



**WASHINGTON COUNCIL OF LAWYERS
PUBLIC INTEREST JOBS CLEARINGHOUSE**

601 Massachusetts Avenue, N.W., Suite 5409 ** Washington, DC 20001
Phone: (202) 942-5063
web address: www.wclawyers.org

Like us on [Facebook](#)
Follow us on Twitter [@WashLawyers](#)
Follow us on Instagram [@wash_lawyers](#)

March 15, 2020

LEGAL POSITIONS.....	3
Attorney, Whitman Walker	3
Legal Director, American Immigration Council	5
Attorney, Law Office of Jennifer M. Alonso, LLC.....	7
Associate Attorney, Harmon, Curran, Spielberg & Eisenberg, LLP	8
Staff Attorney, American Diabetes Association.....	9
Staff Attorney, Kids in Need of Defense	10
Prisoners’ Rights Attorney, Washington Lawyers’ Committee for Civil Rights and Urban Affairs	12
Attorney, Montagut and Sobral, PC	13
Bilingual Attorney, The Law Offices of Roberto Allen LLC.....	13
Advice and Education Counsel, Committee on Ethics, Office of Advice and Education	14
Practitioners in Residence, American University, Washington College of Law	14
Staff Attorney, Asian Pacific American Legal Resource Center	15
Attorney, Environment and Natural Resources Division, Land Acquisition Section, U.S. Department of Justice.....	16
Managing Attorney, Disability Rights DC at University Legal Services	18
Manager and Legal Aid Attorney, Legal Counsel for the Elderly	19
Associate, Henson Pachuta, PLLC.....	21
Associate, Takemori Law Firm	21
Legal Aid Attorney, Probates - Estates Project, Legal Counsel for the Elderly	22
Immigration Judge, Office of the Immigration Judge, Executive Office for Immigration Review, U.S. Department of Justice.....	23
Bilingual Immigration Attorney, Catholic Charities Archdiocese of Washington	26
Schedule H Legal Associate, Legal Counsel for the Elderly	27
Staff Attorney, Pro Bono Resource Center of Maryland	29
JD/BAR NOT REQUIRED.....	30
Legislative Representative, Friends Committee on National Legislation.....	30
Executive Director, Interfaith Council of Metro Washington.....	33
Policy Analyst, Immigration and Immigrant Families, Center for Law and Social Policy.....	36
Housing Policy Advisor, Office of Councilmember Elissa Silverman	38
Executive Director, Foster and Adoptive Parent Advocacy Center	40
Assistant Director of Career Services, University of the District of Columbia.....	42

USA Policy Associate, Positive Women’s Network-USA.....	43
Executive Director of Newcomer Network, Catholic Charities.....	46
Public Defense Counsel, National Association of Criminal Defense Lawyers.....	47
Program Director, Institute for Technology Law & Policy, Georgetown Law	48

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS.....50

Law Fellow – Polydor Fund, Legal Counsel for the Elderly.....	50
Summer Interns, Democratic Staff of the Committee on Science, Space and Technology	51
Summer Interns, House Small Business Committee Minority Staff	51
Summer Internship, National Veterans Legal Services Program	52
Pro Bono Coordinating Internship, Capital Area Immigrants’ Rights (CAIR) Coalition	52
Public Interest Internship, National Whistleblower Center	54
Summer Law Clerk, First Shift Justice Project	54
Legal Internship, Advancement Project National Office.....	55
Summer Law Student Internships, The Legal Aid Society of the District of Columbia	56
Civil Rights Internship, Washington Lawyers’ Committee for Civil Rights and Urban Affairs	56

OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS).....58

Assistant Federal Public Defender, Austin Texas	58
Worker Justice Policy Advocate, Center for Popular Democracy, New York City or Washington DC preferred..	58
Staff Attorney, Al Otro Lado, Tijuana, Mexico and San Diego, California.....	60
Pro Bono Counsel, Robins Kaplan LLP, Minneapolis, Minnesota	61
Executive Director, Houston Immigration Legal Services Collaborative, Houston, Texas	62
Detention Program Staff Attorney, Americans for Immigrant Justice, Miami, Florida.....	62
Managing Attorney, Community Programs, Pennsylvania Immigration Resource Center, York, Pennsylvania ..	64
Senior Advisor for Affiliate Legal Programs, American Civil Liberties Union, New York, New York	66
Contract Attorney, Immigrant Justice Corps, New York, New York.....	68
LOP Staff Attorney, National Immigrant Justice Center, Chicago, Illinois	69
Associate Activist Defense Attorney, Civil Liberties Defense Center, Eugene, Oregon	73
Associate Activist Defense Attorney, Remote Climate Frontline, Civil Liberties Defense Center, Eugene, Oregon.....	75
Supervising Attorney, Kids in Need of Defense, New York, New York.....	77
Staff Attorney, Disability Rights Project, American Civil Liberties Union, San Francisco, California	79
PILnet Fellowship, PILnet, New York, New York	81
Staff Attorney, Santa Barbara County Immigrant Legal Defense Center, Santa Barbara, California	83
Advocacy Coordinator Litigation Director, Children’s Law Center of Massachusetts Lynn, Massachusetts	84
Litigation Associate Attorney, Washington Civil and Disability Advocate, Seattle, Washington	86
Economic Justice Attorney, Massachusetts Law Reform Institute, Boston, Massachusetts.....	88
Borchard Fellowship, Borchard Foundation on Law and Aging, Burbank, California.....	89
Staff Attorney, National Center for Law and Economic Justice, New York, New York.....	91
Staff Attorney, Prisoners’ Legal Services of Massachusetts, Boston, Massachusetts	92
Removal Defense Staff Attorney, Immigration Institute of the Bay Area, Redwood City, California	93

LEGAL POSITIONS

ATTORNEY WHITMAN WALKER

At Whitman-Walker, we strive to treat each patient with the dignity, affirmation, and respect they deserve. Our mission is to be the highest quality, culturally competent federally qualified health center serving the greater Washington community, including individuals who face barriers to accessing care, and with expertise in LGBTQ and HIV care. We offer comprehensive health and wellness services including, primary and specialty infectious disease care; behavioral, community, and sexual health; dental, legal, and complementary wellness services; substance abuse treatment, youth prevention services, and more.

Job Summary:

Since 1986, Whitman-Walker's Legal Services Program has provided pro-bono counseling and representation to persons living with HIV, of every sexual orientation and gender, on a variety of civil legal issues related to an HIV diagnosis. We also provide legal advice and representation to LGBTQ individuals and families, and Whitman-Walker health care patients, regardless of HIV status, on issues within our areas of expertise. Our primary areas of practice are discrimination based on HIV, sexual orientation, or gender identity; Social Security disability, Medicaid, Medicare and other federal, state and local public benefits programs; private health and disability insurance; elder law; immigration; wills, powers of attorney, and advance health care directives; and name and gender marker changes on legal records for transgender persons.

We have three offices: at the health center's NW site, temporarily located at 1342 Florida Ave NW, and moving to 1377 R Street, NW in October 2019; the 1525 health center at 1525 14th Street NW; and the Max Robinson Center, located at 2301 Martin Luther King, Jr. Avenue, SE, all in the District of Columbia. Our staff attorneys may rotate periodically between offices. Our staff attorneys provide direct counseling and representation to individual clients; support training, education, and advocacy efforts, including client education; and recruit and train volunteer attorneys and community partners.

Whitman-Walker Health emphasizes an integrated care model where lawyers on the teamwork to address health-harming legal problems. Whitman-Walker Health's Legal Services program is proud to be the oldest medical-legal partnership in the country. Working in this position offers a unique opportunity to work not only with other lawyers and paralegals dedicated to promoting health and equality but as part of a collaborative team with medical, behavioral health, and dental care providers and other professionals to achieve more effective, longer-term benefits for our clients.

Primary Essential Duties:

- The Bilingual Staff Attorney I Immigration will represent clients in connection with a number of immigration matters including, but not limited to, representing individuals, and payment of filing fees as applicable, in (a) applications for asylum, withholding of removal, and protection under the Convention Against Torture; (b) applications for green cards and U.S. citizenship; (c) applications/renewals of DACA (including litigation to challenge the use of DACA information for purposes of enforcement, if appropriate); (d) applications under VAWA and U, T, and SIJS status; (e) removal proceedings for persons whose case began before age 18; (f) petitions for family reunification; (g) applications for

waivers of inadmissibility; (h) applications for Temporary Protected Status; (i) applications for travel documents; and (j) applications to renew or replace any identity document issued by USCIS.

- The Bilingual Staff Attorney I Immigration will also represent clients with the range of legal issues to include, but not limited to, discrimination based on HIV, sexual orientation, or gender identity; Social Security Retirement and Disability, Medicaid, Medicare and other federal, state and local public benefits programs; private health and health insurance subsidies available through the Affordable Care Act; disability insurance; elder law; wills, powers of attorney, and advance health care directives; medical confidentiality; medical debt; and name and gender marker changes on legal records for transgender persons.
- The Bilingual Staff Attorney I Immigration will perform a variety of tasks, including client intake and counseling; investigation and analysis of cases; legal research; direct representation of clients in our practice areas.
- The Bilingual Staff Attorney I Immigration will train and mentor volunteer attorneys; prepare training and resource materials; oversee volunteer-staffed legal clinics; engage in public speaking to client, provider, and volunteer groups; and coordinate and participate in other community outreach activities.
- The Bilingual Staff Attorney I Immigration will assist the Legal Services Director, Supervising Attorney, and Operations Manager with various aspects of program administration.
- The Bilingual Staff Attorney I Immigration will be based at either the office on Florida Ave. NW/1701 14th Street NW, or 2301 Martin Luther King Jr. Blvd SE, and must be available and willing to rotate on an as-needed basis to our other locations listed above. The staff attorney will also meet with clients in their homes, in hospitals, long-term care facilities, and other community settings, as needed, and must have the flexibility to travel throughout the greater Washington metropolitan area when needed.

Budget Responsibilities: None

Management Responsibilities: None

Knowledge, Skills, and Talents Required:

- Applicants must be fluent in Spanish, both written and oral.
- Applicants must have a commitment to working with people living with HIV persons of diverse sexual orientations, gender identities, racial and ethnic backgrounds, and low-income clients.
- Applicants should have a sense of humor, a strong work ethic, a demonstrated ability to work well with others in stressful situations, and excellent oral and written communication skills.
- The standard workweek is 37.5 hours, Monday to Friday, although attorneys frequently manage or attend work events in the evenings and occasionally on weekends and balance these hours through a flexible work schedule. The flexibility to attend meetings and oversee legal service clinics in the evening is essential.

Education and Experience Required:

- Applicants must have a demonstrated commitment to immigration law through past professional or educational experience with immigration casework.
- Applicants must have a law degree from an accredited law school and be admitted to practice in the District of Columbia or eligible for immediate admission to become a member of the DC Bar.

- Admission to Virginia and/or Maryland Bar is a strong plus.

Working Conditions:

Working conditions for this position are normal for an office environment. Individual may be required to work evenings and/or weekends and organization events.

Physical Demands:

- Lifting: No more than 20 lbs. and infrequently.
- Movement: Standing and sitting for long periods.
- Visual: Long periods on the computer.
- Concentration: Extended periods of engagement with computer systems where concentration is key to accuracy in data entry. Intermittent periods of engagement with a telephone system to respond to inquiries where concentration is key to task performance.
- Communication: Direct and indirect communication. Written and verbal competency.

The above job description is designed to indicate a general sense of the duties and expectations of this position. It is not to be interpreted as a comprehensive inventory of all duties and responsibilities required. As the nature of our business demands change, so too, may the duties and responsibilities of this position. You may be required to perform other duties as requested, directed, or assigned.

Interested applicants can apply here - <https://www.whitman-walker.org/careers>

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 Human Resources.

LEGAL DIRECTOR AMERICAN IMMIGRATION COUNCIL

The American Immigration Council (the "Council") works to strengthen America by shaping how America thinks about and acts towards immigrants and immigration and by working toward a more fair and just immigration system that opens its doors to those in need of protection and unleashes the energy and skills that immigrants bring.

We are seeking talent to join our team!

Your Role:

The Legal Director, Litigation leads the Council's litigation efforts to achieve a fair and just immigration system. The Legal Director, Litigation supervises a team of litigators and directs the Council's impact litigation, including class actions and amicus brief strategies. In addition, in collaboration with the Legal Director, Transparency, the Legal Director, Litigation oversees the Council's other legal advocacy, including the drafting and issuance of practice advisories, the provision of technical assistance to immigration attorneys, the convening of litigation strategy meetings, and the development and review of other legal strategies, often in coordination with the Council's Policy Team and the Immigration Justice Campaign.

As with all positions at the Council, this position requires commitment to the Council's mission.

This job may be performed from any location but candidates must be willing to occasionally travel to our office in Washington, DC. and to meetings and conferences nationwide.

Essential Job Functions:

Responsibilities include, but are not limited to:

Program Work:

Litigation:

- Directs all aspects of the Council's non-Freedom of Information Act (FOIA) litigation.
- Develops legal strategies, identifies litigation opportunities and partnerships, and prepares litigation memorandum for final approval by the Executive Director.
- Serves as a senior counsel on litigation, overseeing all aspects of a lawsuit, including outreach to and communication with clients and co-counsel, research, pleadings and briefs, discovery, settlement and other negotiations, oral arguments and appellate work.
- Negotiates terms of co-counsel agreements and retainer agreements, and drafts and signs such agreements.
- Identifies opportunities to submit amicus briefs to federal courts and the immigration agencies; drafts and oversees the drafting of those briefs.

Other Programmatic Work:

- With the Legal Director, Transparency, oversees the Council's issuance of legal education materials, working with the legal team to draft and update timely and relevant practice advisories and, as needed, contributing to the Justice Campaign's education efforts and other relevant Council publications.
- Represents the legal team in internal working groups to develop legal responses to emerging issues, as needed.
- With other legal team staff, supports the Legal Director, Transparency with FOIA litigation.
- Provides practice assistance to immigration practitioners by speaking on panels and providing limited technical assistance.
- Reviews and writes blogs, website text, and other non-legal documents, such as reports and fact sheets.
- Represents the Council in the media and at conferences and other public speaking engagements, as appropriate.
- With other legal team staff, develop and host an annual litigation strategy meeting addressing cutting edge immigration issues and convening litigators from around the country.
- Performs other related duties and tasks, as assigned.
- Supports the Immigration Justice Campaign through litigation and technical assistance.

Management and Development:

- In collaboration with the Legal Director, Transparency and the Managing Director of Programs, sets legal team goals, tracks progress, and provides reports to the Executive Director, board and others.
- In collaboration with the Legal Director, Transparency, develops and manages the legal team budget.
- Provides supervision and mentorship to legal staff.
- Works with development and communications staff to ensure legal work is communicated to target audiences to support development strategies; ensures legal team staff are appropriately deployed to various conferences and other speaking engagements; develops relationships and partnerships that may lead to new funding sources for the Council.

- Works with the Managing Director of Programs, as needed, on grant proposals and grant reports.

Required Education and Experience:

- J.D. Degree required
- Admission to any State Bar
- Minimum of 5 years of immigration law experience
- Minimum of 10 years of experience in federal court litigation, including some class action experience
- Minimum of 5 years of management and strategy experience

Our Workplace:

We offer an extremely generous total compensation package (salary and benefits). Benefits include – medical, dental, vision, 401k with employer match, monthly transit subsidy, flexible work schedules, 3+ weeks' vacation, 11 Federal holidays, on-site fitness center and many more exciting benefit programs.

Your Colleagues:

- Dedicated, dynamic, collaborative and compassionate.
- A community of individuals passionate about their work.

How to Apply:

For consideration, qualified applicants are to submit cover letter including salary requirement, resume, and a legal writing sample not longer than 10 pages for which they were the primary author. The cover letter should include a summary of how your background, knowledge, skills and abilities relate to the responsibilities and requirements of the position. Submit application materials [here](#).

NOTE: Applications without cover letters and which do not indicate desired salary may not be considered.

Direct hire only – NO recruiters (mail, email, fax or phone).

The American Immigration Council ("Council") is an equal opportunity employer, and is committed to treating all applicants and employees without regard to unlawful considerations of race, religious creed, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (cancer or genetic characteristics), genetic information, military and veterans status, citizenship and immigration status, or any other classification protected by applicable local, state, or federal laws. This equal employment opportunity commitment applies to all aspects of employment, including but not limited to, advertising, recruiting, hiring, job assignment, compensation, promotion, demotion, benefits, training, discipline, and termination.

ATTORNEY LAW OFFICE OF JENNIFER M. ALONSO, LLC

Seeking bilingual, full-time licensed attorney for busy immigration firm

- location: Columbia - Ellicott City, MD
- bilingual ability (English/Spanish) required
- some immigration experience preferred
- professional, ethical, detail-oriented, proactive, diligent, focused, independent

- interesting work, friendly staff & pleasant work atmosphere

Responsibilities Include:

- attending immigration court proceedings, state court proceedings (if licensed in MD),
- meeting directly with clients,
- drafting correspondence, motions, pleadings, briefs, legal research, etc.

Salary:

- commensurate with experience

Benefits:

- 401k with employee match, vacation pay, holiday pay, PTO, yearly bonus, travel reimbursement, free on-site parking, free monthly staff lunches, room for growth & opportunity, great immigration & courtroom experience.

To Apply:

Please send resume via [Indeed.com](https://www.indeed.com) or directly to olivia.lawofficejma@gmail.com and immigration.jma@gmail.com

ASSOCIATE ATTORNEY
HARMON, CURRAN, SPIELBERG & EISENBERG, LLP

Harmon, Curran, Spielberg & Eisenberg, LLP, a law firm in Washington, DC serving the nonprofit public interest community, is seeking an Associate to join our firm. The position will be based in our downtown Washington, DC office.

Harmon Curran helps progressive nonprofit organizations and the funders and individuals that support them with the full scope of legal issues that they most commonly confront. The associate will work primarily with the employment law practice group but will also provide general counsel and nonprofit tax services to the firm's clients.

We are seeking a candidate with a minimum of 3-5 years of employment or labor law experience to help advise our organizational clients. Qualified candidates should have experience with the range of federal, state, and local laws that govern employment relationships in the workplace, such as anti-discrimination and anti-harassment law, wage and hour law, family and medical leave and sick and safe leave laws, and labor law, as well as with workplace compliance issues such as obligations under express and implied employment contracts and best practices for handling discipline and separations.

In addition to employment work, the Associate will advise clients about topics such as structural and governance issues, fundraising, vendor, and contractual relationships, program spin-offs, member codes of conduct and complaints, and other operational issues. Candidates with experience in any of these areas is a plus.

Qualified candidates will be motivated self-starters with strong academic credentials, excellent writing and communication skills, the ability to work both independently and as part of a group, strong attention to detail and the ability to learn quickly. Candidates must be a member of the Bar.

We are a small, collegial, mission-driven firm with over 40 years of experience in our practice areas and are hoping to find a candidate who would like to continue growing the firm with us.

Please apply with a resume, cover letter, and salary requirements at <https://careers.jobscore.com/careers/harmoncurran>. No phone calls, please.

Harmon Curran is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply, including people of color, women, and individuals with disabilities.

STAFF ATTORNEY **AMERICAN DIABETES ASSOCIATION**

The American Diabetes Association is seeking a Legal Advocacy, Staff Attorney. The mission of the American Diabetes Association is to prevent and cure diabetes and to improve the lives of all people affected by diabetes. To that end, the Association's Legal Advocacy team is committed to ending discrimination against people with diabetes. We welcome applicants with 0-3 years of experience, or applicants with more experience who are interested in transitioning to a non-traditional legal career.

