short writing sample to Philip Fornaci, Executive Director, and forward materials to_jobs@dcejc.org. Applications will be considered on a rolling basis until position is filled. This is an immediate vacancy. Absolutely no phone calls.

The EJC is an equal employment opportunity employer and will hire without regard to applicants' race, color, gender, religion, national origin, age, disability, pregnancy, sexual orientation, gender identity or expression, familial responsibilities, marital status, veterans status, personal appearance, political affiliation, matriculation, receipt of public benefits, or any other characteristic that is protected under DC or federal law.

STAFF ATTORNEY AMERICAN IMMIGRATION COUNCIL

The American Immigration Council is a non-profit organization established to increase public understanding of immigration law and policy, advocate for the just and fair administration of our immigration laws, protect the legal rights of noncitizens, and educate the public about the enduring contributions of America's immigrants. The Council's legal team engages in impact litigation and appears as *amicus curiae* before administrative tribunals and federal courts to ensure that immigration law is interpreted and implemented in a manner that is sensible and humane.

Your role: The Staff Attorney will work with the Legal Director, fellow attorneys, the Council's policy team, and our legal assistant to:

- Pursue litigation and advocacy on a broad spectrum of issues, which may include the right to counsel, border enforcement, due process in immigration proceedings, and family detention; Write and submit amicus briefs to federal courts and agencies;
- Provide practice materials and litigation resources to immigration practitioners;
- Provide training and practice assistance to immigration practitioners.

Required Education and Experience: JD admission to any state bar; at least three (3) years' immigration law practice, ideally including experience in removal defense and federal court litigation.

Your background: To be effective and successful in this position, you should possess the following knowledge, skills, and abilities:

- Excellent legal research and writing skills
- Strong interpersonal and communication skills
- Demonstrated ability to think creatively and work strategically
- Ability to work independently and as part of a team
- Working knowledge and proficiency in MSOffice Suite (specifically MSWord, MS Excel, MS Outlook, and PowerPoint).

To apply: we invite qualified applicants to submit cover letter, resume and salary requirement to: HR-AIC-Staff Attorney, hr@immcouncil.org, 202.783.7853, fax. Cover letter should include a summary of how your background, knowledge, skills and abilities relate to the responsibilities and requirements of the position.

JUVENILE JUSTICE ATTORNEY LEGAL AID JUSTICE CENTER

The Legal Aid Justice Center (LAJC) is a nationally recognized, non-profit organization providing free civil legal assistance from four offices throughout Virginia. LAJC's dynamic staff of more than 30 advocates pursue systemic legal advocacy for low-income Virginians using a wide array of strategies. Through legal representation, community organizing and education, collaboration, research, and legislative and policy advocacy, LAJC staff work both to eliminate the immediate symptoms and to address the underlying causes of poverty in Virginia. For more information, visit www.justice4all.org.

The JustChildren Program of LAJC is Virginia's largest children's law program. JustChildren's team of eight attorneys and three organizers rely on a range of strategies to ensure the Commonwealth's most vulnerable young people receive the services and supports they need to lead successful lives in their communities. The Program's primary focuses are education and juvenile justice, but the work sometimes touches on other child-serving systems such as mental health and foster care

LAJC is seeking a full-time juvenile justice attorney for its JustChildren Program. The juvenile justice attorney will lead the R.I.S.E. (Re-invest in Supportive Environments for Youth) Campaign, JustChildren's nonpartisan campaign to end youth imprisonment, seek community-based alternatives to incarceration, and dismantle the school-to-prison pipeline. Over the long-term, the juvenile justice attorney will also provide individual representation and develop strategic litigation focused on improving outcomes for court-involved youth. Leading the R.I.S.E. Campaign includes the following responsibilities.

Campaign Management:

- Develop and implement a campaign to reform the juvenile justice system using a variety of strategies, including coalition-building, community organizing, legislative and policy advocacy, and communications
- Coordinate regular meetings of outside partners and members of the R.I.S.E. Campaign
- Support, collaborate with, and supervise juvenile justice organizers in their efforts to create a Youth Advocacy Network seeking to engage youth in leading the movement for change at both local and state levels

Legislative and Policy Advocacy:

- Advocate for juvenile justice legislation, regulations, budgetary requests, and policies that support young people, especially youth of color, those from low-income communities, and students with disabilities
- Develop legislative strategy in collaboration with LAJC's policy coordinator
- Attend and testify at legislative committee meetings, state agency meetings, school board and other local meetings to advance a juvenile justice reform agenda
- Communicate and collaborate with legislators, school division and state agency staff, school boards members, and other local officials

Community Outreach, Education, and Organizing:

- Partner with community organizers and grassroots leaders to develop and implement systems change initiatives
- Participate in various work groups, advisory groups, coalitions, etc.
- Attend community events and conduct presentations and trainings
- Produce publications, including reports, issue briefs, fact sheets, op-eds, and blog posts
- Draft press releases, organize press conferences, and respond to media inquiries
- Utilize LAJC's social media and action alert software

Although the position will focus on leading JustChildren's juvenile justice reform efforts, the attorney will also have the opportunity to provide legal advice and representation for low-income families in juvenile justice cases (e.g., serious offender review hearings, services during confinement and re-entry, etc.) for the purpose of investigating systemic violations and provide technical assistance to attorneys representing youths and parents in juvenile justice cases.

Required Qualifications:

- Strong commitment to public interest law
- Familiarity with juvenile justice law and policy
- Experience working in low-wealth communities

- Outstanding oral advocacy, research, writing, organizational, and leadership skills
- Ability to work effectively both independently and collaboratively
- Reliable personal transportation and willingness to travel statewide occasionally
- Sense of humor

Preferred Qualifications:

- At least two years of relevant experience in policy advocacy and/or campaign-building
- Comfort with technology and social media
- Experience with data analysis
- Diverse economic, social, and/or cultural experiences

For more information about the position, please visit: <https://www.justice4all.org/contact-us/jobs/>.

To Apply: Email a cover letter, resume, three references, and a writing sample to Mary Bauer, Executive Director, at_hiring@justice4all.org. The cover letter should indicate whether the applicant is licensed by the Virginia bar, or able to waive in, and highlight any specialized skills, such as language fluency or technology skills.

The positions will be open until filled, but applications will start being reviewed on July 11, 2016. Questions? Contact Angela Ciolfi, JustChildren Legal Director, at angela@justice4all.org or 434.529.1810.

The Legal Aid Justice Center is an Equal Opportunity Employer.

MANAGING ATTORNEY NORTHERN VIRGINIA OFFICE LEGAL AID JUSTICE CENTER

The Legal Aid Justice Center seeks a Managing Attorney of its office in Falls Church, Virginia. Reporting to the Executive Director and serving as a member of the program's Leadership Team, the Managing Attorney will co-supervise, along with the Director of Immigrant Advocacy, a 12-member staff including attorneys and community organizers managing a docket of housing, consumer, immigration and wage claims for low-income immigrant clients. The Managing Attorney directs his or her own case load while also supervising the work of junior attorneys, organizers, administrative staff, and development personnel. The MA is responsible for ensuring compliance with government contracts and grant deliverables, including submitting written reports and statistics that cover the Northern Virginia office and the Immigrant Advocacy Program. In addition, this individual will assist our development staff with shepherding the program's fundraising efforts in Northern Virginia and help shape the strategy for the program's legal services in the region.

The Legal Aid Justice Center is a nationally recognized, non-profit civil legal program with three offices in the state of Virginia. Our dynamic staff of more than two dozen attorneys pursue systemic legal advocacy for all low-income Virginians using a wide array of strategies. Through legal representation, community education, and statewide advocacy, the Legal Aid Justice Center works both to eliminate the immediate symptoms and to address the underlying causes of poverty in Virginia. We encourage diversity, value unique voices, pursue our goals with passion, and enjoy having fun while working for the public interest.

Qualifications include:

- Membership in the Virginia bar or eligibility to waive in immediately;
- A demonstrated commitment to social justice;

- 5+ years' experience working as an attorney for a public interest law firm, legal services organization or other nonprofit;
- Outstanding communications skills;
- Spanish language proficiency; and
- An ability to balance a variety of responsibilities with a healthy sense of humor.

Competitive public interest salary DOE. Exceptional fringe benefits include generous leave, health insurance, excellent retirement plan, loan repayment assistance, and a great work environment. This position will be open until filled.

To apply: Send a cover letter, resume, references and a writing sample of no more than 10 pages ASAP to hiring@justice4all.org and directed to:

Mary Bauer, Executive Director
Legal Aid Justice Center
1000 Preston Avenue, Suite A
Charlottesville, VA 22903

The Legal Aid Justice Center is a 501(c)3 and does not receive funding from the Legal Services Corporation. We are an Equal Opportunity Employer. Candidates from diverse backgrounds are encouraged to apply.

LEGAL PROGRAM DIRECTOR LEX MUNDI PRO BONO FOUNDATION

The Lex Mundi Pro Bono Foundation ("Foundation") is seeking a Legal Program Director to support and strengthen the mission and work of the Foundation. The Legal Program Director will lead the Foundation's key program to provide critical pro bono legal services to the world's leading social entrepreneurs. This position is ideal for an individual seeking to be at the intersection of law and social change; someone that is self-motivated, creative, likes a challenge, enjoys managing multiple priorities, and has the skills to engage with a diverse group of stakeholders around the world.

Main areas of responsibility include:

- Pro Bono Legal Service "Matchmaking"
 - Lead the Foundation's pro bono matchmaking program – helping eligible social entrepreneur clients to identify and prioritize their legal needs and then connecting them with Lex Mundi member law firm lawyers around the world
 - Identify ways to continuously improve the Foundation's matchmaking process to make it more efficient and effective
 - Track matches to ensure quality, to measure the global impact of the Foundation's work and to identify success stories
 - Support the Managing Director in developing, strengthening and managing new and existing relationships:
 - Clients - regular outreach to existing and potential clients to identify new and unique pro bono needs and opportunities as well ways the Foundation can support their work
 - Collaborators/Partners - help identify new strategic partners to source additional social entrepreneur clients and projects; find ways to bring more value to existing partners and their social entrepreneur fellows/grantees

- Lex Mundi Member Law Firms - regular outreach to member firms to learn about their pro bono programs and priorities as well as to identify ways the Foundation can deliver greater value to Lex Mundi member firms (strengthening existing pro bono programs, success stories, marketing/communications opportunities, etc.)
 - Other - help identify and develop relationships with other partners and resources also working at the intersection of law and social change
- Thought Leadership
 - Utilize the Foundation's unique position and relationships in both the legal and social entrepreneurship communities; identify opportunities to write and present on topics relevant to the Foundation's expertise and work, including pro bono and the global social entrepreneurship movement
 - Attend relevant conferences and legal trainings
 - LawForChange™ Global Resource Center
 - Identify new and relevant resources to share with the global social entrepreneurship community via the LawForChange Global Resource Center on the Foundation's website
- General Foundation Administration / Support
 - Support the Managing Director to strengthen overall organization and mission; assist with strategic planning and implementation
 - Increase the Foundation's visibility in relevant stakeholder communities
 - Success Metrics – identify, track and report success metrics and impact to the Foundation's various and diverse stakeholders
 - Monitor media for relevant news items, events, etc. in the social change and pro bono legal spaces
 - Support Foundation's social media program, including the new #WhyProBono initiative designed to help lawyers to easily share the great pro bono work that they and their firms are doing
 - Assist with Foundation's marketing and communications efforts, including the website, annual Impact Report and monthly e-newsletter

Position Qualifications:

- Strong academic record; J.D. with at least 2-3 years law firm practice experience
- Superior communication skills (oral, written and interpersonal)
- Demonstrated ability to work independently, to be proactive and to take initiative; highly motivated self-starter; proven project management skills and ability to execute
- Strong organizational skills and attention to detail
- Ability to handle a variety of projects and assignments at one time
- Proven capacity to bring new, creativity and innovative ideas to work
- Ability to work with a broad and diverse constituency of lawyers and social entrepreneurs from around the world
- Excellent computer skills, including Word, Excel, PowerPoint; Experience with Salesforce is a plus
- Experience with social media, including LinkedIn and Twitter, is a plus
- Demonstrable interest in, and passion for positive social change
- Must be authorized to work in the United States

The Foundation's priority is to identify the strongest candidate for the position. Therefore, we will be considering candidates with a variety of experience levels, from a variety of backgrounds and candidates located outside of Washington, DC.

About the Lex Mundi Pro Bono Foundation: The Lex Mundi Pro Bono Foundation is a 501(c)(3) nonprofit affiliate of Lex Mundi, the world's leading network of independent law firms (over 160 top-tier law firms with over 21,000 lawyers in over 100 countries). We are “Lawyers Helping Social Entrepreneurs Change the World.”

The Foundation is a matchmaker -- providing critical pro bono legal services to the world's leading social entrepreneurs by utilizing the talents and resources of Lex Mundi's powerful global network of law firms. Providing access to quality pro bono legal advice enables social entrepreneurs to be more successful at tackling the world's biggest challenges. They will scale faster, serve more people, expand more quickly to new territories, raise more money, and have greater impact.

Through the work of the Foundation over the last ten years, Lex Mundi and its member firms have established themselves throughout the world as a leading provider of legal support to social entrepreneurs. The Foundation's website, including its LawForChange® Global Resource Center, is the go-to site for social entrepreneurs and their supporters in need of legal information and resources.

For more information about our work please visit www.lexmundiprobono.org.

Interested Applicants: If you are interested in being considered for this position, please send your letter of interest and resume to: admin@lexmundiprobono.org (Attn: 2016 Legal Program Director).

Salary: commensurate with experience; appropriate to the nonprofit sector. Benefits: health and dental insurance and 401K.

Location: The Foundation is based in Washington, DC

STAFF ATTORNEY **AMERICAN ATHEISTS**

Position Overview: American Atheists seeks a full-time attorney to support its legal and public policy center. American Atheists fights to keep religion and government separate at the local, state, and federal levels through education, advocacy, and legal efforts while also working to protect the rights of atheists. American Atheists is headquartered in Cranford, NJ with the National Legal & Public Policy Director located in Washington, D.C.

The Staff Attorney will advance the work of the American Atheists Legal Center. The Staff Attorney will review requests for legal assistance and information from members; update the American Atheists' website about relevant legal issues, current legal cases, and the legal FAQs about separation of religion and government. The Staff Attorney will help craft complaints, conduct legal research, draft and edit documents, and write briefs. The Staff Attorney may also assist with public policy initiatives as needed.

Responsibilities:

- Conduct thorough legal research.
- Write clear and concise legal documents for the courts and documents explaining legal issues for the public.
- Update American Atheists' legal information resources on its website and other media.
- Demonstrate compassion and understanding to members who seek assistance.
- Travel and represent American Atheists at conferences and other events.
- Collaborate with secular organization attorneys and coalition partner organizations.
- Contribute to American Atheists' newsletter, magazine, and social media.
- Provide excellent customer service to American Atheists members and supporters.
- Perform other related duties of a comparable level/type as assigned.

