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**JUNE 2016**

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**Coming Up at the Washington Council of Lawyers:**

Summer Pro Bono & Public Interest Forum

*June 7, 2016 (12:00 – 2:30 pm), Hogan Lovells, 555 13<sup>th</sup> Street, NW*

Happy Hour at Children’s Law Center

*June 22, 2016 (6:30 – 8:30 pm), Children’s Law Center, 616 H Street, NW, Suite 300*

Perspectives on Poverty Law from the Bench: DC Superior Court

*June 23, 2016 (12:00 pm), DLA Piper, 500 8<sup>th</sup> Street, NW*

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 8, 2016 (6:30 – 8:30 pm), Georgetown Law, 120 F Street, NW, 12<sup>th</sup> Floor*

Happy Hour & Silent Auction

*July 21, 2016 (6:30 – 8:30 pm), Madam’s Organ, 2461 18<sup>th</sup> Street, NW*

To register for upcoming Washington Council of Lawyers programs,  
please visit our website, [www.wclawyers.org](http://www.wclawyers.org).

## LEGAL POSITIONS

### **HOUSING STAFF ATTORNEY BREAD FOR THE CITY**

The mission of Bread for the City is to provide low-income residents of Washington, DC, with comprehensive services, including food, clothing, medical care, and legal and social services, in an atmosphere of dignity and respect. We recognize that all people share a common humanity, and that all are responsible to themselves and to society as a whole. Therefore, we promote the mutual collaboration of clients, volunteers, donors, staff, and other community partners to alleviate the suffering caused by poverty and to rectify the conditions that perpetuate it.

**Position Description:** Bread for the City's Legal Clinic is seeking a full-time attorney with 0-3 years' experience for our Housing Law practice. Specifically, the attorney will work in our Housing Right to Counsel Pilot Project, a joint initiative with two other local legal services providers. The project will focus on expanding access to representation to tenants in subsidized housing at risk of eviction. The attorney will work several days per week in a court-based office at the Landlord/Tenant Branch of D.C. Superior Court, providing representation to tenants referred for emergency matters and to tenants identified ahead of time through a targeted outreach effort. The attorney will also conduct advocacy, education and other outreach activities.

#### **Qualifications:**

- Member of the D.C. Bar or eligible to waive in (no 2016 law school graduates will be considered);
- Strong organizational, research, and oral and written communication skills;
- Litigation experience;
- Ability to proceed effectively in court with little time for preparation;
- Adept at working collaboratively with other staff and interacting with a wide variety of people;
- Comfortable working in an open work environment, with no private offices for staff;
- Self-motivated;
- High degree of flexibility;
- Sense of humor;
- Demonstrated commitment to social and economic justice;
- Prior experience in a legal services or other public interest setting highly desirable;
- Some knowledge or experience in housing law a plus; and
- Bilingual (Spanish/English) skills preferred but not required;
- Ability to work with volunteers in a professional and collaborative manner;
- Familiarity with Google Organization & Productivity Tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems;
- Willingness to learn and carry out Bread for the City's commitments to social justice and racial equity.

**Compensation:** Bread for the City offers competitive non-profit salaries based on experience and a generous benefits package.

**To Apply:** Qualified candidates should submit a letter that speaks to your interest and qualifications to [work@breadforthecity.org](mailto:work@breadforthecity.org) with “*Housing Attorney*” in the subject line. Only those selected for interviews will be contacted. No phone calls, please.

Bread for the City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medical condition, status as a veteran, or any other category protected by applicable federal, state, or local law, except where a bona fide occupational qualification applies.

**STAFF ATTORNEY  
(BRIEF SERVICES UNIT)  
NEIGHBORHOOD LEGAL SERVICES PROGRAM**

Neighborhood Legal Services Program (NLSP), a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia, seeks a Staff Attorney to provide advice and brief services to clients in its community-based headquarters office in Washington, DC. 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.

**Responsibilities:** The Staff Attorney will work in the Brief Services Unit (BSU) at the NLSP office in Southeast DC and will be the first point of contact with clients following an eligibility screening. The Staff Attorney will be responsible for gathering factual information and completing a preliminary analysis of the client's problem. After review of the case with a supervisor, the Attorney will provide advice or brief services or forward the case to an "extended-services" attorney for further assistance. Housing, family law, employment, consumer protection, health care and public benefits are the primary areas in which the Staff Attorney will be providing service. It is expected that the Staff Attorney's time will be divided between performing brief services, handling a limited range of "extended service" cases, conducting some community education efforts and assisting with further development of BSU capacity.

**Qualifications:** Demonstrated interest in working with low-income persons and a commitment to public service; D.C. Bar membership (preferred) or eligibility for membership is required; minimum 2 years of legal services experience (clinical experience in poverty law areas may satisfy the requirement); excellent writing and oral advocacy skills; excellent factual and legal analytical skills; strong organizational skills; good communication and interpersonal skills to communicate effectively with clients, the public, and co-workers; and the ability to work collaboratively with others. Fluency in languages other than English spoken by significant segments of DC's low income population is highly valued.

**Salaries and Benefits:** From \$ 45,500 DOE; generous employee benefit package.

**Application Process:** Interested persons should send a letter of interest, resume, names of three professional/educational references and writing sample by email to: [nlsp@nlsp.org](mailto:nlsp@nlsp.org); subject line: BSU Attorney.

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

**LEGAL AND ADVOCACY DIRECTOR  
EMPLOYMENT JUSTICE CENTER**

The Employment Justice Center (EJC) seeks a Legal and Advocacy 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,

walk-in Workers' Rights Clinic; legal representation in contested employment law cases 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 coordinates advocacy campaigns designed to build low-wage worker leadership to participate in and, in some instances, lead the process.

#### **Responsibilities of the Legal and Advocacy Director:**

- Workers' Rights Clinics
  - Providing on-site supervision of Workers' Rights Clinics, including supervision and training for EJC legal staff and our extensive volunteer network.
  - Reviewing Clinic files and facilitating necessary follow-up with workers.
- Employment Law Practice
  - Developing concrete, measurable objectives, comprehensive strategies and annual work plans, and assessing progress.
  - Overseeing the development of relations with private bar members, academics and law school clinics who will support workers' rights litigation.
  - Identifying and assessing litigation opportunities and relevant research, policy analysis and advocacy, and leading those efforts.
  - Supervising the EJC's Litigation Attorney and Clinic Coordinator.
- Advocacy
  - Providing information, technical assistance, co-advocacy, supervision, training, and strategic support to advocacy staff.
  - Overseeing outreach and engagement with the community and engaging in media advocacy.
  - Supervising the EJC's advocacy staff.
- Management
  - 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 and Advocacy Director:**

- Barred in Washington DC, or eligible for timely admission to practice.
- Minimum of four to seven years legal practice experience preferred, particularly in labor and/or employment law.
- Direct advocacy experience at the local, state or federal level; experience with the DC Council preferred.
- Ability to work effectively in collaboration with diverse groups of people, including staff, clients, board members, community groups, labor unions, and funders.
- Superior oral, written communication, editing skills.
- Excellent administrative and organizational skills.
- Management or administrative experience involving supervision of legal staff.
- Personal attributes including:
  - dedication to high moral and ethical standards,
  - the ability to engender confidence and trust,
  - a management style that inspires and encourages professional growth in others,
  - a strong work ethic and commitment to working as a team,
  - the ability to work effectively with diverse groups and individuals,
  - a sense of humor, sound judgment, and overall excellent interpersonal skills.
- Commitment to a flexible, comprehensive view of representation on behalf of low income workers that values both individual and systemic advocacy.

- Ability to identify and respond to shifting trends in legal practice and policies affecting the low-wage workers.
- 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](mailto: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.

## **IMMIGRATION ATTORNEY CATHOLIC CHARITIES**

Catholic Charities is the social ministry outreach of the Archdiocese of Washington. We believe in strengthening the lives of all in need by giving help that empowers and hope that lasts. Catholic Charities works to create a world in which every person is cherished, regardless of individual limitations, and strengthened in the use of personal gifts in order to reach his or her full potential as a valued member of the community. We are looking for exceptional people who share our vision and values.

**Job Summary:** Catholic Charities of the Archdiocese of Washington Immigration Legal Services is seeking an Immigration Attorney to provide legal advice and representation in accordance with the best practice of the profession. Assist the Program Manager with all internal and external reporting and supervise assigned staff and volunteers.

### **Essential Duties and Responsibilities:**

- Interview individuals seeking legal assistance and advise the client as to possible options through proper interpretation of current laws.
- Provide ongoing legal representation to the client commencing with the initial intake interview, drafting of documents, correspondence and client applications/petitions.
- Conduct outreach activities in the community with respect to legal issues.
- Assist with the proper supervision of assigned staff and volunteers.
- Ensure the timely submission of all external and internal program reports.
- Serve as liaison between the program and community partners.
- Complete Continuing Legal Education, in addition to any and all licensing requirements for the Jurisdiction where the attorney is licensed to practice.

### **Education and Experience:**

- Law Degree (J.D.)

- Admission to the practice of law in any state and/or Washington, DC (Maryland Bar preferred)
- Bi-lingual (English and Spanish)
- 1-4 years experience in immigration law.
- Demonstrated cultural competence and cultural responsiveness

**To Apply:** Please visit,

[https://re11.ultipro.com/ARC1012B/JobBoard/JobDetails.aspx?\\_ID=\\*CF20499737BD74F4](https://re11.ultipro.com/ARC1012B/JobBoard/JobDetails.aspx?_ID=*CF20499737BD74F4)

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

**STAFF ATTORNEY  
MARYLAND LEGAL AID  
METROPOLITAN MARYLAND OFFICE IN LANDOVER**

The Maryland Legal Aid Metropolitan Maryland office in Landover, Maryland, announces a full-time, temporary general practice staff attorney position to qualified applicants.

**Position Description:** Represent low income clients in court. Perform intake, outreach, and community education. Areas of practice include but are not limited to family law, consumer law, housing law, employment law. Geographic coverage includes Prince George’s and Howard County. Local travel required. Other duties as assigned.

**Qualifications:** Admission to Maryland bar or bar of another U.S. jurisdiction required. Legal Services experience desired. Spanish language proficiency especially desirable.

**Salary:** \$50,425+

**To Apply:** Please visit, <https://home.eease.adp.com/recruit2/?id=15049961&t=2>.

**SENIOR LAW CAREER COUNSELOR  
GEORGE WASHINGTON UNIVERSITY LAW SCHOOL**

The Law School’s Career Development Office of The George Washington University advises and counsels students and alumni in professional development and assists them in developing career strategies. We are seeking a Sr. Law Career Counselor who will join our team to provide individual counseling to our law students and recent alumni regarding career planning and job searches through self-assessment, resume and cover letter review, interview preparation, professional skills development, career research and career options. This position will have a specific concentration on students interested in public service law and will report to the Dean of the Career Development Office. The following are representative duties and responsibilities of the position:

- Assists JD students and alumni interested in public service law in determining career goals and objectives through self-evaluation, and assesses career interests and recommends avenues of exploration to meet their goals. Advises and counsels students and alumni on matters related to career and professional development and the legal job search process, including public service careers. Refers students and recent alumni to mentors and other professional contacts.
- Works closely with the Associate Dean of Public Interest Programs and Associate and Assistant Deans for Public Interest and Public Service Law to support the Pro Bono Program, public interesting programming, and other initiatives that promote public interest opportunities.
- Develops and conducts skills development workshops on all components of the job search process, i.e., resume and cover letter writing, developing professional contacts and informational interviewing,

and job search resources. Develops written informational materials on basic career guidance issues such as resume and cover letter writing, networking and interviewing; develops resources for students interested in public sector opportunities.

- Organizes and implements seminar programs and panel discussions on a variety of legal and public sector career topics, both independently and in conjunction with alumni and student groups.
- Coordinates and participates in marketing and promotion of Career Center programs and services to students, alumni, and employers, including through social media. Drafts articles and materials for alumni association admissions publications, professional association newsletters, and law school briefings.
- Maintains positive relationships with employers, alumni, students, staff and faculty and serves as a consultant to faculty on the career and professional development of students and alumni. Tracks and maintains employment data for current students and/or recent alumni; assists with the coordination and delivery of the Inns of Court program.
- Assists with the maintenance of the Career Center's blog, Facebook, and Twitter accounts and with the maintenance of public interest and post-graduate public interest fellowship listservs, which are primary ways of communication with students interested in careers in the public sector.
- As required, represents the Career Center at national, regional and local meetings of appropriate professional organizations and associations, and periodically interfaces with law career counselors at other law schools. Assists as needed during all phases of networking fairs, job fairs, and recruitment programs, which may include travel.
- Performs other work related duties as assigned.

**Minimum Qualifications:** Bachelor's degree in an appropriate area of specialization plus 2 years of relevant professional experience. Degree requirements may be substituted with an equivalent combination of education, training and experience.

**Preferred Qualifications:**

- Juris Doctor (JD) degree preferred.
- Counseling experience with students, particularly those interested in public service law.
- Career planning, guidance, and mentorship skills, as well as the ability to develop and deliver presentations.
- Knowledge and understanding of career practices and opportunities within the legal community.
- Knowledge of local, regional, and global career practices and placement opportunities for law students/graduates and practicing professionals.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.

**To Apply**, please visit: <https://www.gwu.jobs/postings/34577>

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

**LOP STAFF ATTORNEY  
CAIR COALITION**

CAIR Coalition is the only non-profit organization in the Washington, D.C. area with a legal services focused exclusively on assisting immigrants detained by Immigration and Customs Enforcement (ICE) in Virginia and Maryland, and unaccompanied immigrant children held in the custody of the Office of Refugee Resettlement

in Virginia. **We have an immediate opening for a staff attorney in the Detained Adults Program.** The attorney will be responsible for the provision of “Know Your Rights” presentations, individual consultations, *pro se* assistance, and the recruitment training and mentoring of *pro bono* attorneys. The staff attorney will also be involved in some direct representation. This position reports to the Director of the Detained Adults Program.

