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### SEPTEMBER 2016

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<b>LEGAL POSITIONS.....</b>	<b>3</b>
STAFF ATTORNEY - AMERICAN BAR ASSOCIATION COMMISSION ON DOMESTIC & SEXUAL VIOLENCE	3
EXECUTIVE DIRECTOR - DISTRICT OF COLUMBIA ACCESS TO JUSTICE COMMISSION.....	4
LEGAL SERVICES PROGRAM MANAGER - BREAK THE CYCLE .....	5
DIRECTOR OF PUBLIC PROGRAMS - EQUAL JUSTICE WORKS .....	7
EXECUTIVE DIRECTOR - NEIGHBORHOOD LEGAL SERVICE PROGRAM OF THE DISTRICT OF COLUMBIA .....	8
DIRECTOR OF NETWORK COORDINATION - APPLESEED.....	10
STAFF ATTORNEY - YOUNG CENTER FOR IMMIGRATION CHILDREN'S RIGHTS.....	11
STAFF ATTORNEY - CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON.....	13
FAMILY LAW LEGAL SERVICES ATTORNEY - BREAD FOR THE CITY .....	14
EXECUTIVE DIRECTOR - D.C. BAR PRO BONO CENTER.....	15
PROJECT DIRECTOR - ADVANCEMENT PROJECT .....	17
MANAGING ATTORNEY - U.S. COMMITTEE FOR REFUGEES AND IMMIGRANTS .....	18
PRO BONO COORDINATING ATTORNEY - U.S. COMMITTEE FOR REFUGEES AND IMMIGRANTS .....	19
DETAINED CHILDREN'S PROGRAM STAFF ATTORNEY (TEMPORARY POSITION) - CAPITAL AREA IMMIGRANTS' RIGHTS (CAIR) COALITION'S.....	21
DIRECTOR OF LEGAL SERVICES - CENTRAL AMERICAN RESOURCE CENTER .....	21
STAFF ATTORNEY, HOUSING COOPERATIVE PRESERVATION INITIATIVE – NEIGHBORHOOD LEGAL SERVICES PROGRAM OF THE DISTRICT OF COLUMBIA .....	23
TRIAL ATTORNEY - PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA .....	24
CHIEF EXECUTIVE OFFICER – DISTRICT OF COLUMBIA BAR ASSOCIATION .....	26
PUBLIC HEALTH AND SCIENCE ATTORNEY - U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	27
ATTORNEY – CIVIL RIGHTS DIVISION, DISABILITY RIGHTS SECTION, DEPARTMENT OF JUSTICE.....	28
<b>NON-LEGAL POSITIONS.....</b>	<b>30</b>
LEGAL CONTENT EDITOR - AMERICAN ASSOCIATION FOR JUSTICE .....	30
<b>FELLOWSHIP/INTERN POSITIONS.....</b>	<b>31</b>
EQUAL JUSTICE WORKS AMERICORPS LEGAL FELLOW FELLOWSHIP - WHITMAN-WALKER HEALTH.....	31
ELDER JUSTICE LEGAL FELLOW - NETWORK FOR VICTIM RECOVERY OF DC AND LEGAL COUNSEL FOR THE ELDERLY .....	33

LAW CLERK FOR FALL SEMESTER 2016 - FIRST SHIFT JUSTICE PROJECT .....	35
LAW STUDENT VOLUNTEER, ACADEMIC YEAR – CIVIL BRANCH, FEDERAL PROGRAMS DIVISION, DEPARTMENT OF JUSTICE.....	36
LAW STUDENT VOLUNTEER, ACADEMIC YEAR – CIVIL BRANCH, FEDERAL PROGRAMS DIVISION, DEPARTMENT OF JUSTICE.....	37
LAW STUDENT VOLUNTEER – OFFICE OF THE PARDON ATTORNEY, DEPARTMENT OF JUSTICE .....	37
<b>OUT-OF-TOWN .....</b>	<b>39</b>
<b>LEGAL AND NON-LEGAL POSITIONS .....</b>	<b>39</b>
SENIOR SUPERVISING ATTORNEY, MASS INCARCERATION - SOUTHERN POVERTY LAW CENTER (NEW ORLEANS, LA) .....	39
POLICY COUNSEL - SOUTHERN POVERTY LAW CENTER (NEW ORLEANS, LA) .....	40
MANAGING ATTORNEY, CRIMINAL JUSTICE REFORM - SOUTHERN POVERTY LAW CENTER (MIAMI, FL) .....	42
MANAGING ATTORNEY - HUMAN RIGHTS FIRST (HOUSTON, TX) .....	43
STAFF ATTORNEY - HUMAN RIGHTS FIRST (HOUSTON, TX) .....	45
STAFF ATTORNEY - IMMIGRATION CENTER FOR WOMEN AND CHILDREN (SAN FRANCISCO, CA) .....	46
MANAGING ATTORNEY - CATHOLIC CHARITIES OF THE DIOCESE OF BATON ROUGE (BATON ROUGE, LA).....	47
APPELLATE ATTORNEY - FEDERAL DEFENDERS OF SAN DIEGO, INC (SAN DIEGO, CA) .....	48
EXECUTIVE DIRECTOR - NC COMMISSION OF INQUIRY ON TORTURE (RALEIGH, NC) .....	49
STAFF ATTORNEY - COMMISSION ON IMMIGRATION/PROBAR (HARLINGEN, TX) .....	51
IMMIGRATION STAFF ATTORNEY, SEX WORKERS PROJECT - THE URBAN JUSTICE CENTER (NEW YORK, NY).....	51
IMMIGRATION LAW ATTORNEY - WESTCHESTER HISPANIC COALITION .....	53
(WHITE PLAINS, NY) .....	53
STAFF ATTORNEY - IMMIGRANT DEFENDERS LAW CENTER (LOS ANGELES, CA) .....	53
CLINICAL IMMIGRATION FELLOWSHIP - CARDOZO SCHOOL OF LAW (NEW YORK, NY) .....	55

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

**Fall Kickoff**

*September 12, 2016 (6:30p – 8:30p), Goodwin Procter (901 New York Avenue, NW)*

**Racial Justice Series: Fighting Voter Suppression**

*September 22, 2016 (6:30p – 8:30p), White & Case (701 13<sup>th</sup> Street, NW)*

**Best Practices in Pro Bono Breakfast Series**

*September 29, 2016 (8:30a – 10:00a), Fried Frank (801 17<sup>th</sup> Street, NW)*

**Litigation Skills Series: Cross-Examination & Impeachment**

*October 21, 2016 (noon – 2:30p), Arnold & Porter (601 Massachusetts Avenue, NW)*

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

## LEGAL POSITIONS

### STAFF ATTORNEY - American Bar Association Commission On Domestic & Sexual Violence

Founded in 1994, the American Bar Association Commission on Domestic & Sexual Violence is the only national organization that focuses exclusively on improving the civil legal response to gender-based violence. The Commission addresses the acute need to increase the number of well-trained and supported attorneys providing representation to victims by:

1. providing in-person, web-based, and telephonic technical assistance and continuing legal education opportunities for attorneys, law students, courts and allied legal advocates;
2. advocating for full-funding for the Violence Against Women Act and other federal legislation to increase and improve services and support for victims of domestic and sexual violence;
3. collaborating with other ABA entities and national organizations to improve the systemic legal response to domestic and sexual violence

The Commission is seeking a full-time Staff Attorney to manage national training and technical assistance projects at its Washington, DC office. Funding is from the United States Department of Justice, Office on Violence Against Women. As a part of the Commission's Technical Assistance Unit, the attorney will have responsibility for working in a team to plan, develop and host national, multi-day, in-person, web-based and telephonic continuing legal education programs for attorneys representing victims of domestic violence, dating violence, sexual violence, stalking, and human trafficking.

**Responsibilities include:** identification and recruitment of subject-matter experts as faculty; coordination of curriculum design; development of publicity and registration materials; development, editing, and publication of written resources; contracting with training sites and other vendors; managing registration; on-site coordination of in-person trainings; and budget management.

Although this is not a litigation position, the attorney must have the skills and experience to work effectively with experts to create training materials for attorneys to provide high-quality representation to victims of domestic violence, dating violence, sexual assault and stalking in civil protection order cases, custody cases and related civil matters.

**Qualifications:** Qualified applicants must have a law degree and bar admission in at least one U.S. jurisdiction; at least four years of legal experience representing victims of domestic violence, sexual assault or stalking in contested family law matters; a commitment to ending domestic and sexual violence; the ability to communicate effectively both orally and in writing; and excellent research, writing, computer, organizational and interpersonal skills.

It is critical that the attorney be self-directed and capable of managing multiple projects under tight timelines. Previous experience with conference planning or familiarity with United States Department of Justice, Office on Violence Against Women-funded programming is a plus. Travel is required. Salary starts in upper-sixties depending on experience.

**Application:** Interested candidates should send a cover letter, resume, writing sample and contact information for three professional references to [vivian.huelgo@americanbar.org](mailto:vivian.huelgo@americanbar.org) with STAFF ATTORNEY as the subject line. Commission staff cannot respond to inquiries.

The American Bar Association is an Equal Opportunity Employer, M/F/D/V

## EXECUTIVE DIRECTOR - District Of Columbia Access To Justice Commission

The D.C. Access to Justice Commission was created in 2005 by the D.C. Court of Appeals and “charged with the responsibility of assuring high quality access for low and middle income residents and others in the District of Columbia, who suffer disparate access barriers to the civil justice system, and with raising the profile in our community of the need for equal access to justice.”

The Court directed the Commission to work to:

- Establish a coordinated planning process that includes all members of the community who are affected by the crisis in equal access to justice in an effort to develop strategies to improve access and reduce barriers.
- Facilitate efforts to create improved coordination and support of civil legal services programs.
- Work with the courts, administrative agencies and lawmaking bodies to propose and promote rules and systemic changes that will open greater access to the justice system; and
- Propose and promote strategies to generate adequate levels of public, private, and volunteer resources and funding for the District’s civil justice network and the access to justice initiatives identified by the Commission.

The Commission has twenty-one members with three-year terms, including D.C. Court of Appeals and Superior Court judges, past Presidents of the D.C. Bar, representatives of legal services providers, academic leaders, and other community leaders. The Commission meets every six weeks and does substantial work through committees and working groups.

The Commission is privately funded, predominantly by area law firms.

**Position Profile and Description:** The position of Executive Director requires a combination of strong strategic vision, leadership, management and people skills, and, preferably, in-depth knowledge of the local legal services network and the community it serves. The Executive Director is responsible for:

- Facilitating the Commission’s achievement of the mission assigned to it by the Court of Appeals;
- Identifying impediments to access to justice and creative strategies to overcome them; and
- Leading the organization in implementing its work agenda.

The Executive Director secures the Commission’s financial stability, supports the Commission and its committees in their meetings and other activities, and engages with leaders and staff of the D.C. Bar, law firms, legal services providers, judicial leaders, and elected officials and their staffs.

**Qualifications:** The ideal candidate, in addition to having a law degree and substantial legal experience, will have the following characteristics:

- Strong leadership, organizational, and communication skills;
- Ability to work collaboratively;
- Significant experience as an anti-poverty or public interest legal advocate;
- Capacity to articulate a clear vision for program direction; and
- A demonstrated commitment to social and economic justice.

**To Apply:** Interested persons are encouraged to apply immediately and should email a letter of interest, a list of references, and resume to Rebecca Troth at [rtroth@sidley.com](mailto:rtroth@sidley.com). Applications will be reviewed as they are submitted. Position remains open until filled.

The Commission does not discriminate on any basis prohibited by law. It encourages applications from all interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status.

### LEGAL SERVICES PROGRAM MANAGER - Break The Cycle

Break the Cycle is a national nonprofit organization whose mission is to inspire and support young people to build healthy relationships and create a culture without abuse. Our values and work are centered in young people and their lived realities, leadership, vision, and hopes for the future. We aspire to deepen our programs and catalyze social change so that all young people can move through the world with dignity and respect.

Break the Cycle is a culturally affirming organization with a dynamic and diverse team that believes all young people deserve to live in a world where they can thrive.

**Position Description:** The Legal Services Program Manager is responsible for overseeing Break the Cycle's direct legal services program in the District of Columbia and providing direct legal representation to survivors of dating and domestic violence, sexual assault, and stalking. The Legal Services Program Manager reports directly to the Senior Director of Programs and supervises program staff, volunteers and interns. In addition, s/he conducts occasional trainings for domestic violence service providers, attorneys, law enforcement and court personnel to help them better serve youth, and conducts outreach and prevention education activities for youth.

The Legal Services Program Manager will reflect a commitment to and value diverse cultural perspectives, respect and integrate the leadership and expertise of young people from diverse backgrounds into all facets of program work. They must also demonstrate experience working with young people and caring adults across the prevention and intervention spectrum, as well as understand systems and structures of oppression that intersect with and impact the lived realities of our constituents and the communities they identify with.

**Core Responsibilities:** Reporting to the Senior Director of Programs, the Legal Services Program Manager will lead and oversee key programmatic operations and have the following responsibilities:

- **Leadership and Organizational Management**
  - Working in partnership with the CEO and Senior Leadership Team to create the strategic three-year program plan and implement new processes and approaches to achieve it;
  - Lead the performance management process that measures and evaluates progress against goals for the legal services team;
  - Manage expense budgets for legal services projects.
  - Provide a strong day-to-day leadership presence; bridge national operations and support an open-door policy among all staff;
  - Lead, supervise and support, and grow the organization's legal services program and related work;
  - Contribute to development and fundraising priorities with leadership and support writing legal services program grants, reports and budgets;
  - Ensure timely submission of all reporting including those that are funder specific;
  - Grow and manage strategic programmatic partnerships in Washington, D.C. and nationally to support, deepen and strengthen holistic legal services for young people;
  - Cultivate the values of Break the Cycle within the organization; and

- Instill a “coaching” culture within Break the Cycle.
- **Legal Services Program Development and Evaluation**
  - Conduct training and ongoing supervision of Staff Attorneys, volunteer attorneys, law students, interns, legal program consultants, and other volunteers;
  - Represent clients in all aspects of domestic violence and domestic relations litigation, including but not limited to: court appearances, legal research and writing, discovery, and ongoing case management;
  - Advocate for clients’ interests in Title IX-based educational cases and advocates for clients’ interests as complaining witnesses in criminal cases;
  - Serve as a public representative of the organization and expert on issues of dating and domestic violence, and sexual assault and stalking in youth;
  - Advocate for policies to improve systemic responses to youth, including testimony before the DC Council, preparation of written comments to governmental agencies, and participation in workgroups to facilitate improved systemic responses;
  - Work collaboratively with development department staff to support fundraising, media and communications efforts that further program goals;
  - Provide training and technical assistance to key partners and service providers, in collaboration with the Training and Technical Assistance program;
  - Oversee youth prevention education and outreach initiatives in Washington, DC, coordinating and/or Know Your Rights presentations for youth, healthy relationships presentations, and participating in awareness activities around dating and domestic violence;
  - Collaborate with other organizations to assess, analyze and propose solutions to issues and problems around providing domestic violence services for youth;
  - Keep informed of current developments, research, best practices and trends regarding teen dating violence and related issues; and
  - Other duties as assigned by the CEO and/or Senior Director of Programs.

**Skills, Qualifications and Qualities:**

- Licensed attorney in Washington, DC;
- Minimum three years’ experience providing legal services, preferably with experience assisting victims of domestic or dating violence. May substitute clerkship for up to two years of experience;
- 2 years of management and supervisory experience required;
- Commitment to young people and social change;
- Desire to work in and cultivate an autonomous yet collaborative work environment;
- Excellent management, supervision, coaching, and mentoring skills;
- Approaches work and relationships with integrity and transparency;
- Visionary, innovative, strategic and adaptable;
- Invested in cultivating a positive organizational culture that values cross-team collaboration;
- Proficiency in Microsoft Office programs; and
- Familiarity with Salesforce a plus.

**Salary & Benefits:** Break the Cycle offers competitive salary and benefits including, but not limited to, health, dental and vision insurance, life insurance, flexible spending accounts, sick, vacation, and paid family leave.

**To apply:** email resume and cover letter to [managingatty@breakthecycle.org](mailto:managingatty@breakthecycle.org).

Please visit [breakthecycle.org](http://breakthecycle.org) to view our Equal Opportunity Employment Practices.