Qualifications:

- Demonstrated interest in separation of religion and government issues and a willingness to support the mission of American Atheists.
- Juris doctor degree from an ABA-accredited law school.
- Current admission to any state bar in the United States.
- Strong interpersonal and communication skills.
- Superb attention to detail and ability to meet regular deadlines.
- Self-starter with the ability to work with little supervision.
- Ability to handle sensitive information, including court cases, public relations strategy, and pending announcements with discretion and integrity.
- Experience with WordPress and basic web standards.
- Experience with LexisNexis or other legal research system, Microsoft Office, particularly Word, and Google Docs.

NOTE: The Staff Attorney may work from the Cranford, NJ office or from home in the Washington, D.C. area with the expectation that the Staff Attorney will work at American Atheists' D.C. office that will open in mid-2017.

To Apply: We invite qualified candidates to submit a cover letter, resume, and a short (five pages or less) legal writing sample from the past three years to careers@atheists.org with the subject Staff Attorney. The cover letter should include why you support the American Atheists' mission, how your abilities and experience relate to the duties of the position, and your salary expectations. Note: Cover letters without salary expectations will not be reviewed. The writing sample may be an excerpt of a longer piece provided the source information is still provided. No phone calls or mailed applications will be accepted.

PRO BONO COORDINATING ATTORNEY
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. KIND is dedicated to providing both pro bono representation and positive systemic changes in law and policy to benefit unaccompanied immigrant and refugee children. Launched in fall 2008, KIND is headquartered in Washington, D.C. and has field offices across the US.

Overview: KIND seeks a Pro Bono Coordinating Attorney in KIND's Washington DC/Virginia field office to help develop, maintain, and oversee the provision of pro bono legal representation to unaccompanied children through KIND's network of major law firms, corporate partners, and law schools. The Pro Bono Coordinating Attorney will recruit, train and mentor volunteer firm and corporate attorneys to ensure effective pro bono representation of individual child clients before immigration and state courts, and immigration agencies. This position will be based in KIND's Falls Church, Virginia office.

Responsibilities: will include, but are not limited to, the following:

- Conduct or oversee legal intakes and the provision of know-your-rights information to child clients;
- Match child clients with pro bono attorneys;
- Recruit, train, and provide hands-on mentorship to pro bono attorneys representing unaccompanied children in immigration matters and related family law matters;
- Develop and maintain updated guidance materials, sample filings, and legal training presentations;
- Foster and manage KIND relationships with law firms and corporate counsel in coordination with the Director of Pro Bono Recruitment and Training;
- Assist in office operations, including case management, data entry and maintenance, and reports;
- Assist in supervision, training, and mentoring of office staff in consultation with the Supervising Attorney;
- Collaborate with KIND management in support of KIND's mission; and
- Participate in conferences, meetings, and trainings as needed.

Minimum Qualifications:

- Admission to practice law, preferably in the state of Virginia;
- At least one to three years of experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- Family law experience a plus;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;
- Spanish proficiency preferred;
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders;
- Supervisory experience, preferably in legal setting;
- Mentoring and training experience;
- Excellent oral and written communication skills;
- Excellent professional judgment;
- Ability to hit the ground working, multi-task, and work independently; and
- Ability to work collaboratively.

To Apply: Nominations or applications, including a cover letter, resume (listing states and dates of all bar admissions), salary requirements, writing sample and three references, should be sent to:

jobs@supportkind.org with "Pro Bono Coordinating Attorney – Washington, DC" in the subject line.

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

DEADLINE: Applications should be submitted by July 14, 2016. Applications should be submitted as soon as possible. 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.

**STAFF ATTORNEY
ENVIRONMENTAL HEALTH PROGRAM
CENTER FOR INTERNATIONAL ENVIRONMENTAL LAW**

SUMMARY DESCRIPTION: The attorney will build strong ties with coalitions and networks from all sectors and from all continents to promote a common and progressively stronger set of global approaches for the safe management of chemicals and waste. This work is grounded in relevant international norms, including human rights. An initial focus of the attorney will be continuing CIEL's leadership in analyzing and addressing the impact of the ongoing Transatlantic Trade and Investment Partnership (TTIP) negotiations on the regulation of chemicals and waste on both sides of the Atlantic.

The attorney will produce cutting edge legal analysis; develop and implement advocacy campaigns; raise awareness among media and decision-makers; and mobilize public support to protect children and communities from toxic risks. This position involves work on negotiating new international treaties; changing public policy and corporate practices; advocating for the precautionary approach; and increasing attention on emerging toxic threats, like endocrine disrupting chemicals and nanomaterials.

GENERAL RESPONSIBILITIES:

CIEL's Environmental Health Attorney will be a seasoned legal advocate and policy analyst passionate about protecting communities and the environment from toxic exposure. The Environmental Health program is deeply engaged in the fight to improve the regulation of toxic chemicals around the world, and to prevent actions that will undermine the progress that has been made, at the international and national levels. The program combines over twenty years of experience working to reform US, EU, and global laws for chemical management, with recognized expertise using international trade law to protect our right—and the right of future generations—to a healthy planet.

The attorney will work with NGO partners and coalitions in the Global South to prevent transfer and disposal of chemical waste near vulnerable communities with limited resources, and to support communities affected by toxic exposure from industrial processes, like metal mining.

Programmatic Responsibilities:

1. In collaboration with the Program Director and other Environmental Health Program staff members, develop and deliver high impact campaigns and legal strategies to advance CIEL's strategic priorities and programmatic objectives, ensuring highest quality work product;
2. Develop and maintain expertise in international legal and policy frameworks for chemicals management and toxic risks, and monitor relevant ongoing activities affecting program goals;
3. Lead CIEL's work on analyzing and addressing the impact of transatlantic trade on environmental health, focusing in particular on ongoing TTIP negotiations;
4. Establish and maintain effective working relationships with relevant communities, partner organizations, agencies, and intergovernmental organizations;
5. Prepare legal and policy analyses, briefing documents, written comments, and educational materials for submission to institutions, governments, NGO partners, and communities;
6. Develop fact sheets, press releases, and other online and print materials to educate, inform, and engage CIEL funders, supporters, and the public;
7. Represent CIEL in public meetings, workshops, hearings, and other processes;
8. Coordinate with relevant staff in other CIEL programs to ensure consistency and integration across programs in support of CIEL's strategic priorities;
9. Ensure information flow within Environmental Health Program and with other CIEL staff; and
10. Perform other job related duties as requested by Program Director.

Management and Administration:

1. Participate in weekly organizational staff meetings and other relevant meetings as requested by the President, Director of Finance and Administration, and other team members;
2. Assist in the preparation of monthly program reports, annual project and program plans, and operating budgets in line with both short term and long term goals and objectives;
3. Assist in fundraising by participating in identifying and undertaking research on prospective funders, and prepare funding applications, proposals, reports, and other communications;
4. Supervise and take responsibility for the professional development of law fellows and interns;
5. Maintain timesheets contemporaneously and submit them on time; and
6. Participate in an annual CIEL staff performance evaluation.

QUALIFICATIONS: Minimum Qualifications:

1. J.D. or equivalent law degree;
2. Exceptional research, writing, and communication skills; demonstrated ability to write clearly and compellingly for a variety of audiences, including policymakers and the general public;

3. 3 years of practical experience in related areas of law and policy, including international environmental law and trade;
4. Demonstrated ability to do complex legal and policy analysis;
5. Ability to work independently and experience leading small project teams;
6. Strong organizational skills and ability to manage multiple tasks simultaneously;
7. Demonstrated experience working with civil society organizations and a diverse range of people and groups;
8. Ability to travel periodically and for extended periods;
9. Necessary immigration status or permit to work in the United States or Switzerland;
10. Active membership in at least one bar association; and eligibility for membership to D.C. Bar within 1 year. (This requirement does not apply for attorneys based in Geneva.)

Desired Qualifications:

1. Experience with human rights issues;
2. Working knowledge of REACH;
3. Experience with external fundraising to support project goals;
4. Ability to communicate effectively in one or more foreign languages.

About CIEL: For more than two decades, CIEL has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. We seek a world where the law reflects and upholds the interconnection between humans and the environment, respects the limits of the planet, protects the dignity and equality of each person, and encourages all of earth's inhabitants to live in balance with each other.

To Apply: Please send a resume, cover letter, two references, and a writing sample to info@ciel.org (include "Environmental Health Attorney Position" in subject line). The writing sample should represent the applicant's own, unedited writing.

Application Deadline: Accepted on a rolling basis. Only shortlisted candidates will be contacted for interviews. Ideal start date for this position is September 2016.

CIEL is a 501(c)(3) non-profit organization and is an equal opportunity employer offering an informal, friendly, and fun work environment with excellent benefits.

STAFF ATTORNEY (FINANCE) CLIMATE AND ENERGY PROGRAM CENTER FOR INTERNATIONAL ENVIRONMENTAL LAW

The Center for International Environmental Law seeks a seasoned attorney and advocate with substantial expertise in finance and securities law to become the newest member of our Climate & Energy team. This is an exciting opportunity for an experienced professional and proven legal campaigner to do cutting edge legal work to confront the urgent challenge of global climate change.

Summary Description: For more than 25 years, CIEL has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. Our Climate & Energy program uses international and trans-boundary legal strategies to address the threat of climate change while advancing the cause of global human rights. We work to accelerate the transition from fossil fuels by encouraging investment shifts and holding State and corporate actors accountable for their contributions to climate change. We are seeking a dynamic professional and seasoned lawyer with corporate experience to augment these efforts and help ensure financial actors and markets properly consider climate-related risks.

Primary responsibilities include drafting and submission of expert comments, legal perspectives and other analyses; leadership in and execution of campaigns that target key financial actors including credit rating agencies, pension funds, and mutual funds; advocacy with diverse stakeholders (both in the finance and regulatory spaces); representing CIEL in coalitions, negotiation processes, public meetings and workshops; establishing and maintaining effective working relationships with partner and financial organizations, relevant agencies and intergovernmental organizations; and developing and implementing domestic, international and transnational legal strategies to accelerate action on climate change.

The successful candidate will have knowledge and practical experience of finance and corporate and securities laws; experience with law and policy relating to climate change; demonstrated ability to do complex legal and policy analysis; public speaking skills; and exceptional legal research and writing skills. The ideal candidate will also have experience with international, environmental or human rights law; experience with non-profit policy advocacy or corporate campaigns; proficiency in one or more foreign languages; and experience with fundraising to support project goals. Salary is commensurate with experience.

Minimum Qualifications:

- J.D. or equivalent law degree;
- At least five years' experience with securities law, corporate law, financial transactions, and related litigation, including at least two years in a public advocacy context.
- Demonstrated knowledge of climate law and policy.
- Exceptional research, writing and communication skills; demonstrated ability to write clearly and compellingly for a variety of audiences, including policymakers and the general public;
- Proven ability to work both independently and in close coordination with a team;
- Demonstrated ability to manage multiple tasks simultaneously;
- Demonstrated experience working with a diverse range of people and groups;
- Ability to travel periodically and for extended periods; and
- Member of good standing in State Bar and eligibility for admission to DC bar within one year.

Location: Washington, DC.

To Apply: Please send a resume, cover letter, two references, and a writing sample to info@ciel.org (include "Staff Attorney (Finance), Climate & Energy Program" in subject line). The writing sample should represent the applicant's own, unedited writing.

Application Deadline: ASAP. Applications will be considered on a rolling basis. Only shortlisted candidates will be contacted.

CIEL is a 501(c)(3) non-profit organization and is an equal opportunity employer offering an informal, friendly, and fun work environment with excellent benefits.

**ASSISTANT EXECUTIVE ATTORNEY
DC BAR**

The Assistant Executive Attorney (AEA) supports the Board on Professional Responsibility, an arm of the D.C. Court of Appeals, in the adjudication of attorney discipline cases and the administration of the attorney discipline system. The AEA acts as a legal advisor to the Board and its Hearing Committees and is responsible for conducting legal research, preparing legal memoranda and training materials, and assisting in the disposition of motions and the filing of reports with the Board and the Court. The AEA also drafts briefs and represents the Board before the Court of Appeals, under the supervision of the Executive Attorney. There is a heavy emphasis on legal writing. The AEA reports to the Executive Attorney.

Essential Duties and Responsibilities:

Prepares legal memoranda and provides legal advice to the Board and the Hearing Committees.
 Attends hearings and Board meetings.
 Assists Board and Hearing Committee members with legal research
 Assists in the preparation of Board and Hearing Committee Reports.
 Reviews Board reports and case records before filing with the Court of Appeals.
 Prepares briefs and represents the Board before the D.C. Court of Appeals.
 Assists in the disposition of motions filed with the Hearing Committees and Board
 Prepares legal research memoranda for posting on the Board's intranet site.
 Prepares petitions for temporary suspension and disability suspension for filing with the D.C. Court of Appeals.
 Reviews complaints against Disciplinary Counsel and its staff and prepares recommended dispositions.
 Prepares training materials and organizes training programs for the Hearing Committees.
 Supports the Board's Rules Committee, including the drafting of proposed rules and comments to the rules filed with the D.C. Court of Appeals.
 Assists in preparations for the Board's annual disciplinary conference, including researching topics for the panel presentation, recruiting speakers, and preparing conference materials.
 Assists with the recruitment of volunteers to serve on the Hearing Committees.
 Assists in the preparation of the Board's Annual Report.

Minimum Qualifications:

- 1 Law degree from an accredited law school. Must be a member in good standing of the District of Columbia Bar.
- 2 At least eight years of legal experience litigating complex civil and/or criminal cases at the trial and appellate levels.
- 3 Ability to write clearly and concisely regarding complex legal and procedural issues.
- 4 Ability to work well under pressure; ability to set and manage multiple priorities with minimal supervision.
- 5 Proficient in current Microsoft Office applications, especially Word.
- 6 Excellent interpersonal skills. Must work well in a team environment and be able to interact with volunteers, the public and Board employees.
- 7 Ability to handle and maintain the confidentiality of highly sensitive information.

Additional Information: This position resides in the Legal Job Family at the Assistant Director Level. Salary is commensurate with experience. This is an exempt position. Excellent benefits package. Will consider part-time schedule.

This is not an attempt to list all essential functions of this position. It is recognized that job duties may change over time based on the BPR's needs. The BPR is an Equal Opportunity Employer.

To be considered individuals must submit a cover letter stating salary requirements, resume and two writing samples (a minimum of five pages each) to: DCBPR@dcbpr.org.

HEALTHY COMMUNITIES STAFF ATTORNEY, WATER EARTHJUSTICE HEADQUARTERS

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters and citizens to engage the critical environmental issues of our time, and bring about positive change. We are here *because the earth needs a good lawyer*.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, and Washington, DC.