**Responsibilities include:**

- **Detention work:** Leads Legal Orientation Program (LOP) visits to detention centers located primarily in Virginia. Performs Know-Your-Rights presentations and conducts individual intakes with immigrant men and women at the detention facilities. Provides necessary follow-up after intakes to evaluate a detainees’ eligibility for relief. Follow-up may include performing legal research, securing criminal records and obtaining additional information from family members or friends.
- **Pro Bono Services:** Assist staff in evaluating cases for pro bono placement. Provides training to *pro bono* attorneys and conducts relevant outreach. Mentors teams of pro bono attorneys on cases through the life of the case. Assists in the development and maintenance of resources for pro bono teams including participation in trainings and updating training and case placement materials.
- **Direct representation:** Represents, when possible, a limited number of detained immigrants before the local immigration courts including immigrants who have been deemed incompetent as defined in *Matter of M-A-M-*, 25 I&N Dec. 474 (BIA 2011).

**Requirements:**

- J.D. degree from an accredited law school and member in good standing with a state bar association.
- Written and oral Spanish proficiency required; fluency preferred.
- Excellent written and spoken communication skills.
- Strong organization and time management skills.
- Driver’s license required.
- Must be able to pass a required background check.
- Must be willing to spend one night a month in Farmville, VA as part of a two-day jail visit

Strong preference will be given to locally barred attorneys and/or those with experience or knowledge of immigration issues, particularly as they pertain to removal and detention.

**Salary and Benefits:** Commensurate with experience, plus a generous benefits package that includes medical and dental insurance, four weeks of vacation, retirement plan, plus all federal holidays.

**Application process:** Please submit a cover letter, resume, and writing sample to Claudia Cubas at [claudia.cubas@caircoalition.org](mailto:claudia.cubas@caircoalition.org). Applications will be considered on a rolling basis; early submissions are encouraged, as the position is open immediately. No phone calls please.

**ASSOCIATE DEAN  
EXPERIENTIAL AND CLINICAL PROGRAMS  
UNIVERSITY OF THE DISTRICT OF COLUMBIA**

Provides leadership and management of all aspects of clinical and experiential programs. Seeks and develops resources to strengthen and expand experiential and clinic programs and activities. Serves on the Senior Management Team, which supports compliance with all ABA standards and the core values and mission of the School of Law.

- Serves as a member of the Dean’s Senior Management team.
- Manages experiential and clinical program operations and systems.
- Leads strategic planning efforts in coordination with clinical faculty to improve quality, increase quantity, and coordinate delivery of legal services and advocacy to improve outcomes and enhance systemic change for low-income residents of the District of Columbia.
- Leads efforts with Clinical Affairs and Curriculum Committees to assess existing and develop new clinical programs to ensure alignment with approved selection criteria and enhance recruitment of mission driven students.
- Coordinates advocacy and community outreach.
- Develops and enhances relationships with law firms; the DC Access to Justice Commission; DC Bar and local and national foundations, and other entities and individuals to increase collaboration, funding and program development efforts and opportunities.
- Supervises grants administration and reporting.
- Raises local and national profile of experiential and clinical programs.
- Represents the School of Law at local and national meetings, conferences and other for a focused on legal services, legal education, and social justice.
- Supervises subordinate staff.

**Other Duties:** Performs other duties as assigned.

**Required Qualifications:**

- Candidate must hold a J.D. degree and have
- A minimum of 10 (ten) years of legal practice OR clinical teaching experience and
- Five (5) years of management experience

**Collective Bargaining Unit (Union):** This position is not part of 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).

You can apply at: <http://udc.applicantstack.com/x/detail/a2hbyxhpkocy>.

Equal Opportunity Employer.

**STAFF ATTORNEY  
NATIONAL JUVENILE DEFENDER CENTER**

The National Juvenile Defender Center (NJDC) is a nonprofit organization dedicated to promoting justice for all children by ensuring excellence in juvenile defense. NJDC seeks a dynamic and talented Staff Attorney with recent trial and juvenile defense experience to join our team.

**Key responsibilities include:**

- supporting juvenile defense attorneys and public defender offices nationwide, as well as law schools, legal clinics, and nonprofit law centers by providing training and technical assistance
- supporting juvenile defense practice and policy by writing reports, articles, and fact sheets
- conduct legal research and writing
- liason with regional juvenile defender centers
- support the coordination of a national juvenile post-disposition reentry legal services initiative, where legal fellows provide direct representation to remove legal barriers to re-entry for young people

- collaborate with coalition partner organizations
- contribute to NJDC's newsletter, website content, and social media

Individual must be able to identify, research and write about legal policies that affect the defense of children. Individual must think creatively and work collaboratively, identify and monitor policy trends, implement new projects and ideas.

Candidates must have two years criminal or juvenile defense trial experience. Juvenile defense experience is preferred.

NJDC is an equal opportunity employer

Submit a cover letter, resume, and writing sample to [inquiries@njdc.info](mailto:inquiries@njdc.info)

Position available immediately, applications will be accepted until the position is filled.

**COUNSEL**  
**PUBLIC INTERNATIONAL LAW & POLICY GROUP**

PILPG's Washington, D.C. office is currently hiring for Counsel, who will support PILPG's clients and work from PILPG's headquarters in D.C. Counsel is responsible for working closely with Senior Counsel to provide legal advice to PILPG's clients, and help to manage the implementation of programs. This position will support the senior attorneys of the firm. Depending on the nature of the work to which the Counsel is assigned, travel to PILPG's field offices and other client locations may be required.

**Role & Responsibilities:** The primary duties as Counsel will include, but shall not be limited to, the following:

- Researching, drafting, and editing legal memoranda, training materials, policy proposals, and other resources on substantive topics relating to public international law and PILPG clients;
- Participating in and organizing workshops, trainings, and other PILPG events;
- Working closely with PILPG's D.C. office on program design, development, and implementation; In coordination with PILPG's Vice President of Strategic Partnerships, collaborating with PILPG's strategic partners, including private law firms and pro bono staff;
- Managing client and key partner relationships, including government officials and members of civil society;
- Reviewing, editing, and managing the production of legal work produced by PILPG legal research and drafting teams;
- Providing support to field staff and senior members of program teams with program management tasks, including tracking monitoring and evaluation indicators, establishing and reviewing work plans, and maintaining relationship with donors;
- Drafting and review of periodic reports on program progress for submission to PILPG's funders; monitoring and reporting requirements for PILPG overseas programs, including the drafting and review of periodic reports and the oversight of program deliverables;
- Based on program needs, traveling to work with clients in the field and supporting PILPG programming overseas; and
- Other duties as assigned.

**Qualifications for PILPG Counsel include:**

- A law degree;

- A current bar membership;
- Three to five years previous professional experience, preferably in international law;
- Previous experience managing programs in accordance with USG or other donors' policies and requirements;
- Ability to work independently, while also collaborate with a team;
- Ability to effectively prioritize and manage multiple assignments; Knowledge of public international law;
- Strong legal drafting, editing, and research skills;
- Fluency in English; and
- Fluency in another language, particularly French or Arabic, would be an asset.

**Salary:** Applicant should state salary expectations in their cover letter.

**Application Instructions:** To submit an application for the Counsel position, submit a resume, cover letter, three references, and writing sample online at <http://publicinternationallawandpolicygroup.org/work-for-us/>. The cover letter should outline the candidate's interest in PILPG and salary expectations. After receiving completed application materials, PILPG will follow up only if the candidate is selected for an interview.

### **HEALTHY TOGETHER STAFF ATTORNEY CHILDREN'S LAW CENTER**

CLC's Healthy Together is a medical-legal partnership for DC's children. CLC partners with Children's National Health System, Mary's Center and Unity Health Care to help vulnerable children and their families overcome barriers to good health by holding agencies, landlords, and schools accountable for inappropriate school programs, the failure to provide medically necessary services, and illegal, unhealthy housing conditions.

**Position Description:** CLC invites applications for a full-time staff attorney to work with Healthy Together to begin immediately. The Staff Attorney will represent parents and caregivers in education/special education, health care access and housing matters. The Staff Attorney will also be responsible for conducting intakes with potential clients, providing advice and referral information, and performing community outreach activities. The Staff Attorney will work out of CLC as well as within a medical clinic setting.

#### **Requirements and Qualifications**

- DC Bar membership or eligibility to waive into the DC Bar required
- Intellectual aptitude and curiosity
- Excellent analytical ability
- Strong writing ability
- Commitment to working with low-income clients
- Persistence/diligence
- Excellent interpersonal skills
- Spanish-speaking proficiency a plus
- Car, driver's license and auto insurance required

CLC is an equal opportunity employer. CLC's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication, or status as a veteran.

Application deadline June 30, 2016. Position is open until filled. Start date is as soon as possible. Start date is subject to change.

No telephone calls please.

Send resume, cover letter, references and two page writing sample via email, fax or U.S. mail to: Healthy Together Staff Attorney Search Committee Children's Law Center 616 H Street, NW, Suite 300 Washington, DC 20001 202.467.4949 (fax) [jobs@childrenslawcenter.org](mailto:jobs@childrenslawcenter.org)

**SENIOR LITIGATION COUNSEL**  
**AMERICANS UNITED FOR SEPARATION OF CHURCH AND STATE**

American United for Separation of Church and State—the nation's premier church–state advocacy organization—is accepting applications for a full-time senior litigation counsel. Americans United has a diverse litigation and amicus curiae practice that addresses novel, cutting-edge legal questions arising principally under the First and Fourteenth Amendments. We oppose religiously motivated efforts by public officials and businesses to deny service to LGBT individuals and couples, to deny reproductive-health services to women, or to condition access to publicly funded employment and benefits on religious qualifications. We work to ensure that the public schools remain open and accessible to all children, regardless of faith, by preventing the injection of religious doctrines such as creationism into school curricula. And we challenge government-sponsored prayer, religious displays, and public funding of schools that discriminate on the basis of religion, race, sex, or sexual orientation.

As senior litigation counsel, you will serve as lead attorney in church–state cases in federal and state trial and appellate courts across the country. You will have principal responsibility for drafting pleadings and briefs, taking depositions, conducting trials and evidentiary hearings, and delivering oral arguments. You will supervise and provide training to an excellent staff of junior lawyers and will frequently supervise or coordinate with private firms and partner organizations. You will also regularly deliver speeches, make media appearances, and promote Americans United's litigation through social media. In short, you will have significant leadership responsibility in a career working to protect the fundamental rights of all Americans by preserving and defending the separation of church and state established by the Framers of the Constitution.

**Qualifications:** The ideal candidate will have at least five years of litigation experience, the ability to manage cases and supervise staff, excellent writing and analytical skills, strong academic credentials, good oral-advocacy skills, the ability to travel when the work so requires, and strong interpersonal skills. A commitment to public-interest law and church–state separation is essential.

Please e-mail a cover letter, resume, law-school transcript, writing sample, and list of three references to [tolegaljobs@au.org](mailto:tolegaljobs@au.org). No faxes or telephone calls.

**Deadline:** Open until filled. Candidates are encouraged to apply by June 12, 2016. For more information about Americans United's legal program, please visit [www.au.org](http://www.au.org).

**SECTION CHIEF**  
**PUBLIC SAFETY DIVISION**  
**NEIGHBORHOOD AND VICTIM SERVICES SECTION**  
**OFFICE OF THE ATTORNEY**  
**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**ANNOUNCEMENT NO. 16-035**

**Description of Duties:** The Public Safety Division (PSD) of the Office of the Attorney General for the District of Columbia (OAG) is seeking candidates for the position of Chief of the Neighborhood & Victim Services (NVS) Section. The NVS Section is a small, boutique group of attorneys who address public safety issues in the

District's communities using a variety of civil, criminal and alternative dispute resolution practices designed to increase the quality of life and protection of the District's residents. The Chief is responsible for litigation and the management of the day-to-day operations of NVS, which includes the supervision of various kinds of litigation and other legal services, community outreach, and victim and witness services. The NVS Section Chief supervises attorneys, paralegals, interns and Victim-Witness Program Specialists.

The Section's legal work is broad based and includes: (1) working with the Metropolitan Police Department (MPD), Department of Consumer and Regulatory Affairs (DCRA), and other D.C. Government and law enforcement agencies to address nuisance properties (both through agency administrative enforcement actions and/or litigation initiated by NVS) in District neighborhoods; (2) investigation and litigation of nuisance property cases under various criminal and civil statutes, including violations of the construction codes, housing codes, and fire codes, as well as cases brought under the Drug Related Nuisance Abatement Act, the Residential Drug-Related Evictions Act, the vacant property registration laws, and other available laws; (3) investigating, negotiating and litigating cases identified as essential to protecting affordable housing and tenant's rights through the OAG's housing initiatives; (4) litigating to protect District residents from other abuses, potentially including wage theft and other improper labor and employment practices; and (5) serving as one of OAG's liaisons to the community in order to hear and better address residents' concerns. The Section's Victim-Witness Program Specialists are responsible for providing referral and support services to victims and witnesses in juvenile delinquency cases brought by OAG's Juvenile Section, and in limited cases brought by OAG's Criminal and Domestic Violence Sections. They serve as backup liaisons between the prosecutors (AAGs) and crime victims and witnesses. Additionally, Victim Specialists help to support and staff OAG's juvenile justice initiatives on conflict mediation and violence prevention using restorative justice principles.