Break the Cycle is an equal opportunity employer.

## DIRECTOR OF PUBLIC PROGRAMS - Equal Justice Works

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice. Equal Justice Works inspires and provides opportunities for the legal community to change lives, make careers, and deliver on the promise of justice for all.

Equal Justice Works seeks a talented and ambitious Director of Public Programs to join our growing and dynamic team. The successful applicant will have substantial experience managing publicly funded programs across all stages of grant writing, program delivery, compliance and reporting; an entrepreneurial attitude that will drive growth of the portfolio; a track record of success managing a talented professional staff; and a desire to work together with colleagues committed to advancing public interest law opportunities and impact.

The Director of Public Programs will be responsible for ensuring that Equal Justice Works is compliant at all times with the requirements and regulations governing the public grant programs that currently support more than 200 attorneys, approximately 50 paralegals and community organizers and 900 law students currently serving Veterans, victims of disasters, tenants, individuals with criminal records, immigrant children and older adults in low income and under-served communities across the country. In addition, the Director will be responsible for fundraising approximately \$1 million a year in new grant monies while ensuring the continuous funding of existing programs. S/he will lead the development, design and drafting of successful grant applications and manage delivery of programs while ensuring compliance on all existing programs.

The Director of Public Programs will lead a team of twelve (12) high performing and committed professionals and be responsible for ensuring they have the leadership and resources needed to be successful. The Director will represent the organization at the senior level with peer organizations, the U.S. Government and foundations. The Director of Public Programs serves on the leadership team of the organization and reports to the Executive Vice President.

### **Responsibilities include:**

- Lead and manage a high performing team to ensure program success and positive results including: recruiting and monitoring host sites; executing grant budgets, overseeing a grant control and reporting systems; overseeing the creation of monthly progress reports; and overseeing effective systems for sites to document regulatory compliance, evaluate results.
- Manage and ensure compliance and reporting on all public grants.
- Ensure the ongoing funding of existing programs.
- Design, draft, solicit and successfully land at least \$1 million a year in new grant programming.
- Ensure successful enrollment and exit processes for lawyers and law students in the AmeriCorps JD and VISTA programs, and other grant programs.
- Oversee monitoring of AmeriCorps and VISTA members' contractual obligations, including background checks, placements, service hours, suspensions, and terminations to ensure compliance.
- Measure and report on progress against goals, and develop contingency plans to ensure established goals are reached.
- Solicit, vet and select teams to independently evaluate existing programs to ensure compliance.
- Oversee the recruitment, employment, and release of departmental personnel, i.e., staff, contractors, and volunteers.
- Effectively communicate and engage with internal and external stakeholders.
- Work with communications/marketing staff to keep the organization's name and achievements alive in minds of decision-makers at government agencies and Congress.

- Serve on the senior leadership team, sharing responsibility for development and execution of organization-wide strategic plans.

**Qualifications include:**

- Masters, JD or other relevant degree preferred with at least six years of successful progressive management experience.
- Proven ability to bring stakeholders together and work strategically to achieve program goals.
- Demonstrated ability to lead, manage and motivate a team.
- At least two years' public grants management and fundraising experience at a senior level; experience with AmeriCorps/VISTA regulations and compliance requirements a plus.
- Strong understanding of the legal services community.
- Experience developing performance measures and managing outcomes-based performance.
- Experience developing and managing budgets with multiple programmatic components.
- Passion for social justice issues.
- Ability to think creatively, strategically and analytically.
- Proven ability to manage multiple projects and priorities effectively and achieve results.
- Strong oral and written communication skills.
- High degree of self-motivation and determination, balanced with diplomacy and political savvy.

**Travel:** Ability and willingness to travel 10%-20%.

**Salary and Benefits:** The salary is commensurate with experience. Employees participate in Equal Justice Works' standard health insurance, dental insurance, and flexible spending account plans, and life, accidental death and disability insurance policies. Leave includes 20 paid vacation days during the first year of employment, 10 days of sick leave and two days of personal leave. Employees are eligible to participate in 403(b) retirement plan and transportation fringe benefit program, and may apply to participate in Equal Justice Works' loan repayment assistance plan.

**In order to apply**, candidates should visit: <http://www.equaljusticeworks.org/about/employment>.

Equal Justice Works is an equal opportunity employer

## EXECUTIVE DIRECTOR - Neighborhood Legal Service Program Of The District Of Columbia

NLSP is a private non-profit law firm whose mission is to provide vigorous and high-quality, client-centered civil legal services to low-income residents of the District of Columbia. The Neighborhood Legal Services Program of the District of Columbia (NLSP) seeks a talented, highly-motivated individual to be NLSP's Executive Director ("ED"). The ED is responsible for the overall operation of the program, which includes advancement of NLSP's mission; resource development; regulatory and (under compliance (including with Legal Services Corporation rules); financial oversight; hiring and professional development of staff; and collaboration with others in the Washington, D.C. advocacy community (including bar associations, other legal and social-service providers, the courts, client organizations, community groups, and business leaders).

The Executive Director reports to an engaged and diverse NLSP Board of Directors.

**Position Requirements:**

- Demonstrated commitment to NLSP's mission.



- Substantial experience in managing an organization with a purpose and scope comparable to NLSP, including overseeing the organization's financial matters.
- Demonstrated ability to work well with others in a collegial, dynamic environment.
- Strong legal experience to help guide and contribute to NLSP's legal program
- Excellent written and verbal communications skills.
- A law degree from an accredited U.S. law school; active, good-standing status with a bar association in the U.S.; and eligibility to become a member of the District of Columbia Bar.

**Primary Responsibilities:** Following are the Executive Director's primary responsibilities:

**Leadership:**

- Provide a clear, focused vision that advances NLSP's mission through programming and organizational development.
- Conduct effective, ongoing strategic planning.
- Foster and lead a strong team of senior NLSP personnel.
- Ensure the implementation of a diversified and robust resource-development program, including grant writing, private fundraising and overseeing events.
- Nurture and increase collaborative relationships with others in the D.C. legal-advocacy community and with community-based organizations.
- Promote NLSP and its mission in the public arena.

**Management and Programming:**

- Direct the overall operations of the program in compliance with NLSP's mission, relevant laws, Board policies, requirements of funding sources, and LSC regulations.
- Oversee NLSP's financial matters, ensuring that NLSP operates under sound financial practices
- In consultation with the Board, establish and meet the goals reflected in the Program's annual budget.
- Employ and provide overall supervision of senior lawyers.
- With NLSP's advocacy staff, establish program priorities, and develop organizational structures and functions consistent with those priorities.
- Evaluate program performance, and make needed changes consistent with such evaluations.
- Support the Board's efforts to increase resources and enhance organizational recognition and prestige, and provide information that is necessary for the Board to fulfill its fiduciary obligations.

**Compensation:** a salary component and strong benefits package, commensurate with experience.

**To Apply:** Interested persons should send a letter of interest, resume, three professional references, and writing sample to:

Blake A. Biles  
 Arnold & Porter LLP  
 601 Massachusetts Avenue, NW  
 Washington, D.C. 20001  
 e-mail: <[blake.biles@aporter.com](mailto:blake.biles@aporter.com)>

The position remains open until it has been filled. Applications will be reviewed as they are received.

Neighborhood Legal Services Program is an equal opportunity employer.

## DIRECTOR OF NETWORK COORDINATION - Appleseed

Appleseed is a national non-profit network of 17 centers across the U.S. and Mexico, dedicated to advancing justice and opportunity to help low-income people and working families build better lives. Project areas chosen by Centers include education, health care, economic opportunity, hunger, juvenile justice, housing & homelessness, justice and opportunity for immigrants, fair courts and accountable government. Appleseed Centers win victories through policy advocacy, litigation, public education and grass roots organizing.

Appleseed's Director of Network Coordination is a new position in Appleseed's national office that will support Appleseed's Network Collaboration Model, which is designed to foster collaborative work among centers to win high-impact victories. The Director of Network Coordination will provide supportive leadership by helping centers thrive, developing network collaboration, building network strength, and providing support to scale up the Appleseed Network's impact. The Director will:

- **Help Centers thrive** by building strong relationships with Center directors and staff, understanding their challenges, strengths, priorities and campaigns, and providing information and advice and connections to national experts, organizations and resources to help them win victories and build capacity;
- **Develop network collaboration** by identifying overlapping interests and advocacy strengths among Centers, proposing and helping to prioritize ideas for collaboration, effectively organizing and documenting collaborative discussions, overseeing forward progress on priority collaborations, identifying and coordinating work with and support from other organizations and networks, and overseeing and assisting with research to support collaborative projects;
- **Build network strength** by circulating materials and information, hosting conversations and information exchanges on important topics, and representing Appleseed to key stakeholders;
- **Provide information and support** as needed to Appleseed pro bono, communications, budget, development and governance efforts, including overseeing the collection of appropriate data, preparing summaries of collaborative projects and Center activities, and assisting with grant applications and reports, as well as communications efforts.

The Director of Network Coordination reports directly to the Appleseed President, and will work closely with Center Directors and staff, pro bono partners and members of the Board of Directors as needed. The role of the Director of Network Coordination is expected to evolve over the first couple of years. Much of the early work will involve surveying the Centers and the reform landscape, working with Centers to flesh out how the Network Collaboration Model will be implemented, and supporting collaborative projects that are underway or ready to be launched. As the collaboration model is developed, the position will increasingly focus on helping to create, lead and support new projects, on engaging with stakeholders, and increasing the impact of Appleseed's work.

### Required Qualifications:

- 7-10 years of work experience, including success in helping a network or analogous group achieve its goals through leadership, diplomacy and hands-on engagement
- Demonstrated success in building and maintaining relationships with senior executives
- Advanced project management skills, including projects where leadership and work roles are distributed around the network
- The skill and presence needed to inspire confidence and passion in external audiences and to build effective relationships with a range of stakeholders

- Existing relationships with, or the ability to build relationships with, a cross-section of stakeholders in the social justice and legal sectors
- The energy, determination and focus necessary to see complex projects and tasks through to completion
- Demonstrated skills in overseeing the collection of research information and data
- Ability to thrive in a fluid and entrepreneurial environment, and to work autonomously or take direction as needed
- Ability to manage staff or volunteers who support collaborative projects
- Strong interpersonal and communication skills (including social media), as well as community engagement and facilitation skills
- Willingness and ability to use and help develop Appleseed databases and systems for recording and organizing information
- Experience developing and managing budgets
- Willingness and ability to travel as needed (est. up to 25%)
- Strong analytical and critical thinking skills
- A deep commitment to the vision, mission, and values of Appleseed

#### **Desired Qualifications:**

- Experience working with and in communities of color on advocacy issues
- Law, public policy, business, or other related advanced degree
- Experience with or interest in collective impact work and concepts, including service as a “backbone” leader for collaborative projects
- Experience supporting development work

**Salary & Benefits:** Salary for this position is commensurate with experience. Benefits include health care coverage, short- and long-term disability insurance, a 401(k)(plan) with employer match, a vacation policy that includes personal and parental leave, as well as flexible spending accounts for child care, health care or public transportation.

**To apply,** please do NOT telephone or email Appleseed. Please send a cover note and your resume [to assistant@appleseednetwork.org](mailto:assistant@appleseednetwork.org) using the subject matter line “Director of Network Collaboration Application.” The deadline to apply is Friday, September 9.

Appleseed is an equal opportunity employer. Persons of color, women, persons with disabilities, and LGBT persons are strongly encouraged to apply.

#### **STAFF ATTORNEY - Young Center For Immigration Children’s Rights**

The Young Center for Immigrant Children’s Rights invites applications for the position of Washington, D.C. 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 Washington D.C., 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 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:

- Recruit, train and supervise volunteer Child Advocates for the Young Center Child Advocate program serving children in the Washington, D.C. area, including Maryland and Virginia.
- 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 Washington, D.C. area.
- Assist with monthly reporting and other administrative responsibilities as necessary connected with the day-to-day operations of the Young Center’s Washington D.C. 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 is necessary for traveling to shelter facilities in and around the Washington, DC area.

**Preferred Qualifications:**

- At least one year of experience practicing law.

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 “Washington, D.C. Staff Attorney” in the subject line.

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

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.

### **STAFF ATTORNEY - Catholic Charities Of The Diocese Of Arlington**

Catholic Charities of the Diocese of Arlington seeks a full-time attorney for its Hogar Immigrant Services program. Hogar Immigrant Services offers a wide range of services at little or no cost to a vulnerable immigrant population, without regard to religious or ethnic identity. Our goal is for immigrants to achieve self-sufficiency and participate fully as productive members of American society.

The Staff Attorney will prepare a wide range of immigration cases for submission to US Citizenship and Immigration Services (USCIS), Department of State, Immigration Court and the Board of Immigration Appeals. The Staff Attorney will also provide legal representation to Unaccompanied Alien Children and will prepare cases for submission to the US Citizenship and Immigration Services (USCIS) and EOIR. The Staff Attorney will coordinate all aspects of a client's case, including client communication, relevant research, drafting personal statements, preparing immigration forms, writing briefs, drafting court motions and orders, and advocacy with law enforcement and other agencies. Additionally, the Staff Attorney will:

- Assist in the supervision of volunteers and student interns. Solicit the help of volunteer attorneys, paralegals, and others to assist with the provision of services when necessary.
- Provide in-service training to staff and volunteers on immigration-related skills and knowledge.
- Provide public education in the community, collaborating with other agencies.
- Participate as needed in agency and program-wide data collection, fundraising, training, and strategic planning.
- Participate in meetings with immigration legal service community-based organizations.
- Participate on a monthly basis in day-long Saturday naturalization workshops.

#### **Prerequisites for the Position:**

- Juris Doctor degree with membership in any state bar.
- One year or more experience practicing immigration law.
- Experience with legal representation of Unaccompanied Alien Children preferred.
- Advanced proficiency in Spanish and English (writing and speaking) required.
- Ability to work both independently to manage a substantial workload with deadline pressures.
- Competence in communicating and interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals experiencing substantial levels of emotional, physical, financial, or other hardship.
- Ability to use basic Microsoft Office programs and online case management software.
- Commitment to the mission and goals of Catholic Charities Hogar Immigrant Services.

**To apply**, please submit your cover letter, resume and salary requirements to [jobs@CCDA.net](mailto:jobs@CCDA.net).

Incomplete applications will not be considered. No phone calls, please. EOE.

### **FAMILY LAW LEGAL SERVICES ATTORNEY - Bread For The City**

**Our Mission:** Bread for the City provides low-income residents of Washington, D.C., 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.

Bread for the City Legal Clinic seeks to ensure better access to justice for low-income individuals in our nation's capital. The Legal Clinic provides front-line civil legal services primarily in three areas of law: housing, family, and public benefits. Our Family Law practice includes representation in custody, divorce, and child support cases, as well as assistance to survivors of domestic violence in obtaining civil protection orders. Our Family Law Unit is a dedicated team of attorneys with several years of experience in family law and civil legal services.

**Position Description:** Bread for the City is seeking a full-time attorney with 1-3 years' experience for our Family Law practice. Specifically, we seek an attorney to work in our Child Support Community Legal Services Project – an innovative joint endeavor of Bread for the City and the Legal Aid Society of the District of Columbia. Approximately two days per week, the attorney will staff a legal services office based at the Paternity and Support Branch of D.C. Superior Court, providing immediate, same-day advice and representation to custodial and noncustodial parents in child support cases. The attorney will then retain many of those child support cases for continued representation and will be based the rest of the work week at our Northwest Center. The attorney may also handle a small caseload of other family law cases. In addition, the attorney will 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 work with other staff and interact with a wide variety of people, including volunteers, in a professional and collaborative manner;
- Comfortable working in an open work environment, with no private offices for staff;
- Familiarity with Google Organization & Productivity Tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems;
- High degree of flexibility;
- Sense of humor;
- Willingness to learn and carry out Bread for the City's commitments to social justice and racial equity;
- Prior experience in a legal services or other public interest setting highly desirable;
- Some knowledge or experience in child support law a plus; and
- Bilingual (Spanish/English) skills preferred but not required.

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

**To Apply:** Please email a cover letter that speaks to your interest and qualifications, as well as a resume, to: [work@breadforthecity.org](mailto:work@breadforthecity.org) with “*Family Law Attorney*” in the subject line. 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.