Responsibilities:

Direct Legal Assistance:

Staff attorneys provide free phone and email legal assistance to people facing diabetes discrimination across the country. The people we help are often in crisis situations. They may have lost their jobs, have had a child removed from school, or have had a loved one suffer from receiving little or no diabetes care in detention. Others simply want clear information about their rights. We provide assistance in the following areas:

- School and education
- Employment
- Corrections and law enforcement
- Public accommodations and access to programs

Staff Attorneys do not engage in direct legal representation or litigation. Rather, they conduct careful case analysis and provide relevant legal information, resources and guidance to equip and empower individuals to engage in self-advocacy. If an individual's circumstance requires the assistance of a locally licensed attorney, Staff Attorneys may be able to refer the individual to an attorney in our Advocacy Network, and provide background legal support to that attorney.

Legal Materials and Research:

Staff Attorneys produce online content and print materials for nation-wide distribution. These include legal materials written in plain language to support self-advocacy by people with diabetes. Staff Attorneys also conduct high quality legal research and writing intended to assist attorneys engaged in diabetes discrimination matters. They perform additional internal research for the Association in its efforts to combat discrimination.

Advocacy Network and Outreach:

The Association has developed a passionate network of thousands of attorneys, health care professionals, and community volunteers who advocate for people with diabetes. Staff Attorneys work to strengthen relationships with existing network members and conduct outreach to recruit new members. They also provide background legal support to network attorneys assisting with diabetes cases, as needed.

Qualifications:

- J.D. and active bar membership in the Commonwealth of Virginia
- Interest in creative problem solving, conflict resolution and nontraditional legal work
- Ability to adapt communication to widely different audiences
- Superior phone and email/written communication skills
- Ability to quickly learn and internalize complex medical and legal concepts
- Ability to conduct broad legal research, not just case law (informal guidance, agency directives, websites)
- Clear, simple, professional legal writing
- Strong organizational and time management skills for a high-volume caseload
- Ability to create and give presentations, both in-person and through webinars
- Coordination skills for interacting with a large and passionate volunteer network
- Emotional intelligence
- Positive and collaborative disposition
- Professional attitude and strong work ethic

Any of the following skills strengthens your application, but are not required:

- Disability rights law experience or knowledge, especially in our areas of service
- Detailed understanding of diabetes
- Experience with legal aid hotlines or direct legal services programs
- Spanish language skills
- Identify with broader disability and civil rights movements
- Demonstrated interest in entering public service or public interest work

Application:

If you are interested in this position, please complete the job application available here:

[American Diabetes Association: Staff Attorney, Legal Advocacy](#). You must provide a cover letter and resume.

The Association is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

STAFF ATTORNEY KIDS IN NEED OF DEFENSE

Kids in Need of Defense (KIND) is a global leader in the protection of unaccompanied refugee and migrant children. Launched in 2008, KIND champions a world in which every child's rights and well-being are protected throughout their journey to safety. KIND has provided nearly 18,000 children with high quality representation in their immigration proceedings by training more than 41,000 attorneys and legal staff and cultivating partnerships with over 600 law firms, corporate legal departments, law schools, and bar associations across the country.

KIND's social services program ensures that migrant and refugee children – who have often endured trauma – receive counseling, educational support, medical care and other comprehensive services.

To address the root causes of child migration from Central America and strengthen protection of unaccompanied children, KIND advocates for policy changes and educates lawmakers, the media, and the broader public on the conditions that drive these children to flee their home countries. KIND supports children returning to their home countries by connecting them to essential support services and sponsors gender-based violence prevention programs in Central America to protect children in countries of origin and transit.

KIND is also building upon its expertise in the protection of unaccompanied children to encourage the development of pro bono initiatives across Europe in partnership with European NGOs.

Position Purpose:

To provide expert legal services to unaccompanied children facing removal proceedings through zealous direct representation as well as pro bono facilitation, including robust consultation, training, and technical assistance to pro bono attorneys who have accepted a KIND cases. As needed, supervise Senior Paralegals, Paralegals, interns, and/or other non-attorney staff.

Primary Responsibilities:

Responsibilities of the Staff Attorney include, but are not limited to, the following:

- Based on caseloads and experience, funding streams, and institutional priorities, perform hybrid direct legal representation and mentoring functions, including providing zealous legal advocacy to KIND's clients in direct representation cases, as well as providing robust consultation and technical assistance to pro bono attorneys who have accepted a KIND case.
- Perform ordinary functions of legal counsel providing direct representation, including: legal research and formulating the legal strategy for the case; conducting client interviews; appearing in immigration and/or state court, and/or immigration agencies; drafting and filing court pleadings and applications for benefits; and making referrals to social services coordinator on staff when appropriate.
- Place cases with pro bono attorneys and build relationships between KIND and the pro bono community;
- In coordination with KIND's Training and Technical Assistance Team and the local field office Senior Attorney/s, as needed, help develop pro bono training resources and local training curriculum, including sample filings and guidance packets. With supervision, present trainings to pro bono attorneys and community groups;
- Ensure entry of timely, accurate, and detailed case data into KIND's case management systems;
- Contribute to overall office functioning, including joining field office and KIND-wide calls and meetings, participating in field office and KIND-wide committees, and assisting with office events;
- As needed, supervise Senior Paralegals, Paralegals, interns, and/or other non-legal staff including: onboarding, skills training, daily support and coaching, review and quality assurance of filings, regular check-ins and performance evaluations, and provision of consistent and effective supervision and oversight;

Minimum Qualifications:

- J.D. and admission to practice law in Virginia, or ability to seek admission within 30 days of starting;

- Minimum one-year experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas, and T visas;
- Minimum one-year experience working with children, preferably immigrant and refugee children, or experience working with vulnerable populations, survivors of abuse, human trafficking, or other trauma;
- Strong record of cultural competence and cross-cultural communication skills;
- Demonstrated ability to communicate effectively and persuasively both orally and in writing;
- Ability to take initiative, multi-task, and work independently;
- Advanced fluency in Spanish required; and
- Familiarity with Microsoft programs including Office and Teams preferred.

Physical Demands and Work Environment:

- Ability to work within an office environment and have regular interaction via telephone, videoconference, IM, and email with KIND's team.
- Occasional travel to local courts, partner organizations, and stakeholder meetings required.

To Apply:

Applications, including a cover letter, resume, writing sample, and three references, should be submitted online at: <https://supportkind.org/jobs/> Applications that do not contain all of the listed required materials will not be considered.

Applications should be submitted as soon as possible, and not later than the posted deadline. Applications will be considered on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work.

The selected applicant will be asked to undergo a background check before acceptance of the final offer.

PRISONERS’ RIGHTS ATTORNEY
WASHINGTON LAWYERS’ COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

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

General Job Description:

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs seeks an experienced attorney to develop and conduct impact litigation and related advocacy in the area of prisoners’ rights. The prisoners’ rights docket is part of a larger criminal legal system reform initiative at the Committee that addresses police misconduct, debtor’s prisons and collateral consequences of a criminal conviction. Cases are co-counseled with members of the private bar.

Qualifications:

The ideal candidate will possess the following skills and qualifications:

- Passion for civil rights and racial equity advocacy.
- Significant litigation experience.
- Effective oral and written communication skills.
- Demonstrated ability to perform complex legal analytical work.
- Self-motivated, diligent, and able to meet strict deadlines.
- JD degree; membership or eligibility to waive into the DC Bar. Virginia or Maryland Bar membership a plus.

How to Apply:

Please email a letter detailing your interest and a resume and brief writing sample to: wlcjobs@washlaw.org. Please place “[your name] – Prisoners’ Rights Attorney” in the subject line.

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

Salary is DOE, based on the Committee’s **Salary Scale**.

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

ATTORNEY MONTAGUT & SOBRAL, PC

Immigration law firm has an opening for an attorney. Spanish fluency and experience are required. More information about us is available here - <http://montagutandsobrallaw.com/>.

Please send resumes/inquiries to Julie Soininen directly at: jsoininen@msslaw.pro

BILINGUAL ATTORNEY THE LAW OFFICES OF ROBERTO ALLEN LLC

Growing law practice in Burtonsville (Montgomery County), Maryland seeks a bilingual (Spanish/English) Associate Attorney. The practice focuses on providing top quality legal representation in immigration, employment law, bankruptcy and general corporate law. We are looking for a dynamic, motivated self-starter who is willing to learn and grow professionally as the Firm grows. Organization, perseverance, flexibility, team orientation and problem-solving skills are a must. Most of our clients are Spanish speakers with limited English proficiency; fluency in Spanish (and English) is a must. The person who fills this position will have significant contact with clients who generally are going through a difficult time in their lives. Compassion, patience and understanding also are required. Benefits include 401(k) plan with employer match. Salary commensurate with experience.

Send cover letter and resume to lsoto@robertoallenlaw.com; 301-861-0202.

**ADVICE AND EDUCATION COUNSEL
COMMITTEE ON ETHICS
OFFICE OF ADVICE AND EDUCATION**

The Committee on Ethics seeks an attorney for the position of counsel in the Office of Advice and Education. The Committee's Advice and Education counsels are responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; ethics counseling and training; employment law, including the laws governing sexual harassment in the workplace; and criminal law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "A&E Counsel" in the subject line.

**PRACTITIONERS IN RESIDENCE
AMERICAN UNIVERSITY
WASHINGTON COLLEGE OF LAW**

American University, Washington College of Law is seeking applications for **Practitioners-in-Residence** for academic year 2020-21 in four of our in-house clinics: **Disability Rights Law Clinic, Immigrant Justice Clinic, the Janet R. Spragens Federal Tax Clinic**, and the **Women and the Law Clinic**. American University's in-house, "live-client" Clinical Program, comprising eleven (11) in-house clinics and serving approximately 200 students per year, is respected for its leadership in scholarship, development of clinical methodology, contributions to increasing access to justice for under-served clients and breadth of offerings.

The Practitioner-in-Residence Program, created in 1998, is a program designed to train lawyers or entry-level clinicians interested in becoming clinical teachers in the practice and theory of clinical legal education. Many graduates of the Practitioners-in-Residence program (over 25) have gone on to tenure-track teaching positions at other law schools. Practitioners supervise student casework, co-teach weekly clinic seminars and case rounds, and engage in course planning and preparation with the clinic's tenured faculty. They also teach a course outside of the clinical curriculum. The Practitioner-in-Residence Program provides training in clinical theory and methodology and a writing workshop designed to assist Practitioners in the development of their scholarship.

Minimum qualifications include a JD degree, outstanding academic record, three years of experience as a lawyer and membership in a state bar. The salary for the position is \$90,000. American University is an EEO\AA employer committed to a diverse faculty, staff and student body.

Applications that include a curriculum vitae and cover letter should be submitted online via the Interfolio portal for the positions as follows:

Disability Rights Law Clinic: <http://apply.interfolio.com/73792>

Immigrant Justice Clinic: <http://apply.interfolio.com/73793>

Janet R. Spragens Federal Tax Clinic: <http://apply.interfolio.com/73794>

Women and the Law Clinic: <http://apply.interfolio.com/73795>

Please contact Lynn Seumo, Faculty Coordinator, at seumo@wcl.american.edu or (202) 274-4139 if you have any questions regarding the application process and Professor Jayesh Rathod, Associate Dean for Experiential Education, jrathod@wcl.american.edu for any other questions about the positions. ***The positions will remain open until filled.***

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income

STAFF ATTORNEY
ASIAN PACIFIC AMERICAN LEGAL RESOURCE CENTER

The Asian Pacific American Legal Resource Center (APALRC) located in Washington, D.C. has an immediate opening for a Staff Attorney for its Maryland practice.

The APALRC is a non-profit legal services organization dedicated to advancing the legal and civil rights of Asian Pacific Islanders in the District of Columbia, Maryland, and Northern Virginia through legal services, education, and advocacy. The mission of the APALRC is to provide linguistically accessible and culturally appropriate legal services to low-income Asian Pacific Islander immigrants to ensure their access to government services and the legal system to protect and enforce their rights and to seek full participation in American society. The APALRC provides legal services in a wide range of legal issues including abuse prevention, employment, family, housing, immigration, public assistance and community development matters.

Qualifications:

- 0-3 years of legal experience, preferably with a background in family and/or immigration law.
- Licensed to practice law in Maryland required. Out-of-State attorneys must be able to waive into the Maryland bar and/or available to sit for the next scheduled bar examination following date of employment.
- Licensed to practice law in the District of Columbia and/or Virginia, or able to waive into the District of Columbia or Virginia Bar strongly preferred but not required.
- Demonstrated commitment to public interest law and social justice advocacy
- Experience working with immigrant communities, low-income individuals and those with limited English proficiency strongly preferred.
- Experience working with Asian immigrant communities preferred but not required
- Fluency in an Asian language, particularly Cantonese, Mandarin, Korean, Vietnamese, Hindi or Urdu strongly preferred.

Tasks and Duties:

- Provide legal assistance to Maryland residents primarily in the areas of family law and immigration law.
- Conduct walk-in intake sessions at community-based organizations in Montgomery County, Maryland.
- Conduct Know Your Rights seminars on legal topics relevant to the Asian immigrant community.
- Cultivate and maintain relationships with private attorneys to promote pro bono opportunities.
- Maintain partnerships with local government, community-based organizations, faith-based organizations and other entities in Maryland to promote the APALRC and its legal services.
- Participate in outreach events to promote the APALRC and its legal services.

Salary and Benefits:

- The attorney will be paid in accordance with the APALRC's attorney salary scale.
- The APALRC offers a generous health and fringe benefits package.

How to Apply:

Submit a cover letter detailing your interest in the position and work experience, along with a résumé, brief writing sample (5-10 pages), and three professional references to Naznin Saifi at naznin.saifi@apalrc.org or by mail at Asian Pacific American Legal Resource Center, 1627 K Street, NW, Suite 610, Washington, DC 20006. No telephone inquiries, please.

APALRC is an Equal Opportunity Employer.

**ATTORNEY
ENVIRONMENT AND NATURAL RESOURCES DIVISION
LAND ACQUISITION SECTION
U.S. DEPARTMENT OF JUSTICE**

The Environment and Natural Resources Division (ENRD) of the U.S. Department of Justice is seeking experienced litigators for its Land Acquisition Section (LAS) in Washington, D.C. LAS is responsible for acquiring land and other real property on behalf of the United States through condemnation proceedings for purposes ranging from establishing national parks to creating military training centers to expanding our border security infrastructure.

Recent cases handled by LAS include the acquisition of land to create and expand national parks and forests such as the Flight 93 National Memorial in Pennsylvania, the Baca Ranch in New Mexico and the Everglades National Park in Florida. LAS also has initiated hundreds of cases throughout the United States for military and national security reasons, including construction of border security infrastructure and land ports of entry such as the Peace Arch in Blaine, Washington, expansion of military training facilities in California, Nevada and South Carolina, and storage of the nation's Strategic Petroleum Reserve. The attorneys hired through this advertisement will focus, in part, on condemnation actions involving acquisition of land for the continued development and construction of border security infrastructure along the United States-Mexico border - a project LAS has been working on since the 1990s.

LAS seeks to attract, retain, and promote individuals of exceptional ability and talent from all walks of life to reflect the people it serves by drawing its workforce from all segments of society and from across the United States. For more information about the Land Acquisition Section, visit the Justice Department's web site at: http://www.justice.gov/enrd/ENRD_las.html.

Job Description:

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

The legal and factual issues involved are often complex and can include the power of the United States to condemn under specific acts of Congress, ascertainment of the market value of property with millions of dollars at stake, and applicability of zoning and land use regulations. The work of the Section is critical to the ability of the federal government to function and serve the people. LAS offers a tremendous opportunity for those interested in complex civil litigation involving discovery, motion practice, settlement negotiations, work with sophisticated experts and significant trial work. This position also offers an opportunity to work on title issues and with expert witnesses, including appraisers, land use consultants and developers.

Qualifications:

LAS is looking for applicants with significant litigation experience, including discovery, motion practice, expert witness preparation and trial.

Successful applicants must have the following:

- At least 4 years of litigation experience to qualify for the GS-14 grade level.
- At least 5 years of litigation experience to qualify for the GS-15 grade level.

In addition to the above qualifications, applicants must possess a J.D. degree; be an active member of the bar (any jurisdiction); and be a U.S. citizen or national. Additionally, qualified applicants must demonstrate the ability to work well in a collaborative, team-oriented environment, outstanding legal writing skills, and a commitment to the highest ethical and professional standards. Experience in civil litigation involving real property and work with expert witnesses is desirable, but not necessary.

Only experience and education obtained by the closing date of the announcement will be considered.

Salary:

Current salary and years of experience will determine the appropriate salary level. The possible salary range is: GS-14 (\$121,316 - \$157,709), GS-15 (\$142,701 - \$170,800).

Travel:

You may be expected to travel for this position.

Application Process:

Your application (resume, writing sample, a brief statement of interest) and OF-306, Declaration for Federal Employment (<https://www.opm.gov/forms/Optional-forms/>) and DD-214, if applicable, must be emailed to: ATTYAPPLY-LAS.ENRD@USDOJ.GOV Attention: Barry Weiner, Deputy Section Chief. Please reference vacancy announcement number **ENRD-20-021-EXC** in the subject line.

No telephone calls, please.

How You Will Be Evaluated:

You will be evaluated based on your qualification for this position as evidenced by the experience you report relative to this position. Paid or unpaid experience will be considered.

You must submit your application so that it will be received by 11:59 p.m. Eastern Time on the closing date.

For more information about the Environment and Natural Resources Division, visit the Justice Department's web site at: <http://www.usdoj.gov/enrd>.

Note: The Selecting Official may select additional candidates if more positions become available within 90 days after the announcement closes.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Application Deadline:

Friday, June 5, 2020

Relocation Expenses:

Relocation expenses will not be authorized.

Number of Positions:

Up to 3 positions may be filled from this announcement.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

**MANAGING ATTORNEY
DISABILITY RIGHTS DC AT UNIVERSITY LEGAL SERVICES**

Disability Rights DC at University Legal Services (DRDC) is a non-profit public interest law office that serves as the federally mandated Protection and Advocacy Program to promote the rights of people with disabilities in the District of Columbia. DRDC advocates for the civil rights of people with disabilities to be free from abuse and neglect, discrimination and to be fully included in their community. We have litigated systemic reform cases that improved community-based services for people with intellectual and developmental disabilities, sought to enforce the integration mandate of Title II of the Americans with Disabilities Act and *Olmstead v. L. C.*, and improved conditions at psychiatric hospitals and community facilities, among other achievements.

We are seeking two full-time managing attorneys, one to begin as soon as possible and the other to begin in July 2020. The managing attorneys will work under the supervision of DRDC's Legal Director.

Responsibilities:

- Maintain an active caseload of individuals and engage in advocacy, litigation and policy initiatives that include collaborating with advocacy organizations and stakeholders.
- Work collaboratively with DRDC's managers and staff to develop and implement agency priorities driven by litigation and advocacy strategies and resource management.
- Supervise and direct the work of staff attorneys/advocates and assist with
- professional development of legal staff to ensure the excellence of DRDC's legal work.

- Identify litigation opportunities including systemic reform and play an active leadership role in DRDC's litigation docket.
- Work with other attorney managers and the Legal Director to supervise DRDC's intake process.
- Conduct trainings and outreach about DRDC's work and the rights and services available to DC residents with disabilities.
- Seek funding opportunities, appreciate funding requirements and restrictions, and draft reports to funders and grantors, with input from legal staff.

Requirements:

- Juris Doctor from an accredited law school and current DC Bar membership (preferred) or eligibility to waive into the DC Bar.
- A minimum of 8 years' experience practicing law, with at least 4 years of litigation experience preferably as lead counsel.
- Strong analytical and leadership skills.
- Exceptional oral and writing communication skills.
- Demonstrated interest and commitment to enforcing and expanding the rights of people with disabilities to live integrated and meaningful lives in their community.
- Experience working in the District of Columbia or with a Protection and Advocacy Program preferred.
- Experience supervising legal work preferred.

How to Apply:

Please email your resume with a cover letter to Sandy Bernstein, Legal Director, at sbernstein@uls-dc.org.

DRDC is an equal opportunity/affirmative action employer and does not discriminate on the basis of sex, age, religion, race or disability.

We value diversity of culture, disability and other life experiences, and are an equal opportunity employer by choice.