Earthjustice is seeking a Staff Attorney to join its Healthy Communities practice and to work closely with our Vice President of Litigation for Healthy Communities, Managing Attorneys, and other program staff to continue our very successful litigation in this area and to help develop this area of work. This program is at the heart of Earthjustice's mission to defend the right of all people to a healthy environment and encompasses Earthjustice's work on clean air, clean water, toxic chemicals and wastes, and related domestic and international issues. The attorney selected for this position will focus on our growing clean water practice area, but also will assist on litigation and other advocacy in our efforts to protect the environment and health in the nation's most overburdened communities.

The successful candidate for this position would be housed in the New York or DC office but, like other attorneys, may be called on to litigate outside the home region.

Responsibilities:

- Conduct factual investigations and develop legal theories for possible advocacy or litigation; draft pleadings and briefs; and otherwise manage new and existing cases in state or federal courts and administrative tribunals, especially those under the Clean Water Act or state law governing water pollution, including contaminated drinking water and impaired waterways.

- Supervise the work of Associate Attorneys, Interns, and Litigation Assistants, who are part of the Litigation team.

- Manage relationships with co-counsel, clients, and coalition partners.

- Integrate communications and legislative advocacy into far-reaching, high-impact litigation strategies.

- Work closely with our water practice attorneys and help with strategic planning for our growing clean water docket and other areas of the healthy communities docket

Qualifications:

- At least eight years of litigation experience.

- Applicants must be admitted to a state bar and be willing to seek admission to the New York or Washington, DC bar.

- Experience in administrative and pre-trial proceedings (e.g., regulatory comments; discovery, including document production; preparation of fact and expert witnesses; motion practice); evidentiary hearings; and appellate litigation. Clean Water Act litigation or advocacy experience is a plus.

- Superb research, analysis, writing, and oral advocacy skills.

- Initiative, good judgment, a collegial work style, and a strong work ethic.

- Experience working with or representing community or grassroots groups. Interest in managing a docket of environmental civil rights cases is a plus.

- A commitment to public interest work and a passion for Earthjustice's mission.

- Ability to work both independently and in collaboration with others.

- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.

- Contributes to recruiting, hiring, developing and retaining a diverse and inclusive workforce.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

To Apply: Interested applicants should submit a cover letter, resume, and three references.

Click this link to apply: <https://app.jobvite.com/j?cj=oBDn3fwo&s=Idealist>

No phone calls, drop-ins, or hard copies. Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application.

PRO BONO COORDINATION NATIONAL VETERANS LEGAL SERVICES PROGRAM

Background: Lawyers Serving Warriors® (LSW) is a longstanding project of the National Veterans Legal Services Program (NVLSP) providing free legal representation in disability, discharge and veterans benefits cases to veterans from all eras. Representation is provided through volunteer attorneys from dozens of participating private law firms and corporate legal departments whom NVLSP recruits, trains and mentors. NVLSP an independent, nonprofit veterans service organization dedicated to ensuring that the U.S. government honors its commitment to our active duty personnel and veterans by providing them the federal benefits they have earned through their service to our country.

Primary Responsibilities:

- Place individual cases with volunteer attorneys from law firms and legal departments;
- Resolve administrative issues between NVLSP and volunteer attorneys and firms/legal departments;
- Manage the database for the project, ensuring that relevant assignment data and case results are recorded;
- Run regular reports on metrics for the project;
- Build, sustain and expand pro bono relationships with law firms and corporate legal departments;
- Assist NVLSP's Program Manager with special projects and targeted outreach to veterans eligible for the organization's legal services; and
- Assist NVLSP's Development Director in developing communications materials to promote work of the organization and support the organization's fundraising activities.

Qualifications: The ideal candidate will have three to five years of relevant experience coordinating pro bono cases. Applicants must possess excellent written and oral communication skills and have the ability to work effectively with others. Having a J.D. from an ABA-accredited law school is a plus.

Opening/Closing Date: Available immediately; closes when filled. Salary is dependent on experience. NVLSP has a generous benefits program, with health and pension benefits provided.

NVLSP is an equal opportunity employer.

To Apply: A cover letter, resume, and list of references should be e-mailed to:

National Veterans Legal Services Program

1600 K Street NW, Suite 500 Washington, DC 20006

Attn: Pro Bono Coordinator

Personnel@nvlsp.org

Applications may also be mailed or faxed (202-328-0063).

All applications will be reviewed in confidence. Questions may be directed to Personnel@nvlsp.org

DEPUTY DIRECTOR
DEPARTMENTAL OFFICE OF CIVIL RIGHTS
OFFICE OF THE SECRETARY OF TRANSPORTATION

Statement on Senior Executive Service (SES) Position: The Senior Executive Service (SES) is a corps of executives selected for their superior leadership qualifications. Members of the SES serve in key positions just below the top Presidential appointees, and are the major link between these appointees and the rest of the federal workforce. Candidates for SES positions must possess both technical qualifications (subject matter expertise) and executive qualifications (leadership and managerial experience). By definition, SES positions are managerial, supervisory, and policy positions classified above the GS15 grade level.

Please Note: If your current SES salary is above the salary range listed for the position, you may be reassigned at your current SES salary.

Position Summary: The Deputy Director, Departmental Office of Civil Rights, serves as the principal advisor to the Director of the Departmental Office of Civil Rights and is located in the Departmental Office of Civil Rights, Office of the Secretary of Transportation. The Deputy Director assists the Director in ensuring full and affirmative implementation of civil rights and equal opportunity principles within the Department in all its official actions. This includes Department employment practices; services rendered to the public; employment practices of contractors and subcontractors under direct or federally assisted contracts; operation of federally assisted activities; and other programs and efforts involving Department assistance, participation or endorsement.

The Deputy Director assumes primary responsibility for executing the management and program functions of the Departmental Office of Civil Rights. He/she acts for the Director in his/her absence.

The Deputy will be responsible for supporting and executing the Department of Transportation's Ladders of Opportunity Initiative and for instilling opportunity, access, connectivity, and diversity into all Department programs, policies, projects, and activities.

Duties: The Deputy Director, Departmental Office of Civil Rights:

- Administers and manages the daily operations of the Departmental civil rights and equal employment opportunity programs, including immediate supervision of managers responsible for the various programs within the Departmental office of Civil Rights.
- Serves as key liaison to Operating Administrations and their respective Offices of Civil Rights for the purpose of providing direction, guidance, and monitoring to ensure full compliance with civil rights laws and policies throughout the Department of Transportation.
- Oversees equal opportunity compliance reviews deemed necessary to assure effective program implementation or requested by the Secretary, and identifies and resolves programmatic challenges in the internal and external complaint processing procedures within the jurisdiction of the Departmental Office of Civil Rights.
- Manages programmatic outreach, training and compliance to promote full participation by Disadvantaged Business Enterprises in DOT-assisted projects.
- Helps to develop and implement transportation policies that ensure infrastructure decisions at the Federal, state and local levels connect persons and communities to opportunity, revitalize communities, and improve access to jobs, education, healthcare and other services.

- Participates in the development and implementation of Departmental programming that will educate, train, and monitor recipients and sub-recipients of federal funding on application of opportunity principles and compliance with federal civil rights laws.
- Serves as a senior Departmental representative on civil rights and equal opportunity matters with other Federal agencies, commissions, committees, and organizations, acting in conjunction with the General Counsel on matters of legal concern to the Department of Justice.
- Develops and implements transportation policies that connect communities to all forms of opportunity in accordance with the Administration's Ladders of Opportunity Initiative.

For more information and to apply: Please visit <https://www.usajobs.gov/GetJob/ViewDetails/441059300>

**ATTORNEY
HOUSING AND CIVIL ENFORCEMENT SECTION
U.S. DEPARTMENT OF JUSTICE**

The U.S. Department of Justice ("DOJ" or "Department") is the principal federal agency charged with enforcing federally protected civil and constitutional rights. The Civil Rights Division ("CRT" or "Division") is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in education, employment, housing, police services, public accommodations and facilities, voting, and federally funded and conducted programs. The laws that the Division enforces also prohibit conduct by law enforcement agencies, as well as conditions of public residential institutions, such as health care and correctional facilities, that violate the constitution.

The Division is seeking a managing attorney to serve as the Principal Deputy Chief of the Housing and Civil Enforcement Section ("HCE Section" or "Section"). The HCE Section enforces civil rights laws designed to protect persons from illegal discrimination in housing, lending, zoning and land use, and places of public accommodation. In addition, the Section enforces the rights of service members under the Service members Civil Relief Act. The Section conducts investigations, brings lawsuits, and monitors compliance with court orders and settlements.

CRT offices are near the Metro transportation system or other public transportation, and are conveniently accessible to restaurants, museums and other Washington, D.C. area attractions. Most jobs in the Division offer alternative work schedules and other family friendly opportunities. Most employees who commute by public transportation are eligible for a transit subsidy benefit.

Job Description: As Principal Deputy Chief, the successful candidate will assist the Section Chief in planning and directing a nationwide program to enforce the federal civil rights laws and executive orders prohibiting discrimination in housing, lending, zoning and land use, and places of public accommodation. Responsibilities include:

- Advising the Section Chief on personnel, overall management planning, litigative program development, budget, and other matters; and participating in the decisional process relating to these subjects. S/he supervises directly and through subordinate managers and supervisors, attorneys, investigators, and support personnel.
- Supervising various administrative tasks, including evaluating attorneys.
- Overseeing the preparation of, review, and edit of complaints, other pleadings, discovery requests and responses, motions, briefs, proposed consent decrees and other legal documents. Overseeing all aspects of pretrial discovery and motion practices to ensure the development of testimonial and documentary evidence for trial. Personally handling the most sensitive and difficult cases.

- Meeting, coordinating, and fostering good working relationships with the United States Attorneys' Offices, other Department of Justice ("DOJ" or "Department") components, the Department of Housing and Urban Development, federal regulatory agencies, and other partner agencies.
- Coordinating with counsel for private litigants in cases in which the Government intervenes; conferring with the United States Attorneys' Offices at all important stages of litigation; and meeting with the public (and their delegations), law enforcement entities, and others.
- Consulting and advising on an emergency basis with DOJ officials at the highest echelon, reporting on the immediate status of civil rights matters that fall under the HCE Section's areas of oversight.
- Consulting and advising the Assistant Attorney General for Civil Rights and the Deputy Assistant Attorneys General. Coordinating with the Division's other Section Chiefs and Deputy Chiefs as appropriate.
- Speaking at meetings and conferences to educate other governmental agencies, industry, and/or the public about the work of the HCE Section. Meeting and conducting outreach to community organizations and other interested parties.

Qualifications: The Office of Personnel Management (OPM) is required by law to review the executive qualifications of each new career appointee to the Senior Executive Service (SES) prior to appointment. **To be considered for this position, you must submit a written statement addressing the five (5) Executive Core Qualifications (ECQs) listed at <https://www.justice.gov/legal-careers/job/principal-deputy-chief-housing-and-civil-enforcement>. Failure to address both the mandatory technical/professional qualifications and the ECQs as set forth below will adversely affect your chances for selection.** Current members of the career SES, former career SES members with reinstatement eligibility, and OPM/QRB certified candidates need not address the ECQs.

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

Salary: ES-0905-00 - \$123,175.00 to \$185,100.00 / Per Year

Travel: Occasional Travel - Some travel will be required.

Application Process: The complete Application Package must be submitted by 11:59 p.m. (Eastern Time Zone) on Tuesday, July 12, 2016.

To apply for this position, you must provide a complete Application Package, which includes:

- Résumé
- A complete Occupational Questionnaire
- Narrative statement addressing each of the TQs and MTQs (limit to one page per TQ/MTQ)
- Narrative statement addressing each of the ECQs (10-page limit) (if required)
- Current performance appraisal (if none exists, a statement to that effect)

For more information about this position, please visit:
<https://www.usajobs.gov/GetJob/PrintPreview/440788800>.

Application Deadline: Tuesday, July 12, 2016

Relocation Expenses: Not Authorized

Equal Employment Opportunity.

ATTORNEY
EXECUTIVE OFFICE FOR THE UNITED STATES ATTORNEY (EOUSA)
U.S. DEPARTMENT OF JUSTICE

Executive Office for the United States Attorney (“EOUSA”) is seeking to hire a Supervisory Attorney Advisor/Assistant Director to lead its Freedom of Information Act/Privacy Act (FOIA/PA) office. The FOIA/PA office is fast paced and is responsible for providing legal guidance on FOIA and the Privacy Act to other EOUSA components and the 94 United States Attorneys' Offices (USAOs). The FOIA/PA Office also processes all FOIA requests for records maintained by EOUSA and in the USAOs. In addition, FOIA/PA attorneys represents the USAOs/EOUSA in administrative FOIA appeals and serve as agency counsel to Assistant United States Attorneys and Department of Justice attorneys in FOIA/PA litigation in Federal District Court.

The individual selected can expect a challenging and demanding environment. In addition to management responsibilities, the individual will work on complex FOIA/PA issues and will be working alongside senior management officials within EOUSA and throughout the Depart of Justice.

The office is ideally situated among three Metro stations, one block from the Verizon Center, a short walk to the Smithsonian museums on the National Mall, and is surrounded by numerous restaurants and shops. In addition, we offer creative work solutions in which we provide compressed work schedules and flexible work schedules, along with transit subsidy.

Job Description: If selected for this position you will serve as the Supervisory Attorney Advisor/Assistant Director for the EOUSA FOIA/PA Office. The primary purpose of the position is to provide professional and programmatic leadership of EOUSA's FOIA/PA office, including case management and the supervision of a dynamic staff of attorneys, paralegals and administrative personnel. Duties include but are not limited to:

- Serving as the primary EOUSA authority on Freedom of Information Act and Privacy Act (FOIA/PA) matters by providing expert guidance on the legal and policy requirements pertaining to the release of information and ensuring FOIA requests are handled in accordance with applicable statutory and regulatory requirements, and applicable DOJ policies.
- Overseeing the staffs legal advice and research on FOIA/PA processing procedures and litigation, assigning, supervising, and monitoring FOIA litigation matters, setting staff priorities, assigning work, and monitoring status of assignments and caseloads.
- Providing FOIA/PA guidance to the Director, and other senior management officials in EOUSA and the USAOs which includes coordinating, planning and overseeing FOIA/PA training within EOUSA and the USAOs.
- Coordinating operations, policy development, and program management with other office staffs, organizations, and external entities.
- Reviewing FOIA/PA objectives and performance to ensure that organizational interests and concerns are integrated within an organization's requirements, strategic plans, policies and objectives.
- Assessing program effectiveness and identifying policy changes and program adjustments needed to improve consistency, efficiency, and the quality and timeliness of service which includes monitoring developments in FOIA/PA case law, proposed legislation and regulatory law and assess potential impact on EOUSA practices from same.

Qualifications:

Required Qualifications

- Applicants MUST possess a J.D. Degree and
- Be an active member of the bar* (any jurisdiction).

*You must include your bar membership information in your application package to be considered.