## EXECUTIVE DIRECTOR - D.C. Bar Pro Bono Center

**About The D.C. Bar Pro Bono Center:** The D.C. Bar Pro Bono Center is an independent, nonprofit organization that transforms lives by providing free legal assistance to individuals, nonprofit organizations, and small businesses through volunteer lawyers. The Pro Bono Center serves nearly 20,000 individuals each year with our clinics, resource centers at D.C. Superior Court, and other programs.

**Position Summary:** The Pro Bono Center is seeking an experienced nonprofit executive to serve as Executive Director and provide strategic leadership and daily management of all aspects of the Pro Bono Center's people, programs, and systems. The Executive Director will be responsible for fundraising and overseeing the financial planning of the organization. The top candidate will bring a proven ability to work collaboratively, build strong relationships with diverse stakeholders, and manage the financial and administrative functions of an organization. In addition, the Executive Director must have a JD from an accredited law school and be an active member of the D.C. Bar or be eligible to become an active D.C. Bar member.

The Executive Director is a key leadership position within the Bar and serves as a member of the Executive Team. This position reports to the Chief Executive Officer of the District of Columbia Bar, who serves as the Pro Bono Center's Executive Vice President.

### Essential Duties and Responsibilities:

- Provides day-to-day leadership, management, coaching and mentoring to direct and indirect reports. Hires, trains and supervises management and administrative staff.
- With the Chief Executive Officer and other members of the Executive Team, works to define the strategic priorities of the Bar. Also works to ensure that Pro Bono Center efforts are aligned with the Bar's mission and strategic plan.
- Works with Pro Bono Committee and the Nonprofit Small Business Legal Assistance Subcommittee to provide overall leadership, management and strategic vision for the Pro Bono Center, in accordance with the strategic plan of the Pro Bono Center and the highest standards for the delivery of civil legal services.
- Identifies emerging and previously unaddressed legal needs in the community and develops innovative programs to engage pro bono lawyers in meeting those needs.
- Provides vision, oversight, coordination and regular evaluation of the Pro Bono Center's direction and activities including clinics, resource centers, special projects and initiatives.
- Is responsible for the oversight and development of an annual budget and diverse fundraising plans; manages the program to accomplish goals within available resources. Develops and follows a long-term financial plan for the Pro Bono Center.
- Works with the Strategic Development Committee, volunteer leaders and the development team to raise funds to support the Pro Bono Center's annual budget.
- Plans and directs outreach efforts to draw additional lawyers into pro bono work through recruiting and training programs, marketing and special projects.
- Develops and maintains relationships with key stakeholders, to include: private bar, courts, legal services providers, the Access to Justice Commission, and various funders.
- Works closely with, and provides support to, the Pro Bono Center Board of Directors, the Pro Bono Committee, the Strategic Development Committee, and other task forces and special committees appointed from time to time.
- Represents the Pro Bono Center on court committees, with the media, and with national organizations and forums, such as the Equal Justice Conference and the Pro Bono Institute.

**Job Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Analytical – the individual synthesizes complex or diverse information.
- Strategic – the individual is forward thinking and can see big picture ideas while understanding the tactics involved in the process.
- Innovative – the individual is innovative thinker that supports innovative thought throughout the organization.
- Problem solving – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully; thinks creatively to solve problems, to conduct organizational planning and to meet strategic goals.
- Communication – the individual speaks clearly and persuasively in all situations and conducts effective presentations and productive meetings involving various internal and external stakeholders; produces effective written communications.
- Delegation – the individual delegates work assignments, gives authority to work independently, sets expectations, mentors and monitors delegated activities.
- Leadership – the individual inspires and motivates others to perform well and accepts feedback from others.
- Management skills – the individual appropriately includes staff in planning, decision-making, and facilitating process improvement; makes oneself available to staff; provides regular performance feedback to staff; and develops staff's skills, encourages growth and maintains accountability.
- Quality management – the individual continuously looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment – the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Planning/organizing – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.

**Minimum Qualifications:**

- A J.D. degree from an ABA accredited law school.
- Must be an active member of the D.C. Bar or eligible to become an active D.C. Bar member. A successful candidate who is not an active member of the D.C. Bar must apply for admission to the Bar within two (2) months of beginning employment with the Bar.
- Minimum of 10 years relevant work experience. Five or more years in a leadership role as a public interest or pro bono attorney and/or volunteer management highly preferred.
- Pragmatic leadership style with the ability to motivate a team of managers.
- Must have an established record of leadership and the capacity to articulate a clear vision for program direction in line with the strategic vision of the organization.
- History of successful program operation and management with the ability to identify and implement long and short term goals.
- Familiarity with the local and national civil legal services community.
- Successful participation in multi-faceted fundraising programs focusing on individuals, law firms, corporations and/or foundations, with the ability to identify and implement creative and effective fundraising strategies.
- Excellent interpersonal, problem-solving and communications skills, with the ability to develop solid working relationships with Pro Bono Center leadership, legal service providers, volunteers, the media, staff and consumers of legal services.
- Ability to build and foster a high level of credibility for the Center and to develop coalitions, recruit volunteers and give professional presentations.
- Ability to handle and maintain the confidentiality of highly sensitive information.



## **To Apply**

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

### **PROJECT DIRECTOR - Advancement Project**

Advancement Project seeks an experienced, committed and creative Project Director in its Washington D.C. office to lead our Ending the Schoolhouse to Jailhouse Track Project team.

Advancement Project is a next generation, multi-racial civil rights organization. We tackle inequity with innovative strategies and strong community alliances. With a national office in Washington, DC and two offices in California, we combine law, communications, policy and technology to create workable solutions and achieve systemic change. We aim to inspire and strengthen movements that expand opportunity for all.

The Project Director will lead a dedicated team of professionals from multiple disciplines working to address the “School-to-Prison Pipeline,” namely the overuse of punitive school discipline policies and practices that push students – and especially students of color – out of school and into the juvenile and criminal justice systems. Advancement Project has been a pioneer in reforming school disciplinary models to prevent the push out of young people. Through state and local campaigns with grassroots partners, we have reduced suspensions, expulsions and the criminalization of young people of color leading to improved educational outcomes.

#### **The Project Director will be expected to do the following:**

- Oversee implementation of 10+ local and state-level advocacy campaigns in partnership with community-based organizations across the country
- Develop and implement national strategies to build public will for dismantling the School-to-Prison Pipeline
- Supervise the members of the team
- Play a leadership role within the field, through public speaking, writing, and convening of allies; and
- Build and maintain relationships with stakeholders across the country and create a diverse constituency of support for reform

#### **Qualifications:**

##### **Required Qualifications:**

- J.D. degree;
- 7+ years of advocacy, legal, or policy experience;
- Supervisory experience including mentoring and training junior staff;
- Demonstrated commitment to racial justice;
- Track record of getting results, handling a heavy workload and developing strong working relationships with and among a diverse group of actors;
- Excellent written, verbal, analytical, interpersonal and organizational skills; and
- Willingness to travel.

##### **Desired Qualifications:**

- Experience working with community based organizations;
- Knowledge of legal and policy issues surrounding education including school discipline;
- Experience designing and implementing advocacy campaigns;

- Legislative or litigation experience;
- Budgeting and planning experience; and;
- Fluency in Spanish or other languages.

Salary is based on experience; benefits included.

**To apply**, please send a cover letter, resume, two writing samples, and a list of three references (including a grassroots organization) to the attention of Glendale Clarkson, at [jobs@advancementproject.org](mailto:jobs@advancementproject.org) Reference “Project Director - Ending the Schoolhouse to Jailhouse Track” in the subject line.

## MANAGING ATTORNEY - U.S. Committee For Refugees And Immigrants

U.S. Committee for Refugees and Immigrants (USCRI), is a non-governmental, not-for-profit international organization with a mission to protect the rights and address the needs of persons in migration by advancing fair and humane public policy, facilitating and providing direct professional services, and promoting the full participation of migrants in community life. For over 100 years, we have shaped history with the belief that immigrants strengthen our communities, economy and social fabric through freedom, hard work, and family unity.

**Overview:** USCRI is seeking a full-time, bilingual Immigration Managing Attorney. The position is based in our Arlington, Virginia office.

### **Duties and Responsibilities:**

- Responsible for managing department caseload and supervision of casework;
- Oversee efforts to strengthen program policies and procedures;
- Oversee efforts to expand national pro bono network;
- Provides training, mentorship, and supervision to legal staff at Head Quarters and Field Offices, administrative support staff, and volunteers;
- Oversee work of volunteers, including interns and pro-bono attorneys;
- Develop and maintain updated pro bono guidance materials, sample filings, and legal training presentations;
- Foster and manage USCRI’s relationships with law firms and corporate counsel in coordination with the other legal services team members;
- Liase with the Associate Director, Direct Representation Attorney, and Pro Bono Coordinating Attorney to determine which cases are appropriate for placement with the Direct Representation Attorney;
- Represent a small caseload of clients before state court, USCIS, EOIR, and BIA in a variety of immigration matters including:
  - Asylum, Special Immigrant Juvenile Status, T-visa, U-visa, VAWA, Family reunification petitions, Adjustment of status, Naturalization, and Work authorization;
- Assist in office operations, including case management, data entry and maintenance, and reports;
- Assist in the development of grants or contract proposals and reporting;
- Conduct outreach, lead trainings, and participate in networking activities;
- Make appropriate referrals to other service providers and relevant community partners;
- Maintain bar membership through continuing legal education; and
- Other duties as assigned.

### **Requirements:**

- J.D. or LL.M from accredited law school;
- At least 4 years of immigration legal practice experience;

- Experience supervising legal staff or interns;
- Current bar membership in good standing to practice law in any of the United States (DC, Maryland, or Virginia barred preferred);
- Experience working with immigrants, low-income communities, children, survivors of domestic violence, survivors of sexual assault, or other gender-based violence
- Good communication skills, flexibility, and good humor highly desirable;
- Fluent in Spanish;
- Excellent professional judgement;
- Ability to work collaboratively, and preferably prior experience working with individual attorneys, law firms, or service providers.

#### **Physical Demands:**

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting and standing, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

**Additional Notes:** Please submit a resume with cover letter describing your interest and qualifications with your application.

References will be required at time of the final interview.

No telephone calls please. Position will remain open until filled.

**To Apply:** please use the link below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=immandrefu&jobId=154139&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=immandrefu&jobId=154139&lang=en_US&source=CC3)

U.S. Committee for Refugees and Immigrants is an equal opportunity employer.

#### **PRO BONO COORDINATING ATTORNEY - U.S. Committee For Refugees And Immigrants**

U.S. Committee for Refugees and Immigrants (USCRI), is a non-governmental, not-for-profit international organization with a mission to protect the rights and address the needs of persons in migration by advancing fair and humane public policy, facilitating and providing direct professional services, and promoting the full participation of migrants in community life. For over 100 years, we have shaped history with the belief that immigrants strengthen our communities, economy and social fabric through freedom, hard work, and family unity.

**Overview:** USCRI is seeking a full-time, Pro Bono Coordinating Attorney. The position is based in our Arlington, Virginia office.

#### **Duties and Responsibilities**

- Recruit, train, and provide hands-on mentorship to pro bono attorneys representing clients in immigration matters and family law matters;
- Oversee the intake process for unaccompanied children and victims of trafficking in need of legal services and conduct interviews as needed;
- Conduct immigration legal consultations to screen potential clients for immigration relief as needed;
- Help oversee the implementation of existing attorney matching procedures, as well as expand the legal referral network;

- Develop and maintain updated pro bono guidance materials, sample filings, and legal training presentations;
- Serve as a subject matter expert in topics ranging from Asylum and Special Immigrant Juvenile Status to family-based immigration, removal defense, and relief available to immigrant victims of crime;
- Foster and manage USCRI's relationships with law firms and corporate counsel in coordination with the other legal services team members;
- Represent clients before state court, USCIS, and EOIR in a variety of immigration matters including:
  - Asylum, Special Immigrant Juvenile Status, , T-visa, U-visa, VAWA, Family reunification petitions, Adjustment of status, Naturalization, and Work authorization;
- Assist in office operations, including case management, data entry and maintenance, and reports;
- Assist in the development of grants or contract proposals and reporting;
- Conduct outreach, lead trainings and participate in networking activities;
- Make appropriate referrals to other service providers and relevant community partners;
- Maintain bar membership through continuing legal education; and
- Other duties as assigned.

### **Requirements:**

- At least 2 years of experience in direct representation of clients in immigration proceedings;
- Family law experience a plus;
- Current bar membership in good standing to practice in DC, Maryland, or Virginia (Maryland and/or Virginia barred preferred);
- Experience working with immigrants, low-income communities, children, survivors of domestic violence, survivors of sexual assault, or other gender-based violence;
- Good communication skills, flexibility, and good humor highly desirable;
- Experience supervising legal staff or interns;
- Mentoring and training experience;
- Fluent in Spanish;
- Ability to work collaboratively, and preferably prior experience working with individual attorneys, law firms, or service providers
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders;
- Excellent professional judgement;
- Ability to hit the ground working, multi-task, and work independently.

### **Physical Demands:**

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting and standing, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

**Additional Notes:** Please submit a resume with cover letter describing your interest and qualifications with your application.

References will be required at time of the final interview.

No telephone calls please. Position will remain open until filled.

**To Apply:** please use the link below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=immandrefu&jobId=154140&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=immandrefu&jobId=154140&lang=en_US&source=CC3)

U.S. Committee for Refugees and Immigrants is an equal opportunity employer.

**DETAINED CHILDREN'S PROGRAM STAFF ATTORNEY (TEMPORARY POSITION) -  
Capital Area Immigrants' Rights (CAIR) Coalition's**

The Capital Area Immigrants' Rights (CAIR) Coalition's Detained Children's Program seeks a licensed attorney or recent law graduate with a commitment to immigrants' rights issues to serve in a temporary position during our staff attorney's parental leave. We seek a committed advocate who will enhance our team's ability to provide quality legal services to children who are held in government custody after fleeing violence in Central America. The children we serve have all arrived in the United States unaccompanied and many have survived significant trauma in their countries of origin and during their difficult journeys. Responsibilities will include providing know your rights and intake services to children in custody as well as providing direct representation and legal services to children who have resettled with family and friends throughout the D.C. metropolitan area.

**Description of responsibilities:**

- Conduct regular visits with unaccompanied immigrant children at a juvenile detention facility located in Virginia, conducting know your rights presentations and individual intakes.
- Conduct follow up research to determine eligibility for relief for unaccompanied children in custody, including legal research and obtaining additional information from family members.
- Prepare children for their immigration court appearances.
- Provide direct representation to a case load of children who have been reunified locally with family or friends and are seeking protection in the United States. Cases include a variety of forms of relief, including: children's asylum; Special Immigrant Juvenile Status; and T and U visas.
- Data entry to support the above work.

Written and oral Spanish fluency required. Strong preference given to barred attorneys and those with experience working with youth, either in a non-legal or legal capacity. Experience with immigration law preferred.

Interested candidates should send a Resume and Cover Letter to Nithya Nathan-Pineau at [hr@caircoalition.org](mailto:hr@caircoalition.org).

**DIRECTOR OF LEGAL SERVICES - Central American Resource Center**

The Central American Resource Center (CARECEN) seeks a Director of Legal Services to manage the daily operations of the Legal Services Department and supervision of the department's staff. The Director of Legal Services will contribute to the overall strategy for advancing the mission of the organization through service delivery, supervision, grant management, fundraising, outreach and collaboration with coalition and community stakeholders, and advocacy initiatives. The legal director is a member of the management team and reports directly to the Executive Director.

CARECEN was established in 1981 to protect the rights of refugees fleeing conflict in Central America and provide direct legal services that would ease their transition. Over time the organization has evolved and grown with the population into broader areas of community service and economic development, establishing itself as a strong advocate on critical policy issues related to immigration, housing, and civil rights. CARECEN's programs are available to low and moderate income Latinos in the Washington Metropolitan area. CARECEN serves individuals through direct legal, housing, citizenship and community support services and engages in broader community outreach and education.