The responsibilities of the Chief of NVS include, but are not limited to:

- Training, supervision, evaluation, and discipline (if necessary) of all Section staff, under the direction of the Deputy Attorney General for Public Safety; including:
  - Regularly monitoring progress of staff in assigned cases and other projects;
  - Monitoring compliance of staff with the Attorney General's Performance Contract requirements, including ensuring full compliance with customer service standards;
  - In coordination with the Deputy and other Section Chiefs, planning and/or conducting training for new and experienced trial attorneys and new and experienced Victim-Witness Program Specialists;
  - Maintaining requisite legal, management, inter-agency, human relations, and labor knowledge and skills; and
  - Collecting, maintaining, and disseminating timely, accurate and up-to-date data on the Section's activities, including collecting and tabulating various statistics that show performance results and assist in identifying evidenced-based best practices;
- Managing the litigation work of the Section, including:
  - Establishing litigation priorities, in consultation with the Deputy, and assigning nuisance property and other matters accordingly;
  - Supervising trial attorneys in all aspects of civil and criminal nuisance property and other prosecutions, including working closely with DCRA, other agencies and MPD during the pre-filing investigative stage;
  - Reviewing and submitting for approval pleadings, motions, memoranda, and correspondence;
  - Reviewing litigation outcomes and determining when appellate review may be needed;
  - Otherwise working closely with senior staff at MPD and DCRA and other enforcement agencies to address all types of nuisance properties and other issues relevant to neighborhood services;

- Assisting and supervising in providing legal services, as needed, related to agency functions that are meant to improve neighborhood services and safety, including the OAG's affordable housing and potentially wage theft initiatives; and
- In consultation with the Deputy and the chiefs of other PSD Sections, establishing priority areas for Victim-Witness Program Specialists and assigning cases accordingly;
- Liaising with other components within OAG, the District government, and the community at large, including:
  - Attending management meetings with or on behalf of the Deputy and the Attorney General as requested, as well as other specific meetings with relevant agencies;
  - Interacting with D.C. Council Members and their staff to ensure that Council Members are kept abreast of efforts and progress by OAG and other agencies to address problems raised by constituents as assigned;
  - Attending assigned and appropriate community meetings, including serving as OAG's representative;
  - Serving as OAG's representative for any relevant community task forces and committees, and a number of victim services and other similar interagency groups; and
  - Assisting in the implementation and supervision of the OAG's community outreach to tenants and housing associations

**Qualifications:** The candidate must have at least 3-5 years practice in criminal prosecution or similar experience dealing with agency-level administrative/regulatory enforcement or civil enforcement work; excellent oral and writing skills; and demonstrated ability to supervise and to direct the day-to-day activities of professional and support staff in a litigation-oriented office. Experience in working with a victim advocacy program and/or in dealing with victim-related issues is strongly preferred, as is a demonstrated passion for working with and aiding communities through a community-oriented lawyering approach.

**How to Apply:** Candidates should e-mail one PDF file which includes the following, addressed to Ms. L. Dodson, HR Specialist, (202-724-6632) at [OAG.RecruitmentAttorney@DC.gov](mailto:OAG.RecruitmentAttorney@DC.gov) by 11:59pm on June 7, 2016:

1. A cover letter;
2. Résumé;
3. List of three (3) references; and
4. Writing sample.

All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

**ATTORNEY ADVISOR  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
EOIR-16-0121**

The Executive Office for Immigration Review (EOIR) seeks highly-qualified individuals to join our team of expert professionals in becoming a part of our challenging and rewarding Agency. The primary mission of the Executive Office for Immigration Review (EOIR) is to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation's immigration laws. Under delegated authority from the Attorney General, EOIR conducts immigration court proceedings, appellate reviews, and administrative hearings. EOIR consists of three adjudicatory components: The Office of the Chief Immigration Judge, which is responsible for managing the Immigration Courts where Immigration Judges adjudicate individual cases; the Board of Immigration Appeals, which primarily conducts appellate reviews of these Immigration Judge

decisions; and the Office of the Chief Administrative Hearing Officer, which adjudicates immigration-related employment cases.

This position is located in the Executive Office for Immigration Review (EOIR), Office of the Director, Office of Legal Access Programs (OLAP). The incumbent assists the Program Director in developing, implementing, and managing OLAP programs; may assist in the adjudication process of applications from entities requesting to be included on the List of Pro Bono Legal Services Providers; and may assist in the adjudication process of applications from organizations seeking recognition from organizations seeking accreditation of their representatives.

This is an Excepted Service position; additional positions may be filled from this announcement within 90 days of certificate issuance.

**Who May Apply:** Applications will be accepted from all U.S. Citizens. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. Citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. Citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

**Duties:** As an Attorney Advisor (Immigration), duties will include, but are not limited to the following:

- Assist in developing, implementing, and managing OLAP's programs and provide advice to the OLAP Program Director and other senior officials on issues relating to operational structure.
- Serve as a Contract Officer's Representative (COR) to develop, administer, evaluate, and ensure compliance of programs with their respective service agreements; respond to contract-related needs of individuals and organizations carrying out such programs; and cultivate strong working relationships between government entities and the contractor/subcontractors.
- Assist with coordinating numerous pro bono efforts with EOIR components, the Department of Homeland Security, the Office of Refugee Resettlement, and the immigration legal service community.
- Assist in conducting assessments and evaluating proposed legislative changes that may impact the office, its methods, and operations.
- Recommend policies, procedures, and regulations regarding new or amended legislation.
- Draft reports on mission-critical subject matter for agency-wide use.
- Assist in developing and implementing initiatives to improve capacity, training, monitoring, and general public outreach regarding OLAP's programs.

**Travel Required:**

- Occasional Travel
- Up to 25% for travel to field sites and offices

**Relocation Authorized:** No

**Job Requirements:**

- You must be a U.S. Citizen or National.
- You must complete a background investigation, credit check, and drug test.
- Selective Service Registration is required, as applicable.

- Moving and Relocation Expenses are not authorized.
- A two-year trial period is required, if not previously completed.
- You must submit a résumé and supporting documents.

**Qualifications:** In order to qualify for the Attorney Advisor (Immigration), GS-14 position, you must meet all of the following minimum qualifications by the closing date of announcement:

**Minimum Qualifications:**

- Applicants must have a LL.B. or J.D. degree and be an active member of the bar, duly licensed and authorized to practice law as an attorney under the laws of a U.S. state, territory, Puerto Rico, or the District of Columbia (include the date of your admission to the bar)
- Applicants must possess at least four (4) years post-J.D. legal experience. Education cannot be substituted for experience at this grade level

**To Apply and for more information about the position,** please visit:

<https://www.usajobs.gov/GetJob/ViewDetails/437648500/>

**ATTORNEY  
CRIMINAL DIVISION, U.S. DEPARTMENT OF JUSTICE  
16-CRM-FRD-052**

The Criminal Division, U.S. Department of Justice, is seeking qualified, experienced attorneys for term positions in the Fraud Section's Health Care Fraud (HCF) strike force located in Washington, D.C.

The incumbent will serve as a Trial Attorney in the Healthcare Fraud unit (HCF) and, as such, independently direct, conduct, and monitor investigations, prepare and conduct trials, and advise on pleadings and other court filings. As a Trial Attorney, the incumbent:

Handles the development and management of HCF prosecutions. Engages in all phases of investigation and litigation, including, but not limited to, the use of grand jury, advising federal law enforcement agents, preparing appropriate pleadings, and litigating motions and trials before U.S. District Courts across the country.

Makes charging decisions and proposes dispositions with regard to assigned cases.

In collaboration with unit managers, develops and maintains the Section's program to foster effective national investigation and prosecution of HCF violations, including advising on strategy and legal complexities, and developing litigation priorities, policy, and legislative recommendations.

**Required Qualifications:** Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and be an active member of the bar in good standing.

**Grade Specific Qualifications:** To qualify at the GS-15 grade level, applicants must have at least four (4) years post J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: independently performing legal analysis; composing pleadings, briefs and other court documents involving unique and/or difficult legal issues in civil or criminal litigation; conducting highly complex civil or criminal litigation; and leading paralegals and support staff.

To qualify at the GS-14 grade level, applicants must have at least two and a half (2.5) years post J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-13 grade level. Examples of specialized experience include: performing legal analysis and formulating recommendations to senior managers; composing pleadings, briefs, and other court documents involving legal issues in civil or criminal litigation; and conducting civil or criminal litigation.

**Preferred Qualifications:**

- Experience as a criminal prosecutor.
- Knowledge of white collar criminal litigation.
- Experience in supporting, litigating, and supervising federal or state criminal cases.
- Experience in U.S. District Court or state court.
- Experience conducting investigations of organizations and entities, including corporations.
- Experience with the federal judiciary.
- Experience with healthcare fraud, either civil or criminal.

**Salary:** The salary range for these positions is GS-14 \$108,887 - \$141,555 and GS-15, \$128,082 – \$160,300 per annum, including locality pay. See OPM's Web page at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>

**Travel:** Domestic travel will be required.

**Application Process:** All Application Packages must be received by 11:59 PM, Eastern Time, on the closing date of this announcement. Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement. If you do not already have an account, please create a USAjobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying. Once you have an account, apply to the USAjobs vacancy: <https://www.usajobs.gov/GetJob/ViewDetails/439805800>

**Application Deadline:** Thursday, June 9, 2016

**ATTORNEY-ADVISOR  
FEDERAL LABOR RELATIONS AUTHORITY  
FLRA-16-1708368**

The Case Intake and Publication (CIP) Attorney-Advisor is responsible for reviewing multiple types of federal-sector labor-law cases and other filings arising from disputes presented to the Federal Labor Relations Authority's (FLRA's) three-Member, adjudicative body (the Authority) for resolution. The incumbent is primarily responsible for identifying, analyzing, and effectively recommending resolutions to the varied, complex legal issues arising from Authority case filings, and preparing orders and/or memoranda effectuating resolutions to those issues. Additionally, the incumbent represents CIP and the Authority in interactions with internal and external customers of the FLRA. Further, the incumbent works in collaboration with other CIP team members, as well as other FLRA offices and components, to perform the full range of duties associated with publication and issuance of Authority case decisions and the other essential functions of the CIP office.

**Duties:** The incumbent works under the general supervision of the CIP Chief and/or the Chief Counsel to the FLRA Chairman. The incumbent is responsible for duties relating to the Authority's resolution of disputes arising under the Statute, including the initial review of all new cases and filings, the preparation of show-cause and other procedural orders issued on behalf of the Authority, and the drafting of legal advice memoranda to the Authority Member staffs. Additionally, the incumbent represents CIP and the Authority in

interactions with internal and external customers of the FLRA. Further, the incumbent is heavily involved in all technical editing and affiliated responsibilities in the publication and issuance of Authority case decisions.

The incumbent will also perform legal work for the Office of the Chairman, the Offices of the Authority Members, the Collaboration and Alternative Dispute Resolution Office, and/or the Office of the Solicitor under the supervision of the CIP Chief and/or the Chief Counsel to the Chairman. Such work may entail:

- Preparing final administrative decisions in arbitration, negotiability, unfair-labor-practice, and representation cases;
- Assisting with the facilitation of mediation sessions between parties in arbitration and negotiability disputes;
- Developing and/or delivering training and other presentations;
- Advising whether and how the Agency should provide information in response to Freedom of Information Act requests;
- Performing other legal work, as assigned

**Key Requirements:**

- Must be a United States Citizen
- Must possess a J.D.
- Must be admitted to the Bar and in good standing.

**Apply at:** <http://www.usajobs.gov/GetJob/ViewDetails/439782200>

**Salary:** \$64,650.00 to \$141,555.00

**Series and Grade:** GS-0900-11

**Open Period:** Monday, May 23, 2016 to Friday, June 3, 2016

**GENERAL ATTORNEY  
DEPARTMENT OF EDUCATION  
OGC-2016-0006**

The U.S. Department of Education's (ED) Office of General Counsel (OGC) provides legal services in support of ED's mission to promote student achievement and prepare students for global competitiveness by fostering educational excellence and ensuring equal access to education. The Division of Business and Administrative Law (DBAL) is one of seven Divisions within OGC and provides legal counsel and representation in a variety of practice areas including: Intellectual Property (including, but not limited to, advising on trademark and copyright matters; managing the Department's seal and service mark registrations, drafting Cease and Desist letters, and representing the Department before TTAB), Family Educational Rights and Privacy Act (FERPA), Federal contract and fiscal law, employment law, Federal Tort Claims Act (FTCA), Labor Relations, Federal Advisory Committee Act (FACA), Freedom of Information Act (FOIA), Privacy Act of 1974, as amended (Privacy Act), and Federal Surplus Property, to name a few.

**Duties:** This position is located in DBAL. The selected attorney will primarily provide legal counsel and advice in the practice area of Intellectual Property. However, successful candidates should also expect to perform functions and duties in one or more of DBAL's other practice areas as outlined in the job summary section of this announcement.

**Basic Requirements:**

- You must be a graduate from a law school accredited by the American Bar Association.
- Proof of admission to the Bar of the highest court of a state, territory, the District of Columbia, or the Commonwealth of Puerto Rico; and current membership in such Bar as would permit the practice of law. You must be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

**General Experience:**

Progressively responsible experience gained in the legal field in the area of Intellectual Property, and one or more of DBAL's other practice areas, and knowledge of government-wide statutes, rules, regulations relative to the Intellectual Property and one or more of DBAL's practice areas.

Applicants must have:

- Law degree;
- Active (good standing) bar membership;
- Knowledge of Intellectual Property, and one or more of other DBAL practice areas detailed in the job summary section of this announcement;
- Excellent interpersonal skills;
- Excellent written and oral communication skills; and,
- Experience in brief and legal memorandum writing.

**Apply at:** <http://www.usajobs.gov/GetJob/ViewDetails/439996600>

**Salary:** \$64,650.00 to \$141,555.00 /

**Series and Grade:** GS-0900-11/14

**Open Period:** Tuesday, May 24, 2016 to Tuesday, June 7, 2016

**ATTORNEY-ADVISOR (SPECIAL ASSISTANT TO THE INSPECTOR GENERAL)  
DEPARTMENT OF VETERANS AFFAIRS  
16-VAOIG-117-X**

OIG is organized into three line elements: the Offices of Investigations, Audits and Evaluations, and Healthcare Inspections; along with the Office of Contract Review and the Office of Management and Administration. In addition to the Washington, DC, headquarters, OIG has offices located in more than 30 cities throughout the country.

The Attorney-Advisor serves as the principal advisor and special assistant to the Inspector General. OIG was established under the Inspector General Act of 1978 to direct an independent and objective organization to conduct audits, investigations, and inspections of VA programs, operations, and other activities carried out or financed by the VA; to recommend policies that promote economy, efficiency, and effectiveness; and to prevent and detect fraud, waste, and abuse in the VA.

**Duties:**

As an Attorney-Advisor (Legislation), you will:

- Identify program/policy/project considerations and determine how to correlate those requirements with mission objectives to ensure OIG has the appropriate information to effectively lead the Office of Inspector General and provide timely, accurate, and objective oversight reporting.
- Display maturity, judgment and knowledge necessary to advocate or formulate policy options to the Inspector General. The incumbent will be sought out by OIG staff and management for advice, counsel, and assistance.

- Possess a broad knowledge of and expert experience necessary to serve as a recognized authority on legal issues, programs and policies, and of relevant practices related to auditing procedures and financial management of major systems (to include the implementation of technology or other major acquisitions).
- Proven ability to multitask effectively and display high integrity and the ability to inspire trust and loyalty; strong communication and interpersonal skills with an ability to work collaboratively with senior leaders throughout the Department of Veterans Affairs and with other external agencies and strategic partners.