To qualify at the GS-15 grade level applicants must have at least 5 years post J.D. legal or other relevant experience to qualify. Qualifying experience is defined as experience performing legal analysis related to FOIA/PA; processing complex and simple FOIA/PA requests; and leading paralegals and support staff.

Preferred qualifications: FOIA and Privacy Act, serving as or advising counsel on FOIA litigation; familiarity with electronic case management and document processing software.

Security Requirements: Initial appointment is conditioned upon a satisfactory preemployment adjudication. This includes fingerprint, tax and credit checks, and drug testing. In addition, continued employment is subject to a favorable adjudication of a background investigation.

Salary: \$128,082 - \$160,300

Travel: Occasional travel for conferences and training

Application Process: You may apply via USAJobs
at: <https://www.usajobs.gov/GetJob/ViewDetails/442108500>

Application Deadline: Monday, July 18, 2016

Relocation Expenses: Relocation expenses will not be authorized.

Equal Employment Opportunity.

**TRIAL ATTORNEY
ENVIRONMENTAL AND NATURAL RESOURCES DIVISION
U.S. DEPARTMENT OF JUSTICE**

The Environment and Natural Resources Division (“ENRD”) of the U.S. Department of Justice is seeking experienced litigators for its Land Acquisition Section in Washington, D.C. The Land Acquisition Section (“LAS”) is responsible for acquiring land and other real property on behalf of the United States through condemnation proceedings for purposes ranging from establishing national parks to creating military training facilities to expanding land ports of entry. Recent cases being handled by LAS include the acquisition of land to create and expand national parks and forests such as the Flight 93 National Memorial and the Florida Everglades National Park. LAS also has initiated cases throughout the United States for military and national security reasons, including construction of land ports of entry and other border infrastructure such as the Peace Arch in Blaine, Washington, expansion of military training facilities in California and Louisiana, and storage of the nation’s Strategic Petroleum Reserve. The legal issues involved include the power of the United States to condemn under specific acts of Congress, ascertainment of the market value of property with millions of dollars at stake and applicability of land use regulations. LAS offers an opportunity for those interested in complex civil litigation involving discovery, motion practice, settlement and trial work.

Job Description: Successful applicants will litigate complex cases associated with exercise of the United States government’s power of eminent domain in federal district courts throughout the country. The Section is organized into teams in an effort to promote a collaborative and supportive environment. The Section’s cases typically involve significant factual and expert discovery, a substantial motions practice, settlement negotiations and trial. This position will allow the selected applicants to utilize their legal research, writing and oral advocacy skills in all aspects of their assigned cases.

Qualifications: Successful applicants must have the following:

- at least two years of litigation and/or judicial experience to qualify for the GS-13 grade level;
- at least three years of litigation and/or judicial experience to qualify for the GS-14 grade level;
- at least five years of litigation and/or judicial experience to qualify for the GS-15 grade level;

In addition to the above qualifications applicants must possess a J.D. degree; be an active member of the bar (any jurisdiction); and be a U.S. citizen.

Salary: The possible salary range is GS-13 (\$92,145 - \$119,794), GS-14 (\$108,887 - \$141,555) and GS-15 (\$128,082 - \$160,300) per annum.

Travel: Frequent travel required.

Application Process: Applicants must submit a current resume, writing sample, and a brief statement of interest by email to ATTYAPPLY-LAS.ENRD@USDOJ.GOV

If email submission is not possible, please forward your application materials to the following address:

U.S. Department of Justice
Environment and Natural Resources Division
Land Acquisition Section
P.O. Box 561, Ben Franklin Station
Washington, DC 20044-0561
Attn: Barry Weiner, Deputy Section Chief

No telephone calls please.

The Selecting Official may select additional candidates if more positions become available within 90 days after the HR office issues the selection certificate.

Application Deadline: Thursday, July 7, 2016

Relocation Expenses: Relocation expenses are not authorized.

Number of Positions: 2

Equal Employment Opportunity.

ATTORNEY ADVISOR
DISTRICT OF COLUMBIA COURTS

Summary: The District of Columbia Courts (DC Courts or Courts) comprise the judicial branch of the District of Columbia government. There are two courts, the DC Court of Appeals, the highest court of the District, and the Superior Court of the District of Columbia, the trial court. The DC Courts' mission is to protect the rights and liberties, uphold and interpret the law, and resolve disputes peacefully, fairly and effectively in the District of Columbia. To achieve its mission, the DC Courts maintain a strong judiciary and workforce who adhere to the highest standards of conduct and who are committed to excellent public service.

This position is located in the Civil Division, Office of the Director, at the Superior Court of the District of

Columbia. The primary purpose of the position is to provide legal and procedural advice to judicial officers and staff, court administrators, and other court personnel to ensure compliance with D.C. Code; case law; and Civil Division policies, business processes, and standard operating procedures.

The incumbent possesses a keen intellect, and is a well-organized professional who enjoys working with a diverse group of Court personnel and customers and lives daily the Courts' values of Accountability, Excellence, Fairness, Integrity, Respect, and Transparency.

Duties:

As the Attorney Advisor, the incumbent is responsible for performing the following major duties:

Reviewing case documents and preparing cases for Judges and Magistrate Judges presiding over Landlord and Tenant; Tax Lien; Mortgage Foreclosure; and other Civil Division specialty calendars. Ensuring cases are processed in compliance with relevant laws, rules, and/or policies relevant to Court, division, and/or branch processes and procedures.

Monitoring case activity and caseload for conformance with court performance standards and consulting with judicial officers and staff, court administrators and other court personnel to ensure compliance. Developing and/or providing performance standards reports to judicial officers and staff, court administrators and other stakeholders. Analyzing performance data to determine trends or problems and making recommendations for remediation.

Providing legal and procedural advice and/or assistance to division Judges and Magistrate Judges while court is in session.

Drafting proposed orders for Civil Division Judges or Magistrate Judges.

Performing legal research, preparing legal memoranda, and/or providing legal advice to division judicial officers and staff, court administrators, and other court personnel.

Reviewing proposed and recently enacted legislation and drafting legal memoranda for judicial officers and staff, court administrators or other court personnel regarding the impact of such legislation on the division.

Conducting, developing, or assisting with training or preparation of training content and materials for judicial officers and staff, court administrators, and other court personnel relative to division rules, processes and procedures.

Minimum and Preferred Qualifications: Applicants possess a Juris Doctor degree from an accredited law school, are members in good standing of the bar of any State, United States territory, or the Commonwealth of Puerto Rico and have three (3) years of legal experience. Experience may include work prior to, during, or after law school, including student practice organizations, clinical legal programs, externships, summer internships, law clerking, or pro bono legal assistance. Credit will be given for paid, unpaid, and/or part-time work in a legal environment. You must clearly identify the duties and responsibilities in each position held and the verifiable dates (month/year) and total number of hours worked per week.

Preferred applicants possess a Juris Doctor degree from an accredited law school, are members in good standing of the District of Columbia Bar, or have a pending membership to the District of Columbia Bar, and have three (3) or more years of legal experience.

Other Application Requirements:

Applicants must submit two (2) writing samples (legal memorandum or legal brief) as part of the application. Each sample must be no more than five (5) pages in length.

Documentation of education (copy of J.D. degree or transcript) and proof of active bar membership must be submitted with your application or your application will not be considered.

Rule T of DC Superior Court Rules states: neither the Clerk nor the Clerk's assistants, nor anyone serving as a

law clerk or secretary to a judge of this Court, or employed in any other capacity in this Court, shall engage in the practice of law while continuing in such position.

To qualify for this position, the following must be submitted:

1. Resume
2. Completed Vacancy Questionnaire
3. Documentation/Proof of Education (e.g. copy of law degree or transcript)
4. Proof of active bar membership
5. Two writing samples (legal memorandum or legal brief). Each sample must be no more than five (5) pages.

To begin the process, visit: <https://www.usajobs.gov/GetJob/ViewDetails/442648600/>

Salary: \$92,145.00 to \$119,794.00

NON-LEGAL POSITIONS

PARALEGAL IMMIGRATION AND PRO BONO ATTORNEY NETWORK TAHIRIH JUSTICE CENTER

Tahirih seeks a paralegal to support our Legal Department in the Greater DC office based in Falls Church, Virginia. Reporting to the department's Managing Attorney, this individual will be responsible for a variety of paralegal and administrative support functions, including supporting and coordinating our Pro Bono Attorney Network.

Primary Responsibilities: Provide immigration law program support (60%):

- Screen potential clients and provide them with information and referrals
- Conduct intakes
- Prepare immigration forms and filings, gather supporting evidence, and assemble application packets
- Draft correspondence
- Schedule client meetings
- Provide Spanish interpretation and translation as needed
- Attend court as necessary
- Provide administrative support (mail, faxing, copying, phones, and scheduling)
- Maintain case files in accordance with Tahirih policies and program requirements
- Close files and prepare closing letters

Provide pro bono program support (25%):

- Manage the Greater DC inbox and respond to inquiries
- Support the Managing Attorney and local Director in relationship management of new and existing pro bono attorneys
- Maintain up-to-date records on attorneys in the Pro Bono Network

- Provide general administrative support to the pro bono program under the supervision of the Managing Attorney
- Draft and circulate pro bono newsletter
- Coordinate pro bono satisfaction survey

Provide general program support (15%):

- Provide training and mentoring support to interns, staff, and volunteers
- Assist with front desk coverage as needed
- Provide administrative support as needed
- Assist with set up and record minutes for weekly legal and social services team meetings
- Other duties as assigned by local Director or Managing Attorney

Key Working Relationships:

- Greater DC Director
- Greater DC Managing Attorney
- Greater DC Immigration Staff Attorneys
- Greater DC Immigration and Family Law Paralegal

Preferred Qualifications:

- Bachelor's degree or equivalent experience preferred
- Fluency in both English and Spanish required
- At least one year of experience providing paralegal, administrative, and clerical support in an office setting, including experience with data entry, with strong preference for prior immigration law experience
- Demonstrable proficiency in Microsoft Outlook, Excel, and Word (candidates may be tested)
- A customer service orientation with a calm, courteous, attentive, and professional manner
- Strong communication skills, both written and oral
- Highly organized with the capacity to troubleshoot and resolve problems to facilitate office efficiency
- Ability to work independently and as part of a team
- Ability to work in a multi-cultural environment
- Good sense of humor and emotional maturity
- Ability to set priorities and manage multiple projects independently in a fast-paced environment

Annual Salary and Benefits: Annual salary is competitive and commensurate with experience. Benefits include:

- 15 days of paid accrued vacation during the first year (20 days of vacation after the first year)
- Additional week of vacation between Christmas and New Year's, flex-spending account, sick and parental leave
- Fully-paid health and dental insurance coverage
- 401(k) plan
- In-house training programs, staff enrichment retreats and other 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:

Human Resources Department

Tahirih Justice Center
6402 Arlington Blvd, Suite 300
Falls Church, VA 22042
recruiting@tahirih.org
Fax: 571-282-6162

Applications will be considered on a rolling basis until the position is filled. Email submissions should include “Volunteer Paralegal, Immigration and Pro Bono, Greater DC” in the subject line. Please note: Candidates applying must have work authorization in the United States.

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.

INTAKE SPECIALIST/PARALEGAL NEIGHBORHOOD LEGAL SERVICES PROGRAM

The Neighborhood Legal Services Program (NLSP), a private, non-profit law firm that provides free civil legal services to low-income residents of the District of Columbia, seeks an intake specialist/paralegal for its Southeast office, located at 2811 Pennsylvania Ave. SE. The successful applicant will: (1) screen applicants for eligibility; (2) provide administrative support to the office; (3) provide paralegal support for attorneys and assist with public benefits cases; and (4) be a team-player, committed to achieving lasting results for clients and low-income communities.

Duties and Responsibilities:

- Reception: greet visitors, answer phones and direct calls to appropriate staff
- Screen applicants (in person and on the phone) for eligibility for NLSP services
- Prepare case files and schedule client interviews following intake screening
- Provide general administrative support, including ordering supplies for all NLSP offices
- Provide paralegal support to attorneys
- Develop capacity to handle public benefits (administrative law) cases
- Perform other duties as assigned

Qualifications

- College or Associates degree required; formal paralegal training desirable
- Proficient computer use (Microsoft Word, Excel, data entry experience)
- Strong interpersonal skills
- Administrative support experience in non-profit working environment highly desirable
- Paralegal experience desirable

Salary: \$ 32,000 - \$ 36,000 with benefits, depending on experience and qualifications

Application Process: Interested persons should send a letter of interest, resume, writing sample and names of three references to:

nisp@nlsp.org (subject line — Intake Specialist/Paralegal)
Neighborhood Legal Services Program
680 Rhode Island Avenue NE

The position will remain open until filled. Applications will be reviewed as they are submitted.

NLSP is an equal opportunity employer. No employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the DC Human Rights Act and Language Access Act.

DIRECTOR OF FINANCE & ADMINISTRATION **NEIGHBORHOOD LEGAL SERVICES PROGRAM**

Neighborhood Legal Services Program (NLSP) seeks an experienced non-profit financial manager to serve as its Director of Finance & Administration. The specific requirements for the position are set forth in the accompanying Job Description. The successful candidate will have hands-on experience with the day-to-day financial operations of a non-profit organization with multiple funding sources, and will bring budget planning and oversight skills to assist the Executive Director with on-going financial planning, the development of funding proposals, tracking grant performance and grant reporting. The Director of Finance and Administration will be committed to NLSP's mission to serve low-income residents and communities of Washington, DC.

NLSP is a private, non-profit law firm that provides vigorous, high quality civil legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for the poor, combining direct representation to protect essential rights and opportunities for low-income individuals and families with efforts to achieve broad-based change. Its three offices are located in the poorest sections of the District, to maximize its visibility, accessibility and connections to the communities it serves. The program has an operating budget of approximately \$2.1 million.

General Description: Under the supervision of the Executive Director, the Director of Finance and Administration is responsible for managing the financial activity of this non-profit law firm, assisting the Executive Director with grant planning, management and compliance, and overseeing the operational needs of the program.

Specific Responsibilities of the Director of Finance and Administration:

- Administers NLSP's finances, including preparation of payroll, accounts payable, invoicing and reimbursements.
- Prepares the NLSP annual budget with the Executive Director. Oversee program adherence to the budget, including preparation of monthly budget-comparison financial reports, and periodic cash flow and other analyses.
- Prepares annual audited financial statements; oversees annual independent audit.
- Assists the Executive Director in developing grant proposals, tracking progress on existing grants and preparing grant reports.
- Maintains client trust accounts for the program.
- Reconciles bank statements and prepare monthly financial reports.
- Prepares financial and other cost reports for funding sources.
- Oversees compliance with funding source requirements, including those of the Legal Services Corporation.
- With the Executive Director, supervises an Administrative Assistant.

- Performs such other duties as deemed necessary by the Executive Director.