**Position Overview:** CARECEN is looking for an attorney with experience in program management and immigration law and procedures to lead the day to day activities of CARECEN's Legal Department. The Director of Legal Services' essential duties include the following:

- Provide strategic leadership and coordination for the provision of all legal services provided by CARECEN through direct services, workshops, and pro bono representation. This includes being responsible for structuring and balancing the legal docket and maintaining an individual caseload.
- Manage all program grants and contracts, including timely applications and reporting
- Lead fundraising efforts for the Legal program, including identifying funding sources and drafting grant proposals and fundraising letters.
- Recruit, hire, train, supervise and lead a full-time staff of 3, including attorneys, legal fellows, legal workers, paralegals, interns, and volunteers.
- Manage the annual program budget, including grants and contract budgets.
- Collaborate and communicate with regional, local, and national advocacy groups in order to maximize CARECEN's effectiveness in the community.
- Participate in outreach activities to provide legal education to the community
- Manage all Legal Program related media efforts such as press releases, media interviews and appearances, social media, email marketing, web page, blog and other online strategies.

**Candidate Qualifications:**

- Three to five years of experience in Immigration Law, and 2+ years of legal supervisory skills and program administration preferred. Excellent oral and written communication skills.
- Written and verbal fluency in Spanish and English required.
- Two years of direct representation experience.
- Knowledge of and skill in immigration laws and procedures, including trial advocacy and complex legal issues.
- Must have an ability to develop and implement innovative models of service delivery with limited resources.
- Must be able to work in a collaborative manner with diverse groups, including government agencies, foundations, media, as well as other advocacy and community organizations.
- Demonstrated commitment to public service and CARECEN's mission.
- Ability to sensitively relate to and work with low-income immigrant clients, grassroots groups and community-based organizations.
- Ability to work under pressure and to handle multiple and changing priorities and tasks.
- Must be licensed to practice law in any state Bar or the District of Columbia.
- Must be able to work some evenings and weekends

**Compensation:** Salary is dependent upon experience and qualifications. Benefits package includes paid medical and life insurance and generous vacation, holidays and personal/sick-leave.

**Application Process:** Applicants with professional, volunteer, and/or personal ties to the low-income immigrant communities in the metropolitan Washington, DC area are encouraged to apply. Those interested should send a resume, cover letter, and writing sample in PDF format via email by **September 9, 2016** to [legaldirectorapp@carecencdc.org](mailto:legaldirectorapp@carecencdc.org).

STAFF ATTORNEY, HOUSING COOPERATIVE PRESERVATION INITIATIVE –  
Neighborhood Legal Services Program Of The District Of Columbia

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 who will focus on implementing a project to promote stability and preserve assets of housing cooperatives in the District of Columbia.

The Staff Attorney should have at least two years of housing law experience (law school clinical experience may count), be passionate about achieving justice and overcoming barriers facing low-income people, a creative and zealous lawyer and a team-player, committed to achieving lasting results for clients and low-income communities.

This is a grant-funded project that currently is funded for two years.

The Staff Attorney will be located in NLSP's Ward 7 office at 4609 Polk St.NE., Washington, DC.

**Essential Duties and Responsibilities:**

- Assist limited-housing cooperatives to comply with mandatory reporting requirements and implement corrective actions for past failures to meet tax, insurance or other regulatory obligations.
- Advise and train board members of limited-equity housing cooperatives on their fiduciary duties and matters relating to good governance, such as updating, interpreting, and adhering to governing documents, policies and procedures.
- Ensure compliance with and enforcement of contracts for building maintenance, rehabilitation, and management services on behalf of limited-equity housing cooperatives.
- Educate board members and agents of limited-equity housing cooperatives on the requirements of federal or local subsidy programs that may be providing financial assistance to the organization or residents.
- Collaborate and coordinate with NLSP's subcontractor partner University Legal Services in order to provide essential asset management services and assess long-term sustainability of limited-equity housing cooperatives.
- Handle a limited number of traditional housing cases (eviction prevention, remediating sub-standard conditions).
- Actively participate as a member of the NLSP team, including but not limited to participation in cross-office activities and advocacy.
- Adhere to program and case handling policies, procedures and standards of practice, as well as the highest professional and ethical standards.
- Other duties as assigned.

**Requirements:**

- J.D. degree from an accredited law school, member in good standing of the DC Bar, or member of another State Bar and eligible for admission to the D.C. Bar.
- Demonstrated understanding of housing cooperatives, business organizations, and housing finance.

- Demonstrated commitment to serving low-income persons and low-income communities.
- Demonstrated understanding of, and commitment to, the concept of community lawyering.
- Experience working with low-income groups on community or multi-stakeholder projects.
- Experience with community development law or strategies or the provision of legal services to strengthen low-income communities highly desirable.
- Creative problem-solving skills and team-oriented approach.
- At least two years experience in housing law required; transactional and real estate experience highly desirable. Other experience in secured transactions is also desirable.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to work well with teams.
- Prior civil legal aid experience highly desirable.
- Fluency in Spanish or another language frequently spoken by low-income DC residents desirable.

**Supervisor:** The Staff Attorney will report to a NLSP Managing Attorney.

**Salary:** Depends upon experience; excellent benefits.

**Application process:** Submit letter of interest, resume, contact information for three professional references and a writing sample to: [nlsp@nlsp.org](mailto:nlsp@nlsp.org). The position will remain open until filled; however, interested applicants are encouraged to submit applications by September 16, 2016.

### TRIAL ATTORNEY - Public Defender Service For The District Of Columbia

**Organization Overview:** The Public Defender Service for the District of Columbia (PDS) is a federally funded, independent organization; governed by an eleven-member Board of Trustees. PDS provides legal representation to individuals facing a loss of freedom in criminal, delinquency, and mental health matters in the local District of Columbia justice system. PDS's approximately 235 attorneys, social workers, investigators, and administrative and technical staff collaborate with each other to advance the PDS mission. PDS's main office is located at 633 Indiana Avenue, N.W., Washington, D.C. District of Columbia residency is not a requirement for employment. PDS is funded by federal appropriations, and all employees are entitled to participate in the federal health and life insurance plans, the federal retirement plans, and the Thrift Savings Plan. Transferring employees will receive recognition of creditable federal service for leave accrual and retirement purposes. Employment at the Public Defender Service is neither federal nor District of Columbia government employment, and all employees are at-will.

**Division Description:** Attorneys in the Trial Division zealously represent adults in criminal proceedings and children in delinquency matters in the District of Columbia Superior Court (Superior Court). Attorneys are assigned to specific types of cases based on experience and performance. As a result of intensive supervision and ongoing training, attorneys generally progress over the course of several years from litigating juvenile delinquency matters to litigating the most serious adult offenses. Less senior Trial Division staff attorneys handle the most difficult or resource-intensive delinquency cases (i.e., those with serious charges or children with serious mental illnesses or learning disabilities) and handle some general felony cases and a limited



number of misdemeanor cases. Trial Division staff attorneys also provide representation in a wide range of other legal matters through PDS's Duty Day Program and the Superior Court's Drug Court Program.

**Major Duties:** Trial Division attorneys are responsible for providing outstanding oral and written advocacy in their individual cases and for working effectively with investigators, forensic social workers, and other specialists as needed to achieve each client's desired outcome. Trial Division attorneys are also expected to be available to their colleagues to assist and to work collaboratively to produce the best outcome for PDS Trial Division clients.

**Qualifications Required:** J.D. or equivalent degree from an accredited law school by June 2017; membership in the District of Columbia Bar or eligibility for reciprocity admission to the DC Bar; and excellent research, writing, and oral persuasion skills. Applicants must be prepared to make a minimum three-year commitment to PDS. Third-year law student applicants are required to take the first available District of Columbia bar exam. The starting salary for recent law school graduates who are not yet admitted to the District of Columbia bar is \$58,844; the salary increases to \$68,960 upon bar admission.

**How To Apply:** Applicants must submit: (1) a resume that includes a list of three references (name, e-mail address, telephone number, and a brief statement of how each reference is able to evaluate the applicant's skills); (2) a cover letter; (3) an official law school transcript (for applicants who graduated in 2012 or later); and (4) responses to the two essay questions no more than three typewritten pages per question, single- or double-spaced).

#### **Essays:**

**Essay 1** - "Why do you want to be a public defender?" (with discussion of background and/or any personal experience significantly contributing to desire to do this work; no more than three typewritten pages, single- or double-spaced).

**Essay 2** - You represent 20-year-old DeSean Bey. Mr. Bey is charged with possession of an unregistered firearm and unregistered ammunition and faces several other possible charges related to an alleged attack on Mike and Harry Miller in the Langdon area of Washington, D.C. Mike alleges that he was beaten and robbed at gunpoint, while visiting Harry in Langdon at approximately 1 a.m. on August 1, 2016. Mike and Harry report that, following a verbal altercation with someone they later identified as Jon Jones, four to seven African-American males in their late teens or twenties, approached from behind, including one person wielding a handgun. The armed assailant allegedly fired one shot at Harry, nearly striking him as he fled, and then turned his gun on Mike. Mike claims that the remaining attackers punched and kicked him while he was subdued at gunpoint and that someone took his wallet after the armed man said to "pat his pockets."

Mike and Harry reported the incident at the police station later the same morning. They identified Mr. Jones from a photo in the neighborhood "lookbook"—a book of suspected gang member photos taken from various publicly-available sources. The lookbook depicts Mr. Jones with five other African American males, including Mr. Bey. Tattoos that read "Langdon Boyz" and "Langdon Lyfe" can be seen across Mr. Jones's chest and stomach, respectively. ("Langdon Boyz" is the name of a crew believed by the police to be active in the neighborhood.) After looking at the photo, Harry pointed to Mr. Bey and said, "He looks familiar . . . Yeah, I think he was there too." In a subsequent photo-array, he identified Mr. Bey as someone he saw before he ran away. Mike was not able to identify Mr. Bey in the lookbook or the subsequent photo-array that included Mr. Bey's mug shot. (Mr. Bey was arrested once with Mr. Jones for possession of marijuana but completed a deferred prosecution agreement.)

Based on the foregoing, police obtained a warrant for Mr. Jones's arrest at his last known address two blocks from the site of the alleged attack. They attempted to execute the warrant at 10:00 A.M. the day after the incident was reported. After entering with the owner's consent, the police did not find Mr. Jones. They did,

however, find Mr. Bey watching TV on a couch, inches from where a loaded handgun sat on a nearby end table. Officer Price, a seven year veteran of the police force, noted that the only other person present was the 72-year-old owner who granted the police entry. He further noted that Mr. Jones, who apparently resided in the home, had not been accused by Mike or Harry of pointing a gun during the alleged attack and that criminals tend to keep their firearms close for protection and safekeeping. Based on these observations, Officer Price seized the gun and placed Mr. Bey under arrest for possessing it.

The Government has sought leave of the judge presiding over Mr. Bey's pretrial detention hearing to execute a warrant to search his phone. The police confiscated the phone, an iPhone 6, with the rest of Mr. Bey's belongings when he was booked on gun possession. In his affidavit in support of the warrant, Officer Price described the identification procedures and arrest outlined above. He then wrote:

In my training and experience, gang members often use cell phones to capture evidence, ill-gotten gains, and contraband in "trophy" photos and videos. They frequently share these "trophy" photos and videos with associates via email, text message, and social media that they access on their phones. They often refer to crimes and contraband in written communications on their phones. Therefore, access to the phone will likely lead to evidence of criminal wrongdoing.

Your colleagues have informed you that Officer Price has used near-verbatim language in past affidavits in a wide array of criminal investigations. You are also aware that Officer Price has testified in a number of cases that the area where this incident took place and Mr. Bey was arrested is a "high crime area."

**Argue that the search warrant should be quashed. Assume that there has been no communication between Mr. Bey and the police other than that which has been specifically described. Limit any citations to U.S. Supreme Court and District of Columbia cases.**

With the exception of law school transcripts, all materials must be submitted as a consolidated pdf [HERE](#).

**Please mail your official transcript to:**

Jennifer Thomas, Director of Legal Recruiting  
Attention: Trial Attorney PDS-2016-04  
Public Defender Service for the District of Columbia  
633 Indiana Avenue, N.W.  
Washington, DC 20004

If you are unable to use the online application system or have any questions, please contact Jennifer Thomas at (202) 824-2337 or [jenthomas@pdsdc.org](mailto:jenthomas@pdsdc.org).

#### CHIEF EXECUTIVE OFFICER – District Of Columbia Bar Association

The District of Columbia Bar has exclusively retained Major, Lindsey & Africa to conduct a search for a new Chief Executive Officer to be located in Washington, D.C. With more than 100,000 members in all 50 states and more than 80 countries, the District of Columbia Bar is the third largest unified and mandatory bar in the United States.

The Chief Executive Officer of the D.C. Bar is responsible for providing leadership and overall management and administration of the D.C. Bar to ensure that the defined mission of the Bar is fulfilled. Candidates should have at least 15 years of relevant work experience, and demonstrated leadership in change management and strategic planning. Seven or more years in an executive role at a large membership association, comparable non-profit organization, or law firm/legal department or agency is desirable.

Candidates must possess a JD from an ABA-accredited law school. Candidates must also be an active member of the D.C. Bar or be eligible to become an active member.

The Bar offers a competitive base salary and excellent benefits.

Qualified candidates, please submit your resume in MS Word format to [DCBarCEO@mlaglobal.com](mailto:DCBarCEO@mlaglobal.com).

## **PUBLIC HEALTH AND SCIENCE ATTORNEY - U.S. Department Of Health & Human Services**

The General Counsel (OGC), Public Health Division (PHD), Public Health & Science Branch has immediate openings for two or more lawyers in the Rockville, MD office at a salary ranging from GS-11 to GS-14 (\$64,650 - \$141,455), based on experience and qualifications. These positions offer a broad range of experience, significant responsibility and intellectually engaging work, and require creative legal thinking and strong communication skills.

Attorneys will have direct client contact, interact with colleagues throughout Office of the General Counsel and officials at other government agencies, and negotiate and work cooperatively with outside counsel.

The Public Health & Science Branch will be hiring two or more permanent attorneys. Public Health & Science Branch attorneys provide a full array of legal services to the Agency for Healthcare Research and Quality (AHRQ), the Health Resources and Services Administration (HRSA), the Substance Abuse and Mental Health Services Administration (SAMHSA), the Office of the Assistant Secretary for Health (OASH), the Office of Minority Health (OMH), and the Program Support Center's (PSC) Federal Property Assistance Program. Candidates for this position must be able to work cooperatively, efficiently, and effectively in a multifaceted, fast-paced environment and have a strong interest in public health law. Much of this work involves appropriations, grants, rulemaking, regulatory oversight, and litigation support, for which 3-4 years of experience in litigation would be useful.

We expect that one attorney's work will include supporting HRSA's Bureau of Health Workforce (BHW), including the National Health Service Corps, the State Loan Repayment Program, and NURSE Corps Loan Repayment Program. These programs help to recruit and retain primary health care professionals to serve in health professional shortage areas (HPSAs) by awarding scholarship or loan repayment funding to eligible health care students/professionals in exchange for their agreement to serve in HPSAs. Attorneys advising BHW work on matters that involve, among other things; statutory and regulatory interpretation, contract and appropriations law, federal debt collection, bankruptcy, legal review of program publications and policy initiatives, review of BHW responses to Congressional inquiries, and litigation in federal court cases involving BHW program defaulters.

We expect that one attorney's work will include supporting OASH's Office of Research Integrity (ORI), including working with ORI scientist-investigators to bring research misconduct charges against researchers who receive or apply for Public Health Service funds and who have been accused of falsifying or fabricating data or committing plagiarism in their research involving or seeking those funds; reviewing and analyzing evidence; determining the legal sufficiency of evidence; drafting charging documents; and litigating before administrative law judges or courts.

**Experience:** 3-4 years of successful experience as an attorney would be preferred.

**To Apply:** Interested applicants should provide evidence of excellent communication and analytic skills. Applicants should submit a cover letter, resume, 1-2 legal writing samples, and law school transcript (if less than 5 years of legal experience) by email to [public\\_health\\_and\\_science\\_attorney@hhs.gov](mailto:public_health_and_science_attorney@hhs.gov).

Please apply by Friday, September 9, 2016. We will, however, consider these applications and continue to accept applications after the closing date for consideration for positions as they are available.