**Mandatory Qualifications Requirements:**

To be considered for this position, applicants must meet the following qualifications. You should elaborate on accomplishments, experience, training, education, and awards, highlighting the problems solved and work objectives met, i.e., the results of your effort and evidence of your success. Do not repeat entries from your narrative work history. A narrative statement addressing these qualifications must be submitted with your resume.

- Ability to make sound and reasoned decisions, resolve difficult problems and work effectively in a fast-paced and complex organization.
- Demonstrated effectiveness in implementation of large, strategic organizational changes.
- Ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
- You must also possess a J.D. or LL.B. from an ABA accredited Law School; Active member of the bar in good standing. The experience may have been gained in either the public, private sector or volunteer service. One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/day/year, and indicate number of hours worked per week on your résumé.

**Apply at:** <http://www.usajobs.gov/GetJob/ViewDetails/440292200>

**Salary:** \$123,175.00 to \$170,400.00 /

**Series and Grade:** SL-0900-00

**Open Period:** Thursday, May 26, 2016 to Thursday, June 9, 2016

**ATTORNEY ADVISOR  
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT  
2016-GC-10--BAT**

This position is based in Washington, D.C. The attorney selected will join the Office of the General Counsel, Division for Acquisition and Assistance (GC/A&A). GC/A&A attorneys provide legal advice and guidance on a broad array of Federal acquisition and assistance issues to contracting/agreement personnel in USAID's Office of Acquisition and Assistance within the Management Bureau (M/OAA) as well as technical officers, fellow lawyers, and senior leadership across the Agency.

**Duties:** The duties of a GC/A&A attorney are focused on operational and policy issues relating to the preparation, award, administration, and close-out of government contracts, grants, cooperative agreements, and a variety of other obligating mechanisms (including other transaction authority, contributions to multilateral and bilateral development partners, direct government-to-government assistance, and public-private partnerships) that USAID has at its disposal to implement its activities. Given the role and

responsibilities of GC/A&A attorneys, it is helpful for applicants to possess knowledge of and experience with the laws, regulations, and policies governing acquisition and assistance. This includes knowledge of the Federal Acquisition Regulation (FAR), USAID's supplement to the FAR (AIDAR), OMB and Agency-specific assistance regulations and policies, and legal and policy requirements applicable to programs authorized by the Foreign Assistance Act.

The applicant selected will be called on to handle a broad array of acquisition and assistance matters. For example, A&A attorneys are routinely called on to:

- Identify and resolve A&A legal issues and provide written and oral advice to staff based on case law and other research;
- Support acquisition staff on active procurements to develop an optimal Agency position in the event of bid protests and claims;
- Provide day-to-day guidance and advice on acquisition and assistance matters to the procurement workforce;
- Serve as a subject matter expert for other Agency attorneys, including those advising overseas missions, on acquisition and assistance;
- Advise Agency staff on acquisition and assistance policy formulation and application; - Review contracts, grants, cooperative agreements, and other obligating documents for legal sufficiency; and
- Collaborate with representatives from other U.S. departments/agencies and bilateral and multilateral organizations.

**Key Requirements:**

- U.S. citizen
- A member in good standing of the bar of a state, commonwealth, or territory of the United States or the District of Columbia
- A graduate from a law school accredited by the American Bar Association. -Bar Membership Required
- Possess a Juris Doctor degree from an accredited law school

**Apply at:** <http://www.usajobs.gov/GetJob/ViewDetails/439222700>

**Salary:** \$77,490.00 to \$119,794.00

**Series and Grade:** GS-0900-12/13

**Open Period:** Tuesday, May 17, 2016 to Wednesday, June 8, 2016

**NON-LEGAL POSITIONS**

**DEVELOPMENT MANAGER  
TAHIRIH JUSTICE CENTER**

Tahirih is recruiting for the full-time position of Development Manager to work directly with the Director of Tahirih Baltimore on fundraising in the local market. A successful candidate will be energized by the opportunity to strengthen Tahirih's local profile, drive revenue growth, and enhance overall revenue generation of Tahirih on a national scale. This position will be based in the downtown Baltimore office which is staffed by 7 full-time employees.

**Primary Responsibilities:**

- Develop, implement, and achieve detailed annual fundraising plans, revenue targets, and calendar for local office;
- Cultivate new and existing foundation, individual, corporate, and government donors that fund services provided by the Baltimore office;
- Assist in the conceptualization and implementation of new business partnership opportunities and initiatives, especially with law firms and corporations;
- Prepare high-quality grant proposals and reports in conjunction with National Grants Manager and local director;
- Manage and build up the execution of an annual fundraising gala, including sponsorship solicitation, event logistics, budget monitoring, vendor management, and program production for a 400+ person event;
- Manage the execution of an annual work place giving Campaign that raises funds from amongst our pro bono attorneys;
- Creatively conceptualize, design, and implement additional initiatives or events for the Baltimore area as appropriate;
- Manage development interns and volunteers;
- Represent Tahirih publicly and play a key, public-facing role for local office presence, constituent relationships and partnerships, and revenue generation;
- Prepare tailored communications to assist marketing, fundraising, and cultivation initiatives in partnership with the national development team (including e.g. invitations, email campaigns, etc.);
- Conduct regular analysis and report on revenue goals versus projections in coordination with the Finance Team and local director;
- Provide strategic inputs into organization-wide fundraising strategies, helping to identify and reach increasing revenue goals in the context of organizational growth/national expansion.

**Preferred Qualifications:**

- A minimum of five years of diverse fundraising and outreach experience within dynamic organizations, with at least three years of experience independently managing staff and/or significant events/campaigns.
- Certified Fund Raising Executive credential preferred. Demonstrated track record of success in developing and implementing innovative and creative fundraising strategies.
- Expert project management skills, with an eye toward efficiency, detail, strategy, and use of best practices in support of others.
- Skilled at event management and workplace giving campaigns.
- Experience with budget management, financial tracking, and contract negotiations.
- Exceptional writing and communications skills to reach diverse audiences.
- A self-starter and independent problem-solver who has a mature understanding of how to navigate and when to escalate issues as needed.
- Strong commitment to the mission and values of Tahirih with the ability to serve as a compelling ambassador for the organization.
- Availability to work outside daytime business hours to manage events, and represent Tahirih at external events as and when required.

**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](mailto:recruiting@tahirih.org)  
 Fax: 571-282-6162

Applications will be considered on a rolling basis until the position is filled. Email submissions should include "Baltimore Development Manager" 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.

## **ORGANIZER**

### **DETENTION WATCH NETWORK**

The Detention Watch Network works through the collective strength and diversity of its members to expose and challenge the injustices of the U.S. immigration detention and deportation system and advocate for profound change that promotes the rights and dignity of all persons. Working with DWN is a unique opportunity to interact with, and support the work of, immigrant rights advocates as we build our collective power and vision of a world without immigration detention.

**Position Summary:** The DWN Organizer will help build the power of the network and our members by recruiting new organizations and individuals to join; and growing DWN's capacity to support local, regional and national efforts challenging detention. The Organizer will work with members to implement a national campaign; engage in public education, outreach and ally building activities; and coordinate key membership calls and events. **This is a full-time position preferably based in DWN's Washington, DC office or remotely in one of the following locations: Atlanta, Miami, New York City or Phoenix.**

#### **Specific Responsibilities:**

- Coordinate DWN's campaign activities, including public education, action alerts, organizing events, ally building activities, outreach and assessment;
- Support coordination of the national conference in collaboration with DWN staff and members and support member meeting coordination;

- Develop and maintain strong relationships with DWN's grassroots member organizations;
- Assist in surveying and assessing member skills, as well as existing and emergent needs;
- Encourage member involvement in DWN public education, media advocacy and public policy efforts with a focus on developing member leadership and capacity;
- Identify and recruit potential new members in collaboration with Membership coordinator;
- Regular travel to conduct outreach, meet with members and support local campaign activities primarily on the east coast;
- Implement human rights and racial justice framework and strategies into the Network's activities.
- Maintain relationships with allies and constituencies;
- Assist organization-wide fundraising efforts including support for grant proposals, reports and related activities as needed.

### **Key Working Relationships:**

- Organizing Director, Co-Directors, Membership and Communications Manager
- DWN membership

### **Qualifications:**

#### **Experience**

- Bachelor's degree strongly preferred.
- Two years' experience in community organizing, immigrant rights or student organizing strongly preferred.

#### **Knowledge**

- Familiarity with social justice issues, particularly related to human rights, immigrant rights, racial justice and/or criminal justice.
- Familiarity with popular education methodology, a plus.

#### **Skills and Abilities**

- Proficiency in English and another language strongly preferred.
- The ability to work effectively and collaboratively with diverse populations.
- Excellent verbal and written communication skills.
- Experience with public speaking.
- Proficient computer skills.
- Strong organizational skills and attention to detail.
- Demonstrated community organizing skills.
- Commitment to working in a social justice field.
- A collaborative work style and a self-directed spirit.
- Ability to travel at least 30 percent of the time.

DWN offers a competitive salary with excellent benefits and a collaborative work environment with colleagues who are dedicated to social justice reform.

Please submit a resume, cover letter and writing sample to Danny Cendejas, Organizing Director at Detention Watch Network via [email: dcendejas@detentionwatchnetwork.org](mailto:dcendejas@detentionwatchnetwork.org) by June 17, 2016.

Detention Watch Network, a project of the Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

**WRITER, STORYTELLER RESEARCH MANAGER**  
**FAMILIES AGAINST MANDATORY MINIMUMS**

As writer, storyteller research manager, you will be responsible for researching and writing FAMM's prisoner case profiles, allowing us to illustrate the human costs of unjust mandatory sentencing laws. You will also identify affected people (prisoners, former prisoners, and their family members) who can serve as FAMM spokespeople and help us spread the word about the harm of harsh sentences. You'll gain in-depth knowledge about federal sentencing laws and policies, you'll dig into the details of criminal cases, and you'll correspond with prisoners and family members whose lives have been forever damaged by these laws. You'll help to craft and share these stories – finding new angles and media – to highlight the steep human costs of mandatory sentencing laws. You'll ask tough questions to learn the details about a prisoner's case, you'll hear heartbreaking stories from family members, and you'll be endlessly inspired by former prisoners as they reenter society, rejoin their families, and rebuild successful lives. Most importantly, you'll make a real impact not only on the lives of those you communicate with, but thousands more by using real, personal stories to influence sentencing policy.

To do this job well, you'll need excellent research and writing skills, strong attention to detail and the ability to think critically and from multiple perspectives. You should be a team player with passion for the cause. Familiarity with criminal justice reform is a plus.

Specific Responsibilities Include:

- Identify and research potential prisoner case profiles using court documents, news articles, and correspondence with prisoners, as well as their family members and attorneys
- Write clear, compelling, and accurate prisoner case profiles to illustrate the human costs of mandatory sentencing reform, taking into account FAMM's advocacy needs
- Keep in touch with former prisoners and their loved ones to update profiles, craft "success stories" and identify spokespeople willing to speak to the media and members of Congress
- Manage and fulfill specific research projects as they arise
- Work with communications director and other staff to identify prisoners whose stories can be pitched to media, and help director handle logistics of those connections
- Work with multimedia manager to identify prisoners and family members whose stories can be turned into compelling videos
- Maintain a database of prisoner information
- Follow-up on case story leads provided by staff members
- Occasional oped writing and other research tasks
- Help the communications team come up with new, innovative ways to disseminate case profiles and the stories of those affected by mandatory sentencing laws

To apply please send your resume, salary requirements and writing sample to [jobs@famm.org](mailto:jobs@famm.org). No phone calls please.

## FELLOWSHIP/INTERN POSITIONS

### **DUNN FELLOWSHIP** **AMERICAN CIVIL LIBERTIES UNION OF THE NATION'S CAPITAL (ACLU-DC)**

The American Civil Liberties Union of the Nation's Capital (ACLU-DC) invites applications for a two year Tony Dunn Fellowship in Civil Liberties to begin in fall 2016. This Fellowship is funded through the generosity of the Anthony Stewart Dunn Foundation, which supports civil liberties in the District of Columbia, Maryland and Virginia.

The ACLU is a nationwide, non-profit, non-partisan organization dedicated to the defense and expansion of civil liberties and civil rights. The ACLU of the Nation's Capital (ACLU-DC), founded in 1961, advances the ACLU's mission in the District of Columbia through litigation, legislative advocacy, public education and organizing with five paid staff, numerous volunteers, and more than 3,000 members. ACLU-DC has an active docket of about fifty cases addressing a variety of issues. Our litigation is part of a multi-disciplinary approach to advocacy that integrates legal, policy, and communications strategies and is built on the belief that fighting for civil liberties and rights means not just persuading judges but also gaining the support of policy makers, government officials, and the general public.

**Roles and Responsibilities:** The Dunn Fellow will work as part of the ACLU-DC Legal Department under the supervision of two experienced civil rights litigators. Subject to the demands of our complex and variable docket, the Fellow will investigate and evaluate requests and correspond with those seeking ACLU legal help; provide legal research and analysis; develop theories to support new litigation projects; draft pleadings, affidavits, motions, and briefs; participate in discovery and trial practice; provide support and assistance to volunteer attorneys; and supervise student interns. The Fellow also may be asked to engage in public speaking and attend meetings and/or conferences. The position requires a willingness to work beyond the eight hours of a normal work day, including evening and weekend meetings or other activities. The Fellow also will be expected to produce a scholarly paper of publishable quality on a civil liberties issue; the paper might take the form of a law review article, policy paper, or report, and ACLU-DC staff will work with the Fellow to develop a mutually agreeable topic and format.

**Qualifications:** Applicants must have excellent research, writing and communication skills and a commitment to public interest law. Applicants should be self-motivated, hard-working, and able to work with a wide range of people. Lawyers and law students who will graduate in spring 2016 are invited to apply. Litigation experience, especially involving constitutional issues or criminal defense, is desirable, as is a judicial clerkship. Spanish fluency is also a plus. Applicants need not be members of the D.C. Bar but should be prepared to be admitted as soon as possible.

**Compensation:** Salary for the fellowship is \$52,000 per year. Excellent benefits are provided, including health insurance; life and long-term disability insurance; 401(k) contributions; sick, vacation, and holiday leave; and public transit assistance

**Submit:**

1. A cover letter explaining your interest in this fellowship;
2. Your resume;
3. A writing sample, which should be legal in nature (documents analyzing a specific legal problem in the context of real or hypothetical litigation are preferable to law review articles) and not edited by others; and

4. A list of three professional references, identifying their relationship to you and including their email and telephone contact information.