Minimum Qualifications:

- Bachelor's degree from accredited university
- 3 to 5 years of non-profit accounting experience
- Experience with government grants is highly desirable
- Excellent organizational and analytical skills
- Ability to work both independently and as part of a team
- Dependability, adaptability and initiative
- Proficient at computer word processing, data entry, use of spreadsheet software

Salary: Commensurate with experience

To Apply: Interested persons should send a letter of interest, resume and contact information for three professional references via e-mail to: nlsp@nlsp.org. The position remains open until it has been filled. Applications will be reviewed as they are received.

NLSP is an equal opportunity employer. No employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the DC Human Rights Act and Language Access Act.

**FAIR HOUSING INTAKE AND GRANT COORDINATOR
EQUAL RIGHTS CENTER**

The Equal Rights Center (ERC) is a civil rights organization that identifies and seeks to eliminate unlawful and unfair discrimination in housing, employment and public accommodations in its home community of Greater Washington D.C. and nationwide. The ERC's Fair Housing Program processes complaints of housing discrimination from individuals, advocates on their behalf if necessary, and conducts civil rights testing and education & outreach in the Greater Washington, D.C. region. Additionally, the program conducts fair housing testing nationally. The program is looking for a Fair Housing Intake and Grant Coordinator committed to both excellent job performance and civil rights.

Essential job duties will include:

- Providing integral support to the ERC's Fair Housing Program in its investigation of individual complaints of discrimination and systemic testing for discrimination.
- Administering fair housing grants, including coordinating activities and preparing reports for federal fair housing grants.
- Coordinating the ERC intake program.
- Conducting intake interviews with fair housing complainants and engaging in follow-up communication with complainants as necessary.
- Engaging in advocacy efforts on behalf of individual complainants, including drafting and submitting requests for reasonable accommodations and/or modifications on behalf of ERC clients.
- Assisting fair housing complainants with filing fair housing complaints with HUD or local Fair Housing Assistance Programs.
- Conducting research, including property records and corporate filings.
- Compiling information for reports and publications.
- Coordinating, conducting, and reporting on community based education and outreach activities.

- Assisting with tester recruitment and screening.
- On a limited basis, coordinating some civil rights testing.
- Other duties as assigned.

Required Qualifications, Skills, and Knowledge:

- A bachelor's degree from an accredited institution or equivalent professional experience;
- A demonstrated interest in civil rights or social justice issues;
- Strong critical thinking and analytic skills;
- A high degree of professionalism, including a demonstrated ability to work both independently and collaboratively as part of a team with multiple projects and strict deadlines;
- Excellent written and verbal communication skills, as well as organizational and time management skills;
- Experience and proficiency interacting effectively and compassionately with diverse people from different backgrounds and with differing abilities;
- Proficiency with basic office technology, including Microsoft Office.

Preferred Qualifications, Skills, and Knowledge:

- At least two years of professional experience;
- Experience as a civil rights tester and/or experience coordinating civil rights tests (especially fair housing testing)
- Completion of NFHA's *Fundamentals of Fair Housing School* or other specialized fair housing training
- Bilingual or multi-lingual abilities are a strong positive
- Knowledge of the Greater Washington DC region

Salary and Benefits: Salary: Commensurate with experience.

Benefits: Health and dental insurance; life insurance; long-term disability insurance; 403(b); Metro SmartBenefits pre-tax deduction program; paid Federal holidays; vacation, personal, and sick leave.

Application Procedure: Please email a cover letter and resume to employment@equalrightscenter.org with subject line "Fair Housing Intake and Grant Coordinator". Make sure to submit a full application package.

The position is open until filled but interviews will begin in late June.

**WORKPLACE SAFETY AND HEALTH POLICY ANALYST
NATIONAL EMPLOYMENT LAW PROJECT**

The National Employment Law Project seeks a dynamic and committed Policy Analyst for Workplace Safety and Health to work with NELP staff in support of campaigns to strengthen worker safety and health protections for low wage workers and empower low-wage workers in our economy. Reporting to the Senior Fellow on Workplace Safety and Health, this position offers an opportunity to join a high-impact program at NELP that, in partnership with national and grassroots advocates, is working to improve health and safety protections for low-wage and immigrant workers.

Who We Are: A national non-profit with offices in New York, Washington (DC), Seattle and Oakland, NELP promotes federal, state and local policies to create good jobs, strengthen workers' upward mobility, enforce worker rights, and improve benefits and services for the unemployed. In collaboration with national and grassroots partners, NELP advances its work through research, advocacy, litigation support and technical assistance designed to raise wages, end wage theft and workplace violations, improve workplace safety and

health, strengthen unemployment insurance, ensure employer accountability for all workers – including workers in contract employment, encourage fair chance hiring practices, and promote a comprehensive policy framework to build a good jobs economy.

What You Will Do: As Safety and Health Policy Analyst, you will work with NELP’s program staff to provide in depth research, analysis and advice to NELP’s campaign and initiatives. You will develop plans and conduct policy research to support campaign goals, participate in developing policy positions and strategies, and work with national and grassroots partners on organizing, policy and employer accountability campaigns to build safe and healthy workplaces for all workers.

Your responsibilities will include:

- Designing and conducting policy research, in collaboration with partners, including:
 - Researching and analyzing national and local legislative and regulatory policy initiatives related to worker safety and health;
 - Researching low-wage industry safety and health practices, drawing on government data, academic research, industry trade press and survey or anecdotal information from stakeholders;
 - Analyzing new safety and health research;
 - Summarizing relevant government and academic research;
 - Coordinating field research with partners.
- Researching and writing policy analyses; contributing to and writing reports, public testimony, blogs and public education materials for campaigns and initiatives.
- Representing NELP in various public arenas, including coalition meetings, administrative or legislative briefings and with the media.
- Maintaining and strengthening NELP’s research capacity through regular review of relevant information, emerging trends, resources, tools, technical and technological developments related to workplace safety and health.
- Contributing to newsletters and other public information materials.
- Providing technical, research and strategic assistance to grass roots allies.

Who You Are: You have strong research, writing and communication skills with a commitment to and interest in worker rights and safety and health issues.

- You have a graduate degree in in public policy, public health, safety and health or related discipline; or an undergraduate degree with equivalent work experience.
- You have work experience with conducting research and policy analysis on worker rights and safety and health issues.
- You have worked with allies such as unions, worker centers, faith-based organizations, safety and health coalitions or other low wage worker organizations.
- You have a demonstrated ability to communicate to a variety of audiences
- You are an excellent writer and have strong analytical skills.
- You have a strong working knowledge, and experience with, web based research.
- You are organized.

Location of Position and Travel: This position will be in NELP’s Washington DC office. Occasional travel required.

Compensation & Benefits: Salary is competitive within the non-profit sector and commensurate with experience. Excellent benefits package.

If you have questions regarding this announcement, please forward those to jobs@nelp.org, noting “Workplace Safety and Health Policy Analyst – Question” in the subject line. No phone calls or other e-mail inquiries please.

To Apply: Send via email jobs@nelp.org (Workplace Safety and Health Policy Analyst—Application in the subject line); your cover letter, résumé, salary history or requirements, three writing samples and three references.

NELP is a 501(c)(3) non-profit organization and an equal opportunity employer. People of color, persons with disabilities, and members of the LGBT community are strongly encouraged to apply.

DEVELOPMENT ASSISTANT LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia (Legal Aid) seeks a resourceful, organized and motivated Development Assistant who will help enhance the efforts of the Development Department.

Legal Aid was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is comprised of individual representation in housing, domestic violence/family, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. For more information, visit our website: www.legalaiddc.org, and our blog, www.MakingJusticeReal.Org.

Tasks and Duties: The Development Assistant will provide support to the Development team. Responsibilities include maintaining the donor database with timely and accurate data entry, processing donor acknowledgements, creating and updating development procedures, managing solicitation mailings, and providing support as needed for online communications effort, grants program, annual campaigns, and events. The successful candidate will work in a collaborative environment that requires a high level of organization, attention to detail, and ability to prioritize and complete multiple assignments.

Qualifications required: The ideal candidate will have the following qualifications:

- Two or more years of direct development experience;
- Experience with donor databases;
- Excellent organizational and problem-solving skills, with attention to detail;
- Ability to multi-task and prioritize assignments;
- Desire to take initiative on projects;
- Ability to work both independently and in collaboration with others;
- Strong computer skills including MS Word, Excel, Outlook, and Google applications;
- Experience with web-based communications
- Minimum BA or BS degree

Salary commensurate with experience. Generous benefits package.

To Apply: Please email a letter of interest and resume to: developmentsearch@legalaiddc.org.

Legal Aid values an inclusive, diverse workplace and does not unlawfully discriminate on any basis prohibited by law. Legal Aid encourages applications from all interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. This position is available immediately. Applications will be reviewed as they are submitted. Position remains open until filled.

**MANAGER
OFFICE OF PUBLIC INTEREST AND COMMUNITY SERVICE
GEORGETOWN UNIVERSITY LAW CENTER**

The Office of Public Interest and Community Service (OPICS) at Georgetown University Law Center is seeking to fill the position of Manager of Public Sector Recruitment. OPICS is Georgetown's primary career office for students interested in exploring public interest and government legal opportunities.

The incumbent's responsibilities will include: management of legal recruitment programs involving government and public interest employers, including job fairs, job listings, and resume collections; collection and maintenance of employment-related data via Symplicity and other databases; and outreach to public sector employers.

The ideal candidate will have a bachelor's degree, 3-6 years of information management or law school recruitment experience, excellent attention to detail, and oral and written communication skills. Prior experience working with students preferred. Knowledge of Symplicity/Salesforce or any other CRM or CSM system, ACCESS, and/or Excel is a plus.

OPICS is a team-oriented, student-centered office with an exceptionally collegial staff. We are looking for a person who possesses – in addition to the above qualifications -- creativity, initiative, warmth, and a passion for helping students realize their public interest dreams.

To Apply: Send a resume, statement of interest and a list of three references by July 1, 2016 to: Kim Matthews, Office Manager, Attn: Public Sector Recruitment, mattheyk@law.georgetown.edu. Earlier applications are welcome as review will be on a rolling basis.

Georgetown University is an Equal Opportunity Employer.

**BILINGUAL ADMINISTRATIVE ASSISTANT
LEGAL AID JUSTICE CENTER**

The Legal Aid Justice Center seeks a bilingual administrative assistant for its Falls Church office. This individual will assist with a variety of clerical and office management functions, including answering phones and greeting walk-in clients, carrying out intake interviews with potential clients, supporting professional staff, generating letters, processing case files and entering data.

Applicants must be bilingual Spanish-English and be highly computer literate. The ideal candidate has at least two years of experience in a law office or similar setting, strong communication skills, and enjoys balancing a variety of responsibilities in a fast-paced, client-centered work environment. A commitment to social justice and immigrants' rights is essential.

Position is open until filled. Salary DOE; exceptional benefits include health insurance, dental, vision, and extremely generous vacation and sick leave. Come work with people who love what we do!

To apply, please send a cover letter, resume, and three professional references ASAP to hiring@justice4all.org and directed to:

Simon Sandoval-Moshenberg, Legal Director
Legal Aid Justice Center 6066 Leesburg Pike, #520 Falls Church, VA 22041

The Legal Aid Justice Center is a 501(c)(3) organization and does not receive funding from the Legal Services Corporation. We are an Equal Opportunity Employer. Candidates from diverse backgrounds are encouraged to apply.

FELLOWSHIP/INTERN POSITIONS

2016 - 2018 ADMINISTRATIVE RELIEF FELLOWSHIP IMMIGRANT LEGAL RESOURCE CENTER

The Immigrant Legal Resource Center (ILRC) is a leading expert on the laws, policies, and procedures that govern immigration in the United States. A national nonprofit legal support center headquartered in San Francisco, with a Washington, D.C. policy office, the ILRC conducts education and training programs and provides technical guidance for immigrants and legal professionals while working with policy makers to implement laws that make life better for immigrant communities. At the ILRC, we believe that immigrants have a right to participate in a democratic society that values diversity and the rights of all people.

Founded in 1979, we specialize in immigration law, policy, and immigrants' rights. The ILRC is a team-based organization that makes most of its decisions in a collaborative fashion that allows for significant staff input. The organization's work concentrates on three main program areas: (1) building the capacity of attorneys, paralegals, organizers, service providers, immigrants, and others by providing legal trainings, publications and other written resources, and technical assistance; (2) assisting immigrants with civic engagement projects to help expand immigrants' rights and political power; and (3) conducting policy and advocacy work related to immigration law and immigrants' rights.

The ILRC invites rising third year law students and recent law school graduates to develop fellowship projects for submission to Skadden, Soros Justice Fellowship Program, Equal Justice Works, and similar programs, including institutional and bridge fellowships. These fellowships can range in time anywhere from several months to two years. Projects should involve the implementation of one or more of the Administration's various administrative relief and executive actions on immigration. Specifically, fellows will work with federal agencies and Congress to maximize the number of individuals eligible for administrative relief. Applicants should submit a broad outline of a proposal to the ILRC and the ILRC will help candidates refine the project to align with the candidate's interests and the needs of the immigrant community and the ILRC. Please [contact jmagana@ilrc.org](mailto:contact_jmagana@ilrc.org) for questions regarding the development of a project.

Example project topics include:

- Deferred Action for Childhood Arrivals (DACA) (original and expanded);
- Deferred Action for Parents of Americans and Lawful Permanent Residents (DAPA); and
- November 20, 2014 Civil Enforcement Priorities.

The ILRC will evaluate candidates based on the following non-exclusive list of factors:

- Potential for fellowship funding and proposed dates of the fellowship;
- Demonstrated commitment to public interest and immigration law;
- Knowledge of, or strong interest in, immigration issues presented in the fellowship Proposal; and
- Excellent oral, writing, and legal research skills

Salary/Benefits: Pay is commensurate with fellowship contract. As an employer, the ILRC provides excellent benefits including health/dental/vision insurance, a flexible spending account for medical and dependent care, vacation, and sick leave.

To Apply: Applicants should email the following materials to Jose Magana-Salgado at jmagana@ilrc.org on or before August 1, 2016 (for Skadden, Equal Justice Works, and Soros) or, for institutional fellowships (e.g. those awarded through your law school) on a rolling basis: cover letter, resume, one-page summary of the proposal, list of three references, and a three- to five-page writing sample.

The ILRC is an equal opportunity employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply. ILRC abides by the SF Fair Chance Ordinance.

**OUT-OF-TOWN
LEGAL AND NON-LEGAL POSITIONS**

**BILINGUAL STAFF ATTORNEY
REFUGEE AND IMMIGRANT CENTER FOR
EDUCATION AND LEGAL SERVICES (“RACIES”)
SAN ANTONIO, TEXAS**

RAICES is a 501(c)(3) nonprofit legal services agency that promotes justice by providing immigration legal services and education to underserved immigrant children, families and refugees in Texas. We currently seek a fulltime bilingual staff attorney to provide legal services to immigrant families seeking asylum and other immigration relief. This position is located in San Antonio, Texas.