**Contact Information:**

Cynthia Shabazz-Spurr  
US Department of Health and Human Services  
12501 Ardennes Ave., Suite 301  
Rockville, MD 20852  
Phone: 301-443-2644  
Fax: 301-443-2639

All qualified candidates will receive consideration without regard to race, color, age, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or membership or non-membership in an employee organization.

**ATTORNEY – Civil Rights Division, Disability Rights Section, Department Of Justice**

**About the Office:** The Civil Rights Division (Division) of the Department of Justice, created by the enactment of the Civil Rights Act of 1957, works to uphold the civil and constitutional rights of all Americans, particularly some of the most vulnerable members of our society. The Division is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in education, employment, housing, police service, public accommodations and facilities, voting, and federally funded and conducted programs. The Division also has jurisdiction to enforce constitutional prohibitions on certain conduct by law enforcement agencies and public residential institutions, such as health care and correctional facilities.

The Disability Rights Section (Section or DRS) works to achieve equal opportunity for people with disabilities in the United States by implementing the Americans with Disabilities Act (ADA). Through its multi-faceted approach toward achieving compliance with the ADA, this Section works to make this goal a reality. The Section's enforcement, certification, regulatory, coordination, and technical assistance activities, required by the ADA, combined with an innovative mediation program and a technical assistance program, provide a cost-effective and dynamic approach for carrying out the ADA's mandates. The Section also enforces the Genetic Information Nondiscrimination Act (GINA) and carries out responsibilities under Sections 504 and 508 of the Rehabilitation Act, the Small Business Regulatory Enforcement Fairness Act, and Executive Order 12250

Division offices are near metro transportation systems or other public transportation, and are conveniently accessible to restaurants, museums and other D.C. area attractions. Most jobs in the Division offer alternative work schedules and other family friendly opportunities are available. Most employees who commute by public transportation are provided transit subsidy benefits.

Additional positions may be filled from this vacancy announcement.

**Job Description:** The incumbents selected for these positions will participate as members of a primarily non-litigating team in DRS with responsibility for the following:

drafting, developing and publishing regulations that implement the disability nondiscrimination obligations of title II (State and local government programs and services) and title III (public accommodations) of the ADA, including assisting with the development of accessibility guidelines promulgated by the U.S. Architectural and Transportation Barriers Compliance Board (Access Board);

providing legal and policy guidance to other federal officials within the Department and other federal agencies about the nondiscrimination requirements of the ADA and Section 504 of the Rehabilitation Act (Section 504);

coordinating the other federal agencies' promulgation of regulations that implement Section 504; preparing biennial reports to the President and Congress on the status of the federal government's implementation of Section 508 of the Rehabilitation Act concerning accessible electronic and information technology;

responding to requests from State and local governments to certify the equivalency of submitted accessibility codes to the ADA Standards for Accessible Design (ADA Standards) and providing technical assistance to private sector organizations that develop model accessibility codes and standards; and

assisting with the provision of technical assistance about the ADA to State and local governments, businesses and other public accommodations, and to members of the public; and providing disability rights training to other federal agencies.

### **Qualifications:**

*Required Qualifications:* Applicants must possess a J.D. from an American Bar Association accredited law school, be an active member of the bar in good standing (any jurisdiction), and possess a minimum of one (1) year of post-professional law degree experience. Applicants also must have strong, demonstrated qualifications in the following areas: academic achievement; written and oral communication skills; the ability to analyze complex issues; skill and experience working collaboratively and productively with others; organizational skills; professional judgment; initiative; and the ability to excel in a fast-paced, demanding environment. In addition, applicants should have the ability to work independently and as an active participant on project focused teams, and are able to excel and produce a sound work product in a highly demanding environment. Given the nature and volume of the work of DRS, applicants must have experience drafting and developing federal regulations for notice-and-comment rulemaking and drafting and responding to interagency comments. Must also be knowledgeable of, and have experience applying, the Administrative Procedure Act in the context of the federal rulemaking process and must have outstanding professional references.

*Preferred Qualifications:* Applicants with one or more of the following qualifications are preferred: (1) knowledge of titles II and III of the ADA, including the ADA implementing regulations, and Section 504 of the Rehabilitation Act; (2) experience analyzing and interpreting regulations that implement nondiscrimination obligations on the basis of disability and preparing technical assistance materials, policy documents and training programs about these obligations; and (3) knowledge of, and familiarity with, the ADA Accessible Design Standards and their application to newly constructed and altered buildings and facilities. Skill and experience working cooperatively and productively with a range of people, such as disadvantaged or disenfranchised groups, judicial or administrative officials, advocacy groups, law enforcement personnel, and the staff of other federal or state governmental agencies are also preferred.

**Salary:** GS 0905 12/15 (\$77,490.00 to \$160,300.00 / Per Year)

**Travel:** Travel may be required for this position.

**Application Process:** The complete Application Package must be submitted by 11:59 p.m. (Eastern Time Zone) on Wednesday, September 7, 2016.

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

1. Cover Letter

2. Résumé
3. A complete Occupational Questionnaire
4. Writing sample of no more than ten pages (a brief or comparable analytic legal exposition that is your work product)
5. Veterans' Preference Documentation, if applicable
6. Sch A documentation, if applicable

To apply for this position, see page at <https://www.usajobs.gov/GetJob/ViewDetails/444811000>

**Application Deadline:** Tuesday, September 6, 2016

**Number of Positions:** 2 Full Time Excepted Service Positions

## NON-LEGAL POSITIONS

### LEGAL CONTENT EDITOR - American Association For Justice

The American Association for Justice (AAJ), formerly the Association of Trial Lawyers of America (ATLA®), is seeking to fill the Legal Content Editor position in the Education Department. AAJ is the world's largest trial bar and seeks to promote a fair and effective civil justice system - and to support the work of attorneys in their efforts to ensure that any person who is injured by the misconduct or negligence of others can obtain justice in America's courtrooms, even when taking on the most powerful interests.

**The Legal Content Editor is responsible for pursuing the following major job responsibilities:**

- Format, proofread, and edit speaker papers for publication, and review them for content, subject matter, appropriateness, and length.
- Coordinate production of course materials for seminars and colleges, including creating and maintaining the production schedule, and assist with production of convention reference materials.
- Develop and research content for AAJ Press products, including drafting marketing copy, researching titles and potential authors, contacting potential authors and publishers, and working with authors and publishers to meet deadlines.
- Respond and make reprint requests.
- Proofread the fact pattern and clarifications for AAJ's Student Trial Advocacy Competition.

**Requirements include:**

- Bachelor's degree required; J.D. with law review experience preferred.
- Writing and editing experience required. One to three years of experience in civil litigation or law review experience preferred.
- Strong editing and formatting skills including proficiency in proofreading and Bluebook citations, and zealous attention to detail.
- Ability to use judgment and discretion and work independently. Excellent organizational and time management skills.
- Excellent interpersonal skills with the ability to effectively work with member and expert authors.
- Proficiency using Word, PowerPoint, and Adobe Acrobat.
- Experience with Westlaw and/or Lexis research.
- Occasional travel may be required.

- An interest in the mission and the work and services provided by the American Association for Justice.

**To Apply:** Please email resume and cover letter to [HR@justice.org](mailto:HR@justice.org); fax to (202) 333-2861; or mail to AAJ HR Department, 777 6th Street, NW, Suite 201 Washington, DC 20001.

Equal Opportunity Employer.

## FELLOWSHIP/INTERN POSITIONS

### EQUAL JUSTICE WORKS AMERICORPS LEGAL FELLOW FELLOWSHIP - Whitman-Walker Health

Whitman-Walker Health is seeking an Equal Justice Works AmeriCorps Legal Fellow to work alongside staff attorneys in the Legal Services Program on a full-time basis for a one-year term, with the possibility of a one-year extension, beginning on September 16, 2016. The Fellow will work with an existing Equal Justice Works AmeriCorps Legal Fellow to manage a project designed to reduce barriers to, and track data concerning, employment in the transgender community in the Greater Washington area.

**Background:** Equal Justice Works and AmeriCorps partnered to create the Equal Justice Works AmeriCorps Fellowship opportunity to remove legal barriers to employment for economically disadvantaged individuals across the nation. Whitman-Walker Health was selected as a host site for this Fellowship beginning in 2014.

**The Project:** Specifically, the Fellow will:

- Manage the monthly Name and Gender Change Clinic
- Manage caseload of more than 100 name/gender change clients
- Utilize data tracking tools related to employment changes for trans clients
- Coordinate outreach and community education events with local partners who provide direct services to the transgender community
- Present educational forums for client populations related to transgender rights
- Coordinate and mentor volunteer attorneys and non-attorneys who support the clinic
- Conduct trainings for pro bono attorneys related to transgender rights
- Develop and maintain good working relationships with government agencies and other legal and social service providers

**Host Site Information:** Whitman-Walker Health's mission is to be the highest quality, culturally competent community health center serving the diverse urban community in the greater Washington, DC metropolitan area, including individuals who face barriers to accessing care, and with a special expertise in LGBT and HIV care. We offer a full line of health-related services including: (1) comprehensive outpatient offerings for medical and dental healthcare; (2) an on-site pharmacy; (3) HIV testing and counseling services; (4) behavioral healthcare provided through individual and group means; and (5) legal support in the areas of access to health care, public benefits, private insurance, discrimination and workplace rights, immigration, estate and future planning, and transgender rights.

Whitman-Walker's Legal Services Program is one of the nation's oldest medical-legal partnerships and provides free and low-cost representation to persons living with HIV, the LGBT communities regardless of HIV status, and to Whitman-Walker healthcare patients of all sexual orientations and genders. Seeing more

than 2,500 individuals and families each year, the Legal Services Program provides assistance with federal and local public benefits (including Social Security, Medicare, Medicaid, and ADAP among others), immigration, future planning, discrimination, workplace rights, medical privacy, insurance navigation, consumer rights, and name and gender changes. Staff attorneys handle many cases directly, and also recruit, train, and assist volunteer attorneys throughout the Washington region.

Whitman-Walker emphasizes holistic care and coordination of legal assistance with a client's health care needs. The position offers a unique opportunity to work not only with other lawyers and paralegals in a collegial, committed law office, but also with medical and mental health providers and care coordinators to achieve more effective, longer-term benefits for our clients. We have multiple offices in DC; the main office is located at 1701 14th Street, NW.

**Education and Experience Required:** Applicants must have graduated from an Equal Justice Works member law school and have completed a state bar examination no later than July 2016. Applicants need not be admitted to practice in D.C., but must apply for membership by waiver as soon as feasible. Applicants already admitted to practice in DC, VA, or MD are encouraged to apply.

Other requirements specific to Equal Justice Works and AmeriCorps. Fellows cannot have served more than three prior terms with other AmeriCorps programs, including the Equal Justice Works Summer Corps or Equal Justice Works AmeriCorps JD programs. Applicants may not be current full-time staff attorneys at Whitman-Walker, and must pass criminal history background checks.

**Hours and Compensation:** Our standard work week is 37.5 hours, although attorneys frequently work additional hours. The flexibility to attend meetings and oversee legal service clinics in the evenings is essential. This is a union position.

The annual pay rate will be \$46,060, plus a \$5,775 Legal Education Award (described below). The total compensation consists of four components: (i) the annual AmeriCorps living allowance of \$25,060; (ii) supplemental benefits for housing, student loans, professional dues, relocation expenses and other allowable expenses up to \$21,000 to be reimbursed to the Fellow by Whitman-Walker; (iii) Whitman-Walker's standard, generous fringe benefit package, including medical, dental and vision insurance, life and disability insurance, and a 403(b) retirement plan; and (iv) Whitman-Walker's payment of FICA taxes and unemployment and workers' compensation insurance.

The Fellow will also receive:

- A \$5,775 AmeriCorps Legal Education Award upon successful completion of service in the form of a voucher payable to the Fellow's school or lender;
- Professional development and training assistance;
- Student loan forbearance during service and interest accrual payment for eligible loans upon successful completion of service;
- Opportunity to attend an Equal Justice Works national training program to develop leadership skills, learn effective practices to accomplish your projects and meet colleagues from across the country; and
- Child care assistance (if income eligible).

**Application process:** Interested applicants should submit an electronic resume and cover letter through Whitman-Walker's web site, <http://www.whitman-walker.org>. Please include three professional references and a writing sample. Click on "About Us" and then on "Career Center." Please also submit your materials [to contact-legal@whitman-walker.org](mailto:contact-legal@whitman-walker.org).



Whitman-Walker is an equal employment opportunity employer and does not discriminate against applicants, its employees or former employees on the basis of race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, veteran status and gender identity. For accommodation in the application process, please contact us.

### ELDER JUSTICE LEGAL FELLOW - Network For Victim Recovery Of Dc And Legal Counsel For The Elderly

The Elder Justice Legal Fellow will be co-located within the Network for Victim Recovery of DC (NVRDC) and Legal Counsel for the Elderly (LCE). The position will be administered by NVRDC.

- Started in 2012, [NVRDC](#) empowers victims of all crimes to achieve survivor defined justice through a collaborative continuum of advocacy, case management and legal services. This agency employs a uniquely structured "shared leadership" model with two Co-Executive Directors aiming to create a truly holistic agency. NVRDC believes in having strong relationships with other DC providers in hopes that the victim recovery process will be seamless.
- For 40 years, [LCE](#) has championed the dignity and rights of DC's elderly by providing free legal and social work services to those in need — empowering, defending and protecting vulnerable seniors. The Catalogue for Philanthropy calls Legal Counsel for the Elderly "One of the best small charities in the DC region". LCE's staff and volunteers assist more than 6,000 elders each year.

**Position Summary:** NVRDC seeks a full-time Elder Justice Fellow to work as a co-located attorney at NVRDC and Legal Counsel for the Elderly (LCE) of AARP to advocate for and represent senior victims of abuse and financial exploitation in DC. The fellowship start date will be between Sept. 1 and Sept. 30, 2016 and last a year from the start of service (pending funding and successful reapplication by NVRDC, this position may be able to remain for a second year of service).

This attorney will work collaboratively with NVRDC's leadership, legal team, and case managers to provide crime victims' rights support, advocacy, and legal representation for 25% of their time.

Additionally, this position will work with the Senior Attorney within LCE's Long Term Care Ombudsmen Program where they will spend 75% of their time as an initial contact for seniors identified through LCE's existing intake procedures and/or by the attorneys who manage LCE's Senior Legal Hotline as experiencing abuse, threats of abuse and/or financial exploitation.

Similarly, any referrals from other agencies that show signs of abuse, neglect, or exploitation will be immediately directed to the Elder Justice Fellow working in conjunction with LCE's Elder Justice Coordinator. They will conduct a full legal health questionnaire with the elder, and either handle the legal issues or refer them to other in-house or external service providers, depending on the service needs.

To achieve maximum impact, the Fellow will work with an inter-disciplinary team of NVRDC and LCE lawyers, two LCE social workers, NVRDC case managers, and the LTC Ombudsman Program staff, providing holistic services for at-risk seniors.

The Fellow will offer direct legal representation or, when appropriate, refer to the necessary legal support within the DC Victim Legal Network (VLNDC) and/or *pro bono* volunteers the following types of cases:

- Crime victims' rights representation;
- Civil protection orders;
- Guardianships or conservatorships;
- Wills and powers of attorney;
- Financial exploitation;

- Neglect; and
- Relevant resident complaints received by LCE's Long-term Care Ombudsman Program.

In addition to direct legal services, the Elder Justice Fellow will be expected to attend monthly meetings of the VLNDC Legal Network as well as the DC TROV multidisciplinary team, and will work closely with the DC TROV Coordinator to plan and assist in outreach and education events. Furthermore, the Fellow will work with existing NVRDC and LCE volunteers—and recruit and partner with new volunteers.

The Elder Justice Fellow will be expected to lead several internal initiatives such as, training to LCE staff attorneys (20+ lawyers); LCE's Young Lawyers Alliance (30+ lawyers); members of LCE's Board and Advisory Committee (10+ lawyers), and NVRDC's staff and pro bono panel.

**Typical Week:** In a typical week, the Fellow will spend:

- 2 to 3 days at LCE working with the Long-term Care Ombudsman attorney and/or the Elder Justice Coordinator attorney, receiving intake referrals from the LTC-Ombudsmen program, Senior Legal Hotline attorneys, and from other sources within LCE programs,
- 1 to 2 days with the NVRDC Legal Team providing direct legal services to victims of elder abuse
- 1 day at NVRDC working with the DC TROV Coordinator on outreach and education efforts.