Send your materials by email to: [hr@aclu-nca.org](mailto:hr@aclu-nca.org)

Please put "Dunn Fellow" in the subject line of your email. Also, please indicate in your letter of interest where you saw this posting. Please note that incomplete applications will not be reviewed so be sure you have included all the necessary elements.

**Application deadline:** June 24, 2016. Anticipated start date is in the late summer or fall of 2016.

**LAW GRADUATE PUBLIC INTEREST FELLOWSHIP OPPORTUNITIES**  
**THE CENTER FOR POPULAR DEMOCRACY**

Organizations such as Equal Justice Works and the Skadden Fellowship Foundation each provide two-year fellowships to graduating law students or outgoing judicial clerks who are motivated to work at a public interest law office. CPD seeks talented, public interest-oriented graduating law students and outgoing clerks to sponsor for all fellowships (including EJW, Skadden, Soros, Kirkland Ellis, Liman, and other school-specific fellowships) in the fall of 2016, to begin work at CPD in the fall of 2017. Candidates should be interested in deploying their legal skills in support of grassroots movements and learning about strategic policy advocacy.

CPD is an affirmative action employer. We actively recruit people of color, people with disabilities, and people with diverse gender and sexual identities.

All public interest fellowship programs are very competitive, and applicants need time to develop project proposals and complete applications. CPD thus strongly encourages all interested applicants to apply as early as possible.

Candidates should submit a cover letter, resume, legal writing sample for which the applicant is the sole or primary author, most recent transcript (unofficial is fine) and three references, including daytime telephone numbers, to [fellowships@populardemocracy.org](mailto:fellowships@populardemocracy.org). We will work with applicants to develop proposals, but please include a brief discussion of potential project ideas and why CPD would be an appropriate host organization for the contemplated project in your cover letter.

Please note: only 3Ls graduating in 2017 or outgoing judicial clerks are eligible to apply. You will not be contacted if your application is incomplete.

Applications will be considered on a rolling basis but must be received as by Wednesday, July 13.

Please contact [fellowships@populardemocracy.org](mailto:fellowships@populardemocracy.org) with any questions.

**POST-GRADUATE FELLOWSHIP, CRIMINAL JUSTICE REFORM**  
**THE NAACP LEGAL DEFENSE AND EDUCATIONAL FUND**

LDF invites rising third-year law students, judicial clerks, and other recent law school graduates to apply for LDF sponsorship for a criminal justice related fellowship to begin in the fall of 2017. Sponsorship will enable the applicant to submit proposals for consideration for the Soros Justice Fellowship or other criminal justice fellowship identified by the applicant.

LDF is the country's first and foremost civil and human rights law firm. Founded in 1940 under the leadership of Thurgood Marshall, LDF's transformative mission is to achieve racial justice, equality, and an inclusive society. For over 70 years, LDF has litigated civil rights cases in a broad range of areas, including education, economic justice, criminal justice, and voting rights. Some of LDF's most prominent cases include *Shelley v. Kraemer*, 334 U.S. 1 (1948) (holding that the enforcement of racially restrictive covenants in housing violated the Equal Protection Clause), *Brown v. Board of Education*, 347 U.S. 483 (1954) (striking de jure racial segregation in public education); *Griggs v. Duke Power Co.*, 401 U.S. 424 (1971) (announcing the disparate impact theory of discrimination under Title VII); *Furman v. Georgia*, 408 U.S. 238 (1972) (finding death penalty unconstitutional under 8th Amendment); *McCleskey v. Kemp*, 481 U.S. 279 (1987) (ruling that statistical evidence alone was insufficient to find racial discrimination in Georgia's death penalty); *Shelby County, Alabama v. Holder*, 133 S. Ct. 2612 (2013) (invalidating key provision of the Voting Rights Act). LDF's current litigation and advocacy practice seek redress for racial discrimination in cases and advocacy issues all across the country.

We seek to sponsor a public interest Fellow to apply for a Soros Justice Advocacy Fellowship in the area of Criminal Justice. The Fellow will work with LDF attorneys and other staff on trial and appellate litigation in state and federal courts, policymaking, and/or other forms of advocacy. Fellows may choose to be based in either New York City or Washington DC. Fellowship projects may include but are not limited to the following issues: Racially discriminatory and/or excessive use of force by law enforcement. Parole and/or probation reform. Solitary confinement. Criminalization of youth of color diagnosed, or misdiagnosed, with a disability. State and federal sentencing reform. Prosecutorial misconduct and/or racially discriminatory exercise of discretion. Capital punishment. The selected candidate will be required to seek his or her own funding by preparing and submitting proposals to the Soros fellowship program, with guidance from the LDF staff.

For more information about LDF's work, please visit our website: <http://naacpldf.org>.

**Qualifications & Application Process:** Candidates should have a demonstrated commitment to racial justice and addressing racial inequality; outstanding research and writing skills; the ability to work both collaboratively and independently; and the capacity for creative thinking.

Interested candidates should apply by sending the following materials:

- (1) a cover letter specifying the candidate's interest in working with LDF and relevant experience;
- (2) a resume;
- (3) a list of three references; and
- (4) a legal writing sample.

Applicants are encouraged, but not required, to include a brief description of potential project idea(s) in the cover letter.

Applications will be considered on a rolling basis however, applicants are encouraged to submit materials as soon as possible, as the Soros deadline is generally in the early fall. Please e-mail application materials to [HUjobs@naacpldf.org](mailto:HUjobs@naacpldf.org) with the subject line "[First Name + Last Name] – Criminal Justice Fellow" and address the cover letter to: Director of Human Resources NAACP Legal Defense and Educational Fund, Inc. 40 Rector Street, 5th Floor New York, New York 10006

The NAACP Legal Defense Fund is proud to be an Equal Opportunity Employer. We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex (including pregnancy), sexual orientation, marital status, age, veteran status, disability or genetic information.

**GRADUATE FELLOWSHIP**  
**THE NAACP LEGAL DEFENSE AND EDUCATIONAL FUND**

LDF invites rising third-year law students, judicial clerks, and other recent law school graduates to apply for LDF sponsorship for public interest fellowship projects to begin in the fall of 2016, Spring 2017 or Fall 2017. Sponsorship will enable the applicant to submit proposals for consideration to fellowships offered by the applicant's law school.

LDF is the country's first and foremost civil and human rights law firm. Founded in 1940 under the leadership of Thurgood Marshall, LDF's transformative mission isto achieve racial justice, equality, and an inclusive society. For over 70 years, LDF has litigated civil rights cases in a broad range of areas, including education, economic justice, criminal justice, and voting rights. Some of LDF's most prominent cases include *Shelley v. Kraemer*, 334 U.S. 1 (1948) (holding that the enforcement of racially restrictive covenants in housing violated the Equal Protection Clause), *Brown v. Board of Education*, 347 U.S. 483 (1954) (striking de jure racial segregation in public education); *Griggs v. Duke Power Co.*, 401 U.S. 424 (1971) (announcing the disparate impact theory of discrimination under Title VII); *Furman v. Georgia*, 408 U.S. 238 (1972) (finding death penalty unconstitutional under 8th Amendment); *McCleskey v. Kemp*, 481 U.S. 279 (1987) (ruling that statistical evidence alone was insufficient to find racial discrimination in Georgia's death penalty); *Shelby County, Alabama v. Holder*, 133 S. Ct. 2612 (2013) (invalidating key provision of the Voting Rights Act). LDF's current litigation and advocacy practice seek redress for racial discrimination in cases and advocacy issues all across the country.

We seek to sponsor a public interest Fellow to address systemic obstacles and policies that underlie continuing racial disparities and discrimination. The Fellow will work with LDF attorneys and other staff on trial and appellate litigation in state and federal courts, policymaking, and/or other forms of advocacy.

Fellowship projects may include the following issues:

1. **EDUCATION ECONOMIC JUSTICE** Discriminatory use of credit history or criminal background checks. Discriminatory practices in mortgages or foreclosure (or other housing-related issue). Criminalization of poverty.
2. **CRIMINAL JUSTICE** Racially discriminatory and/or excessive use of force by law enforcement. Parole and/or probation reform. Solitary confinement. Criminalization of youth of color diagnosed, or misdiagnosed, with a disability. State and federal sentencing reform. Prosecutorial misconduct and/or racially discriminatory exercise of discretion. Capital punishment.
3. **VOTING RIGHTS** Challenging discriminatory voting laws—particularly those occurring in areas formerly covered by Section 5 of the Voting Rights Act pre-Shelby County, Alabama v. Holder—under the remaining provisions of the VRA and other federal laws. Developing and implementing public education campaigns regarding a variety of state and local level voting-related issues, and the expansion of opportunities for people with felony convictions to vote. Assisting LDF's efforts in Washington, D.C. related to federal voting laws and policies.
4. **DISCRIMINATORY SCHOOL DISCIPLINE POLICIES AND PRACTICES.** Racial disparities resulting from school system operations (e.g., curricular offerings, student assignment, discipline policies, distribution of teachers). Enforcement of existing school desegregation consent decrees. Diversity and inclusion in higher education.

Selected candidates will be required to seek their own funding through their law schools by preparing and submitting proposals as required by those schools, with guidance from the LDF staff. The Fellow's work may involve any of the issue areas addressed or a more specific area, depending upon the nature of the fellowship proposal. For more information about LDF's work, please visit our website: <http://naacpldf.org>.

**Qualifications & Application Process:** Candidates should have a demonstrated commitment to racial justice and addressing racial inequality; outstanding research and writing skills; the ability to work both collaboratively and independently; and the capacity for creative thinking.

Interested candidates should apply by sending the following materials:

- (1) a cover letter specifying the candidate's interest in working with LDF and relevant experience;
- (2) a resume;
- (3) a list of three references; and
- (4) a legal writing sample.

Applicants are encouraged, but not required, to include a brief description of potential project idea(s) in the cover letter. Applications will be considered on a rolling basis.

Please e-mail application materials to [HUjobs@naacpldf.org](mailto:HUjobs@naacpldf.org) with the subject line "[First Name + Last Name] – Fellow" and address the cover letter to: Director of Human Resources NAACP Legal Defense and Educational Fund, Inc. 40 Rector Street, 5th Floor New York, New York 10006

The NAACP Legal Defense Fund is proud to be an Equal Opportunity Employer. We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex (including pregnancy), sexual orientation, marital status, age, veteran status, disability or genetic information.

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

**STAFF ATTORNEY  
ANTI-TRAFFICKING INITIATIVE  
SANCTUARY FOR FAMILIES  
NEW YORK, NEW YORK**

**Overview:** Provides legal representation, advocacy and screenings for human trafficking victims. Conducts trainings and community outreaches and collaborates with other agencies to advocate for systematic change.

**Responsibilities:**

- Represents victims of human trafficking on affirmative applications (including T visas, U visas and more) and in immigration court.
- Conducts legal screenings with immigrant defendants referred by New York City's Human Trafficking Intervention Courts.
- Represents and advocates for victims of human trafficking in reporting crimes to law enforcement.
- Supervises pro bono attorneys providing legal services to victims of human trafficking.
- Advises and advocates for clients in legal and non-legal forums.
- Develops and conducts trainings and outreaches to judges, law enforcement agencies, services providers, and underserved communities.
- Represents Sanctuary for Families on task forces and other political and advocacy committees outside the agency.
- Facilitates clients' access to intra-agency and outside resources, and administers provision of direct financial assistance and donations to clients.

- Participates in interagency conferences and legal/bar association committee meetings to keep abreast of developments in the areas related to the position.
- Represents Sanctuary for Families at community events.
- Maintains statistics relating to client services for grant reporting purposes.

**Qualifications:**

- J.D. degree
- Three years of immigration law experience
- Admission to practice law in any state; NY Bar admission preferred
- Strong public speaking skill
- Strong verbal and written communication skills
- Required fluency in a relevant second language with a strong preference for Mandarin Chinese or Spanish

**To Apply:** please visit,

<https://careers-sanctuaryforfamilies.icims.com/jobs/1135/staff-attorney%2c-anti-trafficking-initiative/job?mobile=false&width=940&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

**STAFF ATTORNEY  
PRISONERS' LEGAL SERVICES OF NEW YORK  
ALBANY AND PLATTSBURGH, NEW YORK**

Prisoners' Legal Services of New York (PLS) is searching for an entry level staff attorney for our Albany and Plattsburgh, New York regional offices. PLS is a statewide program providing civil legal services to people incarcerated in New York State prisons with regional offices in Albany, Buffalo, Ithaca and Plattsburgh. PLS engages in civil rights advocacy and litigation primarily on behalf of those incarcerated in New York State prisons. These types of cases include deliberate indifference to serious mental health and medical needs, unconstitutional conditions of confinement, prolonged placement in solitary confinement, excessive use of force, and sentencing issues.

PLS is seeking to hire an attorney who is committed to providing legal services to the disadvantaged. Applicants must be admitted to practice in New York State with up to three years' experience or have recently taken the N.Y. State Bar exam. The ideal applicant will have experience in the areas of prisoners' rights, civil legal services, civil rights, poverty law or federal litigation. Applicants should be self-motivated and capable of complex analytical work. Applicants must possess excellent legal research and writing skills, good communications skills, and a desire to work in a cooperative environment.

PLS offers a salary that is competitive with other public interest law firms in the area, and will be set depending on experience. PLS also offers a generous benefits package. We encourage people of color, women, and people with disabilities to apply. We have a serious need for staff who are fluent in Spanish.

Please send your cover letter, resume, writing sample, and at least three (3) references by mail or email for the Plattsburgh office to: Michael Cassidy, Prisoners' Legal Services of NY, 121 Bridge St., Suite 202, Plattsburgh, NY 12901 or to [mcassidy@plsny.org](mailto:mcassidy@plsny.org), and for the Albany office please send by email to [pkane@plsny.org](mailto:pkane@plsny.org). No phone calls please. Due to the volume of applications expected, PLS cannot respond to each one. The position will remain open until filled.