MANAGER AND LEGAL AID ATTORNEY LEGAL COUNSEL FOR THE ELDERLY

Founded in 1975, Legal Counsel for the Elderly champions the dignity and rights of vulnerable Washington, D.C. seniors, 60 and older, providing free legal and social work services to those in need — empowering, defending and protecting.

LCE staff help 6,000+ clients each year in many areas of civil law. Attorneys represent seniors facing foreclosures, evictions, and consumer fraud. LCE handles Medicaid and Social Security cases, provides benefits checkups to assure that seniors and Veterans are receiving the benefits they are due, prepares Wills and Powers of Attorney, and educates elders in ways to avoid Medicare and Medicaid fraud. Clients come to LCE directly through the LCE Legal Hotline, they are referred by partner organizations and the courts, and LCE attorneys, plus its more than 800 volunteers, are regularly in the community meeting elders at senior centers and faith-based organizations. LCE also accommodates homebound seniors by providing legal services in their homes.

LCE also houses the office of the D.C. Long-Term Care Ombudsman Program, which advocates on behalf of seniors in nursing homes, assisted living facilities, and those receiving home health care. LCE has a strong relationship with a number of pro bono law firms that assist staff with approximately 600 cases a year. LCE staff

testify and make recommendations regarding laws before the D.C. Council that affect seniors and have been instrumental in bettering conditions for D.C. seniors through assistance with local legislation. More than 40 years after its founding, LCE continues to develop innovative, cost-effective ways to deliver legal services, serving as a model for organizations around the country. LCE is incorporated as a 501(c) (3) and is an affiliate of AARP.

Summary:

This Manager and Legal Aid Attorney position will provide management and leadership of the Tenant Advocacy and Support Practice. The practice combines legal, social work and volunteer coordination to help prevent eviction, assist with rent control disputes, government subsidies, reasonable accommodations and other related issues confronting older District of Columbia tenants. The position manages a team of attorneys, social workers, support staff, volunteers and interns and reports to the LCE Executive Director.

Responsibilities:

- Oversees and provides timely, accurate information, legal advice, referral, self-help materials, guidance, and other assistance to elderly tenants in the areas of eviction defense, housing and property maintenance code enforcement, rent control, and voucher terminations, on a high-volume basis.
- Directs manages and provides extended representation in D.C. Superior Court (Landlord/Tenant, Civil and Probate Divisions), sometimes involving complex and novel litigation theories.
- Representation at times includes representing buildings of tenants. Ensures a high quality of legal work conducted by staff.
- Develops systemic law reform projects for older D.C. residents that may be worked on in collaboration with pro bono attorneys.
- Refers cases for pro bono representation and encourages staff to do the same.
- Represents LCE within the DC legal services community on workgroups and committees, and serves as a liaison with community partners on issues affecting the LCE client community, including, but not limited to, agency budget and oversight, District of Columbia Housing Authority reform, and rent control reform.
- Develops and implements case management procedures adhering to deadlines and guidelines that facilitate efficient case handling.
- Maintains accurate and complete records concerning cases handled. Completes reports, proposals and applications as needed for internal and external distribution.
- Conducts periodic training and community education events. Attends continuing legal education courses.
- Possesses the ability to manage legal, social work and administrative support staff.
- Recruits, trains and supervises staff, interns and volunteers. Performs career development, performance management, and input into pay determination.
- Assigns cases, provides direction and guidance, manages staff attorneys, volunteer attorneys, social workers, and legal and administrative support staff.
- Ensures expenses do not exceed available resources. Manages assigned fundraising, outreach, and administrative efforts, especially pertaining to grant proposals, including any required grant data collection, internal and external reports, and related coordination.
- Represents LCE as needed at AARP and externally with grantors, community groups and in the community generally.
- Writes articles for journals and other periodicals.
- Demonstrates AARP values in all interactions.

Requirements:

Completion of a Juris Doctorate degree, a member in good standing of the D.C. Bar or ability to waive in, 10 years of legal experience, with 5 years directly involving civil litigation and trial practice (at least 3 years in substantive area of law – landlord/tenant) and 3 years of management/supervisory experience or an equivalent combination of training and experience related to the duties of the position.

Incumbent must have:

- Experience working with elder clients or other vulnerable populations
- Excellent verbal and writing skills
- Strong litigation skills, including trial and, ideally, jury trial litigation
- Demonstrated track record of collaboration with various stakeholders such as funders, law firm attorneys, and government officials
- Interpersonal skills to work collaboratively with a variety of work styles
- Strong organizational skills with the ability to delegate
- Experience working with social workers highly desirable.

Benefits Offered:

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

Equal Employment Opportunity

To Apply:

<https://careers.aarp.org/ShowJob/JobId/2385981/ManagerandLegalAidAttorney>

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

**ASSOCIATE
HENSON PACHUTA, PLLC**

Our firm is seeking an associate to focus on our SIJ practice. This attorney will also handle some traffic and misdemeanor cases in Virginia General District Courts. Virginia bar admission and reliable transportation are required. Please ask interested candidates to forward a resume and cover letter to Lysandra Pachuta directly at lpachuta@hensonpachuta.com

**ASSOCIATE
TAKEMORI LAW FIRM LLC**

Takemori Law Firm is recruiting for the position of Associate for our busy immigration, family and criminal law practice. Maryland bar (required), and Spanish fluency (preferred). Send CV, cover letter and brief writing sample to Gina@takemorilaw.com.

**LEGAL AID ATTORNEY
PROBATES - ESTATES PROJECT
LEGAL COUNSEL FOR THE ELDERLY**

Founded in 1975, Legal Counsel for the Elderly champions the dignity and rights of vulnerable Washington, D.C. seniors, 60 and older, providing free legal and social work services to those in need — empowering, defending and protecting.

LCE staff help 6,000+ clients each year in many areas of civil law. Attorneys represent seniors facing foreclosures, evictions, and consumer fraud. LCE handles Medicaid and Social Security cases, provides benefits checkups to assure that seniors and Veterans are receiving the benefits they are due, prepares Wills and Powers of Attorney, and educates elders in ways to avoid Medicare and Medicaid fraud. Clients come to LCE directly through the LCE Legal Hotline, they are referred by partner organizations and the courts, and LCE attorneys, plus its more than 800 volunteers, are regularly in the community meeting elders at senior centers and faith-based organizations. LCE also accommodates homebound seniors by providing legal services in their homes.

LCE houses the office of the D.C. Long-Term Care Ombudsman Program, which advocates on behalf of seniors in nursing homes, assisted living facilities, and those receiving home health care. LCE has a strong relationship with a number of pro bono law firms that assist staff with approximately 600 cases a year. LCE staff testify and make recommendations regarding laws before the D.C. Council that affect seniors, and have been instrumental in bettering conditions for D.C. seniors through assistance with local legislation. More than 40 years after its founding, LCE continues to develop innovative, cost-effective ways to deliver legal services, serving as a model for organizations around the country. LCE is incorporated as a 501(c) (3) and is an affiliate of AARP.

Summary:

This Legal Aid Attorney will work for the newly created Probates - Estates Project providing legal advice, counsel and extended representation to clients of Legal Counsel for the Elderly. Provides legal representation to clients in the DC Superior Court, Probate Division. Representation involves probate and estate planning matters on behalf of low-income older DC residents.

Responsibilities:

- Provides representation and/or timely accurate information, legal advice and counsel in matters involving the probate of estates and preparation of estate planning documents to older DC residents.
- Legal services include preparing and filing probate estate documents, transferring title to real property, preparing and filing Homestead Exemption applications and Tax Deferral applications with the Office of Tax and Revenue. Legal services also include preparing estate planning documents (e.g. wills, powers of attorney, transfer on death deeds), for probate clients. Cases may involve complex litigation.
- Effectively administers assigned cases and ensures that client problems are identified and resolved promptly, efficiently, and in an organized manner.
- Participates in community outreach, fairs, and workshops as requested.
- Maintains accurate, contemporaneous, and complete records and notes in the case management system concerning cases handled.
- Meets all goals and measurements of grant requirements and assists in the preparation of reports and other work related to the Project to grant funders.
- Provides guidance to, refers cases and monitors work of volunteers, legal assistants and interns on assigned cases.
- Attends training courses and conferences related to the work of the Project.

- Participates on committees with other legal services advocates, professionals, clients, and community partners with the purpose of working on larger policy issues related to probate and estate planning issues.
- Work collaboratively on cases and or research issues placed with pro bono counsel.
- Possesses a demonstrated interest in public interest law.
- Demonstrates AARP values in all interactions.

Requirements:

- Completion of a Juris Doctorate degree, a member in good standing of the DC Bar or eligibility to waive into the DC Bar, and at least 1-3 years of directly related legal experience. Willingness to work with volunteers, interns and pro bono counsel. Foreign language skills a plus.
- Excellent written and verbal communication skills required.
- Strong organizational, problem solving and multi-tasking skills needed.
- Demonstrated commitment to poverty/public interest law.
- Knowledge of the District of Columbia legal and social service communities a plus.
- Commitment to the goals and priorities of AARP and to the representation of elderly individuals with low incomes.
- Amenability to local travel.

Benefits Offered:

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

To Apply:

<https://careers.aarp.org/ShowJob/JobId/2376932/LegalAidAttorneyProbatesEstatesProject>

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

**IMMIGRATION JUDGE
OFFICE OF THE IMMIGRATION JUDGE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
U.S. DEPARTMENT OF JUSTICE**

This position is in the Executive Office for Immigration Review (EOIR), Office of the Chief Immigration Judge. EOIR is seeking retired immigration judges as part-time and intermittent reemployed annuitants to support EOIR’s mission to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation’s immigration laws. Reemployed annuitants selected for these immigration judge positions will support the adjudication of cases nationwide, serving on an as-needed basis, sometimes with limited advance notice, either in-person or via video to hear cases when a permanent IJ is not available.

Positions may be available in any of EOIR’s immigration courts nationwide. For a complete listing of courts to which you may apply, please see <https://www.justice.gov/eoir/eoir-immigration-court-listing>.

Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified individuals from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

This position is for intermittent employment of reemployed annuitant immigration judges only. Individuals selected for the position of reemployed annuitant immigration judge must be a prior immigration judge with the skill set to perform the duties highlighted above. Reemployed annuitants may be eligible to receive a dual compensation waiver during their appointments, allowing them to receive their full annuity and full salary.

The Office of Personnel Management has authorized this reemployment opportunity under the National Defense Authorization Act for Fiscal Year 2015. Reemployed Annuitants hired under this authority will serve on temporary appointments limited to one year or less with possible extension for one year with a new approved waiver request. This program is open to both CSRS and FERS retirees.

Immigration Judges preside in formal, quasi-judicial hearings. Proceedings before Immigration Judges include but are not limited to deportation, exclusion, removal, rescission, and bond. Immigration Judges make decisions which are final unless formally appealed. In connection with these proceedings, Immigration Judges exercise certain discretionary powers as provided by law and are required to exercise independent judgment in reaching final decisions. Immigration Judges may also conduct video conference hearings. Additionally, Immigration Judges may be required to conduct hearings in penal institutions and other remote locations.

This is a non-supervisory position.

Qualifications:

In order to qualify for the Reemployed Annuitant Immigration Judge position, applicants must be former immigration judges who have retired from federal service. Applicants must provide a letter, indicating their interest, resume with their past experience as an immigration judge, and the location(s) to which they would be willing to report on an intermittent basis to hear cases; a Standard Form 50, and an Annuity Statement. Employment is contingent upon the completion and satisfactory adjudication of a background investigation. Selectee(s) must be able to maintain a top-secret clearance.

Salary: \$138,630 - \$181,500

Travel:

50% or greater; reemployed annuitant immigration judges may be required to travel frequently, including weekends. Travel may include short detail assignments.

Application Process:

We will evaluate the qualifications and eligibility of all applicants, and then assess those who meet the minimum qualifications. All candidates who meet all the minimum requirements will be referred to the hiring official for further consideration. We will notify you of the final outcome after all of these steps have been completed.

Only U.S. Citizens or Nationals are eligible for employment with the Executive Office for Immigration Review. Dual citizens of the U.S. and another country will be considered on a case-by-case basis. All DOJ applicants,

both U.S. citizens and non-citizens, whose job location is with the U.S., must meet the residency requirement. For a total of three (not necessarily consecutive years) of the five years immediately prior to applying for a position, the applicant must have: 1) resided in the U.S., 2) worked for the U.S. overseas in a Federal or military capacity; or 3) been a dependent of a Federal or military employee serving overseas.

Applicants must provide a letter, indicating their interest, resume with their past experience as an immigration judge, and the location(s) to which they would be willing to report on an intermittent basis to hear cases; a Standard Form 50, and an Annuity statement.

Key Requirements:

- You must be a former immigration judge that is currently retired from federal service.
- You must be a U.S. Citizen or National
- You must undergo a pre-employment security investigation.
- Selective Service Registration is required, as applicable.
- Moving and Relocation Expense are not authorized.
- Relevant experience (see qualifications below.)

Benefits differ for reemployed annuitants. For more information, please contact the EOIR Office of Human Resources who can provide you with a fact sheet with information specific to reemployed annuitants, or see OPM guidelines at <https://www.opm.gov/retirement-services/publications-forms/csrsfers-handbook/c100.pdf>.

Applicants are required to email applications to: EOIR.HR.Application_Review@usdoj.gov. Please reference "Immigration Judge Reemployed Annuitant Position" in your cover letter and the subject of the email.

Please submit applications no later than cut-off dates listed below:

- March 18, 2020
- April 17, 2020
- May 18, 2020
- June 18, 2020

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Application Deadline:

Thursday, June 18, 2020

Relocation Expenses:

Relocation expenses will not be paid.

Number of Positions: Multiple

Equal Employment Opportunity.

BILINGUAL IMMIGRATION ATTORNEY
CATHOLIC CHARITIES OF WASHINGTON

Company Overview:

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

Job Summary:

The Attorney provides legal advice and representation in accord with the best practice of the profession. The position assists the Director of Immigration Legal Services with all internal and external reporting and with the supervision of assigned interns/volunteers.

Essential Duties and Responsibilities:

- Interview individuals seeking legal assistance and advise the client as to possible options through proper interpretation of current laws.
- Provide ongoing legal representation to the client commencing with the initial intake interview, drafting of documents, correspondence and client applications/petitions.
- Conduct outreach activities in the community related to legal issues.
- Assist with the supervision of assigned interns/volunteers.
- Ensure the timely submission of all external and internal program reports.
- Serve as liaison between the program and community partners

Education and Experience:

- Law Degree (J.D.).
- Admission to the practice of law in any state and/or Washington, DC (Maryland Bar Preferred).
- This position will require completion of Continuing Legal Education, in addition to any and all licensing requirements for the Jurisdiction where the attorney is licensed to practice.
- One-year experience in immigration law.

Skills and Competencies:

- Bilingual (English and Spanish).
- Verbal and written communication skills.
- Public speaking skills in English and Spanish.

[Apply Online here!](#)

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

Please view Equal Employment Opportunity Posters provided by OFCCP [here](#).

SCHEDULE H LEGAL ASSOCIATE LEGAL COUNSEL FOR THE ELDERLY

Founded in 1975, Legal Counsel for the Elderly champions the dignity and rights of vulnerable Washington, D.C. seniors, 60 and older, providing free legal and social work services to those in need — empowering, defending and protecting.

LCE staff help 6,000+ clients each year in many areas of civil law. Attorneys represent seniors facing foreclosures, evictions, and consumer fraud. LCE handles Medicaid and Social Security cases, provides benefits checkups to assure that seniors and Veterans are receiving the benefits they are due, prepares Wills and Powers of Attorney, and educates elders in ways to avoid Medicare and Medicaid fraud. Clients come to LCE directly through the LCE Legal Hotline, they are referred by partner organizations and the courts, and LCE attorneys, plus its more than 800 volunteers, are regularly in the community meeting elders at senior centers and faith-based organizations. LCE also accommodates homebound seniors by providing legal services in their homes.

LCE houses the office of the D.C. Long-Term Care Ombudsman Program, which advocates on behalf of seniors in nursing homes, assisted living facilities, and those receiving home health care. LCE has a strong relationship with a number of pro bono law firms that assist staff with approximately 600 cases a year. LCE staff testify and make recommendations regarding laws before the D.C. Council that affect seniors, and have been instrumental in bettering conditions for D.C. seniors through assistance with local legislation. More than 40 years after its founding, LCE continues to develop innovative, cost-effective ways to deliver legal services, serving as a model for organizations around the country. LCE is incorporated as a 501(c) (3) and is an affiliate of AARP.

Summary:

The Schedule H Legal Associate: coordinates a program to assist clients in obtaining the DC Schedule H tax credit of up to \$1,200 per year; conducts clinics at law firms, including training and supervising pro bono attorneys; oversees, with supervisor, extensive use of law student volunteers; engages in outreach efforts to educate seniors about Schedule H and promote applying for the tax credit; is responsible, with supervisor, for quality control of program including effective communication with clients, accurate preparation of forms, accuracy of legal information and advice provided, tracking hundreds of cases, and follow through to ensure clients receive the credit (often a direct cash payment) to which they are entitled; and assists with other special projects as assigned.

Responsibilities:

- Develops and implements ongoing comprehensive community education and outreach plan for Schedule H and other LCE services as appropriate. Places special emphasis on hard-to-reach clients (e.g., limited English-speaking, disabled, homebound).
- Screens homeowner and renter clients for eligibility through detailed telephone interviews, after conducting initial research through the Office of Tax & Revenue (OTR) property tax database and LCE legal server database, identifying clients for whom a standalone Schedule H application is appropriate and likely to succeed.
- Plans, develops and conducts LCE Schedule H Pro Bono Clinics. In preparation, works with law firms to obtain appropriate rooms for clinics, adequate law firm staffing for clinics, document preparation for clinics, conflict checking, and supplies for clinics.
- Conducts clinics, providing training and supervision of pro bono lawyers and review of completed applications.
- Conducts Schedule H interviews of clients who need appointments at the LCE office due to emergencies or other reasons, gathering needed documentation and filing applications.

- Conducts Schedule H interviews of homebound clients who need appointments at their residences in D.C., gathering needed documentation and filing applications.
- Follows up with clients to obtain any needed documentation and files completed applications with OTR, obtaining confirmation of receipt.
- Tracks all applications submitted to ensure clients receive the money to which they are entitled. Contacts clients to be sure they received the awarded benefits. If benefits are denied or delayed, follow up with OTR to determine the reason, and if appropriate, seek assistance from OTR supervisors to obtain a favorable outcome.
- Helps train and supervise volunteer law students, paralegals and attorneys to assist with screening, interviews, documentation preparation, filing, and follow up with OTR. Helps ensure the volunteers give legally accurate information to clients and responds to volunteer attorney and paralegals' concerns.
- Updates Schedule H manual for volunteer attorneys, paralegals and law students.
- Refers clients with high tax debt to the LCE Pro Bono Project, helping clients obtain documentation of the amount of the debt. Refers clients with all other unrelated legal problems to the LCE Hotline.
- Utilizes Language Line, as needed, to assist clients who do not speak English.
- Troubleshoots where issues arise and refers to the supervisor where appropriate.
- Administers computerized tracking process and ensures that all data is accurately and completely entered into the database.
- Completes reports as needed for these projects.
- Participates in meetings with OTR to discuss Schedule H changes and areas for improvements.
- Coordinates with AARP Foundation Property Tax Aide and other community tax preparation providers by providing trainings, sharing information, and referring clients as needed.
- Conducts an annual training for social workers from DC's lead social services agencies to inform on the availability of Schedule H and how to identify and refer clients.
- Exhibits AARP values at all times.

Requirements:

- Completion of a Juris Doctorate degree and a member of the DC Bar or eligible to waive in;
- Strong problem-solving and multi-tasking skills;
- Good organizational and communication skills;
- Good public speaking skills and interest in conducting training for others;
- Demonstrated commitment to poverty/public interest law;
- Amenability to local travel;
- Commitment to the goals and priorities of AARP and to the representation of elderly individuals with low incomes.
- Spanish speaking a plus but not required.
- Knowledge of the District of Columbia elder and poverty law as well as legal and social service communities preferred.