**Primary Responsibilities:** The majority of the Elder Justice Fellow's time will be spent providing legal assistance to individuals identified as victims of elder abuse, neglect, or exploitation.

**Specific responsibilities include:**

- Assisting DC seniors with criminal legal advocacy, support and representation;
- Providing civil legal advocacy and representation related to Civil Protection Orders for senior victims;
- Offering civil legal assistance related to Guardianship or conservatorship, and assisting with powers of attorney;
- Responding to resident complaints received by LCE's Long-term Care Ombudsman Program;
- Maintaining accurate case records and responsibility for project specific grant reporting;
- Working closely with law enforcement agencies, schools, health and welfare agencies, and community partners;
- Working closely with NVRDC's DC TROV Coordinator to develop and deploy outreach & trainings;
- Attend the Victim Legal Network of DC at member meetings and relevant community gatherings;
- Offer training events in which providers and other community leaders learn to improve assistance to survivors of elder abuse, utilize local resources, and promote collaboration and communication;
- Work with the DC TROV Coordinator to provide increased opportunities for senior survivors to access information and to assist providers in creating spaces which are welcoming and inclusive of senior survivors;
- Attend month DC TROV meetings and assist in the continue coordination of DC TROV;
- Attend the annual Equal Justice Works Leadership Development Training (LDT) from October 25-27, 2016 and the Department of Justice sponsored Elder Law training October 27-28, 2016;
- Continuing to grow and seek professional development opportunities for position and organization; and
- Perform other duties as needed.

**Qualifications:** In order to qualify for service under this program, a prospective candidate must be a recent graduate of an Equal Justice Works member law school (most schools are members), must have sat for or be prepared to sit for the state bar examination in the state where s/he will serve, must consent to all requisite criminal history checks, and meet all other selection criteria established by the host site.

The successful candidate for this position must also possess a combination of education and direct service experience and supports working with victims of crime. The applicant must also possess a demonstrated commitment to both public interest work and assistance to underserved populations. This position requires a self-starter who works well independently and as a team player. Specific skills and background must include:

- Some direct victim services legal experience and demonstrated desire to work with crime victims and ensure they receive the services needed;
- Strong oral and written communications skills;
- Experience working for marginalized and underserved communities and crime victims; and
- A reputation for integrity, dependability and professionalism.

This individual will be resourceful, highly organized, a team player, a critical and analytical thinker, self-reflective and self-aware, and open to growth and learning. The attorney will be committed to working with people from diverse cultural linguistic, economic, educational, and vocational backgrounds to demonstrate NVRDC's dedication to social justice and access to justice for all victims of crime in DC.

The ability to undergo and pass AmeriCorps-mandated criminal background checks (only conviction for murder and/or presence on sex offender registry are automatic bars to service; other criminal convictions are allowable at the host site's discretion).

**Fellowship Compensation:** This is a full-time, (40 hours per week) FLSA exempt, at-will fellowship. The Fellow will receive an annual living allowance, as well as financial support for housing, student loan repayment, and other permissible reimbursable living expenses. Additionally, Fellows receive an education award, health insurance, and other benefits. Interested applicants should contact NVRDC with any follow up questions.

**How to Apply:** Interested candidates should apply by submitting a letter of interest, resume, and three professional references [to\\_bridgette@nvrhc.org](mailto:to_bridgette@nvrhc.org) by Aug. 31, 2016 (applications will be reviewed on a rolling basis). All inquiries related to this position should be submitted via email [to\\_bridgette@nvrhc.org](mailto:to_bridgette@nvrhc.org).

NVRDC is an Equal Opportunity Employer. Reasonable accommodations are available to qualified applicants upon request. Auxiliary aids and services are available in alternative formats.

## LAW CLERK FOR FALL SEMESTER 2016 - First Shift Justice Project

First Shift Justice Project is a public interest organization with a mission to empower low-income pregnant women and parents to safeguard the economic security and health of their families by asserting their workplace rights.

To accomplish this mission, we educate the staff and patients of organizations who provide prenatal care to pregnant women and infant care for their babies, as well as the staff and clients of other social service organizations who support low-income families. We counsel women in low-wage jobs to facilitate communication with doctors and employers about their family-related workplace rights and to help them assert those rights. Finally, we refer or represent women whose family-related rights have already been violated.

We are happy to work with bright and motivated students and recent law grads who are passionate about our issues! Our law clerks conduct legal research; draft legal memoranda; meet with clients; and help us reach out to organizations and their clients who might benefit from our services.

For fall semester we are hiring a law clerk to work 10-15 hours per week. Our ideal candidate has demonstrated interest in strengthening women and families, strong writing skills and experience working directly with clients. Fluency in Spanish is a plus. Law clerk positions at First Shift Justice Project are unfunded; however, we will work with our law clerks to secure any funding available from other sources.

Interested students should send a cover letter and resume to Laura Brown, [lbrown@firstshift.org](mailto:lbrown@firstshift.org). Applications will be considered on a rolling basis until the positions are filled.

### **LAW STUDENT VOLUNTEER, ACADEMIC YEAR – Civil Branch, Federal Programs Division, Department Of Justice**

**About the Office:** The Federal Programs Branch specializes in defending the Federal Government, its agencies, and its officials in high-profile civil litigation at the cutting edge of constitutional and administrative law. The approximately one hundred attorneys in the Branch litigate in federal district courts across the country on behalf of over one hundred federal agencies, the President and Cabinet officers, and other Government officials. Cases often involve issues of national importance, including challenges to the constitutionality of statutes and regulations and a wide array of other claims challenging significant Government policies, programs, and decisions in the areas of national security, health care, education, economic policy, and government personnel practices and policies. Trial Attorneys in the Branch are generalists who participate in cases across this broad array of practice areas.

The Branch also engages in a limited amount of affirmative litigation to enforce statutes and regulations and to challenge state and local laws that are preempted by federal law.

**Job Description:** Interns will work closely with many Branch trial attorneys, and like those attorneys, may receive assignments in any of the Branch's practice areas. Interns conduct legal or factual research; prepare internal memoranda, client letters, and briefs; and assist attorneys with discovery and trial preparation. Interns also have the opportunity to attend client meetings, moot courts, oral arguments, depositions, and other litigation events.

**Qualifications:** Students must have completed at least one year of law school by the start of the internship. Candidates should have excellent writing skills and high academic standing. Candidates must also be U.S. citizens or nationals, must have resided at least three of the past five years in the United States, and must successfully complete a background investigation.

12 weeks minimum required.

**Salary:** Uncompensated but eligible for transit subsidy and academic course credit (depending on school requirements).

**Apply:** Applicants should submit a cover letter, resume, writing sample, and law school transcript (if available; unofficial versions accepted). Applications should be sent by email to Elizabeth Kade, Adam Kirschner, and Eric Soskin at [FPB.Resumes.Interns@usdoj.gov](mailto:FPB.Resumes.Interns@usdoj.gov)

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Government officials. Cases often involve issues of national importance, including challenges to the constitutionality of statutes and regulations and a wide array of other claims challenging significant Government policies, programs, and decisions in the areas of national security, health care, education, economic policy, and government personnel practices and policies. Trial Attorneys in the Branch are generalists who participate in cases across this broad array of practice areas.

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**Qualifications:** Students must have completed at least one year of law school by the start of the internship. Candidates should have excellent writing skills and high academic standing. Candidates must also be U.S. citizens or nationals, must have resided at least three of the past five years in the United States, and must successfully complete a background investigation.

8 weeks minimum required (we will try to accommodate split numbers for rising 3Ls)

**Salary:** Uncompensated but eligible for transit subsidy and academic course credit (depending on school requirements).

**Apply:** Applicants should submit a cover letter, resume, writing sample, and law school transcript (if available; unofficial versions accepted). Applications should be sent by email to Elizabeth Kade, Adam Kirschner, and Eric Soskin at [FPB.Resumes.Interns@usdoj.gov](mailto:FPB.Resumes.Interns@usdoj.gov)

1Ls: Under NALP guidelines, we can only accept 1L applications starting on December 1. To ensure consideration, please submit applications in early December; we are unlikely to consider applications received after December 15.

2Ls/3Ls: Applications are accepted on a rolling basis. To ensure consideration, please submit by October 1. Applications received later than October 1 will be considered if openings remain available.

## LAW STUDENT VOLUNTEER – Office Of The Pardon Attorney, Department Of Justice

**About the Office:** In 2014, the Justice Department announced a new clemency initiative to encourage appropriate candidates to petition for executive clemency in order to have their sentences commuted by the President. The Initiative invites petitions for commutation of sentence from non-violent inmates who are serving a federal sentence, who by operation of law, likely would have received a substantially lower sentence if convicted of the same offense today, and who would not pose a threat to public safety if released. It is anticipated that thousands of inmates will file petitions for commutation of sentence, and evaluating these petitions for recommendations to the President is a high priority for the Justice Department.

The mission of the Office of the Pardon Attorney is to advise the President on the exercise of his power to grant clemency for offenses against the United States, pursuant to Article II, § 2 of the Constitution. The Office processes petitions for all forms of clemency, including pardon, commutation of sentence, and remission of fine, by conducting the necessary investigation on each petition and preparing a report and recommendation to the President for the signature of the Deputy Attorney General. The Office prepares documents, such as warrants of clemency and notices of denial, necessary to implement the President's

decisions. The Office also acts as a liaison with the applicant and the public throughout the pendency of the clemency case, and is the repository of records concerning grants of clemency over the years.

For more information about the Office of the Pardon Attorney please visit:  
<http://www.justice.gov/pardon/index.html>

**Job Description:** Volunteer law interns will assist the Office's attorneys and paralegals in case-processing tasks, such as obtaining the reports needed to evaluate a clemency case, building electronic case files, preparing drafts of reports to the President on selected cases, as well as preparing responses to correspondence. Special research projects may be assigned by Office attorneys as need dictates, and may include historical and legal research.

**Qualifications:** Second-year law students. Must have word processing skills and ability to quickly learn new information technology. Paralegal experience is helpful but not required. Students with an interest in criminal justice, constitutional law, administrative law, or prisoner rights would be good matches for this Office.

**Salary:** Uncompensated volunteers. OPA works with law schools that offer academic course credit and work-study.

**Application Process:**

Interns are a year-round need for this Office.

Deadline for submitting applications for 2016 Fall Semester: June 1, 2016

Deadline for submitting applications for 2017 Spring Semester: October 1, 2016

Deadline for submitting applications for 2017 Summer Semester: March 1, 2017

Required start date for 2016 Fall Semester: September 6, 2016 (minimum of 16 hours per week and 12 week commitment)

Required start date for 2017 Spring Semester: January 23, 2017 (minimum of 16 hours per week and 12 week commitment)

Required start date for 2017 Summer Semester: May 30, 2017 (minimum of 40 hours per week and 10 week commitment)

All potential candidates should attach the following documents to their initial email and should be sure indicate "Volunteer Law Internship for OPA" in the subject line:

- Cover letter
- Resume
- Writing sample

Office of the Pardon Attorney  
145 N Street N.E., Suite 5E.508  
Washington, DC 20530  
ATTN: Kira Gillespie, Senior Attorney-Advisor/Intern Coordinator  
Email: [Kira.Gillespie@usdoj.gov](mailto:Kira.Gillespie@usdoj.gov)

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

### **SENIOR SUPERVISING ATTORNEY, MASS INCARCERATION - Southern Poverty Law Center (New Orleans, LA)**

**Overview:** 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.

**To Apply:** Please submit your resume, cover letter, a 5 page writing sample and a copy of your law school transcript (unofficial transcript is acceptable). The job announcement is linked [here](#).

**Other Special Considerations:** This job is performed under general office conditions, and is not subject to any strenuous physical demands or dangerous conditions.

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.

**POLICY COUNSEL - Southern Poverty Law Center (New Orleans, LA)**

**Overview:** The Southern Poverty Law Center's Legal Department seeks a Policy Counsel based in our New Orleans, Louisiana office. The ideal candidate is an outgoing, results-driven, and experienced advocate, who is passionate about advancing civil rights for society's most vulnerable members and communities. The Policy Counsel works under the supervision of the Managing Attorney and in concert with the Deputy Legal Directors to advance SPLC's state and local policy objectives in Louisiana via multi-strategy campaigns. The Policy Counsel works with teams of attorneys, paralegals, advocates, and members of the SPLC communications and editorial departments. The Policy Counsel liaises directly with elected and appointed officials, agencies, judges, non-profit organizations, and affected individuals and communities.

**Responsibilities:**

- Develop and maintain relationships with elected and appointed government officials and their staffs at the state and local level;
- Identify, secure, and prepare for opportunities for SPLC to influence legislation and policy at the state and local level, including commenting on proposed legislation and rules, submitting statements and letters, preparing advocacy materials, and organizing and conducting meetings with elected and administrative officials and their staff;
- Secure, draft, and deliver or coordinate delivery of legislative testimony at the state and local levels;
- Conduct legal, social science, and factual research, along with qualitative and quantitative data analysis, on policies and practices related to mass incarceration, economic justice, children's rights, the treatment of lesbian/gay/bisexual/transgender individuals, immigrants' rights, and/or other social justice issues as determined by the organization;
- Research, monitor, review, and summarize the constitutional and practical impact of state and local legislation that will affect one or more of the SPLC's primary issue areas;
- Identify problematic language in proposed legislation and develop strategies to defeat or advance legislation that impacts SPLC's primary issue areas;



- Draft model legislation affirmatively advancing SPLC's policy goals; identify and recruit sponsors; and develop and implement strategies to advance passage of affirmative legislation;
- Assume a leading and strategic role in coalition campaigns on advocacy issues consistent with SPLC's priorities;
- Develop or work in partnership with coalitions representing diverse groups of stakeholders;
- Represent the SPLC's interests and cultivate relationships with partners to advance reform and promote sustainable, data-driven, research-based policies in the above areas;
- In collaboration with the Managing Attorney and the Deputy Legal Directors, serve as the liaison between SPLC and its contract lobbyists. Identify and recruit potential lobbyists, facilitate meetings, monitor performance, assess results, and recommend whether to continue contracts;
- Work collaboratively with SPLC's attorneys, advocates, and communications and design staff to write, publish, and widely disseminate policy briefs, fact sheets, talking points, reports, and other documents that will educate legislators, agency officials, stakeholders, and the general public about the need for policy changes to address issues and propose solid recommendations for change;
- Other duties as requested by the CEO, Legal Director, Deputy Legal Directors, Managing Attorney, or other senior management.

### **Qualifications:**

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

- J.D.
- At least 5 years of legal advocacy experience developing, managing, and implementing policy campaigns, with a strong preference for experience with the Louisiana state legislature.

#### **Knowledge, skills and abilities:**

- Ability to review legality of proposed legislation and to analyze and articulate legal concepts and communicate them to a variety of audiences;
- Familiarity with the legislative process and political strategic planning;
- Familiarity with an expansive toolbox of strategies to move decision-makers;
- Initiative and ability to work collaboratively in a fast-paced work environment;
- Strong organizational skills, follow-through, and flexibility around changing priorities and deadlines;
- Ability to work effectively as part of a team to develop new policy campaigns and legal initiatives;
- Ability to work on several campaigns at once;
- Articulate public advocate; strong communication and writing skills;
- Ability to develop thoughtful, multi-faceted action plans to approach difficult and complicated policy questions, integrating statistical analysis, research, and other strategies to develop a thorough understanding of the issues and build realistic solutions;
- Ability to conduct data analysis and help develop campaign messaging;
- Demonstrated ability to work effectively in large coalitions and with diverse staff, activists and legislators;
- Capacity to work in an environment that encourages and includes individuals from diverse backgrounds and conflict-resolution styles;
- Enthusiasm, optimism, and a sense of humor; and
- Commitment to and a passion for social justice.

**To Apply:** The job announcement is linked [here](#)

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.

## MANAGING ATTORNEY, CRIMINAL JUSTICE REFORM - Southern Poverty Law Center (Miami, FL)

**Overview:** The Managing Attorney will lead SPLC's efforts to advance criminal justice reform in Florida and will be responsible for administrative, management, and leadership of our two offices in Miami and Tallahassee. The position can be located in either city. The Florida staff of fifteen includes attorneys, policy counsel, paralegals, community advocates, and administrative staff.