Responsibilities: The staff attorney’s primary responsibilities are:

- Provide pro se assistance and direct legal representation to immigrant families detained at the Karnes County Residential Center in Karnes City, Texas;
- Regular travel to the Karnes County Residential Center;
- Provide support to pro bono attorneys;

- Provide legal services to recently released families and those families residing in the jurisdiction of the San Antonio Immigration Court;
- Conduct thorough intakes, prepare families for credible and reasonable fear interviews, represent families in immigration court and before the Asylum Office;
- Screen clients for trauma, abuse and trafficking;
- Assist with advocacy and litigation efforts to end family detention;
- Assume administrative responsibilities including timekeeping, case management and other tasks as needed for program compliance.

Qualifications: Eligible applicants will satisfy each of the following criteria:

- Possess Juris Doctorate and be licensed in any state or the District of Columbia;
- Fluent in Spanish (written and verbal);
- Experience in immigration law;
- Experience working with children is a plus.

Terms and Conditions:

- Office hours are 8:30 – 5:30, Monday-Friday with some weekend work as needed. Days spent working at the Karnes detention center may exceed these work hours depending on workload and travel time. Attorneys working in excess of 40 hours per week may be eligible to accrue additional personal time off;
- Travel required and applicant must possess and use his or her own vehicle and automobile insurance;
- Annual salary of \$45,000 - \$50,000 depending on experience;
- Optional healthcare;
- Paid leave;
- Bar dues reimbursed depending on program budget;
- Paid annual CLE training depending on program budget;
- References will be called and reviewed.

Background Check: This position may require completion of the National Sex Offender Public Website (NSOPW) check, as well as state criminal background checks. Presence on the National Sex Offender Public Website is a bar to service. Other criminal history does not necessarily disqualify you from employment.

To Apply: Email cover letter, resume, writing sample and references to Apply@RaicesTexas.org, and specify “Family Detention Staff Attorney” in the subject line.

For more information about RAICES: www.RaicesTexas.org.

RAICES is an Equal Employment Opportunity Employers and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.

**OFFICE DIRECTOR
TAHIRIH JUSTICE CENTER
BAY AREA, CALIFORNIA (SAN MATEO)**

Tahirih is seeking an outgoing and innovative Office Director for our soon to be opened Bay Area, CA (San Mateo) office. This is a highly visible, public-facing role that requires a “start-up mentality,” as the selected

candidate will be integral to launching the office. The ideal candidate will be a solution-oriented, savvy professional who is skilled at leveraging both internal and external resources to achieve aggressive programmatic, fundraising, and strategic goals in a fast-paced environment. S/he will also need to be adept at facilitating trauma-informed legal representation and have a thriving passion for social justice. The successful candidate will be a proven, detail-oriented, self-starter who can effectively multi-task and easily shift gears from being strategic to tactical. The preferred candidate will be a progressive leader with prior management experience who can inspire staff to be exceptional ambassadors for Tahirih's clients and foster a collaborative work environment that embodies our mission.

Primary Responsibilities:

- Serve as the primary leader and manager for the Bay Area Office
- Develop and implement goals, objectives, policies, and processes for the provision of immigration, family law, and social services in collaboration and coordination with the National Director of client services
- Grow a local network of pro bono attorneys, building on already-established partnerships, to support Tahirih's legal representation
- Represent a modest caseload of clients in-house and as co-counsel with pro bono attorneys
- Partner with the HR team to source and staff positions
- Function as the primary liaison to the National Management Team based in Falls Church, VA
- Develop, delegate, and execute strategic goals to support office staff, capacity growth and client services for the Bay Area Office
- Support full-cycle fundraising and development to include:
 - Identifying and researching potential donors and grantors;
 - Collaborating with staff in the National Office including the Director of Development, Communications team, and Grants Manager to write and submit proposals, letters of intent, case statements, and acknowledgement letters;
 - Hosting and attending networking and fundraising events to support Tahirih's Bay Area operations

Minimum Qualifications:

- 10 years of immigration and/or family services law experience;
- Active bar membership (California preferred);
- An engaging communicator that can effectively and independently communicate with diverse audiences and network collaboratively among a variety of stakeholder groups

Additional Qualifications:

- Demonstrated fundraising experience
- Flexibility to meet leadership and management responsibilities outside of standard office hours
- Experience supporting female survivors of trauma and those from diverse cultural backgrounds
- Ability to spend time in the Falls Church, VA office for training and orientation

Annual Salary and Benefits: Annual salary is competitive and commensurate with experience. Benefits include:

- 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), and an additional week of vacation between Christmas and New Year's
- Flex-spending account
- Sick and parental leave
- Fully-paid health and dental insurance coverage
- 401(k) plan

- In-house training programs, staff enrichment retreats, and other 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:

Human Resources Department
Tahirih Justice Center
6402 Arlington Blvd., Suite 300
Falls Church, VA 22042
recruiting@tahirih.org
Fax: 571-282-6162

Applications will be considered on a rolling basis until the position is filled. Email submissions should include “Bay Area Director” in the subject line.

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

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.

**IMMIGRANT YOUTH RESOURCES COORDINATOR
AMERICORPS VISTA
NEW YORK, NEW YORK**

The Immigration Advocates Network (IAN), the country’s largest network of nonprofit and pro bono immigration advocates, organizers and services providers, is recruiting for an AmeriCorps VISTA to improve outreach and legal resources that help young immigrants in the United States. AmeriCorps VISTA is a one-year commitment to public service that offers a small living stipend and some health and education benefits. This position will create, organize, and distribute legal information to support advocates and immigrant youth. The goal is to support pro bono lawyers and nonprofit staff who represent unaccompanied immigrant children. The Immigration Advocates Network (IAN) is a project of Pro Bono Net; this position will be located at Pro Bono Net’s New York City office.

The tasks include:

- Maintaining and updating the Unaccompanied Children’s Resource Center;
- Conducting outreach to connect legal service providers and immigrant youth to resources;
- Posting news, calendar events, alerts, and other information to online resources;
- Writing updates to IAN members and other practitioners to identify new resources and developments in the field;
- Updating our national immigration legal service provider directory and membership;
- Keeping our immigrant youth, family, and other relevant online libraries up-to-date;
- Assisting with training webinars and podcasts;
- Working with the IAN team on community outreach and project coordination for to initiatives related to immigrant youth.

A qualified applicant should have a 4-year college degree and a demonstrated commitment to public interest work. They should have strong writing and communications skills. Experience working with immigrants and the ability to read or write Spanish are a plus.

To Apply: Please visit, <http://www.idealists.org/view/job/WbJPMc2p4fsP/>.

**EXECUTIVE DIRECTOR
IMMIGRANT JUSTICE CORPS
NEW YORK, NEW YORK**

Immigrant Justice Corps is the country's first fellowship program dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship and fighting deportation. Inspired by Judge Robert A. Katzmann and incubated by the Robin Hood Foundation, Immigrant Justice Corps recruits talented law-school and college graduates from around the country and places them at New York's leading nonprofit legal services providers and community-based organizations. Our fellows directly represent thousands of families with a broad range of immigration needs, including naturalization, deportation defense, and applications for asylum seekers, juveniles, and victims of crime, violence or trafficking.

In its first two years of operation, Immigrant Justice Corps has built a powerful model that can be scaled nationwide to fight poverty and improve access to justice for millions of new Americans and aspiring citizens. Immigrant Justice Corps fellows are flourishing across 30 different host organizations in New York City and surrounding counties, and on rotation to the family detention camps in Texas. The fellows are immensely successful: together they win 94% of their cases. Immigrant Justice Corps has built a strong training "boot camp" and a deep year-round curriculum for professional development. We pioneered a high-quality, low-cost software solution for immigration intake and data collection, which is available to other non-profits. Immigrant Justice Corps is exploring ways to incubate low bono and sliding scale practice models, in order to expand access to justice for immigrants in New York and elsewhere. Developing a sustainable approach for providing legal assistance to unrepresented immigrants in need and enhancing the quality of the immigration bar over time is an important contribution that Immigrant Justice Corp aims to make to the field.

Through high-quality and cost-effective legal services, Immigrant Justice Corps helps immigrant families build the foundation for stronger lives in the United States, and ensures that immigration status is no longer a barrier to equality of opportunity. Immigrant Justice Corps is a renewed call to service, launching a new generation of leaders committed to careers in the public interest.

Immigrant Justice Corps seeks an experienced nonprofit leader, government official, educator, lawyer, or social entrepreneur to serve as its Executive Director. This person will have an opportunity to leverage his/her passions and talents to lead Immigrant Justice Corp to its next stage of impact. Immigrant Justice Corps has a strong board of directors and a stable base of funding. This is an extraordinary opportunity for a seasoned leader to deepen the impact of a heralded innovation in public interest law, and to change the field for good.

The right person for this job will be passionate about the direction of public interest law and immigrants' rights, and eager to influence new professionals in their development. Previous experience teaching and mentoring students and young professionals is strongly encouraged.

Responsibilities: The Executive Director has an opportunity to advance the Immigrant Justice Corp mission by:

- Working closely with the Immigrant Justice Corps senior staff to provide access to quality counsel ensuring service excellence and deep impact on low-income immigrants, overseeing program to recruit, develop, and support fellows;
- Expanding the program reach, including developing and executing a roadmap for scaling Immigrant Justice Corps and enabling alumni fellows to practice in the immigration field;
- Building and diversifying long-term revenue sources to include law firms, government, individual donors and foundations;
- Identifying and executing strategic priorities, working collaboratively with Board of Directors;

- Building and maintaining relationships with leading legal services providers and nonprofits, law schools, law firms and other key partners in the field;
- Representing Immigrant Justice Corps to the media, funders, and external parties;
- **Tracking impact and developing program innovations to realize full mission potential.**

Qualifications: The right leader for Immigrant Justice Corps' next phase of growth will be:

- A person of deep integrity with a passion for immigrants' rights, who is engaged by innovating and developing high quality legal services for the poor;
- Passionate about career and personal development for young professionals and new lawyers;
- A skilled fundraiser, who can build a coalition of supporters to secure a long-term future for Immigrant Justice Corps along with the Board of Directors;
- An engaging ambassador to funders, fellows, and institutional partners;
- Experienced in expanding innovative service delivery programs, preferably nationally;
- Experienced in nonprofit management, legal services delivery, government, higher education, or social entrepreneurship with at least 5+ years of leadership/management preferably with demonstrated organizational growth/impact, with advanced degree preferred (i.e. JD/MBA/MPP).

Salary Range: Commensurate with experience; Open to negotiation.

To Apply (within next 90 days, considered on ongoing basis): Please submit the following to: Dominic DeMello Dominic.DeMello@srz.com with "IJC [Your Name]" as the subject line.

- A resume;
- A cover letter describing your interest in the role and relevant experience;
- Names and contact information of three references

Immigrant Justice Corps is an Equal Opportunity Employer.

**SUPERVISING ATTORNEY FOR PRO BONO PROGRAMS
KIDS IN NEED OF DEFENSE
NEWARK, NEW JERSEY**

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. KIND is dedicated to providing both pro bono representation and positive systemic changes in law and policy to benefit unaccompanied immigrant and refugee children. Launched in fall 2008, KIND is headquartered in Washington, D.C. and has field offices across the U.S.

Responsibilities: KIND seeks a Supervising Attorney for Pro Bono Programs ("Supervising Attorney") to manage and oversee the provision of pro bono legal representation to unaccompanied children through KIND's network of major law firms, and corporate and law school partners in the Newark area, as well as by in-house attorneys at KIND's office in Newark.

The position's duties include supervising the work and staff of KIND's office in Newark; serving as a regional focal point in striving to implement KIND's vision of ensuring that no child appear in immigration court alone; promoting volunteer support through outreach to and cultivation of relationships with local law firms, corporate legal departments, and other possible sources of pro bono representation; and serving as the primary liaison between KIND's headquarters and its office in Newark.

The Supervising Attorney does not provide direct legal representation to unaccompanied children but will be responsible for facilitating their pro bono representation. He or she will report to KIND's Co-Director of Legal Services.

The Supervising Attorney will have the following responsibilities:

- Supervise KIND legal and program staff in Newark in close consultation with KIND's Co-Director of Legal Services and other Headquarters staff;
- Assist in the development of strategies to increase pro bono representation of unaccompanied immigrant children;
- Match child clients with pro bono attorneys;
- Recruit, train, and provide hands-on mentorship to volunteer attorneys representing unaccompanied children in immigration matters;
- Assist in developing and managing KIND relationships with law firms and corporate counsel; and
- Coordinate day to day office management and administration including ensuring data integrity.

Qualifications for the Ideal Candidate:

- A licensed attorney, preferably in New Jersey;
- At least four to eight years' experience practicing immigration, which should include representing immigrants in humanitarian petitions including asylum, Special Immigrant Juvenile Status, and U and T visas, before immigration authorities;
- Prior supervisory experience;
- Experience working in family law is a plus;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;
- Excellent writing and public speaking/training skills;
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders;
- Ability to work collaboratively and to handle multiple demands in a busy work environment; and
- Spanish speaking preferred.

To Apply: Nominations or applications, including a cover letter, resume, salary range requirements, writing sample and three references, should be sent to: jobs@supportkind.org with "Supervising Attorney – Newark" in the subject line.

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

Applications should be submitted as soon as possible, and not later than the posted deadline. 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.

**PRO BONO COORDINATING ATTORNEY
KIDS IN NEED OF DEFENSE
NEW YORK, NEW YORK**

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. KIND is dedicated to providing both pro bono representation and positive systemic changes in law and policy to benefit unaccompanied immigrant and refugee children. Launched in fall 2008, KIND is headquartered in Washington, D.C. and has field offices across the US.

Overview: KIND seeks a Pro Bono Coordinating Attorney in KIND's New York field office to help develop, maintain, and oversee the provision of pro bono legal representation to unaccompanied children through KIND's network of major law firms, corporate partners, and law schools. The Pro Bono Coordinating Attorney will recruit, train and mentor volunteer firm and corporate attorneys to ensure effective pro bono representation of individual child clients before immigration and state courts, and immigration agencies.

Responsibilities of the Pro Bono Coordinating Attorney will include, but are not limited to, the following:

- Conduct or oversee legal intakes and the provision of know-your-rights information to child clients;
- Match child clients with pro bono attorneys;
- Recruit, train, and provide hands-on mentorship to pro bono attorneys representing unaccompanied children in immigration matters and related family law matters;
- Develop and maintain updated guidance materials, sample filings, and legal training presentations;
- Foster and manage KIND relationships with law firms and corporate counsel in coordination with the Director of Pro Bono Recruitment and Training;
- Assist in office operations, including case management, data entry and maintenance, and reports;
- Assist in supervision, training, and mentoring of office staff in
- consultation with the Supervising Attorney;
- Collaborate with KIND management in support of KIND's mission; and
- Participate in conferences, meetings, and trainings as needed.