Benefits Offered:

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

Apply Now

AARP is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. AARP does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age,

sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.

STAFF ATTORNEY – COURTROOM ADVOCACY PROJECT
PRO BONO RESOURCE CENTER OF MARYLAND

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly organized and self-motivated attorney to join its team. The staff attorney will assist in PBRC’s Home Preservation Project (HPP) and Courtroom Advocacy Project (CAP) in implementing PBRC’s consumer law, tenant advocacy, and estate planning initiatives.

Organization:

Pro Bono Resource Center of Maryland, Inc. (PBRC) is the statewide clearinghouse of volunteer legal services. As the “pro bono arm” of the Maryland State Bar Association, its mission is to promote equal access to justice by coordinating and supporting volunteer civil legal services, providing resources and support for legal advocates for the poor, and promoting cooperation within the legal community. PBRC focuses on the recruitment and training of volunteer lawyers to assist vulnerable populations in our state, and also facilitates the incubation of new pro bono projects targeting the most critical legal needs of the community.

Primary Responsibilities:

Recruit, train, mentor, and develop relationships with volunteer attorneys participating in HPP and CAP clinics and handle a low volume of in-house cases from the Project. Provide legal services to tenants, consumers, and seniors at pro bono clinics. Place and monitor cases being handled by volunteer attorneys. Coordinate coverage of in-house cases in consultation with CAP and HPP Director and project staff attorneys. Ensure accurate data collection for Project clients and strive to meet Project performance measures. Maintain accurate records for Project and contribute to grant applications and reports as assigned. Collaborate with Project partners, other legal services organizations, and community organizations. Participate in advocacy, stakeholder, and coalition meetings as well as other collaborative groups as assigned.

Status:

Full time exempt position. Competitive salary, dependent on experience, and excellent benefits. Position to start as soon as possible.

Qualifications:

- Admission to the Bar in the state of Maryland
- Must be available some evenings and weekends when community clinics occur
- Excellent written and verbal communication skills and strong public speaking ability
- Ability to work well with a variety of people, including other staff, volunteers, clients, public interest organizations, governmental entities, Board members, and donors
- Strong attention to detail and excellent organizational and record-keeping skills
- Strong commitment to helping the community and ensuring equal access to justice.

Applications Must Include:

- Cover letter
- Resume

- References

To Apply:

Email cover letter, resume and references to:

Sharon Goldsmith, sgoldsmith@probonomd.org; Write "Staff Attorney" in subject line. NO PHONE CALLS PLEASE.

JD/BAR NOT REQUIRED

**LEGISLATION REPRESENTATIVE
IMMIGRATION & REFUGEE PROGRAM
THE FRIENDS COMMITTEE ON NATIONAL LEGISLATION**

The Friends Committee on National Legislation (FCNL) seeks an experienced lobbyist for the position of Legislative Representative, Immigration & Refugee Program. The representative will lead our Congressional advocacy that supports openness to refugees, victims of violence, and human trafficking and those seeking asylum in their efforts to change their places of employment and to apply for lawful permanent status and eventual citizenship. The representative will join our team of lobbyists who develop and lead strategies to advance our legislative priorities in Congress and with the administration.

We're looking for someone who shares our Quaker community's fierce commitment to defending human rights and the rule of law both domestically and internationally. The Legislative Representative must also have a clear-eyed understanding of what is possible with Congress and the administration, a demonstrated ability to focus and achieve legislative success and an ability to work collegially with a large, faith-based advocacy community around the country.

FCNL seeks to create a diverse workplace. We are actively soliciting applicants from different ethnic, sexual orientation, racial, generational and religious backgrounds.

The Organization:

FCNL lobbies from a basis of spiritual and ethical purpose and seeks to change government policy and practice for the better, playing a key role in lobbying initiatives on Capitol Hill that focus on racial and economic justice, peace, stewardship of the environment, and election integrity.

FCNL's lobbyists build extensive connections with congressional offices and conduct focused legislative campaigns on the following current priorities: peacebuilding, human rights, nuclear disarmament and non-proliferation, curtailing endless war, cutting Pentagon spending, criminal justice reform, immigration reform, gun control, solutions to climate change, economic justice and Native American issues. FCNL and Friends approach each of these priorities by identifying, exposing and working to eliminate institutional racism, sexism, and militarism in order to promote genuine equality of opportunity and communities in which everyone can safely live, learn, work, worship and love.

FCNL's dedicated grassroots network brings constituent perspectives into congressional offices—both in Washington at two major lobbying events each year, and in local district offices. FCNL informs and educates its network through newsletters and collateral materials and activates its grassroots network through a robust website, email, and social media outreach.

FCNL's national network includes people from many different faiths and backgrounds who are activists and donors. The organization is dedicated to growing the network with a particular emphasis on building effective relationships as a path to policy change. In the past three years, FCNL increased the number of in-person visits from its constituents to legislators by 50 percent. Headquartered on Capitol Hill in Washington, DC, FCNL is governed by a General Committee of 190 Quakers from across the country and employs a staff of about 55, including 20 registered lobbyists.

FCNL has brought Quaker values to bear on national policy throughout its 75-year history through congressional testimony, Capitol Hill visits, grassroots lobbying, and educational initiatives. Its strategic direction in the coming years is to create a bigger presence for FCNL—through media and marketing, as well as through its growing and vibrant network of activists.

The Position:

The Legislative Representative for the Immigration & Refugee Program is responsible for informing and representing the Friends Committee on National Legislation before Congress and the Executive Branch, and developing tools for strategic, tangible policy outcomes in line with FCNL's policy document, *The World We Seek*. This individual leads FCNL's Immigration and Refugee program legislative portfolio pursuing federal policies that protect the rights, safety, and dignity of all immigrants, refugees, and migrants. Most recently, this work has focused on reducing immigrant detention and enforcement through the federal appropriations process; pushing back against the administration's Migrant Protection Protocols, or "Remain in Mexico" policy; opposing the various iterations of the administration's Muslim ban; and supporting policies that welcome refugees and asylum seekers; and supporting policies that welcome refugees, asylum seekers, and immigrants, including accessible pathways to citizenship.

Key Priorities and Responsibilities:

- Promote FCNL policy positions: Organize, facilitate, and engage in lobby visits, phone calls, and other forms of contact with congressional offices and administration officials to promote FCNL's legislative policy positions on pertaining to the immigration and refugee program to appropriate members of Congress, their staff, and other government officials to further the change strategy.
- Develop and implement change strategies: Determine realistic and measurable goals for change, and design strategies to implement that change for the immigration legislative portfolio and the refugee legislative portfolio. Articulate program change strategies for FCNL's board, committees, and funders that engage members of Congress and constituents in the next steps toward positive policy changes, or in resisting negative policy changes.
- Communicate program internally: Regularly share goals, priorities, visits, and legislative asks internally to the organization. Maintain FCNL databases to track congressional, administrative, and organizational outreach efforts as related to the legislative portfolio. Compile quarterly progress reports on legislative portfolio for FCNL's general committee and for internal review across departments. Meet regularly with the Legislative Director on Domestic Policy and the Executive Secretary. Check-in consistently with other lobbyists on staff to help plan, coordinate, and carry out FCNL's work, including a weekly meeting with the Domestic Policy Hill Team.
- Develop expertise: Track the current political dynamics and policy issues as related to the immigration and refugee program portfolios, monitor, and report frequently on legislative and policy developments

both inside and outside of the office to colleagues, coalition partners, and the wider FCNL network. Develop expertise on issues as assigned using FCNL's information resources, news from colleagues, conversations with Hill staff, and media reports.

- Prepare lobbying materials and resources: Research and prepare materials by analyzing legislation, reports, data, and policy proposals. Generate FCNL's position statements, testimony, letters, action alerts, fact sheets, background papers, reports, talking points, and other written materials as needed to support lobbying strategies and participation by FCNL constituents and other citizen lobbyists.
- Engage media: Work with FCNL's Communications Department on press releases, op-eds, letters to the editor, articles, and interviews for public media, where appropriate for the change strategies. • Work in coalition: Represent FCNL to peer institutions and associates with professionalism. Participate with and take on leadership roles in working groups and coalitions to coordinate strategies with other organizations whose purposes and practices relate closely to FCNL objectives and work style.
- Help resource grassroots lobbying: In coordination with the Communications and Strategic Advocacy teams, determine and prepare educational material and lobbying tools for our interactive website, action messages, blogs, social media, and other forms of action outreach. Offer grassroots lobby training, send updates to electronic list serves, and organize lobby days. Contribute to continuing education opportunities for our grassroots network, including certain Advocacy Corps alumni, former Spring Lobby Weekend participants, and other Strategic Advocacy programs and initiatives as they arise.
- Engage with FCNL's network: Travel as needed to recruit participation in FCNL's lobbying program – especially related to the legislative portfolio – and to interpret FCNL's program to Friends and others around the country. Participate in the annual meeting of FCNL's General Committee and, as requested, Spring Lobby Weekend, Quaker Public Policy Institute, and quarterly Policy and Executive Committee meetings. Support the work of FCNL's Advocacy Corps, a 10 month-long program where young adults get paid to organize their local community around federal legislation. The 2020-2021 Advocacy Corps will be focusing on immigration policy.
- Supervise: Manage the work and professional development of the Young Fellow for the Immigration and Refugee program. This Young Fellow is a year-long, entry-level position. Supervise volunteers, interns, and others, as needed.
- Resource organizational development: Work with the FCNL development team and grant writer to seek grants or other institutional support for FCNL's legislative programs on immigration and refugee protection. Fulfill terms of grant contracts in good order. Assist the FCNL Development Team to incorporate immigration and refugee issues into direct mail appeals, program interpretation materials for fundraising. 4 This description outlines the general nature of the duties that a person in this position is expected to perform. It is expected that the employee will perform other duties as assigned by the supervisor.

Experience and Attributes:

- Bachelor's Degree or equivalent experience
- Three or more years' legislative experience, either as a congressional staff member, a lobbyist or policy advocate, or an immigration attorney and a solid familiarity with congressional process
- Deep knowledge of U.S. immigration and refugee policy
- Familiarity with the congressional appropriations process
- Creativity and imagination in developing legislative solutions
- Strong, bipartisan Congressional contacts, particularly focused on the Judiciary and Appropriations committees
- High motivation and demonstrated ability to design and lead effective change strategies
- Excellent research, analytical, writing, editing, public speaking and media skills
- Prior experience managing junior level staff or interns

- Flexibility and organization to manage numerous tasks and deadlines and adjust to rapid and unpredictable change
- Collegial and consultative approach to preventing and solving problems.
- Readiness to take initiative and responsibility.
- Familiarity with and dedication to Quaker values and practices.
- Commitment to involving, promoting and respecting participants from a variety of backgrounds and perspectives

Compensation, Benefits and Work Week Salary:

Starts at \$64,000 and is negotiable depending on experience.

Work Week: This is a full-time exempt position, based on a 37.5-hour work week, with some travel. Because of the focus on Congress, we expect this individual to work out of our Washington, DC office. Some compensatory time will balance evening and weekend work and travel. Benefits: Health/dental/vision insurance; disability and life insurance; paid leave plus holidays; parental leave; generous employer contribution to a retirement plan; public transit benefit, and more.

How to Apply:

Send cover letter and resume to tchilders@fchl.org.

**EXECUTIVE DIRECTOR
INTERFAITH COUNCIL OF METROPOLITAN WASHINGTON**

PNP Staffing Group has been retained by the Interfaith Council of Metropolitan Washington (IFC) to conduct an exclusive executive search for its new Executive Director.

About IFC:

IFC was founded in 1978 by visionary religious leaders who recognized that diversity can be a powerful source of unity. Originally bringing Jewish, Muslim, Protestant, and Roman Catholic faith communities together for dialogue and service, IFC became the first staffed interfaith organization in the nation. During the past 40 years, IFC has grown stronger by expanding its membership to include Baha’i, Buddhist, The Church of Jesus Christ of Latter-day Saints, Hindu, Jain, Sikh, and Zoroastrian faith communities, for a total of 11 diverse religious traditions.

In its vision statement, IFC resolves “to build an inclusive community so that one day people of all religious backgrounds will feel welcomed, respected, and appreciated for their common values and for their diverse beliefs and practices.” IFC’s mission is “to create an inclusive community of diverse faiths in our nation’s capital that is focused on the values that unite us and the distinctions that make each faith unique.” IFC pursues its mission through:

- its annual Interfaith Concert featuring music and dance of diverse faiths
- its annual Unity Walk that introduces participants to different faith traditions and prayer spaces
- its annual Day of Unity that enables participants to engage in local community-building projects with people of other faiths
- a grassroots response and outreach network of individuals and congregations that responds to and combats incidents of bigotry throughout the Washington area
- an annual summit to develop the next generation of interfaith leaders

- a directory of community service providers
- materials and speakers to help teach about religious diversity
- interfaith dialogues in various settings
- its annual Interfaith Bridge Builders Awards event to recognize exemplary interfaith leadership
- and other initiatives.

IFC Governance is Structured as Follows:

- **The Board of Directors** – The Board consists of five Officers and up to 32 other Members.
- **The Officers** – The officers include the President, Chair of the Board, First Vice President, Secretary, and Treasurer.
- **Committees** – Standing committees include Executive, Finance, Nominating and Leadership Engagement, Professional Development and Evaluation, and Program Steering. Ad hoc committees and task forces are constituted for specific purposes, such as strategic planning and event planning.

IFC is Staffed By:

- Executive Director (full-time)
- Office Manager/Bookkeeper (full-time)
- Consultant serving as communications and program director (9.5 months/year – 3/5-time)
- Consultant serving as director of outreach (3/5-time)
- Interns (one to three unpaid college-level interns)
- Various part-time or short-term consultants on programs, publicity, and development

For more information about IFC, visit its website (www.ifcmw.org) and view its 40th anniversary video that is on the homepage.

Position Overview:

IFC envisions its new Executive Director as a creative and inspirational leader who can advance the organization's mission, expand its human and financial resources, and increase its impact. The incoming Executive Director will succeed Rabbi Gerald Serotta, who has led IFC since 2014. Rabbi Serotta succeeded IFC's Founding Executive Director, the late Rev. Dr. Clark Lobenstine, who served for 35 years.

The ideal candidate appreciates the distinctive insights of all the faiths represented in IFC, while remaining deeply rooted in her/his own faith. In this role, the individual finds common ground among IFC's member faiths, celebrates their distinctiveness, and promotes their collective voice. The new Executive Director effectively engages faith communities in deepening understanding and builds a community of respect, dignity, and solidarity in the metropolitan Washington area.

Key Responsibilities:

Leadership:

The Executive Director inspires respect for herself/himself and for IFC among the various faith communities and their leaders, as well as throughout the wider community. The Executive Director creatively conceives of new and revitalized initiatives to advance IFC's vision and mission, and advocates on behalf of IFC with all stakeholders. The Executive Director's passion for the cause of interfaith understanding impels people to support and join IFC's work.

Program Planning, Implementation, and Evaluation:

The Executive Director creates, implements, and evaluates programs that promote the organization's goals, working in concert with the Board and the Program Steering Committee. The Executive Director thinks strategically about the challenges and opportunities facing IFC and develops programming accordingly.

Fundraising and Financial Management:

The Executive Director is the primary fundraiser for the work of IFC and is responsible for planning and administering annual fundraising events, such as the Interfaith Concert and the Interfaith Bridge Builders Awards. The Executive Director also takes the lead, with Board members, in seeking foundation grants, corporate sponsorships, and major gifts, and in encouraging financial support by member faith communities. S/he manages the financial resources of the organization and oversees the development and implementation of the annual budget, which is adopted by the Board and monitored by the Finance Committee.

Human Resource Management and Development:

The Executive Director works closely with the Board and the Executive Committee to raise the organization's effectiveness and impact. In concert with the Nominating and Leadership Engagement Committee, s/he works to strengthen the Board by attracting, retaining, and engaging outstanding individuals for Board service to develop Board capacity. S/he hires, supervises, mentors, evaluates, and terminates IFC employees, consultants, interns, and agents of IFC, and establishes the terms of their association with IFC, within the annual budget and in accordance with IFC's Personnel Policies. The Executive Director oversees the selection and supervision of interns and volunteers. S/he directs efforts to increase volunteer and grassroots participation, including outreach to the next generation of interfaith leaders and effective use of social media and other technologies.

Community Outreach, Marketing, and Public Relations:

The Executive Director represents IFC to the public and coordinates others who do so by:

- Preparing and/or approving public communications (e.g. newsletter, e-newsletter, media releases, website, blogs)
- Acting as the first point of contact for the media, public officials, and religious leaders
- Maintaining and enhancing IFC's social media presence
- Making initial judgments when asked by another group whether IFC may be involved in a program or event and, if appropriate, presenting the information for a decision by the Board or Executive Committee
- Working with others in preparing public policy statements and/or letters to government officials or others for action by the Board or within Board-approved mandates, and interpreting those statements/communications to the wider community as needed
- Participating in meetings, conferences, programs, services, or dialogues sponsored by others as an official representative of IFC
- Serving on non-IFC bodies and, when elected to do so, serving in a leadership capacity if this is compatible with the other responsibilities of the Executive Director.

Other:

The Executive Director performs other duties as needed to implement the vision of the organization and its day-to-day programmatic and organizational functions. This includes being aware of laws and regulations affecting IFC specifically and non-profit organizations generally and working with others as needed in advocating for the organization's needs and interests.

Qualifications:

- A respected religious leader (whether ordained clergy or not) with a passion for interfaith understanding and solidarity, and an appreciation for the diverse beliefs and practices of IFC's member faiths as well as for their common values
- An experienced strategic thinker with a facilitative leadership style and the ability to energize and engage internal and external stakeholders
- Knowledge of strategic planning
- Demonstrated ability to ensure ongoing programmatic excellence through evaluation of existing programs, revitalization of programs, and creation of new ones
- Proven track record of success and growth in developing and executing a multi-tiered fundraising strategy
- Knowledge of and experience with basic nonprofit accounting, budget development, audits, and monitoring of fiscal operations
- Ability to facilitate collaborative problem solving (consensus building) and inclusive teamwork among staff and board
- Ability to strengthen board capacity
- Ability to lead volunteers and create volunteer opportunities/programs that harness volunteer service to further the organization's mission, fostering the spirit of volunteerism
- Experience with community outreach and marketing strategies to build public awareness of organizational mission and messages
- Working knowledge of risk management, crisis management, and basic laws and regulations for nonprofit organizations

Application Process:

To apply, e-mail a customized cover letter, resume, and salary requirements to Barbara Ramundo, Vice President, PNP Staffing Group at bramundo@pnpstaffinggroup.com (e-mail applications are required) **by March 15, 2020**. Applicants will be contacted if their qualifications match all the requirements of the job.

IFC is committed to providing equal employment opportunity to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military or Veteran status, or any other protected status or classification under federal, state, or local law.

POLICY ANALYST IMMIGRATION AND IMMIGRANT FAMILIES CENTER FOR LAW AND SOCIAL POLICY

The Center for Law and Social Policy (CLASP) seeks a Policy Analyst to work on the Immigration and Immigrant Families policy team. CLASP is a national, nonpartisan, anti-poverty organization advancing policy solutions that work for people with low incomes. Our mission is to advocate for public policies and programs at the federal, state, and local levels that reduce poverty, enhance stability, and create ladders to economic security for all. Our solutions directly address the barriers that individuals and families face because of race, ethnicity, low income, and immigration status.

The Immigration and Immigrant Families team, one of six policy centers at CLASP, focuses on defending against harmful anti-immigrant policies and advocating for policies that promote the health and wellbeing of immigrant children, youth, and families. Our advocacy work is focused on immigration policies that keep families together, promote healthy child development, and strengthen economic security and educational opportunity. CLASP also

co-chairs the Protecting Immigrant Families campaign, whose mission is to protect immigrants' and their families' access to health, nutrition, and income supports.