The mission of our Criminal Justice Reform practice group is to reduce the number of incarcerated youth and adults and to ensure their safety and dignity. Our current priorities are: (1) ending unfair and harsh sentencing laws and practices; (2) ending laws and policies that push youth into prisons; and (3) ending the detention and criminalization of immigrants. We use a variety of strategies in our work, including litigation, legislative and policy advocacy, strategic communications, and community education and mobilization. For information about our past and current work in criminal justice reform, please visit our website at: <https://www.splcenter.org/issues/mass-incarceration>.

### **Responsibilities:**

- Developing new CJR cases and campaigns and leading litigation and public policy advocacy under the supervision of a Deputy Legal Director;
- Supervising and managing the legal work of Senior Staff Attorneys, Staff Attorneys, Law Fellows, Paralegals, and/or other legal staff;
- Collaborating with the Deputy Legal Director and the Policy Counsel to identify and support the advancement of CJR state and local policy priorities and testifying to legislative bodies upon request;
- Collaborating with the Deputy Legal Director and the SPLC Communications team to develop communication strategies and serving as media spokesperson upon request;
- Representing SPLC before community groups, legislatures, state agencies, and the media;
- Collaborating and communicating regularly with other SPLC departments;
- Representing the Florida offices on the Legal Leadership Team; and
- Managing the regional office operations budget.

### **Qualifications:**

- A law degree and at least 8 years of federal court litigation or comparable legal experience;
- At least 5 years of proven managerial experience of legal staff, include hiring, training, performance evaluation, corrective action, and mentoring;
- Demonstrated leadership in building and maintaining a positive and collaborative work culture;
- Excellent analytical, writing, and public speaking skills;
- Creativity and a demonstrated willingness to take calculated risks in crafting and executing strategies;
- Initiative, vision, and a strong commitment to the struggle for social justice;
- Ability to work collaboratively with community stakeholders, families, youth, elected officials, and other advocacy organizations; and
- Admission to the Bar of Florida or the willingness to sit for the next Bar Exam.

The position provides a very competitive salary and excellent benefits, including a generous 401 (k) plan. To apply for the position, please submit a cover letter, resume, and three professional references. The job announcement is linked [here](#).

The Southern Poverty Law Center is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability, age, marital status, or status with regard to public assistance.

### MANAGING ATTORNEY - Human Rights First (Houston, TX)

Human Rights First seeks to hire a Managing Attorney for our office in Houston, TX. This attorney will mentor pro bono counsel in their representation of asylum-seekers, including unaccompanied children, and will supervise the work of the other staff members in that office. The ideal candidate will be admitted to practice in Texas, fluent in Spanish, and experienced in asylum law and procedure

The **Managing Attorney** will be responsible for administering Human Rights First's pro bono asylum legal representation within Houston's greater metropolitan area. S/he will also help build and maintain a base of support for Human Rights First among law firms, donors, and other supporters in the community. The ideal candidate will be an experienced, entrepreneurial attorney with the agility and strategic thinking to establish and lead a pro bono legal representation program, while also serving as a representative of Human Rights First. S/he will have significant direct representation experience, including representation of asylum applicants, and a strong background in immigration law. S/he will also demonstrate the capacity to work under pressure in a fast-paced environment while juggling multiple tasks, and the ability to work independently, as well as collaboratively with colleagues in other offices. Human Rights First seeks a compelling advocate and spokesperson with a proven ability to successfully steward relationships with key players.

#### **Major Duties & Responsibilities:**

- Ensure that the refugees represented by Human Rights First's pro bono team receive high-quality legal representation, by providing training, guidance, advice, and legal updates to volunteer attorneys on asylum and immigration law;
- Ensure that volunteer attorneys receive prompt and complete legal and procedural support on our pro bono asylum cases, including conducting trainings, strategizing on individual cases, reviewing draft submissions, and preparing memoranda informing volunteers of significant legal developments;
- Develop and build a Houston-based pro bono attorney network and work to maintain strong relationships with local law firms and volunteer attorneys that have already established relationships with Human Rights First;
- Promote Human Rights First's mission and work by participating in local community events, promotional events, and other professional networking events that will increase the organization's profile in the Houston community. Engage in positive messaging efforts that will aid Human Rights First in successfully integrating into Houston's service provider community;
- Engage new supporters and donors in the Houston community;
- Design processes, working collaboratively with other team staff, to ensure individuals who may be eligible for representation learn about Human Rights First and how to contact our offices to request potential legal assistance;
- Identify cases appropriate for pro bono representation, including through conducting in-person intake interviews;
- Participate in Human Rights First efforts to assist asylum seekers detained at area detention facilities including conducting intake, when needed, in the three (3) regional immigrant detention facilities;
- Help conduct, review and supervise case management and quality control systems for pro bono program cases;
- Provide supervision and legal oversight to Houston team including mentoring, coaching and professional development. Recruit and assist in supervision of interns from local law schools and colleges;

- Develop training materials for volunteer attorneys, including manuals, memoranda, seminars, and symposia, and update probono.net, an online resource hosted by Human Rights First;
- Spot, analyze, and respond to legal or procedural changes that affect asylum seekers, including statutory changes, proposed regulations, and decisions of the Board of Immigration Appeals or federal courts;
- Assist in efforts to secure and maintain funding for refugee representation activities, and to promote interest in our pro bono work including through identifying and drafting profiles of refugees or lawyer client stories to illustrate the importance of legal representation;
- Assist in the conduct of advocacy on behalf of asylum seekers by meeting with local officials at the Department of Homeland Security, and its various bureaus, and the Executive Office for Immigration Review;
- Oversee general office operations, and coordinate, as necessary, with staff in New York, NY and Washington, DC to resolve operational issues in a timely fashion.
- Other duties as requested based on department and/or organizational need

### **Required Knowledge, Skills and Experience:**

- A U.S. law degree (J.D.) and admission to the bar, preferably in Texas; admission to other state bars acceptable
- Several years, of direct representation experience and at least one year—ideally several—of direct representation of asylum applicants at all levels of the administrative process, and experience working on other immigration law matters including SJIS, refugee/asylee family reunification petitions and refugee/asylee adjustment of status applications;
- Experience in mentoring other attorneys, preferably on immigration law matters and commitment to working with volunteer lawyers;
- Knowledge of U.S. immigration law and policy;
- Valid driver's license/ability to travel regionally by car to area immigrant detention centers on a periodic basis (mileage is reimbursed);
- Ability to communicate patiently, respectfully, and empathetically with individuals from a variety of backgrounds as well as survivors of trauma or torture;
- Strong interpersonal and communication skills characterized by clarity and accuracy;
- Demonstrated ability to work independently, as well as collaboratively with colleagues in other offices; a team-building, collegial approach to work;
- Ability to manage numerous diverse tasks simultaneously, work under pressure and meet deadlines, and to identify and analyze legal issues;
- Fluency in Spanish required (reading and writing);
- Previous supervisory experience;
- Adaptability in navigating new and dynamic projects; ability to recognize and maximize opportunity on behalf of the organization
- Demonstrated ability to work successfully across organization lines, to work comfortably in a variety of settings, including legal, academic, and advocacy, and to work confidently with government officials and the media
- Previous media, public speaking or promotional work experience is highly desirable;
- Fundraising experience, including a demonstrated ability to cultivate relationships with individual donors a plus;
- Fluency in other relevant second languages, particularly Arabic or French a plus

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

STAFF ATTORNEY - Human Rights First (Houston, TX)

The **staff attorney** in the Houston, Texas, office will assist in administering Human Rights First's pro bono asylum legal representation work, primarily within the Houston area. The staff attorney will help launch a representation initiative for families seeking asylum, and play a primary role in identifying cases for pro bono and direct representation. In addition, the staff attorney will mentor law firm attorneys providing representation in these cases. **This position is for a minimum two-year period, with a possible extension depending on additional funding.**

#### **Major Duties & Responsibilities:**

- Ensure that refugees represented by Human Rights First's pro bono team receive high-quality legal representation by (1) providing in-depth mentoring to volunteer attorneys and (2) direct representation when necessary;
- Provide volunteer attorneys with prompt and thorough legal and procedural support on our pro bono asylum cases, including conducting trainings, strategizing on individual cases, reviewing draft submissions, and informing volunteers of significant legal developments in asylum law;
- Conduct legal screenings and intake interviews with asylum seekers in the Houston area;
- Lead workshops and provide legal information presentations for asylum seekers;
- Coordinate a broad range of legal services to support Central American asylum seekers in removal proceedings before the Houston immigration court;
- Support innovative use of technology to leverage volunteer resources while effectively providing high-quality legal services;
- Assist in the identification of cases appropriate for pro bono placement and direct representation within our program;
- Build and maintain strong relationships with local law firms and volunteer attorneys;
- Assist in placement of our cases with volunteer attorneys and promote attorney interest in pro bono representation of asylum seekers;
- Collaborate with other local service providers to strategize on how to best meet the needs of the immigrant population and improve access to legal representation in the Houston area;
- Identify, analyze, and respond to legal or procedural changes that affect asylum seekers, including statutory changes, proposed regulations, and decisions of the Board of Immigration Appeals or federal courts;
- Provide legal advice and guidance to in-house legal services coordinators and social workers;
- Assist in recruiting and supervising law school and college interns;
- Assist in furthering advocacy initiatives by meeting with local officials at the Department of Homeland Security, and its various agencies, and the Executive Office for Immigration Review;
- Promote Human Rights First's mission by participating in local community events, promotional events, and other professional networking events that will increase the organization's profile in the community;
- Assist in efforts to secure and maintain funding for the organization and refugee representation activities; and
- Other duties as requested based on department and/or organizational need.

#### **Required Knowledge, Skills and Experience:**

- A U.S. law degree (J.D.) and admission to the bar, preferably in Texas (admission to other state bars acceptable);
- At least one year, and ideally several years, of direct representation of asylum seekers at all levels of the administrative process, with preference for immigration court experience;
- Fluency in Spanish **required** (reading and writing); fluency in additional languages, particularly French or Arabic, is highly desirable;
- Commitment to working with volunteer lawyers and experience in mentoring other attorneys, especially on immigration law matters;

- Ability to manage numerous tasks simultaneously, work under pressure and meet deadlines, and to identify and analyze legal issues;
- Knowledge of U.S. immigration law and policy;
- Ability to communicate patiently, respectfully, and empathetically with individuals from a variety of backgrounds as well as survivors of trauma or torture;
- Strong interpersonal and communication skills, characterized by clarity and accuracy;
- Demonstrated ability to work independently and collaboratively, particularly in a collegial, team-based approach to work;
- Adaptability to embrace and navigate new, dynamic projects, and an ability to recognize and maximize opportunities on behalf of the organization;
- Demonstrated ability to work successfully across organization lines, to work comfortably in a variety of settings, including legal, academic, and advocacy, and to work confidently with government officials and the media; and
- Ability to travel regionally by car or public transit (mileage and/or transit expenses are reimbursed).

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

### STAFF ATTORNEY - Immigration Center For Women And Children (San Francisco, CA)

The Immigration Center for Women and Children (ICWC) seeks a full-time staff attorney in the San Francisco office. ICWC is a non-profit legal organization providing affordable immigration services to underrepresented immigrants in California. ICWC strives to provide security and stability for children who are abused, abandoned or neglected and for immigrants who are victims of domestic violence, sexual assault and other violent crimes. The office primarily works with federal immigration laws that allow victims to apply for work authorization and permanent residency. More information about ICWC is available at [www.icwcclaw.org](http://www.icwcclaw.org).

**Duties and Responsibilities:** The attorney will work with other attorneys and legal assistants. The attorney will be responsible for providing direct immigration legal services to victims of domestic violence, sexual assault and other violent crimes. Duties include: conducting client intake, case assessment, and ongoing case management; researching and drafting legal documents; attending court hearings; and regularly using Microsoft Office, Abacus software and forms, and Google Docs/Spreadsheets. The attorney will work collaboratively with social service and law enforcement agencies. The attorney will primarily work with providing relief under the Violence Against Women Act (VAWA), the U visa, and Deferred Action for Childhood Arrivals (DACA); the attorney may also work on Asylum and Special Immigrant Juvenile Status (SIJS) cases. The attorney will supervise legal assistants, law students and other volunteers.

### Requirements:

- **Juris Doctorate** degree
- **Active bar admission** with any state, California bar preferred (but not required)
- **Spanish language fluency:** oral and written. The position requires the ability to communicate daily through oral and written communications in both Spanish and English. The attorney will meet independently with monolingual Spanish speakers. Please do not apply if you are unable to fluently communicate in both Spanish and English.
- **Immigration law practice of 0-5 years:** U visa and VAWA experience preferred (will consider law school clinic experience and internships)

### Other Qualifications:

- Strong writing skills and meticulous attention to detail

- A demonstrated interest in low-income legal services and/or a commitment to civil liberties and immigrants' rights
- Ability to work effectively with victims of domestic violence and sexual assault
- Ability to work effectively and communicate with law enforcement, representatives of government and English/Spanish media

**Compensation:** Salary is commensurate with experience. Benefits package includes medical, dental, vision, paid time off, retirement plan, FSA (flexible spending account for healthcare and commuting expenses), and reimbursement for preventative wellness activities. A relocation stipend is also available.

**To Apply:** Email with subject line “Staff Attorney ICWC SF 2016” to Jessica Farb, Directing Attorney, [jessicafarb@icwclaw.org](mailto:jessicafarb@icwclaw.org); (1) cover letter, (2) resume, (3) 3 references, and (4) brief writing sample.

### MANAGING ATTORNEY - Catholic Charities Of The Diocese Of Baton Rouge (Baton Rouge, LA)

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

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

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

#### Other Qualifications:

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

#### Essential Job Duties:

- **Legal Orientation Program ("LOP")** - The MA shall oversee the delivery and content of group rights presentations at detention centers and individual orientations to detainees in accordance with program guidelines; prepare for and conduct workshops, develop and maintain a *pro bono* network



inside and outside of Louisiana, identify potential cases for such *pro bono* participation, prepare materials for training *pro bono* counsel; and help the Program Coordinator and Department Director prepare reports to funding agencies and stakeholders. Travel is expected 3 days a month, occasionally overnight.

- **Supervision** - The MA shall contribute to and help maintain a spirit of cooperation and team work within ILS; allocate and assign cases to staff members; supervise and mentor staff attorneys and paralegals; oversee procedures and criteria for accepting, opening, managing and closing case files; formulate legal strategies for cases and help allocate limited resources to the most needy cases; assist the Director in the preparation of reports to funders; and work with other agency departments to make sure all available resources are maximized to benefit all clients.
- **Community Relationships** - The MA shall be expected to maintain cooperative relationships with community partners – private immigration attorneys, public officials, nearby law schools and their clinics/interns, law enforcement officials, and other non-profits that provide services to the immigrant population within Louisiana and directly with the immigrant community regarding immigration subject matters and rights.
- **Direct Court and Federal Agency Representation** - The MA shall represent clients before Executive Office of Immigration Review's Immigration Courts in New Orleans and Oakdale, Louisiana and the United States Citizenship and Immigration Services ("USCIS"); the Managing Attorney shall also supervise the filings of the ILS staff members, including but not limited to VAWA, U visas and asylum cases among others types of matters related to immigration removal and family based petitions.

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

#### APPELLATE ATTORNEY - Federal Defenders Of San Diego, Inc (San Diego, Ca)

Federal Defenders of San Diego, Inc., is looking for an attorney with two to seven years of experience—or at least one year federal clerkship—to join our distinguished Appellate Department. Federal Defenders is the federal defender organization serving the Southern District of California.

Our appellate attorneys litigate cases before the district court, the Ninth Circuit Court of Appeals, and the United States Supreme Court. Our practice area includes criminal appeals and habeas, including immigration detention cases, but also some representation of state prisoners in federal court.

Strong legal writing skills are required. Candidates should be able to handle multiple tasks with changing demands and deadlines, and must have an unfaltering desire to advocate aggressively on behalf of indigent criminal defendants. The case load is fast-paced and demanding. The ideal candidate would thrive under challenging conditions requiring a high degree of creativity and hard work. A commitment to public interest work, as well as law review and law clerk experience, will be looked upon favorably.