Minimum Qualifications:

- Admission to practice law, preferably in the state of New York;
- At least one to three years of experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- Family law experience a plus;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural
- communication skills;
- Spanish speaking preferred;
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders;
- Supervisory experience, preferably in legal setting;
- Mentoring and training experience;
- Excellent oral and written communication skills;
- Excellent professional judgment;
- Ability to hit the ground working, multi-task, and work independently; and

- Ability to work collaboratively.

To Apply: Nominations or applications, including a cover letter, resume (listing states and dates of all bar admissions), salary requirements, writing sample and three references, should be sent to: jobs@supportkind.org with “**Pro Bono Coordinating Attorney – New York**” in the subject line.

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

Deadline: 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.

**ASSOCIATE COUNSEL
IMMIGRATION PRACTICE
MY SISTERS’ PLACE
WESTCHESTER COUNTY, NEW YORK**

My Sisters’ Place (MSP) was launched in 1976, with the establishment of the first “safe house” for domestic violence victims in Westchester County, NY. Today, MSP is the largest and most comprehensive agency serving those impacted by domestic violence and human trafficking in Westchester and the Lower Hudson Valley region. Services and programs include: two emergency shelters; a 24-hour hotline for assistance and referrals; an extensive support group network; a Human Trafficking Program; counseling for adults and children; a relationship violence prevention education program for teens; and a Center for Legal Services (CLS).

MSP’s CLS directly represents survivors of domestic violence and human trafficking in family law and immigration matters, and increases our capacity to serve survivors by supervising pro bono attorneys from area law firms and corporations.

The Associate Counsel, Immigration Practice will provide legal representation and advocacy to noncitizen survivors of domestic violence and human trafficking before Citizenship and Immigration Services (CIS) and New York Immigration Court on a variety of legal matters including but not limited to: Violence Against Women Act Self Petitions, Battered Spouse Waivers, Adjustment of Status Applications, U visas, T visas, SIJS, asylum, Cancellation of Removal and criminal conviction vacatur. The attorney will work under the supervision of the Managing Attorney of the Immigration Unit and the CLS Managing Director, but will take primary responsibility for her/his own caseload, and will be responsible for conducting regular intake and assessments. CLS serves MSP’s clients in a holistic way by coordinating services with other programs, providing a high standard of practice and empowering clients. CLS also serves as a leader in working for greater access to justice for immigrants by advocating for policies, laws and training at the court, local, state and federal levels that are responsive to immigrant concerns.

Duties:

- Provide legal representation and advocacy to survivors of domestic violence and human trafficking in immigration law matters, including all aspects of preparing VAWA Self-Petitions, Battered Spouse Waivers, Adjustment of Status Applications, Asylum applications, VAWA Cancellation of Removal and other removal defense strategies, SIJS, U visas, and T visas
- Conduct regular intake and assessment of potential clients

- Track and collect statistical information for grant reports and compile and draft semi-annual grant reports for funder(s)
- Participate in committees and working groups addressing the rights of immigrant survivors
- Perform other duties as assigned by supervisor
- Collaborate with MSP's trafficking, counseling and shelter programs

Qualifications:

- J.D. Law Degree, admission or pending admission to a State Bar with admission to New York State Bar
- Relevant immigration law experience related to domestic violence and human trafficking, or law school immigration clinic experience
- Experience working with diverse communities
- Commitment to serving the public interest with high standards of legal practice in a manner that is client-centered
- Fluency or proficiency in Spanish preferred
- Excellent written and oral communication skills
- Proficiency with word processing, spreadsheets and case management database programs
- Excellent organizational, time management and record keeping skills, including the ability to work independently, assess priorities, take initiative, handle multiple assignments and meet deadlines
- Excellent interpersonal skills, including the ability to work collaboratively and to interact with management and program staff and build strong client relationships

Salary: The salary is commensurate with experience. It also includes a generous benefits package.

Application Instructions: Please submit a cover letter, resume, writing sample and the names and contact information of three references via email to apanjwani@mspny.org. Please indicate in the subject line "Associate Counsel."

Application Deadline: Applications should be submitted as soon as possible and offers will be made on a rolling basis as position must be filled as soon as possible.

**MANAGING ATTORNEY
IMMIGRATION LEGAL SERVICES
CATHOLIC CHARITIES OF THE DIOCESE OF BATON ROUGE
BATON ROUGE, LOUISIANA**

General Summary: The Managing Attorney at Catholic Charities of the Diocese of Baton Rouge supervises the work of a team of energetic immigration attorneys, BIA Accredited representatives, and paralegals who share the agency's mission to help immigrants and their families become fully incorporated into our nation's social and economic life and join our community's neighborhoods. We do this by providing legal orientation to detainees, direct representation and assistance in applying for immigration benefits and the protections allowed under U.S. law. We handle all types of cases from removal proceedings to asylum, SIJs (especially for Unaccompanied Children), family-based petitions, and visa applications. We advocate in favor of immigrant rights and work closely with other organizations and community members – private individuals, churches, governmental and NGOs -- who share our mission to serve our common human family. The managing attorney is responsible for developing and maintaining *pro bono* relationships with attorneys throughout our service area.

A critical responsibility of the MA, with the help of the Program Coordinator, is oversight of non-representative legal orientation services to immigrants in detention through our Legal Orientation Program (LOP) at the Pine Prairie Correctional Center in Pine Prairie, Louisiana and the LaSalle Detention Facility in Jena, Louisiana. Some travel may be required.

Education, Experience & Certifications: Education: J.D. from an accredited ABA institute; Experience: Three (3) years of general immigration law practice experience, preferably in removal defense, family-based petitions, and/or immigration detention with one (1) of the three (3) years in legal office management, including supervision of staff members; Certification/Licensure: Admitted to practice law in any state or the District of Columbia, Louisiana license preferred.

Other Qualifications:

- **Required:** Working knowledge of Microsoft Office platform. Ability to work with diverse population and handle deadlines and other court demands as needed. A professional demeanor and skilled interpersonal communication.
- **Strongly Preferred:** Spanish reading, writing and speaking fluency.

Essential Job Duties:

- **Legal Orientation Program ("LOP")** - The MA shall oversee the delivery and content of group rights presentations at detention centers and individual orientations to detainees in accordance with program guidelines; prepare for and conduct workshops, develop and maintain a *pro bono* network inside and outside of Louisiana, identify potential cases for such *pro bono* participation, prepare materials for training *pro bono* counsel; and help the Program Coordinator and Department Director prepare reports to funding agencies and stakeholders. Travel is expected 3 days a month, occasionally overnight.
- **Supervision** - The MA shall contribute to and help maintain a spirit of cooperation and team work within ILS; allocate and assign cases to staff members; supervise and mentor staff attorneys and paralegals; oversee procedures and criteria for accepting, opening, managing and closing case files; formulate legal strategies for cases and help allocate limited resources to the most needy cases; assist the Director in the preparation of reports to funders; and work with other agency departments to make sure all available resources are maximized to benefit all clients.
- **Community Relationships** - The MA shall be expected to maintain cooperative relationships with community partners – private immigration attorneys, public officials, nearby law schools and their clinics/interns, law enforcement officials, and other non-profits that provide services to the immigrant population within Louisiana and directly with the immigrant community regarding immigration subject matters and rights.
- **Direct Court and Federal Agency Representation** - The MA shall represent clients before Executive Office of Immigration Review's Immigration Courts in New Orleans and Oakdale, Louisiana and the United States Citizenship and Immigration Services ("USCIS"); the Managing Attorney shall also supervise the filings of the ILS staff members, including but not limited to VAWA, U visas and asylum cases among others types of matters related to immigration removal and family based petitions.

To apply: Please forward your cover letter, resume, short writing sample (5-10 pages), and 3 references to aallen@ccdibr.org.

**STAFF ATTORNEY
UNACCOMPANIED MINORS PROGRAM
IMMIGRANT AND REFUGEE SERVICES
NEW YORK, NEW YORK**

Summary: The Unaccompanied Minors Program serves unaccompanied immigrant minors who are detained temporarily by the Office of Refugee Resettlement (ORR) in juvenile shelter facilities in the Lower Hudson Valley, Long Island, and New York City. The staff attorney will be based in the Lower Hudson Valley and will provide services to children in seven upstate counties who are or have been in ORR detention. The position entails extensive contact with youth, including youth who have suffered abuse, abandonment, neglect, or other trauma. It requires regular travel to state courts and client meetings in the region and to immigration court in New York City.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Provide services to children who are detained in Office of Refugee Resettlement shelter facilities in the Lower Hudson Valley and the Bronx. Core services include: Know Your Rights presentations, legal intake interviews, legal referrals, ongoing advocacy, and follow-up assistance.
- Provide direct representation to detained and released unaccompanied minors, primarily in the Lower Hudson Valley. This requires representation before the USCIS and EOIR in cases involving Special Immigrant Juvenile Status, asylum, Voluntary Departure, prosecutorial discretion, and other relief, and representation in New York State courts to obtain orders necessary for SIJS.
- Supervise and coordinate with case managers in individual case assessments, referrals, and other case management activities.
- Train and supervise migration counselors in work on individual cases and, as needed, with individual legal screenings, legal referrals, and related matters.
- Represent detained unaccompanied minors applying for voluntary departure in the immigration court.
- Prepare detained minors for immigration court, and appear as friend-of-the-court at hearings for detained minors.
- Build and maintain working relationships with other legal service providers and community-based organizations in the Lower Hudson Valley.
- Maintain strong working relationships with program stakeholders, including funders; shelter staff; state and local social service providers; and ORR, DHS, USCIS, and EOIR.
- Comply with program reporting requirements, such as maintaining monthly statistics and case reports, and reporting to stakeholders.
- Maintain and update electronic and paper case files.
- Maintain and submit accurate, detailed and timely billing records.
- Train, mentor and supervise legal interns, pro bono attorneys and volunteers.
- Provide and attend in-house and outreach trainings, presentations, and workshops, as directed.

Position Type and Expected Hours of Work: This is a full-time position. Days and hours of work are generally 9:00 AM to 5:00 PM Monday - Friday. Additional hours may be required to meet court and program deadlines, or client needs.

Working conditions and physical demands required: The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Travel at least 40% of the time using public transportation, traverse city streets; occasionally ascend/descend stairs, and be exposed to outside weather conditions.
- Sit at a work station, or in court/meetings, and use a computer at least 60% of the time.
- Carry a laptop to offsite work locations.

Qualifications

Education and/or experience required:

- Juris Doctor.
- At least two years of post-JD experience in immigration law and/or family law.
- Demonstrated commitment to public interest law, particularly to children's issues and/or immigration.

Skills, Licenses, and/or competencies required:

- Bilingual Spanish and English required.
- Admission to New York bar strongly preferred. Will consider applicants actively working towards admission in New York.
- Excellent written and oral communication skills, interpersonal skills.
- A demonstrated ability to work both independently and in a highly collaborative team environment.
- Excellent organizational, project management and computer skills.
- Commitment to public interest work and/or children's issues, and ability to work with children.
- Experience supervising paralegals or other staff.

To Apply: Please contact Margaret D. Martin at margaret.martin@archny.org.

**ADVOCACY COORDINATOR
(3-month paid engagement)
AMERICAN IMMIGRATION COUNCIL
DILLEY, TEXAS**

The **American Immigration Council** is a non-profit organization established to increase public understanding of immigration law and policy, advocate for the just and fair administration of our immigration laws, protect the legal rights of noncitizens, and educate the public about the enduring contributions of America's immigrants.

The Council has significant experience leading advocacy and litigation efforts to challenge unlawful asylum, detention, and deportation policies, including its collaborative work at the Artesia, New Mexico family detention facility, which was closed in late 2014, and its ongoing work at the Dilley family detention center in Texas.

We need an Advocacy Coordinator who **plays a leading role in our on the ground staff and the management of volunteers assisting mothers and children detained in Dilley, Texas** and assist in compilation of data to end family detention.

Scope of work is inclusive of the following:

- Liaising with national and local partners
- Speaking on behalf of the CARA Project
- Managing project consultant
- Identifying trends and liaising with government agencies in Dilley
- Participate in bi-weekly advocacy and quarterly advocacy strategy and communications meetings.
- Case management assistance
- Document management
- Volunteer management
- Project office management
- Data compilation

Law school, legal assistant or paralegal experience helpful. Knowledge of immigration law a plus. Spanish proficiency is required for project.

Target start date is July 11, 2016(or soon thereafter). Please forward resume and letter of interest to hr@immcouncil.org.

CONSULTANT
(3-month paid engagement)
AMERICAN IMMIGRATION COUNCIL
DILLEY, TEXAS

The **American Immigration Council** is a non-profit organization established to increase public understanding of immigration law and policy, advocate for the just and fair administration of our immigration laws, protect the legal rights of noncitizens, and educate the public about the enduring contributions of America's immigrants.

The Council has significant experience leading advocacy and litigation efforts to challenge unlawful asylum, detention, and deportation policies, including its collaborative work at the Artesia, New Mexico family detention facility, which was closed in late 2014, and its ongoing work at the Dilley family detention center.

We need a **consultant will support staff and volunteers assisting women and children detained in Dilley, Texas** and assist in compilation of data to end family detention.

Scope of work is inclusive of the following:

- Case management assistance, including intake and informational meetings with clients.
- Maintaining database integrity and information
- Working with volunteers
- Data collection and compilation

Law school, legal assistant or paralegal experience helpful. Knowledge of immigration law a plus. Spanish proficiency is required for project.

Target start date is July 17, 2016 (or soon thereafter, with some flexibility). Please forward resume and letter of interest to hr@immcouncil.org

SUPERVISING ATTORNEY
COVENANT HOUSE NEW YORK
NEW YORK, NEW YORK

Covenant House New York (Covenant House) is seeking a Supervising Attorney to oversee the Legal Services Department, supervising staff attorney(s) and a legal assistant. The department provides a wide range of civil legal services for current and former residents of Covenant House and members of the homeless youth community, particularly in the areas of immigration, family, employment and consumer law, as well as the collateral consequences of criminal convictions. The department conducts trainings for Covenant House staff and know-your-rights workshops for Covenant House youth. The department also collaborates with the Advocacy Department to engage in city and state advocacy efforts on behalf of Covenant House and the runaway and homeless youth community.

Job Duties:

- Supervise at least one attorney and one legal assistant on casework, including litigation of Special Immigrant Juvenile Status (SIJS), asylum, child support, and consumer cases;
- Provide direct representation for clients on a variety of issues, particularly SIJS cases;
- Drive the scope and vision of the department, with potential to expand depth and breadth of services provided, based on the evolving needs of clients;
- Integrate the legal services department into other shelter programming to increase efficacy and availability of services;
- Conduct case review, train staff and review staff performance;
- Design and implement Know-Your-Rights workshops and trainings for youth and staff;
- Coordinate volunteers and pro bono attorneys, where necessary;
- Work with other service professionals as a key adviser to Covenant House New York senior management in developing program policy;
- Perform other duties and tasks, as requested by the Executive Director.