The successful candidate will be at the heart of this important agenda, working with the Director of the Immigration and Immigrant Families team and collaborating across the organization's policy teams to provide policy analysis and research, including about interior immigration enforcement, and undertake policy advocacy at the federal and state level. This role will also support the implementation of an exciting new effort to launch a national network of advocates and service providers focused on protecting and supporting children in immigrant families growing up in the interior of the United States.

The successful candidate will have a passion for CLASP's anti-poverty and racial equity agenda; very strong written and oral communication skills; ability to learn new policy areas quickly; demonstrated capacity to balance priorities in a high-intensity, mission-driven environment; strong organizational skills; and attention to detail.

Job Description:

While the specific activities will depend on the advocacy agenda and the needs of the team as a whole, examples of likely activities include:

- Analyzing federal and state immigration policy proposals and making recommendations on CLASP's position;
- Researching and writing high-quality reports, policy analyses, issue briefs, and blogs;
- Supporting congressional or administrative advocacy, such as providing feedback on legislative proposals;
- Coordinating activities of the new network on children of immigrants, including planning meetings of the coordinating committee, helping to launch new working groups, developing content for network eblasts, and recruitment and management of network members;
- Responding to technical assistance requests from policymakers, advocates, and service providers;
- Representing CLASP at Hill meetings, coalition meetings, and public speaking engagements;
- Participating in internal CLASP working groups, such as the Immigration Working Group, Racial Equity Committee, and others.

Job Requirements:

- Demonstrated commitment to CLASP's mission of reducing poverty and improving the lives of people with low incomes, including a commitment to equity and reducing disparities based on race and ethnicity
- Outstanding writing and oral communication skills with an ability to synthesize and effectively communicate ideas persuasively and creatively to influence diverse audiences.
- Ability to set priorities; work on multiple complex and detail-oriented projects, often on a time-sensitive basis; and work effectively both individually and as part of a team.
- Strong policy analysis skills, including the capacity to learn new issues areas, assess the political and budgetary context, and use data to determine strengths and weaknesses of policy options.
- Some knowledge of policies impacting immigrant families, such as interior immigration enforcement, public benefit policy, and/or other intersectional issues.
- Demonstrated capacity to build and maintain relationships and work collaboratively with a wide range of internal and external partners and stakeholders.
- Bachelor's degree and a minimum of 2 years of related experience or a master's or other advanced degree.
- Ability and willingness to travel occasionally (estimated at 10-20% of the time).
- Fluency in another language other than English is a plus but not required.

Application Process:

Salary is commensurate with experience. CLASP offers exceptional benefits, including health insurance; dental insurance; life and long-term disability insurance; long-term care insurance; a 403(b)-retirement program; flexible spending accounts; and generous vacation, sick leave, and holiday schedules.

CLICK HERE TO APPLY

Resumes will be accepted until the position is filled. NO PHONE CALLS, PLEASE.

The Center for Law and Social Policy is an equal opportunity employer and does not discriminate on the basis of race, color, ethnicity, national origin, religion, gender, sexual orientation, disability, or age.

HOUSING POLICY ADVISOR OFFICE OF COUNCILMEMBER ELISSA SILVERMAN

Councilmember Elissa Silverman is an independent, at-large member of the Council of the District of Columbia. The councilmember chairs the Council's Committee on Labor and Workforce Development, which primarily focuses on labor and employment policy. The councilmember is also an active member of the following committees: Housing and Neighborhood Revitalization, Government Operations, and Facilities and Procurement.

Overall Position Description:

The Housing Policy Advisor is the subject-matter expert for all agencies and legislative issues that fall within the councilmember's housing portfolio, as well as the primary advisor to the councilmember on housing legislation and policy. The councilmember expects the portfolio of the Housing Policy Advisor to focus on local housing policy in the District, including, but not limited to, issues such as affordable housing, public housing, housing vouchers, zoning, and the Comprehensive Plan. Additional policy assignments in line with the hire's interests or expertise are possible, with previous examples including health policy, transportation policy, and education policy.

Responsibilities of the Housing Policy Advisor:

- Advise the councilmember and chief of staff on housing policy and strategy.
- In collaboration with stakeholders, analyze and draft legislation on topics related to housing and other matters within the assigned portfolio.
- Maintain relationships with District and federal agencies, interest groups, advocates, Council and Executive staff, constituents, and residents around the councilmember's legislative priorities.
- Monitor current events and best practices in local, state, and federal policy within the assigned portfolio.
- Prepare the councilmember for hearings on housing and other assigned issue areas with briefing memos, talking points, and other materials.
- Work with the Communications Director to develop communications strategies for housing issues.
- Draft statements, questions, and/or speeches for the councilmember for relevant meetings and events as needed.
- Staff the councilmember at relevant public events.
- Help constituents on housing-related issues in conjunction with the councilmember's Constituent Service Director.

Skills and Competencies Required:

- **Knowledge** – Keep up with current trends in areas of expertise and be willing to maintain up-to-date knowledge and skills.
- **Decision Making** – Make sound, well-informed and objective decisions. Identify and understand issues, problems, and opportunities and encourage new ideas and innovations.
- **Strategizing** – Develop and carry out medium and long-term strategies to move forward the councilmember’s agenda.
- **Organizing Work** – Approach work in a methodical manner. Keep track of details to ensure work is performed accurately and is completed on time, coordinating efforts with all affected parties.
- **Adaptability** – Demonstrate the ability to adapt quickly to changing conditions or performance expectations. Effectively evaluate and use new ideas to enhance results.
- **Communications** – Communicate with individuals and groups effectively and professionally (verbally and in writing). Make clear and convincing oral presentations.
- **Initiating Action** – Energetic ability to multi-task and manage projects in a fast-paced and changeable environment.
- **Relationship Management** – Develop and manage collaborative relationships to carry out assignments and Council goals and objectives, utilizing tact and diplomacy in dealing with others.
- **Teamwork** – Be a strong, determined team-player with ready sense of humor, thick skin, and a demonstrated willingness to work hard and take risks.
- **Flexibility** – Ability and willingness to travel within the Washington metro area and work occasional nontraditional hours.
- **Integrity** – Unwavering commitment to serving District of Columbia residents honestly and ethically.

Individuals from traditionally underrepresented communities are encouraged to apply.

Attributes:

Applications of this position must have experience in public policy development, research or advocacy. The strongest candidates will also have expertise or experience with housing policy, specifically local housing issues, or familiarity with the Council and the operations of the District government.

Salary and Benefits:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

How to Apply:

Interested applicants are asked to email a cover letter and resume to Sam Rosen-Amy at rosenamy@dccouncil.us APPLICANTS WILL ONLY BE NOTIFIED IF AN INTERVIEW IS GRANTED.

Note: It is imperative that all information on the cover letter and resume is accurate and truthful. Misrepresentations of any kind may be grounds for disqualification for this position or for termination.

EXECUTIVE DIRECTOR
FOSTER AND ADOPTIVE PARENT ADVOCACY CENTER

FAPAC works to improve the quality of life, well-being, and dignity of children in the District of Columbia by strengthening, supporting, and empowering foster, adoptive, and kinship parents to serve as advocates for their children's needs; building bridges with birth parents; working as an organizational agent of systemic change; and by partnering with other District agencies to provide innovative stabilization services to families at risk.

We support a vision of strong prevention programs to keep families intact; high-quality, well-trained, and supported foster placements when children do need to come into care; serious efforts towards reunification and other permanency; and meaningful and effective post-permanency services to support children and families and keep them stable and healthy. This vision frames our systemic advocacy agenda.

Founded in 2000 by foster and adoptive parents, FAPAC continues to be a grassroots organization in which most staff and board are foster, kinship or adoptive parents. Visit www.dcfapac.org for more information.

FAPAC is seeking a committed leader to build on the strong reputation and successful programs and advocacy which our founding director has established during her 19-year tenure.

Job Description:

The position of Executive Director requires a deep knowledge of and engagement with the District of Columbia child welfare system and a strong passion and clear vision for strengthening, supporting, and empowering foster, adoptive, and kinship parents. As FAPAC transitions from a founding executive director, the position requires a combination of strong planning, organizational management, interpersonal and fundraising skills. The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives.

Duties and Responsibilities:

The Executive Director has primary responsibility for developing and implementing a strategic plan which advances FAPAC's mission, a business plan which puts FAPAC on solid financial footing and organizational systems which increase FAPAC's effectiveness and efficiency. The Executive Director reports to the Board of Directors and supports the Board in fulfilling its governance function.

Position Responsibilities:

Strategic Leadership:

- Ensure FAPAC continues to move forward with vision, inspiration, direction, and a clear sense of mission and values.
- Ensure FAPAC's overall effectiveness, health, and spirit.
- Lead the updating and implementation of the strategic plan to accomplish FAPAC's mission.
- Leverage staff, resources and relationships with outside organizations to advance FAPAC's mission and achieve the goals in its strategic plan.
- Build and support a dynamic and engaged Board by advising, supporting, providing information to and engaging with the Board.

Organizational Leadership:

- Provide overall management of the organization.

- Develop and implement annual plans to advance FAPAC’s mission and strategic plan.
- Ensure that the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders.

Fundraising:

- Lead the development and implementation of annual and long-term fundraising plans.
- Ensure that the organization has the funds necessary to meet annual operating expenses.
- Cultivate, ask and steward individual, corporate and foundation donors.
- Maintain and develop government contracts and grants as appropriate.

Outreach:

- Engage community leaders through dialogue, programs, events, fund raising, written materials and other opportunities to develop partnerships and collaborations.
- Act as the primary spokesperson for FAPAC and its role in the child welfare community.

Human Resources:

- Support and lead staff, including direct supervision of staff as appropriate, and hiring and supervision of consultants as needed.
- Oversee the human resources of the organization according to personnel policies and procedures that fully conform to current laws and regulations.

Financial:

- Ensure sound financial operations, internal control environment, budget management and financial reporting according to current laws and regulations, and as required by the Board of Directors.

Planning and Program Development:

- Work with Board, staff, stakeholders, and allies to continue to define FAPAC's overall goals, strategies, policy, advocacy, and program agenda.
- Work with FAPAC program staff to ensure continuity of successful programs and participate in program implementation as needed
- Plan, formulate and recommend new program areas for which will further FAPAC’s mission for approval by the Board of Directors.

Job Qualifications

An ideal candidate will have the following qualities:

- Personal or professional experience with the child welfare system and commitment to the FAPAC values of ensuring parents are represented in policy, programmatic, and case level decision making.
- Demonstrated ability to work with a diverse community across race, religion, socio-economic status, gender and sexual orientation.
- Demonstrated ability to lead and motivate staff, board and other stakeholders
- Demonstrated success in fundraising
- Knowledge of organizational and program budgeting, financial systems and controls
- Experience with supervising staff and human resources requirements

- Experience with organizational communications
- Experience supporting or serving on board of directors
- Experience engaging in grassroots and systemic advocacy
- Experience managing programs, developing new programs, and participating in or designing program evaluation
- Experience in child welfare, government, or social services in the District of Columbia

Qualified candidates **MUST** submit **a current resume and a cover letter** at

<https://www.indeedjobs.com/foster-and-adoptive-parent-advocacy-center/jobs/778f0709e7edfd759356>

explaining how the applicant is a good fit for the position and organization. Applications that do not include a cover letter will not be considered. Only candidates of interest will be contacted. NO PHONE CALLS PLEASE.

FAPAC is an equal opportunity employer.

ASSISTANT DIRECTOR OF CAREER SERVICES
UNIVERSITY OF THE DISTRICT OF COLUMBIA

The Assistant Director of Career Services will assist the Career Services Director with developing, implementing all office services, including student counseling, alumni counseling, programming, employer outreach and administration. The Assistant Director will report to the Director.

Essential Duties and Responsibilities:

- Counsels students and alumni in all phases of career development and employment search strategies.
- Reviews cover letters, resumes, other career-related student, and alumni materials.
- Develops a wide range of programs for students and alumni including job search skills, and practice area seminars.
- Maintains the job/internship database.
- Develops on-campus recruiting events.
- Assists in developing and overseeing programming for part-time students.
- Assists in developing marketing strategies to a wide range of potential employers and strengthens ties to existing employers.
- Develops strategies to strengthen relations with alumni.
- Develops career development reference materials; expands on-line library, maintains web pages.
- Manages and develops off-campus recruiting programs including consortium events.

Other Duties:

- Assists in all administrative responsibilities including job postings, reciprocity requests, all career and other surveys (NALP, ABA, etc.). Participates in UDC committees as necessary.
- Participates in local, regional, national legal recruitment associations, and other professional associations.

Minimum Job Requirements:

- Juris Doctor and at least three (3) years of legal practice experience is required. Current bar membership preferred but not required.

Information to Applicant:

Condition of Employment:

This is a sponsored program appointment. The duration of this appointment is subject to grant fund availability.

Collective Bargaining Unit (Non-Union):

This position is not in the collective bargaining unit.

Employment Benefits:

Depending upon length of appointment, selectee may or may not be eligible for full benefits such as health and life insurance, annual (vacation) and sick leave and will be covered under the University of the District of Columbia’s retirement plan (TIAA).

For more information about the position and to apply, please visit:

<https://udc.applicantstack.com/x/detail/a2hbyxhtts8v>.

Equal Opportunity Employer: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

**USA POLICY ASSOCIATE
POSITIVE WOMEN’S NETWORK-USA**

Positive Women’s Network-USA (PWN-USA) is a national membership body of women and people of trans experience living with HIV. We are dedicated to leadership development, movement building, and intersectional policy advocacy to advance human rights and dignity for all people living with HIV.

We are a non-traditional HIV advocacy organization committed to building power for our constituency, and our policy approaches and workplace culture reflect that. Grounded in racial, gender and economic justice, PWN-USA builds power for communities most impacted by the HIV epidemic through political education and leadership development, issue-based and electoral organizing, policy advocacy, and narrative change. PWN-USA’s vision demands that our communities are free from interpersonal, structural and state-sanctioned violence. Our vision demands that we are free from surveillance, confinement and the carceral state – regardless of race, HIV status, immigration status, how we earn money, and which substances we use.

Position Overview:

We are seeking a candidate who understands the HIV epidemic and the domestic policy response as a symptom of broad-scale inequity and multiple injustices—specifically the criminalization of marginalized populations.

PWN-USA’s Policy Associate supports the organization’s national and state-level policy activities with a focus on robust, community-led efforts to decriminalize HIV and sex work and on advancing meaningful partnerships and collaborations with other intersecting movements that address surveillance, policing, and mass incarceration, especially as they impact Black, Latinx, and trans communities. We are a flexible and adaptive organization; we value candidates who come with strong values alignment, a commitment to policy work informed and led by directly impacted constituencies, and who are able to think on their feet to adapt policy advocacy strategies in the moment. The Policy Associate will report to the Policy Director.

We are a national organization with staff currently based in Oakland, Miami, Little Rock, Dallas, Houston, and Richmond. The Policy Associate can be based anywhere in the U.S. but must be comfortable with an online work environment.

Major Responsibilities:

- Support the execution of PWN-USA's policy priorities, with a focus on decriminalization of HIV and sex work by utilizing appropriate strategies and tactics, including analyzing complex policy issues to determine PWN-USA's position.
- Ensure that PWN-USA leadership, staff, constituents, and key partners are briefed on relevant policy developments that affect our constituency;
- Support members and allies in developing policy advocacy decriminalization strategies that are led by impacted constituencies;
- Prepare and review written materials including draft legislation, legislative testimony, memoranda, talking points, and website content that further the policy priorities of the organization.
- Monitor, track, and respond to relevant policy initiatives under consideration in priority states.
- Maintain PWN-USA's presence in local and state policy coalitions and on relevant intersectional policy issues, prioritizing those that align with our policy agenda.
- Represent PWN-USA in various community and stakeholder groups, help build and lead coalitions with diverse stakeholders to advance shared policy goals, and work in partnership with other organizations.
- Ensure that PWN-USA's other staff and departments (Training, Communications, Organizing) are supported with necessary policy background information to advance their programs, campaigns and leadership development goals.
- Assist with policy skills-building opportunities for organizational constituencies including the PWN-USA Policy Fellowship and other political education efforts.
- Work closely with other PWN-USA staff to support overall PWN-USA vision and strategy.
- Other duties as assigned.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibility:

Currently does not supervise other employees.

Required Qualifications:

Values Alignment.

Commitment to PWN's values and policy agenda. Commitment to advance racial, gender, and economic justice through policy change and political education.

Policy Advocacy and Coalition Experience.

A minimum of one-year experience of policy advocacy at the local, state and/or national level in one or more of the following arenas: HIV, criminal justice, healthcare systems, women's health/rights, or trans health/rights. Experience in and comfort communicating with diverse stakeholders, including local and state officials, legislative staff, state agency representatives, national and state organizational partners, and membership base. Ability to analyze public policy proposals, including the use of data in policy analysis and experience drafting legislative language. Experience facilitating groups and building consensus.

Constituency Experience.

Ability to listen. Experience working to advance policy to support the goals of communities of color, low-income communities, and underserved communities. Ability to communicate complex information clearly in written and in oral presentations to a range of audiences.

Other Characteristics and Skills.

Ability to work independently in a team environment. Strong organizational and interpersonal skills. Excellent written and oral communication skills. Fluency in Microsoft Word, PowerPoint, Google docs. Comfort with technologies and communication mechanisms that support remote teams, including file sharing, web-based meetings, conference calls, and emerging technologies.

Preferred:

- Experience with base building and/or community organizing.
- Experience developing and advancing state-level policy campaigns.
- Working knowledge of HIV criminalization issues.

Position Type & Compensation:

- 100% FTE, non-exempt hourly position. Annual gross pay is \$45,000-55,000 per year depending on experience and skills.
- PWN's 100% FTE benefits package includes:
 - 20 days' vacation leave per year;
 - 12 standard holidays and 2 personal days per year;
 - 12 sick days per year;
 - 1-week paid MSC family and medical leave after one year of service; an additional week of paid leave for each additional year of service, up to 4 weeks;
 - Medical, vision, dental for employees and dependents (requires 30 day waiting period and a per paycheck employee contribution);
 - 100% employer-sponsored basic life, short-term and long-term disability insurance coverage;
 - Access to a 403b retirement plan.
 - Access to FSA and Commuter Benefits.

To Apply:

Submit a cover letter that directly addresses your qualifications for and interest in the position, CV or resume, and a relevant writing sample to jobsatpwn@gmail.com. No phone calls, please. Incomplete applications will not be considered. Applications will be considered, and interviews conducted on a rolling basis until the position is filled. We seek to fill this position as soon as possible.

PWN-USA is a fiscally sponsored project of Movement Strategy Center (MSC), a values-based alliance with a deep commitment to building transformative culture and challenging racism, sexism, homophobia, and oppression in all its forms. PWN-USA is committed to identifying and developing the skills and leadership of people from diverse backgrounds and challenging patterns of political marginalization and oppression.

EXECUTIVE DIRECTOR OF NEWCOMER NETWORK CATHOLIC CHARITIES

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

Job Summary:

The Executive Director provides strategic leadership and overall direction of the Newcomer Network to support and advance the Agency's mission, vision, and values. The Newcomer Network is tasked to assist immigrants with legal services and connect them to comprehensive supports through common intake and holistic case management. The Network also leverages the Agency's parish network to achieve broader impact and meet immigrants where they are. The position provides overall management and oversight of the Newcomer Network's operations, financial, personnel, administrative, resource development, strategic planning and organizational development activities, ensuring efficiency in functions of the Network and building the capacity to produce and strengthen positive outcomes for the people served. The Executive Director responsibly delegates the authority necessary to manage the Network effectively; sets high standards of quality for the programs and promotes active and broad participation by volunteers.