Prior experience in the areas of criminal defense, federal litigation, and/or immigration law is preferred but not required. Federal Defenders offers all new attorneys extensive training in federal criminal procedure and practice. Our appellate attorneys participate in, as well as actively orchestrate, our in-house and community training programs. Applicants for this position must be members, in good standing, of the bar of any state. California bar membership is preferred.

Federal Defenders offers a competitive compensation package with excellent benefits. Compensation is commensurate with experience.



**To Apply:** Interested applicants should submit a cover letter, detailed resume, writing sample, and list of references to:

Federal Defenders of San Diego, Inc.

Attn: Michele A. McKenzie

225 Broadway, Ste. 900, San Diego, CA 92101

Or e-mail a cover letter, detailed resume, writing sample, and list of references to:

[Michele\\_McKenzie@fd.org](mailto:Michele_McKenzie@fd.org)

No phone calls please. Open until filled.

Equal Opportunity Employer.

### EXECUTIVE DIRECTOR - NC Commission Of Inquiry On Torture (Raleigh, NC)

The North Carolina Commission of Inquiry on Torture seeks a full-time Executive Director for its project on North Carolina's role in the U.S. torture program.

**Organizational Description:** Following the attacks on September 11, 2001, the United States government unleashed a program of systematic disappearance and torture run by the CIA and called Rendition, Detention, & Interrogation (RDI). Worldwide, hundreds of people were targeted, detained, secretly transferred to black sites or third-country prisons, and tortured, in some cases to death. The CIA affiliate Aero Contractors played a central role in aviation for the program. Aero Contractors is based at the Johnston County Airport and for several years also operated out of the Kinston Global TransPark, both funded by the State of North Carolina.

The North Carolina Commission of Inquiry on Torture is a 501(c)3 organization founded in 2014 following 10 years of public education and unsuccessful attempts at convincing government officials at all levels to investigate and prohibit torture-related aviation. The North Carolina Commission of Inquiry will be one of the first citizen-led truth commissions on this issue. The Commission will be a blue-ribbon panel of leaders from a variety of backgrounds and political affiliations that investigates North Carolina's involvement in the U.S. torture program and its resulting obligations under international treaties and domestic law. Commission staff will prepare briefing materials based on media accounts, reports by human rights organizations, the Senate "torture report," flight logs, and other documentation. The Commission will hold a public hearing featuring testimonies of expert witnesses, including survivors, on the RDI program and North Carolina's role. It will then publish a report including findings and recommendations to local, state, and federal government officials.

The NCCIT will serve as a model for other efforts, and will help create momentum for full official transparency and accountability for the U.S. torture program. The NCCIT is seeking a leader for this historic experiment.

**Duties and Responsibilities:** The ED will work as part of a team that includes Board and Advisory Board members and consultants. The general tasks are:

#### **Administration/Coordination:**

- Help identify and confirm Commissioners, and develop a Memorandum of Understanding which lays out the mission, tasks, and operations of the Commission
- Organize logistics for the public hearings to include the location, travel plans for Commissioners and witnesses, agenda, AV set-up, teleconferencing for witnesses, meals for participants, and scheduled testimonies

- Coordinate with the Commissioners to brief them prior to the hearings, and follow up afterwards to gather and edit their findings
- Work with Commissioners, Board and team to prepare, edit, and publish the final report
- Lead and coordinate a small team of volunteers and part-time consultants
- Work with PR professional to create press releases, articles, social media announcements and stories around the Commission
- Attend regular Board meetings to report progress and discuss issues

### **Research:**

- Compile documentation on the use of NC facilities for rendition missions, the nature and effects of those missions, official responses to documentation and calls for investigation, and relevant norms and laws. Work with experts, survivors, and public officials to gather existing information and assemble briefing materials for Commissioners and the media.

### **Networking & Communication:**

- Speak publicly on behalf of the Commission at press conferences and interviews
- Conduct outreach to partner organizations
- As part of a team, raise funds by reaching out to individual donors, applying for grants, etc.

### **Requirements:**

- A deep understanding of the issue and passion for human rights
- Skills in leadership and coordinating groups
- Experience working with individuals of diverse cultural, religious, and political backgrounds
- Outstanding written and oral communication skills; public speaking experience
- Must be based in North Carolina, have own transportation, and be willing to travel to meet with partners and conduct outreach

### **Preferred:**

- Professional or volunteer experience with the issue of torture
- Experience in research
- Experience with fundraising
- Experience with social media and public relations
- Advanced degree in political science, human rights, or equivalent
- Prior experience working with a truth commission
- Experience managing a non-profit organization

**Salary:** \$60,000/year plus benefits (negotiable)

**To Apply:** To apply, please send a letter describing your interest and background, and C.V. with three references, to [info@nccit.org](mailto:info@nccit.org). For more information, visit [www.nccit.org](http://www.nccit.org) or call us at 919-480-1048.

### **STAFF ATTORNEY - Commission On Immigration/Probar (Harlingen, TX)**

The South Texas Pro Bono Asylum Representation Project (ProBAR), a project of the American Bar Association, seeks a staff attorney to work in its Adult Office, serving detained men and women in the Port Isabel Detention Center and the East Hidalgo Detention Center. ProBAR is located in Harlingen, Texas, less than an hour's drive from the Mexican border, from the Gulf of Mexico, and from South Padre Island.

The staff attorney will engage in a significant amount of direct representation for immigrants facing deportation, handling primarily asylum and cancellation of removal cases as well as applications for DACA, U visas, and other forms of relief; the attorney may also provide legal orientation presentations. Applicants must be fluent in Spanish.

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

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

**Education:** Doctoral Degree (JD, PhD)

**To Apply,** please visit:

[https://www5.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&job\\_id=11760](https://www5.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&job_id=11760)

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

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

**IMMIGRATION STAFF ATTORNEY, SEX WORKERS PROJECT - The Urban Justice Center  
(New York, NY)**

The Sex Workers Project (SWP) at the Urban Justice Center is seeking an experienced staff attorney to join our immigration practice as soon as possible. This is a full time position with competitive salary and benefits.

**About the Sex Workers Project:** Founded in December 2001, SWP is the first and only program in the country to focus on the provision of legal and social services to sex workers. We represent individuals who engage in sex work, regardless of whether they do so by choice, circumstance, or coercion. We are also home to the first and only legal services program dedicated to serving LGBTQ survivors of trafficking. SWP engages with this critically underserved population through therapeutic counseling and case management, legal service provision, and outreach. We engage in research and policy advocacy, working to document the needs and experiences of sex workers and survivors of trafficking, and educate the media, the public, and policy-makers about our findings.

**Our Approach:** We provide client-centered, trauma-informed direct legal services and take a non-judgmental, harm reduction approach to sex work. Our clients include current and former sex workers, people profiled as sex workers, and survivors of human trafficking - including people of all genders who encounter barriers to accessing services.

**About the Urban Justice Center:** The Urban Justice Center serves New York City's most vulnerable residents through a combination of direct legal and social services, and systemic advocacy. The Urban Justice Center's unique model supports 10 distinct Projects that serve different populations with legal or social services, and bring the voices of their clients into broader advocacy efforts.

**Job Responsibilities:**

- Provide direct immigration representation to clients who have been or are sex workers or victims of human trafficking into commercial sex;
- Represent clients in affirmative and defensive immigration applications, primarily T-visas, but including any form of available relief (such as U-visas, asylum, SIJS, adjustment of status, naturalization, VAWA, etc.);
- Represent victims of trafficking in cooperation with federal and local law enforcement;
- Advocate for clients who have been accused of crime in criminal courts in New York and out of state; mitigate immigration consequences of arrests, convictions, and criminal histories; vacate open warrants when necessary;
- Provide training and technical assistance to other organizations, community members and law enforcement agencies on legal issues facing sex workers and survivors of human trafficking, with a primary focus on immigration issues for these communities;
- Occasional representation of clients in civil and family court matters as needed in connection to immigration relief;
- Represent organization at coalition meetings, policy and lobbying visits, funder meetings as assigned;
- Work with Development Manager and Legal Director to ensure accurate data collection for grant reports; maintain and monitor maintenance of case notes and data collection in online case management system;
- Train and supervise legal interns.

Depending on experience level, potentially provide supervision for 2 "CrimImm" attorneys who each carry a caseload of 30-60 clients.

**Qualifications – Required:**

- J.D. and New York Bar Admission
- 3 or more years of experience providing direct immigration legal services
- Demonstrated competency in working with the LGBT community, especially transgender women
- Experience working with victims of trauma, and understanding of effects of trauma
- Demonstrated understanding and commitment to a harm reduction approach to sex work and human trafficking
- Strong conflict management skills
- Computer and data systems literacy

**Qualifications – Preferred:**

- Bi-lingual in Spanish, Mandarin or Korean
- New Jersey Bar Admission
- 1 or more years of experience supervising and training attorneys.
- Experience working with trafficking survivors on law enforcement cooperation and T-visa applications

Salary is commensurate with experience. Generous vacation, medical and dental benefits are provided. This is a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2230.

Please submit a cover letter, resume and references via email to [legyes@urbanjustice.org](mailto:legyes@urbanjustice.org) Please write "STAFF ATTORNEY" in the subject heading. We regret that due to high volume, we are unable to respond to inquiries and will only contact those candidates selected for consideration. Please do not contact us via telephone or fax. People of color, LGBTQ individuals, and individuals with disabilities are encouraged to apply.

The Urban Justice Center is an equal opportunity employer.

**IMMIGRATION LAW ATTORNEY - Westchester Hispanic Coalition**  
(White Plains, NY)

**Responsibilities:** Provide immigration legal representation in a high-volume varied immigration legal practice, which includes family based petitions, motions, waivers, TPS, Asylum, NACARA, VAWA, U Visas, T Visas, Naturalization, Special Immigrant Juvenile Status, Deferred Action for Childhood Arrivals and related services.

- Analyze legal issues to develop and implement legal strategy
- Supervise, train and mentor staff attorneys, paralegals and interns/volunteers
- Work with ED in developing proposals for funding,
- Participate in the implementation and reporting of programs as well as the day to day operations of the agency
- Maintain infrastructure for case management
- Represent the agency in community forums and partnerships

**Qualifications:**

- Juris Doctorate degree; admission to NYS Bar
- Minimum 2 years of experience in immigration law
- Comprehensive knowledge of immigration law
- Experience in family court is a huge plus;
- Strong case management, legal research, and legal writing skills required;
- Experience supervising lawyers and/or law students preferred;
- Excellent oral and written communication and interpersonal skills in English and Spanish required
- Capacity to work independently and to develop creative solutions with minimum supervision.
- Demonstrated ability to take initiative and work under pressure
- Demonstrated commitment and experience in public interest law as well as passion for social justice
- Passion for social justice for immigrants required

Submit cover letter and resume to Jessica Young, [jyoung@hispaniccoalition.org](mailto:jyoung@hispaniccoalition.org). Applications will be considered on a rolling basis.

**STAFF ATTORNEY - Immigrant Defenders Law Center (Los Angeles, CA)**

The Immigrant Defenders Law Center ("ImmDef") is a next-generation, social justice law firm that provides high-quality representation and legal services to immigrants in Southern California. Our staff is comprised of advocates and activists from the immigrant rights community who collectively have decades of experience fighting for the rights of immigrants in Southern California and beyond. Our organization was founded with the belief that no immigrant should be forced to go into court alone, and we see our universal representation programs for unaccompanied children and adults with serious mental disorders as a first step towards that goal. Learn more about us at [www.immdef.org](http://www.immdef.org).

Due to a recent expansion in our funding, ImmDef is currently seeking 4 full-time Staff Attorneys to provide creative and zealous advocacy to children in immigration removal proceedings as part of our Children's Representation Project (CRP). The Staff Attorneys will work under the direct supervision of a Managing Attorney and in collaboration with their fellow attorneys. Our attorneys receive support from a paralegal, administrative assistant and a case manager. This is a rewarding and exciting position where the successful applicant will be engaged in cutting edge immigration litigation.

**Job responsibilities include, but are not limited to, the following:**

- Provide direct representation to unaccompanied minors before the United States Citizenship and Immigration Services, Executive Office of Immigration Review, and in California state court child welfare proceedings (primarily guardianship and custody proceedings). The Staff Attorney should expect to work with the following forms of immigration relief: Asylum, Special Immigrant Juvenile (SIJ) status, and/or T or U nonimmigrant status;
- Conduct and review legal screenings of detained unaccompanied minors to determine eligibility for legal relief;
- Prepare detained unaccompanied minors for court hearings and appear as "Friend of Court";
- Provide legal representation to locally detained children in the Unaccompanied Refugee Minors Program administered by the Office of Refugee and Resettlement; and
- Comply with data and program reporting requirements.

**Qualifications:**

- Juris Doctorate degree required;
- Active California State Bar License required, however we will consider exceptional applicants who are currently awaiting their results from the July 2016 exam;
- Spanish language proficiency required (will be tested at time of interview);
- Preference for experience working with children, marginalized populations, and survivors of trauma;
- Experience working in immigration law, family law, criminal defense, and/or child welfare related matters is a plus;
- Experience (internships or otherwise) working in a high volume, social-justice law firm is a huge plus;
- Strong case management, legal research, and legal writing skills required;
- Demonstrated ability and willingness to zealously pursue new and untested legal theories;
- Demonstrated ability to take initiative and work under pressure required;
- Enthusiasm for working at a progressive, start-up organization;
- **Passion for social justice for immigrants required.**

**Salary:** Competitive public interest salary + generous benefits package, including health, dental, sick and vacation time, 11 paid holidays/year + our office is closed between 12/25 and 1/2. We encourage a strong work-life balance for all employees, and offer flexible schedules, work arrangements and support.

**Application Instructions:** Email cover letter, resume, 3 references, and brief writing sample (5 pages or less) to: Immigrant Defenders Law Center at [jobs@immdef.org](mailto:jobs@immdef.org). In the subject line please write FIRST NAME\_LAST NAME\_STAFF ATTORNEY APPLICATION. Only those selected for an interview will be contacted. No phone calls please.

**CLINICAL IMMIGRATION FELLOWSHIP - Cardozo School Of Law (New York, NY)**

The Cardozo School of Law's Kathryn O. Greenberg Immigration Justice Clinic is interested in hiring an attorney as a Clinical Teaching Fellow for an anticipated **opening sometime between October 2016 and January 2017**. The fellow's responsibilities would include a combination of the following:

- work on deportation defense, or related cases, in the immigration, federal and state courts;
- work on impact litigation and advocacy projects with immigrant community-based and national advocacy organizations;
- supervision of clinic students on litigation and advocacy projects;
- assistance in teaching and administering the clinic seminar; and
- primary responsibility for the clinic docket during the summer session.

The fellow would have significant autonomy to construct her or his own docket of relevant work in accordance with his or her interests and would have the opportunity to take part in the academic life of the law school. This position is ideal for candidates interested in the substantive areas of immigration or criminal law and/or candidates interested in careers in clinical teaching. Past fellows have generally had 1-5 years of practice experience.

The Immigration Justice Clinic at Cardozo is an in-house year-long intensive live client clinic in which students represent immigrants in a variety of matters but primarily in deportation proceedings in the immigration courts and federal courts. In addition, students have the opportunity to represent immigrant community-based and national advocacy organizations engaged in impact projects on cutting edge immigration issues. The clinic's docket focuses primarily on immigrants facing deportation because of encounters with the criminal justice system and more generally on immigration enforcement issues. You can learn more about the clinic under the "Learn About Our Work" link at <http://www.cardozo.yu.edu/immigrationjusticeclinic>.

The clinic director, Peter L. Markowitz, a full-time member of the Cardozo faculty, will be responsible for mentoring, training, and supervising the Clinical Teaching Fellow. This is a one-year position with a potential one-year extension. Salary is commensurate with experience. Benefits will be provided.

To apply, please send a cover letter, resume and list of at least three references (ideally academic and professional) to: Linda Falk at [linda.falk@yu.edu](mailto:linda.falk@yu.edu) as soon as possible. Please put "IJC Fellowship" in the subject line. Applications will be reviewed on a rolling basis.

Please visit [www.wclawyers.org](http://www.wclawyers.org) to learn more about  
Washington Council of Lawyers, and to register for upcoming programs.  
We hope to see you soon!