**STAFF ATTORNEY  
CASA DE ESPERANZA  
BOUND BROOK, NEW JERSEY**

Casa Esperanza is hiring another Staff Attorney immediately - this person will primarily be responsible for representing children at asylum interviews before USCIS at the Newark Asylum office in Lyndhurst, as well as at the Immigration Court in Newark; coordinating best practices & policies of providing for their needs on a regular basis; handle those who are enrolled in the ISAP program & under OSUP orders; and fill in as needed to provide relief to our overly-taxed attorneys in immigration, state & municipal courts.

Casa de Esperanza is a nonprofit community organization that works with immigrant communities in Central New Jersey providing low cost quality legal services to mostly low-income immigrants. Although we focus on immigration law, we also serve the community by providing representation in domestic violence, immigration related custody issues, divorces, and municipal court.

**Position offered:** Full Time

**Qualifications:**

- Experience; Licensed to practice law before the bar of any state in U.S. (New Jersey preferred)
- Fundamental knowledge of immigration law and court procedures preferred
- Strong written and oral advocacy skills
- Ability to work independently as well as collaboratively in a team setting and under pressure
- Fluency in Spanish preferred but not required

Salary commensurate with experience.

**To Apply:** Please send a cover letter, resume and writing sample to [casaesperanzanj@yahoo.com](mailto:casaesperanzanj@yahoo.com).

We are an equal opportunity employer open to applicants regardless of race, religion, ethnic origin, gender, disability or sexual orientation.

**CHILD AND FAMILY STAFF ATTORNEY  
JUSTICE FOR OUR NEIGHBORS  
OMAHA, NEBRASKA**

Justice for Our Neighbors – Nebraska (JFON-NE) is a non-profit organization welcoming immigrants into our communities by providing high-quality legal services, education, and advocacy. JFON-NE is part of the National JFON network.

**Responsibilities of the Position:** The JFON-NE Child and Family Staff Attorney is responsible for the provision of direct legal services to immigrant children and families. The CSF Attorney will work on cases involving Special Immigrant Juvenile Status (SIJ), TVPRA asylum claims, u-visas, t-visas, and family-based options among others. This Attorney position is located in Omaha, Nebraska and will work in coordination with area non-profits to promote community education and advocacy of immigrants' rights.

**Duties and Responsibilities:**

- Develop work plan and service priorities for immigrant children and families
- Provide legal counsel and advice to clients who attend JFON-NE immigration legal clinics, provide direct representation to clients before the Omaha Immigration Court, Board of Immigration Appeals,

United States Citizenship and Immigration Services, Immigration and Customs Enforcement, as well as NE/IA County and District Courts

- Oversee assigned caseload involving the legal needs of immigrants children and families under the supervision of JFON-NE Child and Family Managing Attorney
- Compile and analyze programmatic statistical information for program reports
- Contribute and steer outreach and education programs

**Qualifications:**

- Must have a J.D. and be admitted, or be willing to seek admission, to practice in Nebraska
- Preferred candidate will have at least 1-2 years of non-profit work experience
- Experience practicing in Nebraska or Iowa family courts and/or experience working with children preferred
- Spanish language proficiency is required
- Ability to work independently, assess priorities, take initiative, handle multiple assignments and meet deadlines
- Excellent oral and written communications skills
- Ability to work sensitively with clients having diverse personalities, lifestyles, cultures, and faiths
- Strong commitment to public interest legal services

**Application:**

- Salary and benefits commensurate with experience
- Please send resume, cover letter, references, and writing sample by email to Virginia Maynes at [Virginia@jfon-ne.org](mailto:Virginia@jfon-ne.org).
- Position to start in June of 2016

**STAFF ATTORNEY  
JUSTICE FOR OUR NEIGHBORS  
OMAHA, NEBRASKA**

Justice for Our Neighbors – Nebraska (JFON-NE) is a non-profit organization welcoming immigrants into our communities by providing high-quality legal services, education, and advocacy. JFON-NE is part of the national JFON network.

**Responsibilities of the Position:** The JFON-NE Immigrant Worker (IW) Staff Attorney is responsible for the provision of direct immigration legal services to immigrant families in and around Omaha with labor and employment law needs. The IW Staff Attorney will be responsible for advising on labor and employment-related matters including but not limited to wage and hour complaints, harassment, discrimination, and retaliation claims, unfair labor practice charges, and OSHA/workplace safety complaints to facilitate immigration solutions for clients. The IW Staff Attorney position will be located in Omaha and will work in close coordination with Heartland Workers Center (HWC) to promote community education and advocacy of immigrant workers' rights.

**Major Duties:**

- Provide legal advice and counsel to JFON-NE clients with labor and employment law needs and direct representation for those clients on immigration matters, under the supervision of JFON-NE Legal Director

- Oversee JFON-NE's caseload involving the intersection of immigration law and labor/employment law
- Collaborate with the Heartland Workers Center to promote community education by creating and overseeing worker rights training programs
- Collaborate with the Heartland Workers Center to advocate for immigrants' labor and employment law rights
- Compile and analyze programmatic statistical information for program reports
- Contribute and steer outreach and education programs
- Perform other duties as required.

**Qualifications:**

- Must have a J.D. and be admitted to practice law in Nebraska
- Preferred candidate will have at least 1-2 years of work experience in labor and employment law
- Fluency in Spanish is required
- Organized and detail-oriented
- Critical and strategic thinking skills
- Excellent oral and written communications skills
- Strong commitment to public interest legal services and to the enfranchisement and empowerment of newcomer immigrant communities
- Ability to work sensitively with numerous volunteers and clients having diverse personalities, lifestyles, cultures, political orientations, and various faith backgrounds

**Application:**

- Salary and generous benefits commensurate with experience
- Please send resume, cover letter, references, and writing sample by email to Charles Ellison at [Charles@jfon-ne.org](mailto:Charles@jfon-ne.org).
- Position to start in July of 2016

**PART-TIME STAFF ATTORNEY  
JUSTICE FOR OUR NEIGHBORS  
OMAHA, NEBRASKA**

Justice for Our Neighbors – Nebraska (JFON-NE) is a non-profit organization welcoming immigrants into our communities by providing high-quality legal services, education, and advocacy. JFON-NE is part of the National JFON Network.

**Responsibilities of the Position:** The JFON-NE part-time Domestic Violence (DV) Staff Attorney is responsible for the provision of direct legal services to immigrant victims of domestic violence. The DV Staff Attorney will work on cases involving Special Immigrant Juvenile Status (SIJ), asylum, u-visas, t-visas, and VAWA self-petitions. The DV Staff Attorney position is located in Omaha, Nebraska and will work in coordination with area non-profits to promote community education and advocacy of immigrants' rights.

**Duties and Responsibilities:**

- Develop work plan and service priorities for immigrant victims of violence

- Provide legal counsel and advice to clients who attend JFON-NE immigration legal clinics, provide direct representation to clients before the Omaha Immigration Court, Board of Immigration Appeals, United States Citizenship and Immigration Services, and Immigration and Customs Enforcement
- Oversee assigned caseload involving the legal needs of immigrant victims of violence under the supervision of JFON-NE Domestic Violence Managing Attorney
- Compile and analyze programmatic statistical information for program reports
- Contribute and steer outreach and education programs

**Qualifications:**

- Must have a J.D. and be admitted to practice in a state or territory in the U.S.
- Preferred candidate will have at least 1-2 years of immigration law work experience
- Spanish language proficiency is required
- Ability to work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines
- Excellent oral and written communications skills
- Ability to work sensitively with clients having diverse personalities, lifestyles, cultures, and faiths
- Strong commitment to public interest legal services

**To Apply:**

- Salary commensurate with experience
- Please send resume, cover letter, references, and writing sample by email to Nancy Cardoza at Nancy@jfon-ne.org.
- Position to start in May of 2016, but will remain open until filled

**PARALEGAL  
JUSTICE FOR OUR NEIGHBORS  
OMAHA, NEBRASKA**

Justice for Our Neighbors – Nebraska (JFON-NE) is a non-profit organization welcoming immigrants into our communities by providing high-quality legal services, education, and advocacy. JFON-NE is part of the National JFON Network.

**Responsibilities of the Position:** The JFON-NE Domestic Violence (DV) Paralegal is responsible for assisting the DV Managing Attorney with the provision of direct legal services to immigrant victims of domestic violence. The DV Paralegal will work on cases involving Special Immigrant Juvenile Status (SIJ), asylum, u-visas, t-visas, and VAWA self-petitions. The DV Paralegal position is located in Omaha, Nebraska and will work in coordination with area non-profits to promote community education and advocacy of immigrants’ rights.

**Duties and Responsibilities:**

- Develop work plan and service priorities for immigrant victims of violence
- Assist with the provision of services to clients who attend JFON-NE immigration legal clinics, and assist DV Managing Attorney with direct representation of clients before the Omaha Immigration Court, Board of Immigration Appeals, United States Citizenship and Immigration Services, and Immigration and Customs Enforcement
- Work assigned caseload involving the legal needs of immigrants victims of violence under the supervision of JFON-NE Domestic Violence Managing Attorney

- Compile and analyze programmatic statistical information for program reports
- Contribute and steer outreach and education programs

**Qualifications:**

- Preferred candidate will have at least 1-2 years of paralegal experience
- Spanish language proficiency is required
- Ability to work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines
- Excellent oral and written communications skills
- Ability to work sensitively with clients having diverse personalities, lifestyles, cultures, and faiths
- Strong commitment to public interest legal services

**Application:**

- Salary commensurate with experience
- Please send resume, cover letter, and references by email to Nancy Cardoza at Nancy@jfon-ne.org.
- Position to start in May of 2016, but will remain open until filled

**STAFF ATTORNEY  
YOUNG CENTER FOR IMMIGRANT CHILDREN’S RIGHTS  
LOS ANGELES, CALIFORNIA**

The Young Center for Immigrant Children’s Rights invites applications for the position of Los Angeles Staff Attorney in one of the Young Center’s newest regional offices. The Young Center is dedicated to promoting the best interests—safety and well-being—of unaccompanied and separated immigrant children in the United States. The immediate focus of the Young Center’s work is to serve as Child Advocate (best interests guardian *ad litem* in immigration proceedings) for unaccompanied and separated children pursuant to the Trafficking Victims Protection Reauthorization Act (TVPRA) and the 2013 Violence Against Women Act. The Young Center is at the forefront of best interests advocacy for unaccompanied immigrant children and is the only organization in the country serving as Child Advocate for detained, unaccompanied children pursuant to the TVPRA.

The Staff Attorney position is a unique opportunity for an attorney to engage in written and oral advocacy on behalf of children in removal proceedings. The Staff Attorney will draft and submit best interests recommendations in immigration court, before asylum offices, to public interest attorneys, to the *pro bono* bar, and to the three federal agencies (DHS, HHS and DOJ) with responsibility for unaccompanied children in the United States. In Los Angeles, the Staff Attorney will work directly with detained children and children released to families or sponsors, to advocate for their best interests with respect to their custody, conditions of release, and their immigration proceedings. The Staff Attorney will help recruit, train and supervise bilingual and bicultural volunteer Child Advocates—teachers, law students, social workers, community members—who will work one-on-one with children. The Young Center team is a passionate and collegial group of professionals—attorneys, social workers, and administrative staff—committed to ensuring that children receive the full protection of federal immigration law, domestic child welfare law and international human rights law.

**Duties and Responsibilities:** The Staff Attorney’s primary responsibilities will be to:

- Help recruit, train and supervise volunteer Child Advocates for the Young Center Child Advocate program serving children in the Los Angeles, California area.

- Draft and submit best interests briefs to immigration judges, asylum officers, attorneys, and federal agencies, applying federal, state and international law.
- Accompany children and their Child Advocates to immigration court, as well as state juvenile and family court.
- Develop relationships and coordinate with stakeholders serving unaccompanied children in the Los Angeles area.
- Assist with monthly reporting and other administrative responsibilities as necessary connected with the day-to-day operations of the Young Center’s Los Angeles office.

**Minimum Requirements:**

- J.D. and appropriate authorization to practice law.
- Proficiency in Spanish, including the ability to speak with children in Spanish and to communicate over the telephone in Spanish with children, family members, and others.
- Excellent written and oral advocacy skills.
- Ability to take initiative, to work collaboratively, and an enthusiasm for working with volunteers.
- Passion, tenacity and optimism for the issues affecting immigrant children and their families.
- A driver’s license and car are necessary for traveling to shelter facilities in and around the Los Angeles area.

**Preferred Qualifications:**

- At least one year of experience practicing law.

The Young Center, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise Tides in writing of special needs at the time of application.

Job offer is conditioned on clearance of fingerprint criminal background check, child abuse and neglect check (CANTS) and tuberculosis test.

Salary is commensurate with experience. The Young Center is a project of the Tides Center, a non-profit organization. The Young Center/Tides Center provides excellent benefits including health/dental/vision insurance, a flexible spending account for medical and dependent care, vacation, and sick leave.

Review of candidates will begin immediately and continue until the position is filled. Please email a cover letter, resume, three references and a writing sample to [jobs@TheYoungCenter.org](mailto:jobs@TheYoungCenter.org) and include the title “Los Angeles Staff Attorney” in the subject line. To learn more about the Young Center’s work, please visit [www.TheYoungCenter.org](http://www.TheYoungCenter.org).

**STAFF ATTORNEY  
YOUNG CENTER FOR IMMIGRANT CHILDREN’S RIGHTS  
PHOENIX, ARIZONA**

**The Young Center for Immigrant Children’s Rights** invites applications for the position of Phoenix Staff Attorney in one of the Young Center’s newest regional offices. The Young Center is dedicated to promoting the best interests—safety and well-being—of unaccompanied and separated immigrant children in the United

States. The immediate focus of the Young Center's work is to serve as Child Advocate (best interests guardian *ad litem* in immigration proceedings) for unaccompanied and separated children pursuant to the Trafficking Victims Protection Reauthorization Act (TVPRA) and the 2013 Violence Against Women Act. The Young Center is at the forefront of best interests advocacy for unaccompanied immigrant children and is the only organization in the country serving as Child Advocate for detained, unaccompanied children pursuant to the TVPRA.

The Staff Attorney position is a unique opportunity for an attorney to engage in written and oral advocacy on behalf of children in removal proceedings. The Staff Attorney will draft and submit best interests recommendations in immigration court, before asylum offices, to public interest attorneys, to the *pro bono* bar, and to the three federal agencies (DHS, HHS and DOJ) with responsibility for unaccompanied children in the United States. In Phoenix, the Staff Attorney will work directly with detained children and children released to families or sponsors, to advocate for their best interests with respect to their custody, conditions of release, and their immigration proceedings. The Staff Attorney will help recruit, train and supervise bilingual and bicultural volunteer Child Advocates—teachers, law students, social workers, community members—who will work one-on-one with children. The Young Center team is a passionate and collegial group of professionals—attorneys, social workers, and administrative staff—committed to ensuring that children receive the full protection of federal immigration law, domestic child welfare law and international human rights law.