Essential Duties and Responsibilities:

- Oversee the development and implementation of the strategic, tactical and operational plans of the Newcomer Network and monitor performance goals against the plan. Lead and coordinate the operations of the Network's programs.
- Lead the Newcomers Network team in addressing operational issues, implementing strategic priorities, resolving problems and directing operations planning.
- Prepare the budget within set guidelines and oversee compliance with the approved budgets.
- Submit required reports on Network issues, concerns, project status, initiatives and progress to the Chief Operating Officer. Prepare reports on all aspects of the Network required by the Board of Directors and the Executive Team.
- Generate potential opportunities for revenue and professional contacts and partnerships to support the Network's operations.
- Plays advocacy role in developing partnerships that support the organization's mission and nurtures relationships with local government agencies, sister organizations and advocacy groups.

Education and Experience:

- Master's degree in a relevant discipline.
- 10 years of progressively responsible non-profit experience in managing delivery of social services, community outreach and volunteer management or equivalent experience in the private or government sector.
- 7 years of experience as director or executive managing cross-functional teams

Skills and Competencies:

- Ability to think strategically, analyze data and information, develop innovative solutions, and present recommendations.
- Ability to engage in and monitor decision-making process for complex organizational issues.
- Skills in management planning, organizing, leadership and supervision

To Apply: Those interested, may [apply online](#).

PUBLIC DEFENSE COUNSEL
NATIONAL ASSOCIATION OF CRIMINAL DEFENSE LAWYERS

NACDL is the preeminent organization advancing the mission of the criminal defense bar to ensure justice and due process for persons accused of crime or wrongdoing. A professional bar association founded in 1958, NACDL's many thousands of direct members in 28 countries – and 90 state, provincial and local affiliate organizations totaling up to 40,000 attorneys – include private criminal defense lawyers, public defenders, military defense counsel, law professors and judges committed to preserving fairness and promoting a rational and humane criminal justice system. For more information about our organization, please visit www.nacdl.org. NACDL is pleased to provide staff with a generous compensation and benefits package. NACDL affords the successful candidate an opportunity to work with a dedicated and talented team of experts.

Overview:

NACDL is seeking to hire Public Defense Counsel to join its Public Defense Team. The position involves supporting all aspects of NACDL's public defense training and reform portfolio, with substantial focus on NACDL's "Justice For All: Supporting the Sixth Amendment" grant. This Bureau of Justice Assistance grant aims to enhance the capacity of state and local jurisdictions to ensure the fundamental protections of the Sixth Amendment, primarily targeting the rights to a speedy trial, impartial and representative jury, and access to witnesses and evidence. Additional information about the grant can be found in the [project abstract](#).

Qualified candidates will possess a college degree and at least 3 years of relevant work experience with a preference for a J.D. or 3 years of experience in criminal justice.

Essential Functions and Responsibilities:

- Work collaboratively with a variety of criminal justice system stakeholders to support NACDL's Public Defense portfolio.
- Assist in developing resources and content supporting NACDL's "Justice For All: Supporting the Sixth Amendment" grant deliverables.
- Develop and maintain public defense and Sixth Amendment content on NACDL web platforms.
- Conduct research and draft letters, memoranda, and statements on matters relating to public defense and on Sixth Amendment issues.
- Support various grant functions including ensuring timely provision of services and compliance with reporting requirements.
- Work with NACDL's Public Defense Team and other NACDL Staff to fulfill NACDL's mission to ensure all individuals receive fair, rational, and humane treatment within the criminal justice system.

Qualifications and Experience:

Qualified candidates will possess strong organizational, writing, and critical thinking skills; have a demonstrable interest in criminal or social justice issues; and be comfortable with learning and using new technology.

Qualifications Include:

- Education and Experience:
 - College Degree, J.D. preferred
 - 3 years of relevant work experience
- Familiarity with core Sixth Amendment provisions and current issues in criminal justice, especially those relating to public defense
- Effective task prioritization, time management skills, and attention to detail
- Excellent written, verbal, and interpersonal communication skills
- Demonstrated interest in criminal justice reform
- Ability to work both independently and as part of a team
- Ability to work well with NACDL's leaders, members, staff and allies
- Demonstrated ability to cultivate relationships with a broad cross-section of criminal justice system stakeholder groups
- Proficient with Microsoft Office, especially Excel and PowerPoint
- Candidates must be willing to travel domestically. This position is based in Washington, D.C.

To Apply:

Send cover letter, resume and writing sample (5-10 pp.) to bhoffman@nacdl.org with "Public Defense Counsel" in the subject line. Applicants should provide a realistic statement of their salary expectation. Applications will be considered on a rolling basis. Position open until filled, but prospective candidates are encouraged to apply as soon as possible.

PROGRAM DIRECTOR INSTITUTE FOR TECHNOLOGY LAW & POLICY GEORGETOWN LAW

Georgetown Law is seeking a Program Director to oversee its robust academic programs in technology law and policy. The Program Director will be responsible for the student experience, program administration, marketing, and development for Georgetown Law's academic offerings in technology law. These include:

- A new LLM in Technology Law & Policy
- A new Master of Law & Technology ("MLT", an innovative program designed for non-law students)
- Georgetown's existing Tech Law Scholars program for JD students; and
- Offerings for all Georgetown Law students who are passionate about technology law and policy.

The LLM and MLT programs will admit their first students in Fall 2020; the Tech Law Scholars program began admitting students in 2017.

For each program, the Program Director will design, develop and supervise major program components, including strategy, policy, and process. The Program Director will develop and maintain curricular offerings and administer the academic aspects of the programs in partnership with relevant faculty and administrative offices. They will market the programs and participate in admissions processes.

The Program Director will also provide support for all students interested in technology law and policy, including by organizing on-campus speaker events, engaging in direct mentorship, and liaising with outside groups to develop student employment and internship opportunities.

The Program Director's central responsibility will be to develop the identity, academic caliber, and outstanding reputation of these programs, and to enhance Georgetown's vibrant community focused on technology law and policy. The Program Director will play an active leadership role within Georgetown's Institute for Technology Law & Policy, which serves as the hub for the Law Center's academic offerings, student engagement, research activities, and policy work in technology law.

Work Interactions:

This position reports directly to the Executive Director of Georgetown's Institute for Technology Law & Policy, with an additional reporting line to the Assistant Dean for International and Graduate Programs.

The Program Director will have significant interaction with prospective students, enrolled students, alumni, faculty, adjunct faculty, and staff at Georgetown Law and in other departments of Georgetown University, as well as with employers and partner institutions engaging in tech law and policy work. The position will involve active networking and relationship building outside of the university. The position will also collaborate with the Law School's administrative teams related to admissions, academic affairs, registration, and career placement.

Requirements and Qualifications:

- J.D. or LL.M. and at least 4 years of professional experience related to this field.
- The ideal candidate has strong collaborative skills, experience in and good knowledge of the field of technology law and policy, the ability to work independently and entrepreneurially, and a commitment to excellence in the classroom, curricular development, and career placement for students.

How to Apply:

Applicants will be considered on a rolling basis from January 10, 2020 until the position is filled. Please apply via the Georgetown Careers Website at <https://careers.georgetown.edu>, where this job posting is [JR08310](#). If you have any questions, please direct them to TechInstitute@law.georgetown.edu.

Notice:

Georgetown University is an [Equal Opportunity/Affirmative Action Employer](#) fully dedicated to achieving a diverse faculty and staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex, disability status, protected veteran status, or any other characteristic protected by law.

If you are an individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please visit <https://ideaa.georgetown.edu/ada> for more information, or contact the Office of Institutional, Diversity, Equity, and Affirmative Action.

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

LAW FELLOW - POLYDOR FUND LEGAL COUNSEL FOR THE ELDERLY

Business Unit Description:

Founded in 1975, Legal Counsel for the Elderly champions the dignity and rights of vulnerable Washington, D.C. seniors, 60 and older, providing free legal and social work services to those in need — empowering, defending and protecting.

LCE staff help 6,000+ clients each year in many areas of civil law. Attorneys represent seniors facing foreclosures, evictions, and consumer fraud. LCE handles Medicaid and Social Security cases, provides benefits checkups to assure that seniors and Veterans are receiving the benefits they are due, prepares Wills and Powers of Attorney, and educates elders in ways to avoid Medicare and Medicaid fraud. Clients come to LCE directly through the LCE Legal Hotline, they are referred by partner organizations and the courts, and LCE attorneys, plus its more than 800 volunteers, are regularly in the community meeting elders at senior centers and faith-based organizations. LCE also accommodates homebound seniors by providing legal services in their homes.

LCE houses the office of the D.C. Long-Term Care Ombudsman Program, which advocates on behalf of seniors in nursing homes, assisted living facilities, and those receiving home health care. LCE has a strong relationship with a number of pro bono law firms that assist staff with approximately 600 cases a year. LCE staff testify and make recommendations regarding laws before the D.C. Council that affect seniors, and have been instrumental in bettering conditions for D.C. seniors through assistance with local legislation. More than 40 years after its founding, LCE continues to develop innovative, cost-effective ways to deliver legal services, serving as a model for organizations around the country. LCE is incorporated as a 501(c) (3) and is an affiliate of AARP.

Summary

In honor of long-time volunteer Cheryl Polydor, the Polydor Fellow will support the work of both the Systemic Advocacy Practice at Legal Counsel for the Elderly (LCE) and the Office of the DC Long Term Care Ombudsman. The Fellow will conduct legal research, assist with special projects and write legal memoranda. The Fellow may also conduct factual investigations, interact with clients, and collaborate with attorneys and staff of both LCE and the Ombudsman Program. The Fellow may help draft pitches used to recruit volunteer pro bono attorneys to work on Systemic Advocacy/Ombudsman projects, and help to manage and track the completion of those projects.

Responsibilities:

- Conducts legal research, writes legal memoranda, and assists with work related to individual case representation, systemic issues, or special projects.
- Prepares summaries of proposed systemic and other special projects for purpose of engaging pro bono attorneys to work on such projects and assists in managing and tracking such projects to completion.
- Maintains accurate, contemporaneous, and complete records and notes in the case management system concerning cases and projects handled.

- Performs case work under the supervision of an attorney including gathering facts and evidence, searching records and documents, conducting research, and/or contacting potential clients and witnesses to gather information.
- Prepares educational materials and participates in community outreach and workshops as requested.
- Assists with the provision of legal information through speaking engagements, workshops, self-help seminars, and other ways to inform the public of our services.

Requirements:

Completion of a Bachelor’s degree, with a minimum of 1 year at an accredited law school. Possesses a demonstrated interest in public interest law, with a preference for those with a strong interest in long-term care and systemic reform for the elderly.

How to Apply:

Apply [online](#).

Benefits Offered:

Fellowships are non-exempt positions and are not eligible for employee benefits.

Equal Employment Opportunity:

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

SUMMER INTERNS
DEMOCRATIC STAFF OF THE COMMITTEE ON SCIENCE, SPACE AND TECHNOLOGY

The Democratic Staff of the Committee on Science, Space and Technology seeks full-time, paid interns for Summer 2020. Interns are asked to work with staff to help prepare for committee hearings and markups and will work on substantive research and oversight projects in addition to press matters. Furthermore, interns will be critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents.

Interested applicants should visit the Committee’s website at <https://science.house.gov/contact/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.

SUMMER INTERNS
HOUSE SMALL BUSINESS COMMITTEE MINORITY STAFF

The House Small Business Committee Minority Staff is currently looking for full-time interns for summer 2020 (May – August). Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, and other tasks. This internship is open to undergraduates (juniors and above) and recent graduates.

If you would like to be considered, please submit a one-page resume and cover letter to housesmallbusinessinternship@gmail.com and include "Summer 2020 Internship Application" in the subject line of the email.

The office is an equal opportunity employer and minorities, women, and LGBTQ persons are encouraged to apply. Please note that this internship is unpaid.

**SUMMER INTERNSHIP
NATIONAL VETERANS LEGAL SERVICES PROGRAM**

The National Veterans Legal Services Program (NVLSP) is a high-impact national veterans service organization based in Washington DC. Our mission is to ensure that the government delivers to our nation's 22 million veterans and active duty personnel the benefits to which they are entitled due to the disabilities that resulted from their military service. NVLSP's Lawyers Serving Warriors® ("LSW") program provides free legal representation, through a nationwide pro bono network of private law firms and corporate legal departments, to disabled active duty personnel and veterans and their families. LSW has assisted more than 2,400 disabled veterans through its pro bono network. The majority of the clients served through LSW have Post-Traumatic Stress Disorder (PTSD), traumatic brain injuries (TBI), or other mental health conditions that are related to military service.

NVLSP seeks a summer law student to assist with screening cases. The student will contact veterans for information needed during the screening process and will reach out to government offices to follow up on file requests. The student will review veterans' medical and personnel files to determine merit for pro bono placement. For meritorious cases, the student will draft a screening memo setting forth the legal and factual basis for the claim. The student will also assist with organizing LSW's clinics in the community, including speaking with interested veterans and publicizing the event.

The position is funded at \$22/hour for 35 hours per week. We are also happy to host a law school funded internship.

To Apply:

Send a cover letter, resume, writing sample, and list of 3 references to:

Rochelle Bobroff, Director of Pro Bono
Via e-mail: Rochelle@nvlsp.org
National Veterans Legal Services Program
1600 K Street, NW, Suite 500
Washington, DC 20006

**PRO BONO COORDINATING INTERNSHIP (SUMMER 2020)
CAPITAL AREA IMMIGRANTS' RIGHTS (CAIR) COALITION**

Capital Area Immigrants' Rights (CAIR) Coalition is seeking an intern with a passion for public interest law and immigrants' rights to provide programmatic and administrative support to our Pro Bono Coordinating (PBC) team. We are currently accepting applications for Summer 2020 positions.

The mission of CAIR Coalition is to serve as the primary source of legal assistance for detained immigrants in the D.C. metropolitan area. We are dedicated to providing free legal services to immigrants facing deportation in ICE and ORR detention facilities in this area. This internship offers exposure to immigration law, a deeper

understanding of the nuts and bolts of nonprofit legal practice, and an opportunity to build relationships in both the immigration nonprofit and law firm spaces.

Description of Internship Program:

Our Pro Bono Coordinating internship requires a commitment of at least 12 weeks, starting on May 26, 2020. Part-time and full-time positions are available. All positions are unpaid, but CAIR Coalition is happy to assist with internship/externship credit administration. This internship will be located in our D.C. office at 1612 K St NW.

Responsibilities:

- Building and maintaining strong relationships with our pro bono partners
- Gathering, redacting, and sharing with pro bono teams best-in-class resources that will assist them in their immigration cases
- Developing and/or updating internal resources such as pro bono case placement materials, mentoring guides, sample briefs and motions
- Drafting summaries of available immigration cases for pro bono placement
- Assembling initial case placement materials for pro bono teams
- Coordinating meetings or events relating to CAIR Coalition's mentoring of cases placed with pro bono teams or trainings on immigration law
- Attending training opportunities
- Preparing and submitting documents in immigration cases for detained adults or detained or released unaccompanied minors
- Completing administrative or data-entry tasks related to the foregoing

Requirements:

- Superior oral and written English communication skills
- Strong analytical and organizational skills
- Familiarity with immigration law, particularly the area of removal defense, is strongly preferred.
- Interns must be able to provide their own laptops for use during the internships.
- Attention to detail and self-starter attitude
- Ability to work independently and as part of a team
- Willingness to perform administrative work, such as organizing legal resources in internal databases and posting them online, that advances the mission of the organization

Application Process:

Please submit the following materials via email to hrintern@caircoalition.org, with subject line Pro Bono Coordinating Summer 2020 Internship:

- A cover letter describing your interest in this internship. If you are applying to more than one CAIR Coalition internship this semester, please indicate which ones in your email and in your cover letter.
- A resume; and
- A writing sample (up to five pages) that showcases your ability to write clearly and analytically.
- Current law students and recent law graduates are likely best suited for this internship because it will involve substantial legal analysis, but nontraditional or other applicants are also welcomed to apply.

PUBLIC INTEREST INTERNSHIP
NATIONAL WHISTLEBLOWER CENTER

Working one-on-one with our attorneys and professional staff, interns learn what it takes to incentivize and protect whistleblowers, even in the face of powerful opponents. Each intern will work within a professional office and is expected to complete research and writing assignments, attend hearings, and perform other substantive assignments. Interns assist on key public policy assignments, related to expanding the scope of whistleblower protections and assisting in our public education programs.

Your supervisors are respected authors and public advocates who have written the leading books on whistleblower law, testified on behalf of whistleblowers before Congress, and regularly assisted Congress in drafting key whistleblower protection legislation, including provisions signed into law in the Dodd-Frank Act, the Sarbanes-Oxley Act, and the Whistleblower Protection Enhancement Act.

Please note this is an unpaid position, designed to provide an educational opportunity for those interested in whistleblower law, policy, and communications.

The internship is located in the Dupont Circle neighborhood of Washington, D.C. Applicants are reviewed on a rolling basis and positions fill up quickly. You are encouraged to submit your application early and let us know in your cover letter whether you are applying for fall, spring or summer.

Please fill out the form below and then email your cover letter, resume, and academic transcript to info@whistleblowers.org. Unofficial transcripts are accepted.

To Apply:

<https://www.whistleblowers.org/intern/>

The National Whistleblower Center is an equal opportunity employer.

SUMMER LAW CLERK
FIRST SHIFT JUSTICE PROJECT

First Shift Justice Project is a legal services organization that helps working mothers in low wage jobs assert their workplace rights to prevent job loss.

To accomplish this mission, we educate women about their workplace rights and we train the staff of organizations that provide prenatal care to pregnant women, infant care for their babies, and other supportive services. We counsel women in low-wage jobs regarding pregnancy and caregiver discrimination; accommodations for pregnancy and breastfeeding; and access to paid sick days and family medical leave. Finally, we represent women whose caregiver rights in the workplace have been violated.

First Shift also provides legal advice to low-income women who are dealing with workplace sexual harassment and the impact of domestic violence on their employment.

We are happy to work with bright and motivated students 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.

Our ideal candidate has demonstrated interest in strengthening women and families, strong writing skills and experience working directly with clients. Fluency in Spanish is highly desired. Law clerk positions at First Shift Justice Project are unpaid; however, we will work with our law clerks to secure any funding available from other sources. Work hours are flexible; open to considering part-time applicants.

Interested students should send a cover letter and resume to Laura Brown, lbrown@firstshift.org. Applications will be considered on a rolling basis until the position is filled.

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

LEGAL INTERNSHIP ADVANCEMENT PROJECT NATIONAL OFFICE

Advancement Project National Office is a next generation, multi-racial civil rights organization. Rooted in the great human rights struggles for equality and justice, we exist to fulfill America's promise of a caring, inclusive and just democracy. We use innovative tools and strategies to strengthen social movements and achieve high impact policy change. Our work is focused in four major areas: ending the school to prison pipeline, voting rights, immigrant justice and mass incarceration and policing.

Description of Role:

Advancement Project National Office is seeking candidates for legal internships for spring 2020 and summer 2020. Internships will be based in our National Office, located in Washington, DC. Legal interns will work closely with our staff of attorneys, organizers and communications strategists to support our grassroots-led campaign partners in cities across the United States. These positions operate under the direct supervision of intern coordinators.

Qualifications:

We are seeking experienced second- and third-year law students for our internship program. Candidate should possess excellent legal writing and research skills. Candidates must have a demonstrated commitment to racial justice, social movements and/or civil rights. Experience in policy advocacy and/or community organizing is a plus. We are looking for thoughtful, creative and energetic candidates with a genuine desire to address and dismantle oppressive systems that impact the lives of Black, Brown and poor people.

Compensation:

Spring semester internships are eligible for school credit. For summer internships, eligibility for public interest grants or work-study is not required, though welcome and encouraged. For students unable to obtain school funding we provide paid internships.

To Apply:

Please visit: <https://advancementproject.bamboohr.com/jobs/view.php?id=18>. Applications will be reviewed on a rolling basis. Please include two writing samples with cover letter.

SUMMER LAW STUDENT INTERNSHIPS
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia is D.C.'s oldest and largest general civil legal services organization. Since 1932, Legal Aid lawyers have been making justice real – in individual and systemic ways – for persons living in poverty in the District.