Requirements:

- J.D. and admitted to practice law in New York State;
- Demonstrated commitment to public interest law, a mission-driven organization, and service to vulnerable and diverse populations.
- Minimum 5 years of relevant experience.
- Prior supervisory experience required.
- Experience in family law and immigration law, namely Special Immigrant Juvenile Status, preferred.
- Excellent leadership, interpersonal, organizational, analytical, communication, and writing skills.
- Fluent or proficient in French or Spanish is preferred, but not required.

To apply: Candidates should e-mail cover letter and resume to: Tangila Anowar at Tanowar@covenanthouse.org.

Equal employment opportunity and having a diverse staff are fundamental principles at Covenant House New York, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

**PARALEGAL
HUMAN RIGHTS DEFENSE CENTER
LAKE WORTH, FLORIDA**

The Human Rights Defense Center (HRDC) has an immediate opening for a full-time paralegal at its Lake Worth, Florida office. HRDC is a 501(c)(3) nonprofit organization that advocates in furtherance of the human rights of all prisoners, meaning all people incarcerated or otherwise detained against their will.

The paralegal will assist HRDC attorneys with the prosecution of civil rights cases, public records cases, and/or other matters related to HRDC's public interest mission. This position will be responsible for reviewing and responding to prisoner correspondence and researching complaints of censorship. The paralegal will investigate, prepare and track responses to notices of censorship received from prisons and jails; monitor database records and draft the fact sections for initial litigation pleadings.

Requirements: Two years' experience working with cases in a law firm. Litigation experience is preferred but not required. Excellent computer skills including proficiency with Outlook, Word, Adobe, and Excel are required in addition to the ability to manage large amounts of data in spreadsheet and database programs. Working as part of a team to develop new cases and to improve internal processes is an integral part of this position requiring excellent interpersonal and communication skills.

HRDC offers a benefits package including health and dental insurance after an initial probationary period of six months.

To apply: Send an email to Carrie Wilkinson: cwilkinson@humanrightsdefensecenter.org. Please include your resume and cover letter (with salary requirements) and an example of your commitment to human rights issues. This position will remain open until filled.

HRDC is an equal opportunity employer. Formerly incarcerated persons are strongly encouraged to apply and are preferred over all others, however, those convicted of crimes of fraud or dishonesty need not apply.

**STAFF ATTORNEY
NATIONAL IMMIGRANT JUSTICE CENTER
CHICAGO, ILLINOIS**

The staff attorney provides legal representation and immigration service counseling to immigrants and refugees appearing before the U.S. Citizenship & Immigration Services (USCIS), and advocates for clients before other government administrative agencies and before other service agencies, as needed and/or as appropriate. This position is for a staff attorney whose time will be split between the LGBT Immigrant Rights Initiative and the Litigation Project. The LGBT project represents individuals who identify as lesbian, gay, bisexual, or transgender, and those who are living with HIV. NIJC's Litigation Project litigates before various federal courts; the staff attorney position will focus on affirmative litigation in district court. This position will work out of NIJC's Chicago office.

Essential Duties and Responsibilities:

- **LGBT Immigrant Rights Initiative:**
 - **Client Representation:** Part of the staff attorney's responsibilities will involve representing individuals, primarily those who are detained, in immigration court and before the Board of Immigration Appeals. The most common applications for relief will include asylum, withholding of removal, and protection under the Convention Against Torture. Bond hearings and challenges to criminal grounds of removability will also be frequent.
 - **Pro Bono Support:** In addition to providing direct representation, the staff attorney will be responsible for providing pro bono support to some of the Initiative's cases that are assigned to pro bono attorneys.
 - **Case Screening:** The staff attorney will participate in the Initiative's case-screening procedures and will participate in the process of deciding which cases are appropriate for acceptance. This work will include reviewing transcripts and administrative records in order to make recommendations regarding appellate representation.
- **Litigation Project**
 - **Legal Research:** The staff attorney will focus on projects for affirmative (generally district court) litigation. S/he will research litigation ideas, write memos on those ideas, and participate in NIJC's decision making process for pursuing affirmative litigation. In addition to researching substantive litigation ideas, the attorney will investigate issues such as jurisdictional hurdles, venue selection, class-viability, and identifying potential plaintiffs.
 - **Litigation Case Support:** The staff attorney will assist the National Litigation Project attorney in drafting briefing in affirmative cases. This work will include drafting complaints,

conducting discovery, responding to motions to dismiss or for summary judgment, trial preparation, and appeals.

- Performs other duties and special requests as assigned.

Qualifications:

- Law degree from ABA accredited law school and a law license
- At least 2 years' experience working with immigrants or in the field of immigration litigation
- Fluency in Spanish required
- Excellent writing, editing, organizational, analytical, and computer skills
- Strong preference for demonstrated legal drafting ability
- Ability to manage multiple tasks efficiently and perform well under strict deadlines
- Ability to work in fast paced, professional, environment
- Attentive to detail and able to take initiative to execute projects independently
- Proficiency in Microsoft Office, Internet Explorer, Outlook/Exchange, Windows operating systems, and other software routinely used by Heartland Alliance

Please use the specific job description above when completing your application. [Please apply here](#), where there is also a more general description of staff attorney requirements and roles.

CHIEF DEVELOPMENT OFFICER – RICHMOND CAMPAIGN LEGAL AID JUSTICE CENTER RICHMOND, VIRGINIA

The Legal Aid Justice Center seeks an outgoing and dynamic fundraiser, or a professional with other relevant experience, to work as a key member of our development team. We seek someone who can work with our staff, board, and other volunteers to build a successful individual donor campaign in the greater Richmond area. This position will be based in our office in Richmond, Virginia.

Primary responsibilities include identifying and reaching out to prospects; maintaining strong relationships with existing supporters; developing and implementing donor stewardship plans; managing fundraising activities and events; and preparing and disseminating communications and solicitation materials to support these goals. The position will also assist with grant writing, reporting, social media and media relations. Experience with capital campaigns and corporate and/or law firm relations is a plus.

Our development team is comprised of a director and three development officers based in and responsible for individual giving campaigns in Richmond (this vacancy), Charlottesville, and Northern Virginia. The development director is also the primary grant writer and provides strategic and systems support to other team members. This position offers an excellent mix of autonomy in managing the Richmond campaign while collaborating with the entire team on organization-wide projects.

The Legal Aid Justice Center is a nationally recognized non-profit that fights injustice in the lives of individual Virginians while rooting out exploitive policies and practices that keep people in poverty. We use impact litigation, community organizing, and policy advocacy to solve urgent problems in areas such as housing, education, civil rights, immigration, healthcare, and consumer finance. Our primary service areas are the communities around Charlottesville, Northern Virginia, Richmond, and Petersburg, but the effects of our work are felt statewide. We encourage diversity, value unique voices, energetically pursue our goals with passion, and enjoy having fun while working for the public interest. We strongly encourage candidates from diverse backgrounds and people with disabilities to apply.

Competitive candidates will possess the following skills and experience:

- A bachelor's degree and experience in fundraising or related field (e.g., marketing or political campaigns required);
- The proven ability to build new relationships and shepherd existing financial supporters;
- Knowledge of the Richmond area philanthropic community;
- A demonstrable track record of securing major gifts;
- Outstanding interpersonal and communications skills, both written and verbal;
- The ability to multi-task on a variety of projects with competing deadlines;
- A high degree of proficiency with technology including databases and Internet applications;
- The ability to work effectively both individually and with a team;

Competitive salary based on experience. Exceptional fringe benefits include generous leave, health insurance, retirement plan, and a great work environment.

To apply: Please send a cover letter, résumé, and references by e-mail to: hiring@justice4all.org.

We are an Equal Opportunity Employer. Candidates from diverse backgrounds are encouraged to apply.

**DIRECTOR
PUBLIC BENEFITS AND LGBT ADVOCACY
BRONX LEGAL SERVICES,
BRONX, NEW YORK**

Bronx Legal Services seeks a dynamic Director of Public Benefits and LGBT Advocacy to supervise the delivery of free, high quality civil legal services, to low-income clients and communities for clients needing public benefits advocacy and LGBT and HIV-affected clients. Bronx Legal Services is the largest provider of free civil legal services in the borough and is the Bronx office of Legal Services NYC.

Our mission is to advance society's promise to its most vulnerable members that all are entitled to equal access to justice through our legal system. Services and initiatives of the Public Benefits and LGBT Advocacy Unit bring subsistence income to those living in poverty, prevent homelessness, provide access to medical care, and ensure that the most marginalized New Yorkers receive necessary services. The Unit represents low-income Bronx residents seeking public assistance, emergency grants, SNAP, Medicaid, and other government benefits. The Unit also engages in community education and outreach to increase access, maximize the staff's visibility in the community and promote the rights of LGBT and HIV affected community members in the Bronx.

Key Areas of Responsibility:

- Shaping our public benefits practice and directly supervising our team of talented public benefits advocates;
- Coordinating and strengthening our advocacy on behalf of members of the LGBT community in the Bronx;
- Developing and strengthening relationships with community organizations;
- Identifying systemic public benefits-related trends for strategic litigation;
- Developing and participating in affirmative litigation and advocacy projects in the areas of LGBT practice;
- Acting as the principal spokesperson of Bronx Legal Services' LGBT advocacy with legislators, media outlets, and community leaders;
- Ensuring the unit's compliance with grants awarded through public and private sources;

- Fostering collaborative relationships with client communities, advocacy and community groups, elected and other public officials, the courts, government agencies, and the media;
- Educating the community about the collateral consequences with the criminal justice system; and
- Supervising services to help eliminate barriers to employment, education and housing.

Key Qualifications:

- Minimum 5 years public benefits or similar litigation experience;
- Demonstrated expertise in local, state and federal public benefits law and policy, Supreme Court and administrative law practice;
- Excellent legal writing, litigation and advocacy skills;
- Strong interpersonal, teaching/training and organizational skills;
- A demonstrated passion for social justice and commitment to working with low-income communities, communities of color, and LGBT and HIV-affected communities to advance equality;
- Experience working with community-based organizations; and
- Proficiency in Spanish or another language commonly spoken in the communities we serve is welcome.

Bronx Legal Services pays a competitive public interest salary commensurate with experience, with excellent medical, pre-tax flexible benefits and retirement plans along with generous annual and sick leave. To apply for the position, please send your letter of intent, resume, and salary history to:

Sylvia Figueroa
 Assistant to Project Director
 Legal Services NYC-Bronx
 349 East 149th Street, 10th Floor
 Bronx, New York 10451
sfigueroa@lsnyc.org

All applications should be submitted via e-mail to the following e-mail address: sfigueroa@lsnyc.org.

**DETENTION PROGRAM MANAGING ATTORNEY
 ROCKY MOUNTAIN IMMIGRANT ADVOCACY NETWORK
WESTMINSTER, COLORADO**

The Rocky Mountain Immigrant Advocacy Network (RMIAN) is a nonprofit organization that provides free immigration-related legal services to individuals in immigration detention and to children. RMIAN has an opening for a full-time Detention Program Managing Attorney starting August 2016. The Managing Attorney will report to the Executive Director.

Position Description:

- Maintain a caseload involving detained individuals seeking relief from removal (includes representation before the Immigration Court, BIA, USCIS, and other federal agencies), and including representation of individuals found incompetent and referred to RMIAN through the National Qualified Representative Program
- Manage Detention Program staff members, including Staff Attorney and Legal Fellow
- Identify emerging needs and help to guide the Detention Program's work and growth
- Participate in RMIAN's outreach, community education, and development efforts
- Oversee RMIAN's work through the Legal Orientation Program
- Conduct Know-Your-Rights presentations, individual intakes, and pro se workshops at the immigration detention center in Aurora, Colorado, and manage stakeholder relations

- Screen and refer cases to pro bono attorneys; provide training opportunities and technical assistance and mentoring to volunteer attorneys and staff attorneys
- Work collaboratively with RMIAN's Interdisciplinary Social Service Project

Position Requirements:

- Admission to state bar, preferably Colorado
- Spanish proficiency/fluency – both written & oral, and demonstrated cultural competency
- Immigration law experience for at least three to five years, preferably in removal defense
- Strong management and interpersonal skills
- Passion for RMIAN's mission, and demonstrated commitment to public interest law and social justice
- Strong sense of personal initiative & ability to multi-task without extensive supervision
- Excellent oral (including public speaking) and written communication skills
- Excellent legal research and writing skills
- Ability to maintain and navigate relationships with governmental agencies, nonprofit providers, and other stakeholders

Compensation: Salary DOE; annual salary range starts at \$55,000 & includes generous benefits package.

To apply: please send a detailed cover letter, resume, writing sample, and list of three references to hr@rmian.org.

RMIAN is an equal opportunity employer and recognizes the importance of diversity in the workplace; individuals from diverse backgrounds are encouraged to apply. Visit us on the Web at www.rmian.org.

**DIRECTOR, REFUGEE AND IMMIGRATION SERVICES
CATHOLIC CHARITIES OF THE DIOCESE OF BATON ROUGE
BATON ROUGE, LOUISIANA**

Catholic Charities of the Diocese of Baton Rouge -- a leader in the state in helping refugees and immigrants settle into our communities and advocating for justice on their behalf -- seeks a dynamic experienced leader to manage its Department of Refugee and Immigration Services. The Director is responsible for the oversight of the agency's Immigration Legal Services personnel as well as the three resettlement sites in Louisiana.

The Director helps assure that immigration and refugee services result in successful resettlement for refugees and integration into our communities by immigrants. Primary responsibilities include budget planning and management, supervising personnel, monitoring compliance with funding-agency requirements, and building -- and maintaining -- community relationships that create successful incorporation into our communities by individuals and families from other nations. For refugee resettlement, the Director provides statewide program direction, policy guidance and leadership through collaboration and partnership with refugee service providers, local, state and federal officials and other members of the community who work closely with the refugee populations. The Director pursues funding opportunities to provide integrated services (such as assistance in navigating our educational system, accessing health and mental health services) that support refugees and their children. For ILS, the Director helps oversee the Legal Orientation Program that provides legal services in the state's two detention centers, follows immigration trends and assures the agency is poised to respond to emerging needs. With the Managing Attorney, the Director decides on how to best allocate limited financial and personnel resources to best serve immigrant clients and the community. The Director forms and maintains partnerships with NGOs, private individuals, and public agencies that serve the immigrant community. The Director is also called upon to advocate for the needs and rights of immigrants and refugees.

Three to five years of program management required. Experience in budgeting and financial management. Bilingual preferred. Salary is commensurate with experience, and full benefits are available.

Please send your resume and contact information [to vpolk@ccdiobr.org](mailto:vpolk@ccdiobr.org), or fax to 225-3368745.

Please visit www.wclawyers.org to learn more about Washington Council of Lawyers, and to register for upcoming programs.



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