**Duties and Responsibilities:** The Staff Attorney's primary responsibilities will be to:

- Help recruit, train and supervise volunteer Child Advocates for the Young Center Child Advocate program serving children in the Phoenix, Arizona area.
- Draft and submit best interests briefs to immigration judges, asylum officers, attorneys, and federal agencies, applying federal, state and international law.
- Accompany children and their Child Advocates to immigration court, as well as state juvenile and family court.
- Develop relationships and coordinate with stakeholders serving unaccompanied children in the Phoenix area.
- Assist with monthly reporting and other administrative responsibilities as necessary connected with the day-to-day operations of the Young Center's Phoenix office.

**Minimum Requirements:**

- J.D. and appropriate authorization to practice law.
- Proficiency in Spanish, including the ability to speak with children in Spanish and to communicate over the telephone in Spanish with children, family members, and others.
- Excellent written and oral advocacy skills.
- Ability to take initiative, to work collaboratively, and an enthusiasm for working with volunteers.
- Passion, tenacity and optimism for the issues affecting immigrant children and their families.
- A driver's license and car are necessary for traveling to shelter facilities in and around the Phoenix area.

**Preferred Qualifications:**

- At least one year of experience practicing law.

The Young Center, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity,

color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise Tides in writing of special needs at the time of application.

Job offer is conditioned on clearance of fingerprint criminal background check, child abuse and neglect check (CANTS) and tuberculosis test.

Salary is commensurate with experience. The Young Center is a project of the Tides Center, a non-profit organization. The Young Center/Tides Center provides excellent benefits including health/dental/vision insurance, a flexible spending account for medical and dependent care, vacation, and sick leave.

Review of candidates will begin immediately and continue until the position is filled. Please email a cover letter, resume, three references and a writing sample to [jobs@TheYoungCenter.org](mailto:jobs@TheYoungCenter.org) and **include the title “Phoenix Staff Attorney” in the subject line**. To learn more about the Young Center’s work, please visit [www.TheYoungCenter.org](http://www.TheYoungCenter.org).

**STAFF ATTORNEY  
YOUNG CENTER FOR IMMIGRANT CHILDREN’S RIGHTS  
SAN ANTONIO, TEXAS**

**The Young Center for Immigrant Children’s Rights** invites applications for the position of San Antonio Staff Attorney in one of the Young Center’s newest regional offices. The Young Center is dedicated to promoting the best interests—safety and well-being—of unaccompanied and separated immigrant children in the United States. The immediate focus of the Young Center’s work is to serve as Child Advocate (best interests guardian *ad litem* in immigration proceedings) for unaccompanied and separated children pursuant to the Trafficking Victims Protection Reauthorization Act (TVPRA) and the 2013 Violence Against Women Act. The Young Center is at the forefront of best interests advocacy for unaccompanied immigrant children and is the only organization in the country serving as Child Advocate for detained, unaccompanied children pursuant to the TVPRA.

The Staff Attorney position is a unique opportunity for an attorney to engage in written and oral advocacy on behalf of children in removal proceedings. The Staff Attorney will draft and submit best interests recommendations in immigration court, before asylum offices, to public interest attorneys, to the *pro bono* bar, and to the three federal agencies (DHS, HHS and DOJ) with responsibility for unaccompanied children in the United States. In San Antonio, the Staff Attorney will work directly with detained children and children released to families or sponsors, to advocate for their best interests with respect to their custody, conditions of release, and their immigration proceedings. The Staff Attorney will help recruit, train and supervise bilingual and bicultural volunteer Child Advocates—teachers, law students, social workers, community members—who will work one-on-one with children. The Young Center team is a passionate and collegial group of professionals—attorneys, social workers, and administrative staff—committed to ensuring that children receive the full protection of federal immigration law, domestic child welfare law and international human rights law.

**Duties and Responsibilities:** The Staff Attorney’s primary responsibilities will be to:

- Help recruit, train and supervise volunteer Child Advocates for the Young Center Child Advocate program serving children in the San Antonio, Texas area.
- Draft and submit best interests briefs to immigration judges, asylum officers, attorneys, and federal agencies, applying federal, state and international law.

- Accompany children and their Child Advocates to immigration court, as well as state juvenile and family court.
- Develop relationships and coordinate with stakeholders serving unaccompanied children in the San Antonio area.
- Assist with monthly reporting and other administrative responsibilities as necessary connected with the day-to-day operations of the Young Center's San Antonio office.

**Minimum Requirements:**

- J.D. and appropriate authorization to practice law.
- Proficiency in Spanish, including the ability to speak with children in Spanish and to communicate over the telephone in Spanish with children, family members, and others.
- Excellent written and oral advocacy skills.
- Ability to take initiative, to work collaboratively, and an enthusiasm for working with volunteers.
- Passion, tenacity and optimism for the issues affecting immigrant children and their families.
- A driver's license and car are necessary for traveling to shelter facilities in and around the San Antonio area.

**Preferred Qualifications:**

- At least one year of experience practicing law.

The Young Center, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise Tides in writing of special needs at the time of application.

Job offer is conditioned on clearance of fingerprint criminal background check, child abuse and neglect check (CANTS) and tuberculosis test.

Salary is commensurate with experience. The Young Center is a project of the Tides Center, a non-profit organization. The Young Center/Tides Center provides excellent benefits including health/dental/vision insurance, a flexible spending account for medical and dependent care, vacation, and sick leave.

Review of candidates will begin immediately and continue until the position is filled. Please email a cover letter, resume, three references and a writing sample to [jobs@TheYoungCenter.org](mailto:jobs@TheYoungCenter.org) and **include the title "San Antonio Staff Attorney" in the subject line**. To learn more about the Young Center's work, please visit [www.TheYoungCenter.org](http://www.TheYoungCenter.org).

**IMMIGRATION STAFF ATTORNEY  
PRISONERS' LEGAL SERVICES OF NEW YORK  
ALBANY AND BUFFALO, NEW YORK**

Prisoners' Legal Services of New York (PLS) is a statewide program providing civil legal services to people incarcerated in New York State prisons with regional offices in Albany, Buffalo, Ithaca and Plattsburgh.

PLS is seeking to hire Immigration Staff Attorneys in both its Albany and Buffalo office to provide representation to immigrants facing removal while in the custody of the NYS Department of Corrections and Community Supervision. The ideal candidates will be admitted attorneys in good standing, have some experience in immigration law, preferably in the removal defense area and be fluent in Spanish.

The Staff Attorneys will be providing a full range of legal services throughout the course of representation including meeting with incarcerated clients, appearing at Master Calendar and Merits hearings, appealing to the BIA, and providing other services related to incarceration. The Staff Attorneys may also be asked to prepare materials to assist immigrants appearing *pro se*, supervise law students, and conduct trainings for pro bono attorneys working with PLS on immigration matters.

**Applicants must have the following qualifications:**

- JD Degree and bar admission in good standing in New York State
- Experience in immigration law, specifically removal defense, which can include clinical or internships
- Demonstrated commitment to immigrant rights and social justice issues
- Exceptional organization, written and oral communication skills
- Ability to timely respond to and balance numerous requests for assistance
- Fluency in Spanish
- Clean and valid New York State drivers license
- Ability and willingness to travel
- Experience with prisoners' rights a plus, but not required

PLS offers a salary that is competitive with other public interest law firms in the area, and will be set depending on experience. PLS offers a comprehensive benefits package including medical, dental, and life insurance and a 401(k) plan. We encourage people of color, women, and people with disabilities to apply.

Please submit your cover letter, resume, writing sample, and at least three (3) references by mail or email to: Patricia Kane, Prisoners' Legal Services of NY, 41 State St., Suite M112, Albany, NY 12207 or to [pkane@plsny.org](mailto:pkane@plsny.org). No phone calls please.

**IMMIGRATION DIRECTOR  
PRISONERS' LEGAL SERVICES  
ALBANY, NEW YORK**

Prisoners' Legal Services of New York (PLS) is a statewide program providing civil legal services to people incarcerated in New York State prisons with regional offices in Albany, Buffalo, Ithaca and Plattsburgh.

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Please submit your cover letter, resume, writing sample, and at least three (3) references by mail or email to: Patricia Kane, Prisoners' Legal Services of NY, 41 State St., Suite M112, Albany, NY 12207 or to [pkane@plsny.org](mailto:pkane@plsny.org). No phone calls please.

**LEGAL SERVICES COORDINATOR  
HUMAN RIGHTS FIRST  
HOUSTON, TEXAS**

The **Legal Services Coordinator** will support the work of Human Rights First's Houston-based Refugee Representation team. S/he will work closely with in-house and pro bono attorneys who represent people seeking asylum and will support pro bono legal representation work more broadly. S/he will conduct initial interviews in detained and non-detained settings with people seeking legal representation; handle the administrative details of the legal representation work; schedule and coordinate client meetings; assist with outreach efforts of the refugee representation team; and handle this complex process confidentially and competently. S/he will also manage the administrative details in the day-to-day operation of the Houston office, including the ordering of supplies, the hiring of interns and coordination of related details, and coordinating with the organization's IT staff on technology issues.

**Major Duties & Responsibilities:**

- Assist in managing the administrative/clerical needs of the team's refugee representation work:
  - respond to inquiries and requests for assistance from asylum-seekers—including written requests from detained asylum seekers; and schedule, coordinate, and conduct initial screening interviews both by phone and in-person
  - compile information packets and case summaries
  - coordinate meetings and agendas
  - data entry, updating, maintenance, and retrieval, including the entry of new cases and contacts into the database
  - maintain and organize electronic files, hard copy legal representation files, and correspondence files
  - coordinate with the information services department on database and technology issues;
- Perform in-depth, detailed interviews in-house and at area detention facilities with potential clients, who are often victims of torture and human rights abuses; conduct country research to prepare for such interviews;

- Assist in placing accepted cases with volunteer attorneys; coordinate interpreters and experts for pro bono attorneys; communicate in a responsive and efficient manner with volunteer attorneys, other human rights organizations, and the public; organize legal trainings and assist in the provision of support for volunteer attorneys;
- Help with outreach and advocacy objectives, including assistance with web materials, written materials, coalition-building, newsletters, and e-advocacy;
- Assist in developing and building a Houston-based pro bono attorney network and in maintaining strong relationships with local law firms and volunteer attorneys that have already established relationships with Human Rights First;
- Assist in promoting Human Rights First's mission and work by organizing and participating in local community events, promotional events, and other professional networking events, when needed, that will increase the organization's profile in the Houston community. Assist with positive messaging efforts that will aid Human Rights First in successfully integrating into Houston's service-provider community;
- Assist with the hiring, orientation, and supervision of interns and assuring that these volunteers are fully and meaningfully engaged in team's work;
- Assist with foundation reporting, as well as maintenance and tracking of relevant statistics;
- Contact volunteer attorneys to obtain updates on asylum cases, recognize their work on successful cases, and coordinate the case-closure process;
- Manage the office's day-to-day functioning by overseeing general office operations; liaising with South Texas College of Law building operations; tracking financial records; distributing office mail; organizing and ordering supplies; maintaining printer, postage machine, and other office equipment; and coordinating with other non-profits that share our floor; and coordinating, as necessary, with staff in other Human Rights First offices to resolve operational issues in a timely fashion
- Other duties as requested based on team and/or organizational need.

**Required Knowledge, Skills and Experience:**

- A Bachelor's degree and at least one year of post-college working experience in a related field, with previous experience working with asylum-seekers or refugees strongly preferred;
- Demonstrated excellence in written and oral communication, with advanced research and analytical skills;
- Superb organizational skills, including the ability to manage numerous tasks simultaneously, work under pressure, and meet deadlines;
- Capacity to take initiative, prioritize duties, and work independently while functioning as a member of a team;
- Ability to communicate patiently, respectfully and empathically with individuals from a variety of backgrounds;
- Excellent technical skills, including Microsoft Office, database, E-mail (Outlook), Internet navigation, and computer troubleshooting skills;
- Good judgment and attention to detail;
- Valid driver's license/ability to travel regionally by car to area immigrant detention centers on a periodic basis (mileage is reimbursed); and

- Fluency in Spanish (reading and writing), other relevant languages (Arabic, French, and/or others) a plus

**To Apply:** Please visit: <http://www.humanrightsfirst.org/careers>

**ATTORNEY  
NATIONALITIES SERVICE CENTER  
PHILADELPHIA, PENNSYLVANIA**

Nationalities Service Center (NSC) is Philadelphia's leading immigrant and refugee services organization empowering individuals to build a self-sustaining and dignified future. We believe that immigrants and refugees are a critical part of the fabric of life in the United States, and it is our vision that all immigrants and refugees achieve a life of dignity, safety, stability, sustainable opportunities, and meaningful connections to their communities. To this end, NSC provides comprehensive services, including legal representation, community integration, access to health and wellness services, and opportunities to achieve English language proficiency.

NSC's legal services program provides representation to low-income individuals in matters of immigration law. We focus on reuniting families, seeking humanitarian relief for adults and children fleeing persecution, assisting survivors of domestic violence and other crimes, and representing clients in removal proceedings. Recognizing the need for immigration reform, NSC also advocates for pro-immigrant changes in government policies.

**Position Overview:** NSC seeks an attorney with relevant experience to join our legal services team. Each year, our legal services team represents over 1000 clients in a range of immigration law matters, including: removal defense, asylum, family-based immigration, naturalization, and relief for victims of domestic violence and other crimes. Through various programs, our team also provides services to unaccompanied children, survivors of torture and trafficking, and to individuals facing immigration consequences based on contacts with the criminal justice system.

**Qualifications:** NSC seeks a dynamic lawyer with at least one year of experience representing immigrants in removal proceedings or with other experience demonstrating a commitment to immigrant rights and/or social justice issues. Applicants must possess a commitment to clients and a demonstrated ability to perform legal research and writing at a high level, and to communicate clearly and effectively both orally and in writing. Applicants must possess strong organizational skills to manage a high-volume, fast-paced legal practice environment. Fluency in Mandarin, Spanish, French, and/or Arabic is preferred.