Legal Aid primarily provides direct client representation in the areas of housing law, domestic violence and family law, public benefits law, and consumer law. We also help clients prevent legal problems through outreach and education and assist clients in resolving their own disputes with advice and other brief assistance. In addition, when issues that have an impact beyond an individual client are identified, we often seek a structural solution, a change in the law, or a reform of government practice.

Internship Description:

Law student interns are assigned to one of Legal Aid's practice units. **Applicants should express in their cover letter a preference to work with one or more of these practice units:**

Housing/Landlord and Tenant Law – preventing eviction, addressing housing code violations and preserving affordable housing

Public Benefits Law – obtaining access to health care, Social Security Disability Insurance/Supplemental Security Income, and other available public benefits

Domestic Violence and Family Law – securing safety from domestic violence and achieving family stability through custody arrangements and support orders

Consumer Law – preventing foreclosure and abusive debt collection practices

Interns assist Legal Aid attorneys in representing clients in D.C. Superior Court proceedings and before public agencies. They have the opportunity to interact with clients and may attend client meetings, hearings, trials and administrative proceedings. Typical assignments include factual investigation, legal research and writing, drafting of pleadings, and hearing/trial preparation.

Law students also may apply to work with the Barbara McDowell Appellate Advocacy Project which pursues an anti-poverty agenda and litigates cases before the D.C. Court of Appeals. The appellate internship involves intensive legal research and writing.

Application:

To apply, please email a cover letter, resume, writing sample and transcript (unofficial) to Kareine Johnson, Staff Attorney, at intern@legalaiddc.org. Summer interns are expected to work full time for a minimum of 10 1/2 weeks.

CIVIL RIGHTS INTERNSHIP
WASHINGTON LAWYERS' COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers' Committee for Civil Rights and Urban Affairs civil rights internships provides undergraduate and law students with hands-on experience in civil rights litigation and advocacy.

Each year, students from around the country spend a quarter, semester, or summer at the Committee completing a variety of assignments under the supervision of experienced staff.

Law Student Internships:

Law students assist staff attorneys in all aspects of our work. Depending on the needs of our cases and clients at a given time, law student interns should expect to do work in one or more of the following areas:

- Creating equal opportunity to economic stability for individuals and families.
- Challenging the conditions that force racial and economic segregation and that limit options for safe, decent and affordable housing based on race and national origin.
- Reducing barriers to public services and public accommodations.
- Creating equal opportunity for an education.
- Advocating on behalf of DC prisoners and reducing the impact of an unfair criminal system.

Work assignments will typically involve factual and legal research, drafting memos or pleadings, and other work supporting our litigation and advocacy agenda, as well as participating in case/issue area check-ins and strategy sessions. Full semester, part-time (15 hours/week minimum), and summer internships are available.

General Information:

Interns are an important part of our work and many remain connected to the Committee long after their internship is over. We expect our interns to be committed to social justice, to work hard, have fun, ask questions, and learn a great deal. During the summer, the Committee provides interns with a multi-day orientation and training program and provides additional training through a 'lunch and learn' series of talks. Throughout the year, we look for opportunities for interns to participate in many learning and other activities in Washington DC's vibrant public interest legal community.

Application Deadlines and How to Apply for Internships:

We are accepting applications for Summer 2020. All applications are reviewed, and interns are selected, on a rolling basis. We encourage you to apply soon.

Applications must include the following, combined in one PDF document:

- Cover letter explaining your interest in the internship, your experience with/commitment to social justice, and your anticipated dates of availability.
- Current resume.
- Brief writing sample.
- List of references.
- Undergraduates interested in workers' rights: Spanish language fluency is a plus.
- Current transcript (unofficial is fine).
- Email subject should specify Law or Undergrad (undergrads – select either Prisoners' Rights or Workers' Rights), and Fall/Spring/Summer internship.

Applications should be sent to: internships@washlaw.org.

The Committee is an equal opportunity employer.

OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)

ASSISTANT FEDERAL PUBLIC DEFENDER AUSTIN, TEXAS

Assistant Federal Public Defender Austin, Texas Spanish-language fluency is required. The AFPD will represent clients charged with federal criminal offenses and clients involved in other matters. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position offers federal government employment benefits, including participation in health and life insurance program, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply:

Qualified persons may apply by forwarding a letter of interest (mentioning announcement 20-14), résumé, and representative writing sample, along with three references. Litigation experience should be described in detail.

Send completed application to:

Maureen Scott Franco,
Federal Public Defender, Western District of Texas
504 Lavaca St., Suite 960
Austin, Texas 78701-2860

Electronic submissions will not be accepted.

For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Victoria B. Longoria, Personnel Administrator, at (210) 472-6700.

WORKER JUSTICE POLICY ADVOCATE THE CENTER FOR POPULAR DEMOCRACY NEW YORK OR WASHINGTON, DC preferred

The Center for Popular Democracy and CPD Action (together, CPD/A) work to promote equity, opportunity, and a dynamic democracy in partnership with innovative base-building organizations, organizing networks and alliances, and progressive unions across the country. We currently work with more than 45 partner organizations in more than 38 states, Puerto Rico, and D.C., and build the strength and capacity of democratic organizations to envision and advance a pro-worker, pro-immigrant, racial and economic justice agenda. We are a rapidly expanding, changing organization that partners with organizations across the country to build political power and win tangible victories that improve the lives of low-wage workers, immigrants, and communities of color.

About the Position:

We seek an energetic and experienced person to join CPD's workers' rights and economic justice team. The policy advocate will support our affiliates and allies to win victories on next-generation workplace justice issues like fair workweek, forced arbitration, worker-driven enforcement mechanisms, just-cause termination, labor

practice transparency, regulating the gig economy, future of work and automation, and improving job quality in specific low-wage industries (e.g., child care, warehousing, retail). This position will also provide targeted support to exciting state and local campaigns in established policy areas like minimum wage, paid sick days, paid family leave, and wage theft prevention; and help support CPD's work at the intersection of racial and economic justice policies.

The Worker Justice Policy Advocate will report to the Senior Staff Attorney for Worker Justice.

The Worker Justice Policy Advocate will:

- Support CPD's Workers' Rights and Economic Justice policy work as a member of the organization's Workers' Rights Campaigns Team;
- Develop policy campaign infrastructure through a combination of the following activities (depending on skills and experience): collaboration with external and internal strategic researchers; drafting national campaign strategies and plans; training staff and leaders of affiliates and allies on policy and campaign strategy; planning and facilitating periodic cross-geography and cross-campaign worker justice calls and meetings; coordinating campaign activities with national allies; and for candidates with law degrees legal research, policy drafting, and developing policy toolkits and public education materials.
- Collaborate closely with CPD affiliate organizations and state coalitions to plan and execute policy campaigns by providing deep support on campaign planning, coalition development, base building and field, legislative engagement, communications and messaging, polling, digital strategies, and integrating electoral accountability where appropriate.
- Represent the organization at external meetings, coalition tables, and conferences.

Job Requirements:

- A commitment to social, racial and economic justice and an understanding of the challenges facing low-wage workers, immigrant communities, and communities of color;
- Excellent oral and written communication skills;
- Ability to work well independently and to drive multiple projects to completion in a fast-paced environment;
- Problem-solving perspective;
- Willingness to travel occasionally;
- Demonstrated ability to build relationships of trust and mutual respect with broad range of people, and an understanding of the role of race and gender in coalition work;
- Attention to detail and strong project-management skills;
- *Either*: a law degree and two or more years of legal work experience relating to employment; *or* at least 2 and preferably 4 years of experience in issue/policy campaigning, with experience in multiple capacities (eg., coalition management, field, lobbying, communications, digital);
- Experience in community organizing, labor organizing, and/or working with broad-based advocacy coalitions.

Salary and Benefits:

This is a union position. Salary will be determined according to a salary scale which takes into account years' experience, location, job category, and other factors, but is expected to be \$60,000-\$75,000 and category 2. The CBA is available [here](#).

How to Apply:

Please submit your cover letter, resume, and writing sample through <https://cpd.hiringthing.com/job/174551/worker-justice-policy-advocate>

CPD is an Equal Employment Opportunity employer and actively recruits people of color, women, individuals with disabilities and members of the LGBTQ community.

STAFF ATTORNEY AL OTRO LADO TIJUANA, MEXICO AND SAN DIEGO, CALIFORNIA

Al Otro Lado is a binational legal services organization serving refugees and deportees in Tijuana, Mexico San Diego and Los Angeles, California. Al Otro Lado's Litigation Program challenges policies and practices that violate the rights of migrants. Al Otro Lado is an organizational plaintiff or counsel in seven separate class action lawsuits challenging anti-asylum policies, slave labor practices in immigration prisons, and dangerously substandard care for detained disabled and medically vulnerable migrants. The Litigation Program also files individual habeas claims for migrants whose rights are violated in detention and at the border. Current litigation includes **Al Otro Lado v. Kelly** and **Gonzalez v. Core Civic**.

The Position:

The Staff Attorney will be engaged in direct representation work and organization in both Tijuana, MX and San Diego. The position will be based in San Diego.

This position will focus on assisting individuals in the Migrant Protection Protocols (MPP) program, through representation and assistance before the Immigration Courts, and also through advocacy and federal litigation.

Duties include but are not limited to the following:

- Screen individuals for relief and possible representation.
- Provide direct immigration representation to people subject to MPP. This may include representation in non-refoulement interviews, representation in immigration proceedings and custody redetermination hearings before the Immigration Court, representation before the Board of Immigration Appeals, representation in applications before USCIS, and other related services.
- Engage in federal litigation work including habeas representation directly and through pro bono attorneys to assist people subject to MPP.
- Representation of other detained asylum seekers and mentally incompetent detainees as required.

This is a full-time, salaried exempt position. Competitive salary and benefits.

Qualification and Requirements:

Fluency in Spanish is required. The applicant must be licensed to practice law in any jurisdiction (California Bar preferred). Applicants who are fully accredited BIA representatives will also be considered. We are seeking applicants with a minimum of 1-2 years of immigration experience; we will consider immigration paralegal experience, organizing experience, and/or law school clinic experience. Applicants should be self-directed and self-reliant, highly organized, flexible, and able to work in a high volume setting with limited resources. This position may require regular travel to detention facilities and occasional travel to Central America and other parts of Mexico. The applicant must have reliable transportation and be able to cross the US-Mexico border.

Application Process:

Please submit a letter of interest, resume, writing sample, with three professional references to jobs@alotrolado.org, with San Diego Staff Attorney/BIA Rep in the subject line. Only applicants selected for an interview will be contacted.

Al Otro Lado values diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, formerly incarcerated individuals, individuals with disabilities, and members of underrepresented communities.

PRO BONO COUNSEL ROBINS KAPLAN LLP MINNEAPOLIS, MINNESOTA

Robins Kaplan LLP has an exciting opportunity in our Minneapolis location for someone with a passion for pro bono and bridging the justice gap. In this role, the Pro Bono Counsel is responsible for all administrative operations of the firm's pro bono program including providing legal and administrative support to the firm's Pro Bono Chair.

Pro Bono Counsel Job Responsibilities:

The Pro Bono Counsel's job responsibilities include working with the Pro Bono Chair to manage and refine the firm's pro bono program, placing pro bono matters with attorneys, screening pro bono inquiries, serving as a legal resource to attorneys in pro bono matters, organizing pro bono trainings, legal clinics, and events, and developing pro bono communications.

Pro Bono Counsel's Keys to Success:

We are looking for an enthusiastic individual with the ability to see the connection between and leverage pro bono work, mentoring, professional development, client development, and the firm's diversity initiatives. We want someone with strong customer service orientation, the ability to interact effectively and professionally with a wide variety of people, strong oral and written communication skills, knowledge of legal ethics, risk management and loss prevention concepts, familiarity working with low-income communities, and good judgment and problem solving skills.

Education and Experience:

Bachelor's Degree and J.D. required. At least five years of prior legal practice in law firm or public interest setting required (law firm experience preferred). Pro bono coordination or event planning experience is helpful.

What you will like about working at Robins Kaplan:

Robins Kaplan is a well-respected national law firm. We offer competitive compensation and rich benefits, a convenient work location in downtown Minneapolis in a beautiful building with free state-of-the-art workout facilities, a respectful environment, the opportunity for rewarding and challenging work, a suggestion program where your ideas will be acknowledged and carefully considered, social events that bring us together, a Dress For Your Day work environment, and the opportunity to work with dynamic people who share a passion for doing exceptional work for our clients.

If you are excited about this opportunity and want to be considered, submit letter of interest and resume at <https://recruiting.ultipro.com/ROB1006RKMCL/JobBoard/e92fad16-ed94-4677-91b5-ae02bbaae78a/OpportunityDetail?opportunityId=fc3cbf34-c24c-4d6a-870d-bf901c08a47f>

Robins Kaplan LLP is an equal opportunity employer committed to building a diverse workforce.

**EXECUTIVE DIRECTOR
HOUSTON IMMIGRATION LEGAL SERVICES COLLABORATIVE
HOUSTON, TEXAS**

In 2013, local organizations working with immigrant communities came together to address the lack of legal services capacity in the Houston region. These early meetings eventually became the Houston Immigration Legal Services Collaborative (HILSC or the Collaborative). Collaborative stakeholders include non-profit legal services providers, outreach and advocacy organizations, the business community, law school legal clinics, public agencies, and private foundations. **HILSC advocates for immigrant inclusion, equity, and justice by uniting and strengthening diverse allies, developing holistic immigration legal services, and supporting creative initiatives through principled, values-based collaboration.** Learn more at www.houstonimmigration.org/about-us/

The Executive Director will provide overall leadership on all aspects of HILSC's organizational activities. A successful candidate will have a passion for immigrants' rights and an unwavering belief and commitment to collaboration as a means of planning, implementing and evaluating community-driven goals. The Executive Director will encourage dialogue, listen to community voices, synthesize feedback, assist in achieving consensus and facilitate a drive to action. The Executive Director will be the embodiment of the organizational values. The Executive Director must be able to work through conflict to help organizations and individuals with differing viewpoints achieve consensus on issues that impact immigrants and their families. With a calm and thoughtful approach, the Executive Director will help members focus on and transform the systems that impact immigrants and all immigration statuses.

For more information about the position, click here...

*** Please submit a resume and cover letter as a single PDF file to jobs@houstonimmigration.org**
Position will be open until filled with priority given to resumes received **before March 30, 2020.**

**DETENTION PROGRAM STAFF ATTORNEY
AMERICANS FOR IMMIGRANT JUSTICE
MIAMI, FLORIDA**

Americans for Immigrant Justice (AI Justice), a not-for-profit legal services organization founded in 1996 to protect and promote the basic human rights of immigrants, has a multicultural and a multilingual staff. AI Justice has represented clients from around the world and is recognized as a powerful advocate and national leader for immigrants' rights. AI Justice works closely with traditional civil rights groups as well as grassroots organizations and local, state and national government officials to affect positive change in immigration policies.

Duties:

AI Justice seeks a staff attorney to work fulltime with AI Justice's Detention Program. Job responsibilities include: Providing "Know Your Rights" presentations and legal screenings for detained immigrants, documenting

detention conditions, legal representation in immigration proceedings before the Immigration Court; appellate proceedings before the Board of Immigration Appeals; proceedings before the U.S. Citizenship and Immigration Services, and engaging in advocacy with local and national partners on behalf of detained immigrants. The staff attorney will represent clients seeking immigration benefits and relief from removal before the immigration court, including asylum, cancellation of removal and release from immigration custody. The staff attorney also will be required to conduct legal screenings of detained immigrants to determine eligibility for legal relief and representation by AI Justice, provide advice and counsel to detained immigrants, and comply with other program reporting.

Qualifications:

- Preference for 3 years' experience in immigration law, including experience with detention, asylum, and criminal law as it relates to immigration consequences
- Preference for experience working with domestic violence victims and/or other victims of trauma
- Strong writing, research and analytical skills; strong communication and group leadership skills
- Interest in policy advocacy at the local and national level
- Excellent presentation skills for community outreach, education and training
- Ability to work independently and under pressure
- Ability to work well with people of diverse educational, cultural and professional backgrounds
- Experience with immigration and/or legal clinics in law school would be especially helpful
- Fully bilingual, including reading and writing, in English and Spanish required
- Must have reliable transportation
- Must be willing to travel to remote detention facilities throughout Florida
- Must be willing to submit to an extensive background check, including FBI, statewide repository, and sex offender registry checks
- Membership in good standing of any state bar.

Details at a glance:

- On-site Location
- Full Time Schedule
- J.D. Required

Benefits:

AI Justice offers a comprehensive benefits package.

Level of Language Proficiency:

Fully bilingual, including reading and writing, in English and Spanish required

How to Apply:

Submit cover letter, resume, and references to info@aijustice.org. Please write DETENTION PROGRAM STAFF ATTORNEY in the subject line. You may also mail your resume to Human Resources, Americans for Immigrant Justice, 3000 Biscayne Blvd., #400, Miami, FL 33137. Interviews: Top candidates will be invited to interview. AI Justice is an EOE/AA employer and encourages women and minorities to apply.

**MANAGING ATTORNEY
COMMUNITY PROGRAMS
PENNSYLVANIA IMMIGRATION RESOURCE CENTER
YORK, PENNSYLVANIA**

The Pennsylvania Immigration Resource Center (PIRC) is a non-profit agency that serves vulnerable immigrants through free legal services, education, and advocacy. PIRC's Community Programs encompasses the Immigrant Survivors Project (ISP), which offers victim-centered legal services to immigrant survivors of domestic violence, sexual assault, and human trafficking throughout Pennsylvania, and the Citizenship Project, which serves eligible lawful permanent residents in south central PA apply for naturalization. The Managing Attorney also holds a leadership role in the organization as a member of PIRC's Senior Leadership Team.

Job Purpose and Activities:

- Manage and direct the Immigrant Survivors Project and the Citizenship Project
- Manage an 8-person legal staff overseeing client caseload and services and supervising all non-client matters, including Human Resource and professional development
- Provide legal supervision and assistance for ISP client caseload of foreign-born victims facing domestic violence, sexual assault, human trafficking and other similar crimes
- Provide legal supervision for the Citizenship client caseload of LPRs seeking naturalization
- Provide direct representation, as necessary
- Conduct outreach through participation in relevant community and stakeholder meetings and through participation in legal clinics as needed
- Responsible for program reports and invoicing for all Community Programs
- Work closely with the Executive Director to draft and submit grant applications and ensure compliance with contract and grant requirements for Pirc's programs
- Maintain and cultivate relationships with program partners, governmental agencies, nonprofit providers and other stakeholders. Attend outreach events as needed
- Organize and oversee planning and delivery of community legal clinics
- Coordinate and manage the pro bono referrals and provide technical assistance and mentorship to pro bono attorneys in their casework
- Assist in recruitment and training of staff, interns, volunteers, and other staff as needed
- Other tasks as assigned

Qualifications and Experience:

- Licensed to practice law before the bar of any state in the U.S. required
- Five or more years' experience in immigration law required.
- Personnel management experience, including training, supervising, motivating, and providing employee feedback required.
- Project management and federal or state grant compliance experience preferred.
- Fluency in Spanish (both written and verbal) and/or third language preferred
- Experience applying for VAWA, T Visa, U Visa, I-751 waivers and naturalization preferred.
- Prior experience working with survivors of domestic violence or sexual assault preferred.
- Prior experience managing remote staff preferred.
- Passion for PIRC's mission and demonstrated commitment to immigration issues and public interest law.
- Sound information analysis and decision-making skills.
- Ability to work with Executive Director on strategic planning and play an active role in PIRC's senior management team.
- Strong time management and organizational skills

- Goal-oriented with ability to take initiative with planning, coordinating and leading program on logistics and vision.
- Ability to manage multiple priorities and tasks with minimal supervision.
- Excellent verbal and written communication skills; excellent legal research and writing skills
- Must successfully pass FBI and Child Abuse Clearance background checks

Full-time Position: 40 hours per week

Starting Annual Salary: \$67,000

Relocation Assistance is available through PIRC for those willing to relocate to help us advance our mission!