**How to Apply:** Applicants should email a cover letter, resume, and a writing sample to [jobs@nsephila.org](mailto:jobs@nsephila.org). Include "Staff Attorney Position" in the subject line. Applications will be accepted until positions are filled, however, submission by Tuesday May 31 is highly encouraged.

The position is full-time and exempt, and includes benefits.

Applications will be accepted until position is filled. NSC does not discriminate in employment because of age, sex, race, religion, national origin, and sexual orientation or for any reason not relevant to the qualifications of the position.

**SENIOR SUPERVISING ATTORNEY  
SOUTHERN POVERTY LAW CENTER  
NEW ORLEANS, LOUISIANA**

**About the Southern Poverty Law Center ("SPLC"):** The SPLC is dedicated to fighting hate and bigotry and to seeking justice for the most vulnerable members of our society. Using litigation, education, and other

forms of advocacy, the SPLC works toward the day when the ideals of equal justice and equal opportunity will be a reality.

Civil rights lawyers Morris Dees and Joseph Levin Jr. founded the SPLC in 1971 to ensure that the promise of the civil rights movement became a reality for all. Since then, we've won numerous landmark legal victories on behalf of the exploited, the powerless and the forgotten.

Our lawsuits have toppled institutional racism and stamped out remnants of Jim Crow segregation; destroyed some of the nation's most violent white supremacist groups; and protected the civil rights of children, women, the disabled, immigrants and migrant workers, the LGBT community, prisoners, and many others who faced discrimination, abuse or exploitation.

**Position Summary:** The Senior Supervising Attorney will develop and litigate individual and class action cases raising constitutional and statutory claims in Louisiana and federal courts, at trial and appellate levels. S/he will engage in litigation and public advocacy related to civil rights issues, particularly relating to adult and juvenile justice reform. S/he will also supervise staff attorneys and/or other legal staff.

This position is specifically envisioned to focus on advancing criminal justice reform in Louisiana. This may include, but will not be limited to improving access to indigent defense; advancing sentencing reform; addressing unconstitutional conditions in Louisiana's juvenile, adult, and immigrant detention facilities; and other issues relating to over-policing, the denial of due process in the criminal justice system, racial disparities, and/or collateral consequences of justice system involvement. The focus of the position may change as warranted by changes in the law, the circumstances in Louisiana, and/or the needs of the organization.

#### **Responsibilities:**

- Develop new cases and campaigns and lead litigation and public advocacy under supervision of the Deputy Legal Director;
- Supervise and manage the legal work of Senior Staff Attorneys, Staff Attorneys, Law Fellows, and/or other legal staff;
- Collaborate with the Deputy Legal Director and the Policy Counsel and to identify and support the advancement of state and local policy priorities and testify to legislative bodies upon request;
- Collaborate with the Deputy Legal Director and the Communications Department to develop communication strategies around cases and campaigns; serve as spokesperson upon request.
- Supervise outreach activities related to cases and campaigns;
- Communicate regularly with SPLC staff across the southern region about cases, campaigns, and strategies;
- Represent SPLC in various fora, including before community groups, legislatures, and state agencies, and the press; and,
- Other duties as may be assigned to meet SPLC needs.

#### **Qualifications:**

##### **Education and Related Work Experience:**

- Juris Doctorate Degree;
- At least 7 years of federal court civil litigation or comparable legal experience;
- At least 2 years of managerial experience of legal staff to include hiring, training, performance evaluation, mentoring etc.;
- Served as lead counsel on two or more major civil cases;

- Demonstrated leadership in building and maintaining an innovative and positive working culture;
- Excellent research and writing skills;
- Admission to the Louisiana Bar or willingness to sit for the next Bar Exam.

**Knowledge, Skills and Abilities:**

- Creativity and a demonstrated willingness to take calculated risks in crafting and executing strategies;
- Initiative, vision, and a proven commitment to the struggle for social justice;
- Leadership skills and experience, including leading large-scale litigation;
- Ability to prioritize responsibilities and have fun in a high-energy, fast-paced work environment;
- Excellent and consistent attention to detail and the ability to prioritize and meet deadlines;
- Aptitude for and willingness to be a team player;
- Spanish language ability preferred but not required.

**Benefits and Compensation:** SPLC offers a generous and comprehensive compensation and benefits package, commensurate with experience and within the parameters of SPLC compensation bands.

Southern Poverty Law Center (SPLC) is proud to be an equal opportunity employer, and as an organization committed to diversity and the perspective of all voices, we consider applicants equally of race, gender, gender identity, color, sexual orientation, religion, marital status, disability, political affiliation and national origin. We reasonably accommodate staff members and/or applicants with disabilities, provided they are otherwise able to perform the essential functions of the job.

**STAFF ATTORNEY-IMMIGRANT JUSTICE  
LAWYERS’ COMMITTEE FOR CIVIL RIGHTS OF THE SAN FRANCISCO BAY AREA  
SAN FRANCISCO, CALIFORNIA**

The Lawyers’ Committee for Civil Rights of the San Francisco Bay Area (LCCR) advances the rights of immigrants, refugees, and communities of color, with a specific focus on low-income communities and a long-standing commitment to African Americans. We are a multifaceted organization combining direct legal services, policy advocacy, communications and impact litigation strategies.

**General Summary of Work Performed:** The Staff Attorney will (1) oversee screenings of immigration clients in asylum cases, as well as some U Visa, removal defense, unaccompanied minor, and other immigration cases; (2) represent clients in those case types, or place them with pro bono attorneys; (3) recruit, train, and provide technical assistance to intake specialists, interpreters and pro bono attorneys; (4) identify immigrant justice issues that need to be changed through policy advocacy and/or litigation; (5) work with immigrant communities and other organizations, as appropriate, to further more just immigration policies; (6) conduct community outreach; and (7) help supervise administrative and intake staff for the immigrant justice program area.

**Essential Duties and Responsibilities:**

- Conduct outreach to and maintain communications with clients, including informing (potential) clients about LCCR’s services, intake process, status of case acceptance and/or placement with *pro bono* counsel, and referral resources, as appropriate.
- Conduct in-depth intake interviews of immigrant and refugee clients and prepare client intake memoranda, including detailed factual descriptions and analysis of country conditions.
- Place asylum clients with *pro bono* counsel and assemble teams of mentors, interpreters or other experts to work with *pro bono* counsel on asylum cases. Coordinate work of volunteers, including

responding to inquiries/requests, maintaining regular contact regarding case status, and arranging for substitute or emergency staffing of cases, as needed.

- Recruit and maintain communications with interpreters and volunteer attorneys as needed to assist and represent indigent asylum seekers cases or mentor other *pro bono* attorneys, including preparing case summaries, providing case-related and training materials, and participating in recruitment events.
- Identify and explore civil rights injustices experienced by immigrants, asylum seekers, asylees, and refugees. Work with other immigrant justice staff, immigrant communities, and other organizations to achieve solutions through litigation, policy, and other advocacy.
- Coordinate program/service evaluations by clients, volunteers and community partners.
- Organize, attend and participate in community outreach events, legal workshops/clinics, volunteer recruitment events and trainings/workshops, including arranging for speakers/volunteers, publicizing events/services, and preparing written materials.
- Represent the program and organization in the community, and participate in the overall work of LCCR's Immigrant Justice Program.
- Other duties as assigned by supervisor or Executive Director.

#### **Overview of Knowledge, Skills & Abilities Required:**

- Fluency in spoken and written Spanish.
- Experience in representing clients in asylum cases. Experience in removal defense, U Visa, immigration consequences of criminal convictions, and/or working with unaccompanied minors a plus.
- Excellent organizational, communication, analytical, writing, and editing skills; strong attention to detail.
- Ability to relate to and communicate respectfully and effectively with a broad range of clients, colleagues, and partners in the legal community and beyond.
- Ability to work as a member of a team and independently. Ability to set and carry out objectives with minimal supervision.
- Ability to think strategically and creatively, solve problems, innovate, exercise initiative, and manage multiple tasks/projects and sensitive information while also being able to determine when to ask for assistance.
- Values working cooperatively with others, both within the organization and in the community.
- Impeccable integrity, judgment and discretion.
- Knowledge of and commitment to the mission and goals of the LCCR and the Immigrant Justice Program in particular along with enthusiasm and a willingness to accept responsibility and fulfill the requirements of the position.

**Compensation Hours:** This is a paid, full-time position. LCCR offers a competitive salary commensurate with experience and a generous benefits package.

**Application Instructions:** Applications will be reviewed on a rolling basis. Applicants should submit a cover letter, résumé, brief writing sample, and list of three references by mail or email to:

ATTN: Silvia Contreras, Asylum Program  
Lawyers' Committee for Civil Rights  
131 Steuart Street, Suite 400, San Francisco, CA 94105

Email: [scontreras@lccr.com](mailto:scontreras@lccr.com) (w/ "Staff Attorney-Immigrant Justice Application" in the subject line)

Lawyers' Committee for Civil Rights is an affirmative action/equal opportunity employer . People of color, LGBTQ candidates, women, persons with disabilities and individuals over 55 are encouraged to apply.

**EXECUTIVE DIRECTOR**  
**IMMIGRANT JUSTICE CORPS**  
**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.

**The Executive Director: 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](mailto: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 Corp is an Equal Opportunity.

**EQUAL JUSTICE WORKS FELLOWSHIP WITH JUSTICE AMERICORPS  
ROCKY MOUNTAIN IMMIGRANT ADVOCACY NETWORK  
DENVER, COLORADO**

The Equal Justice Works justice AmeriCorps Fellow will be responsible for providing direct legal representation in immigration and related proceedings for unaccompanied immigrant children aged 15 and under. The Fellow will be part of the justice AmeriCorps program – 60 lawyers and paralegals working throughout the United States to provide representation to unaccompanied children. Fellows will conduct thorough intakes of child clients and provide legal representation to children in immigration removal proceedings, including in cases involving asylum, Special Immigrant Juvenile Status and other forms of relief.

The position is available June 1, 2016. Term of service is one year, with a strong possibility of renewal for a second year.

**Responsibilities and Duties:**

- Handle caseload providing direct representation to unaccompanied immigrant children 15 and under of approximately 30 individuals per year.
- Provide know-your-rights presentations and conduct intakes to ascertain immigration relief.
- Provide representation to children in immigration removal proceedings as well as before US Citizenship and Immigration Services and state court proceedings related to a child's immigration case.
- Mentor pro bono attorneys to represent children in immigration or state court proceedings in some instances.
- Screen clients for trauma, abuse and trafficking.
- Make referrals to additional services, as appropriate.
- Assume general administrative responsibilities, including grant compliance, timekeeping, case management and other tasks related to AmeriCorps and Equal Justice Works program compliance.

### **Qualifications:**

- J.D.
- Admission to a state bar; strong preference for applicants licensed in Colorado
- Graduate of an Equal Justice Works member law school (most schools are members)
- Fluent in Spanish.
- Experience in immigration or family law preferred.
- Experience working with children preferred.
- Strong passion for RMIAN's mission and demonstrated commitment to public interest law.
- Strong sense of personal initiative and ability to multi-task without extensive supervision.

### **Terms & Conditions**

- Total living allowance and supplemental benefits of approximately \$41,000 per year.
  - AmeriCorps Living allowance of \$24,200;
  - Supplemental benefits for housing, student loans, professional dues, relocation expenses and other allowable expenses, up to \$16,800.

### **Other Benefits and Professional Opportunities:**

- Eligibility to place all qualified student loans into forbearance and receive an interest accrual payment at the end of service;
- \$5,645 Segal Education Award upon successful completion of one year of service;
- Child care assistance (through CNCS approved vendor if income eligible).
- Fully paid health insurance.

This position requires completion of National Sex Offender Public Website (NSOPW), State and FBI Fingerprint-based criminal background checks, as well as compliance with Corporation for National and Community Service regulations. Note that presence on the National Sex Offender Public Website is a bar to service. Other criminal history does not necessarily disqualify you for service. Each will be decided on a case by case basis.

**To Apply:** Send detailed cover letter, resume, list of three references, and writing sample to: [hr@rmian.org](mailto:hr@rmian.org).

All organizations involved in justice AmeriCorps are Equal Employment Opportunity Employers and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.

**ASYLUM AND CHILDREN’S LAW FELLOW  
MID-SOUTH IMMIGRATION ADVOCATES  
MEMPHIS, TENNESSEE**

Mid-South Immigration Advocates (MIA) is a Memphis-based nonprofit law firm whose core mission is to provide free and affordable immigration representation to low-income individuals and families in the Mid-South region. MIA also engages in community education and administrative advocacy in the Memphis metro area.

**Position Summary:** MIA’s Asylum and Children’s Law Fellow will represent adults with children (AWC) and unaccompanied children (UC) in Immigration Court removal proceedings. The Fellow will also provide regular legal orientation presentations for custodians (LOPC) of unaccompanied children.

**Responsibilities and Duties:**

- Provide direct legal services to AWCs seeking asylum before the Memphis Immigration Court and Board of Immigration Appeals;
- Provide direct legal services to UCs seeking asylum, Special Immigration Juvenile Status (SIJS), and other forms of relief from removal in the Memphis Immigration Court and regional probate and juvenile courts;
- Screen potential AWC and UC clients for all potential and available immigration benefits, including adjustment of status, asylum, withholding of removal, U nonimmigrant status, and/or SIJS;
- Conduct regular legal orientation presentations for custodians of UCs at Memphis Immigration Court, MIA office, or other Memphis-area locations.

**Skills and Qualifications:**

- Juris Doctor (J.D.) from an accredited college or university;
- Admission to any state bar (Tennessee preferred);
- Prior experience and/or coursework in immigration law and procedure;
- Spanish fluency or high proficiency preferred;
- Strong interpersonal, communication, advocacy, computer, and organizational skills;
- Ability to work effectively with a diverse community, including children and families;
- Flexibility to work Saturdays as needed;
- Experience working with survivors of crime, domestic violence, and/or torture preferred.

**Salary and Benefits:** Position will be based at MIA’s Memphis office. Salary range \$40,000 – 45,000, commensurate with experience. Health insurance allowance available.

**How to Apply:** To apply, send resume and cover letter to [wannamaker@miamemphis.org](mailto:wannamaker@miamemphis.org). Deadline May 31, 2016; projected start date June 15, 2016.



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