About York:

Historic York County, located in the Susquehanna River Valley of South-Central Pennsylvania, is a short drive from Lancaster, Harrisburg, and Baltimore, and within easy access to Philadelphia, Washington, D.C., Pittsburgh, and New York City. With its low-cost living, the Susquehanna River Valley offers a quality of life, with Harrisburg and Lancaster ranking in the top 20 places to live in the U.S. More information can be found here and information about Lancaster County here.

Why PIRC:

For immigrants in our community and in detention, the Pennsylvania Immigration Resource Center (PIRC) provides a unique combination of immigration legal services, advocacy, and education that provide protections to the most vulnerable immigrants in Pennsylvania. PIRC is an experienced provider of free, accessible, multilingual immigration services that empower, protect, and transform lives.

The staff at PIRC are its greatest strength. At PIRC, we strive to create a collaborative environment that encourages the sharing of ideas and victories, no matter the how large or small. PIRC offers a comprehensive benefits package including simple IRA with employer match, life insurance, health/dental/vision insurance, generous paid leave and flexible policies in a reflection of the organization's ongoing commitment to self-care. Members of PIRC are passionate, intelligent, and hardworking individuals all committed to the common cause of providing access to justice for immigrants.

To Apply:

Please send a cover letter, resume, three references and a brief writing sample to Jessica Snyder, HR Manager at jsnyder@pirclaw.org Applicants will be notified prior to contacting references.

Deadline:

Applications will be accepted on a rolling basis until the position is filled.

PIRC is an equal opportunity employer. We value a diverse workforce and an inclusive workplace. PIRC encourages applications from all qualified individuals, without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, or citizenship or any other consideration prohibited by law.

SENIOR ADVISOR FOR AFFILIATE LEGAL PROGRAMS
AMERICAN CIVIL LIBERTIES UNION
NEW YORK, NEW YORK

About the ACLU:

For almost 100 years, the ACLU has worked to defend and preserve the individual rights and liberties guaranteed by the Constitution and laws of the United States. Whether it's ending mass incarceration, achieving full equality for the LGBT community, establishing new privacy protections for our digital age, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach.

About the Job:

The Affiliate Support and Nationwide Initiatives Department (ASNI) builds state capacity and strengthens the connections between the ACLU and its network of 54 state affiliates and their 1,500 staff members across the country. Their work constitutes an unparalleled bulwark defending and advancing our civil liberties and civil rights. ASNI staff lead efforts to build program, build organizations, and drive resources to key battles across the country, positioning the nationwide organization for future challenges.

Reporting to the **Director of Program and Strategy**, the **Senior Advisor for Affiliate Legal Programs** is responsible for two main areas of work. First, the role will drive nationwide collaboration around legal strategies that deliver wins on critical civil rights and liberties issues. Second, the role will be responsible for building thriving, innovative, and impactful litigation programs in ACLU affiliates. The Senior Advisor will work closely with colleagues in both national and affiliate offices and work as part of an interdisciplinary team.

Responsibilities:

- Provide strategic thought partnership to affiliate leaders who are strengthening their Legal Departments' capacity, competencies, and skills
- Support ACLU affiliate Executive Directors in the hiring and onboarding of new Legal Directors
- Contribute to the development of evaluative tools and fair measures of capacity and success of legal programs, including regular debriefing for sharing across the nationwide network
- Help Legal Directors build legal programs and navigate the cooperating attorney relationship
- Create curriculum that centers best practices for building and executing powerful and integrated affiliate legal programs to be shared throughout the nationwide enterprise
- Create and sustain learning communities for ACLU affiliate legal staff, which includes managing ongoing cohorts, hosting in-person convenings, and developing regular workshops focused on topics and/or skills critical to the growth, administration, and impact of legal programs at the ACLU
- Ensure information and learnings generated by affiliate legal departments are institutionalized in ASNI to help maximize the opportunity for cross-affiliate learning and efficiencies
- Identify and leverage technologies and operational efficiencies to further affiliate legal programs
- Lead collaborative efforts between and among national and affiliate offices to ensure synergy and alignment of legal priorities, strategies, and tactics across the nationwide organization
- Work with Legal Directors and legal staff to assess affiliate capacity in legal department leadership, program, and management, to develop a baseline understanding of activity and helping affiliates set goals, plan, and drive strategic work
- Monitor and create powerful state-based narratives and replicate successful strategies by sharing state successes, highlighting best practices and areas of innovation and high impact

- Identify, develop, and promote models of integrated advocacy across communications, legal, and advocacy programs in affiliates
- Advise on grants to affiliates from the national office and new programmatic initiatives
- Support a culture of transparency by proactively sharing information while using discernment to protect confidentiality of employee relations and other complex matters
- Support innovative practices that will build a talent pipeline in the ACLU
- Ensure positive and clear lines of communication that promote programmatic alignment and a culture of trust
- Facilitate, coordinate, and ensure team-to-team connectivity within ASNI and with other national departments, help problem solve if affiliate needs are not sufficiently prioritized, and be an ambassador for ASNI with national staff
- Regular travel is required

Minimum Qualifications:

- At least 8 years' experience recruiting, training, managing, and motivating a diverse high-performing legal team in a non-profit setting
- Demonstrated ability to build legal strategies or programs that integrate advocacy and communications
- JD required
- Very strong verbal and written communication skills
- Excellent presentation and facilitation skills, experience teaching large scale trainings
- Ability to gain credibility and respect with internal and external audiences
- Excellent track record of working with diverse teams
- Highly organized with attention to detail
- Willing to conquer the "small tasks" with an understanding of their vital importance in the success of the organization
- Thinks strategically, critically, and creatively
- Excellent interpersonal skills and the ability to engage stakeholders at all levels
- Hungry to learn, curious to ask questions, and a desire to engage in exploration individually as well as being part of a team
- Commitment to the mission of the ACLU
- Demonstrate a commitment to diversity within the office using a personal approach that values all individuals and respects differences in regards to race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability and socio-economic circumstance
- Commitment to work collaboratively and respectfully toward resolving obstacles and/or conflicts

Preferred Qualifications:

- Experience advancing a legal program at a national and/or state organization
- Demonstrated ability to build skill and develop trainings in legal program development
- Understanding of campaign planning and debriefing, roles, communications, and coordination

To Apply:

<https://www.aclu.org/careers/apply/?job=4629346002&type=fulltime>

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that all qualified persons, including persons with disabilities, have full opportunities for employment in all positions.

The ACLU is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please e-mail benefits.hrdept@aclu.org. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

**CONTRACT ATTORNEY
IMMIGRANT JUSTICE CORPS
NEW YORK, NEW YORK**

About Immigrant Justice Corps:

The first and only fellowship of its kind, Immigrant Justice Corps (IJC) identifies promising lawyers and advocates passionate about immigration, places them with organizations where they can make the greatest difference and supports them with training and expert insights as they directly assist immigrants in need.

Inspired by Chief Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high quality representation to low income immigrants. IJC's two-year Fellowship programs connect Fellows to the best legal services providers and community-based institutions nationwide.

The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity. Since IJC's founding in 2014, IJC has assisted more than 70,000 immigrants and family members with a 92% success rate.

IJC Community Fellows become Department of Justice partially accredited representatives and represent clients in applications and interviews before the Department of Homeland Security. We have a robust immigration legal services practice housed at IJC headquarters, which handles a variety of affirmative applications as well as removal defense.

Duties & Responsibilities:

We are looking for an experienced immigration practitioner to join our collaborative legal team for up to a six-month period. IJC is growing and there may be upcoming opportunities to apply join the legal team permanently. The core responsibilities of the position include:

- Supervising and mentoring Community Fellows both on-site at placements with host organizations in New York City and at IJC headquarters;
- Reviewing and providing feedback on affirmative applications prepared by Community Fellows, including adjustment of status, citizenship and naturalization, DACA, U/T visas, VAWA and asylum;
- Providing direct representation for a limited number of complex affirmative applications and non-detained removal defense matters;
- Guiding Community Fellows with respect to effective case tracking and data management skills;
- Identifying trainings necessary for Community Fellows to respond to legal developments and helping to develop training materials;
- Participating as part of the IJC legal team in understanding and articulating the changing landscape of immigration practice and proposing ways to address;

- Coordinating with IJC staff on the role of data and technology in furthering our ability to meet program objectives.

Training and Qualifications:

The successful applicant will:

- Be a well-seasoned immigration attorney with experience in both removal defense and affirmative applications;
- Enjoy collaboration and helping new advocates develop skills and expertise;
- Be a member in good standing of any state bar;
- Have a minimum of three years of experience practicing immigration law as an attorney, prior supervisory experience is a plus;
- Be committed to IJC’s mission of expanding access to high-quality counsel for immigrants and developing legal capacity in under-served communities;
- Have excellent writing, analytical and organizational skills;
- Be comfortable working with diverse client populations and in varied work environments;
- Be fluent or have advanced proficiency in one or more foreign languages (with a strong preference for Spanish).

Compensation:

Hourly rate is competitive and commensurate with skills, experience, and duties.

How to Apply:

Please email your resume, three references and a detailed cover letter explaining why this job would be a great fit for you to recruitment@justicecorps.org with **Contract Attorney** included in the subject line. We will review applications on a rolling basis until the position is filled.

IJC is an Equal Opportunity Employer - women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.

LEGAL ORIENTATION PROGRAM+ STAFF ATTORNEY NATIONAL IMMIGRANT JUSTICE CENTER CHICAGO, ILLINOIS

Summary:

This posting is for a position with NIJC's Detention Project, which works to uphold the due process protections of detained individuals. This position requires traveling to McHenry County Jail in Woodstock, Illinois twice a week to provide legal education to individuals in Immigration & Customs Enforcement (ICE) custody through the Legal Orientation Program (LOP). Outside of LOP, the staff attorney will provide direct representation to individuals in ICE custody before the Immigration Court, Board of Immigration Appeals, ICE, and U.S. Citizenship & Immigration Services (USCIS). This staff attorney requires Spanish fluency.

Essential Duties and Responsibilities:

- Travels to McHenry County Jail in Woodstock, Illinois every Monday and Wednesday except for holidays. Implements LOP at McHenry County Jail by:

- Conducting group orientations to new arrivals at McHenry prior to their initial master calendar hearing
- Conducting individual orientations with pro se detained individuals at McHenry
- Conducting pro se workshops with pro se detained individuals at McHenry
- Referring cases for pro bono representation by NIJC staff and pro bono attorneys
- Conducts preliminary intake interview, gathers all relevant facts for presentation at Unit meetings. Makes assessment of income eligibility and makes appropriate referrals for those individuals not eligible for Organization services. Recommends exceptions to financial guidelines to the Supervisor.
- Develops and implements preliminary case strategy in terms of immigration law and procedure. Develops further strategy in terms of immigration law and procedure. Develops further strategy in consultation with supervisor.
- Represents detained individuals before the Immigration Court, BIA, ICE, and USCIS. Prepares cases for hearing, drafting legal papers, engaging in negotiation, presenting evidence, etc. in accord with the Code of Professional Responsibility for the legal profession.
- Conducts assessment of client on social, psychological and economic functioning and determines appropriate interventions and referrals. Ensures the provision of a wide range of services for clients.
- Carries a volume of work as required by the department. Has in-depth knowledge of legal and other resources. Provides a wide range of court advocacy services.
- Remains current on immigration law, policies and procedures. Remains current on implications of criminal and civil law as it applies to the representation of immigrants and refugees.
- Develops and maintains professional relationships with government and social service organizations and community organizations. Interprets immigration and department policies and programs to the public, including public speaking.
- In accord with the ethical standards required of the legal profession, the Code of Professional Responsibility, preserves client confidentiality, accounts for client monies and avoids conflict of interest.
- Maintains complete and accurate client records. Prepares timely statistical reports. Conducts quarterly case audits for presentation and review of the Supervisor.
- Participates in training on immigration procedures as assigned by the Supervisor. May conduct training sessions as assigned by the Supervisor.
- Participates in developing and implementing special projects, May have the primary responsibility for a project involving presentation of a particular ethnic group, immigration problem or advocacy issues on a systematic level.
- Identifies trends and recurring legal and social concerns. Recommends strategies for solutions and other needed advocacy.
- Interprets and translates for department and other Organization staff as needed.
- Adheres to professional standards as outlined by governmental bodies, (and/or other appropriate professional associations), private funding sources, Organization plans/policies and Unit guidelines. Participates in periodic evaluative reviews and/or in-house and external staff training to ensure that she/he understand and continues to adhere to such standards. Initiates requests for assistance or guidance from Supervisor to address new issues or complex concepts affecting adherence to professional standards.
- Other duties may be assigned.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.0

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates
- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Juris Doctorate Degree required; and one year of direct experience in social service counseling and/or legal representation.
- **Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, speak and write Spanish.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

To Apply:

<https://chu.tbe.taleo.net/chu01/ats/careers/requisition.jsp?org=HEARTLANDALLIANCE&cws=1&rid=6644>

Heartland Alliance makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of FMLA, VESSA, military, and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV infection, in accord with the organization's AIDS Policy Statement of September 1987.

**ASSOCIATE ACTIVIST DEFENSE ATTORNEY
CIVIL LIBERTIES DEFENSE CENTER
EUGENE, OREGON**

Who We Are:

The Civil Liberties Defense Center (CLDC.org) is a nonprofit organization that supports movements that seek to dismantle the political and economic structures at the root of social inequality and environmental destruction. We provide litigation, education, and legal and strategic resources to strengthen and embolden the success of those movements. Our motto is "Assert your rights, we've got your back." We have provided pro bono activist defense to over 4,500 social, environmental, and climate justice activists, as well as providing free Know Your Rights and related trainings to over 10,500 people. Our offices are headquartered in Eugene, Oregon.

Eugene, Oregon Position:

We are seeking an associate activist attorney with a minimum of three years of criminal defense experience and environmental/social justice movement orientation to work on activist defense, activist grand jury witness representation, and related cases. Strong trial skills and the ability to work well with diverse teams of activists will be required. The associate will report to the Senior Attorney and will be expected to work on all aspects of our case work, including intake, drafting motions and briefs, working with legal teams and defendant groups, and litigating cases at trial or on appeal. In addition, the associate will be expected to contribute to our Dissent & Democracy program by conducting public education trainings. In addition to criminal defense experience, attorneys with experience or interest in litigating civil rights impact cases and SLAPP defense cases are strongly encouraged to apply.

We are looking for well-rounded activist attorneys who bring hard work, initiative, commitment, and passion for our work, our clients, and the progressive movements we support and defend. The ideal candidates will have environmental, climate, and/or anti-capitalist and anti-racist movement background, as well as experience litigating state and federal criminal cases, and related work

This position is located in our Eugene, Oregon office. Our litigation is nationwide and some travel will be required.

Required Qualifications:

- Three years minimum experience as a criminal defense attorney
- Admitted to practice law in Oregon, Washington, or California, or must be admitted to a different state bar at the time of application and willing to apply for admission to another bar if necessary Strong litigation, research, and writing skills; jury trial experience and skills
- Able to meet deadlines and perform multiple tasks while maintaining attention to detail
- Demonstrated commitment to civil and human rights, racial and climate justice, and environmental and animal rights
- Excellent diverse people skills, culturally appropriate, anti-racist, anti-oppression orientation; and strong team member desire

Preferred Experience:

- Bilingual English/Spanish speaker strongly preferred
- Experience in community organizing work and/or social justice activism
- Experience with security culture and digital security
- Experience in a non-profit legal services organization
- Experience and/or willingness to learn and assist in organizational fundraising

Compensation and Benefits for Attorney Positions:

We offer a mission and employee-focused work environment and competitive public interest compensation.

- Salary range starting at \$60,000, commensurate with experience
- Flexible work schedule (when not under litigation deadlines)
- Generous holiday, vacation, and sick leave policies
- Some professional dues paid by CLDC
- Some benefits, including monthly healthcare reimbursement and professional development budget

How to Apply:

Interested candidates should submit:

- Resume
- Cover letter stating your interest and experience; which position you are applying for
- Two writing samples, ideally relevant briefs and/or pleadings
- Three professional references and at least one environmental/social justice activist reference

Please send all materials in a single PDF to office@cldc.org– Subject: “[Your last name]— Associate Activist Defense Attorney.”

Please, no phone calls, hard copies, or drop-ins. If you’re having technical difficulties submitting your application or questions, please reach out to charles@cldc.org.

Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity affirmative action employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position. We seek to redress past discrimination through active measures to ensure equal opportunity in employment. The CLDC will consider qualified applicants with arrest and conviction records for employment.

**ASSOCIATE ACTIVIST DEFENSE ATTORNEY
REMOTE CLIMATE FRONTLINE
CIVIL LIBERTIES DEFENSE CENTER
EUGENE, OREGON**

Who We Are:

The Civil Liberties Defense Center (CLDC.org) is a nonprofit organization that supports movements that seek to dismantle the political and economic structures at the root of social inequality and environmental destruction. We provide litigation, education, and legal and strategic resources to strengthen and embolden the success of those movements. Our motto is “Assert your rights, we’ve got your back.” We have provided pro bono activist defense to over 4,500 social, environmental, and climate justice activists, as well as providing free Know Your Rights and related trainings to over 10,500 people. Our offices are headquartered in Eugene, Oregon.

Climate Frontline Position:

We are seeking an associate activist attorney with a minimum of five years of criminal defense experience and environmental/social justice movement orientation to work on activist defense, activist grand jury witness representation, and related cases from a remote office setting. Strong trial skills and the ability to work well with diverse teams of activists will be required. The associate will report to the Senior Attorney and will be expected to work on all aspects of our case work, including intake, drafting motions and briefs, working with legal teams and defendant groups, as well as litigating cases at trial or on appeal. In addition, the associate will be expected to contribute to our Dissent & Democracy program by conducting public education trainings. In addition to criminal defense experience, attorneys with experience or interest in litigating civil rights impact cases and SLAPP defense cases are strongly encouraged to apply.

We are looking for experienced, well-rounded activist attorneys who bring hard work, initiative, commitment, and passion for our work, our clients, and the progressive movements we support and defend. The ideal candidate will have environmental, climate, and/or anti-capitalist and anti-racist movement background, as well as experience litigating state and federal criminal cases, and related work.

This position will be located in, or near, an underserved climate frontline region—likely in the middle of the U.S. This attorney will work remotely, likely from a home or small office. Our litigation is nationwide and some travel will be required, including to Eugene, Oregon.

Required Qualifications:

- Five years minimum experience as a criminal defense attorney
- Admitted to practice law in Oregon, Washington, or California, or must be admitted to a different state bar at the time of application and willing to apply for admission to another bar if necessary Strong litigation, research, and writing skills; jury trial experience and skills
- Able to meet deadlines and perform multiple tasks while maintaining attention to detail
- Demonstrated commitment to civil and human rights, racial and climate justice, and environmental and animal rights
- Excellent diverse people skills, culturally appropriate, anti-racist, anti-oppression orientation; and strong team member desire

Preferred Experience:

- Bilingual English/Spanish speaker strongly preferred
- Experience in community organizing work and/or social justice activism
- Experience with security culture and digital security
- Experience in a non-profit legal services organization
- Experience and/or willingness to learn and assist in organizational fundraising

Compensation and Benefits for Attorney Positions:

We offer a mission and employee-focused work environment and competitive public interest compensation.

- Salary range starting at \$60,000, commensurate with experience
- Flexible work schedule (when not under litigation deadlines)
- Generous holiday, vacation, and sick leave policies
- Some professional dues paid by CLDC
- Some benefits, including monthly healthcare reimbursement and professional development budget

How to Apply:

Interested candidates should submit:

- Resume
- Cover letter stating your interest and experience; which position you are applying for
- Two writing samples, ideally relevant briefs and/or pleadings
- Three professional references and at least one environmental/social justice activist reference

Please send all materials in a single PDF to office@cldc.org– Subject: “[Your last name]— Associate Activist Defense Attorney.”

Please, no phone calls, hard copies, or drop-ins. If you’re having technical difficulties submitting your application or questions, please reach out to charles@cldc.org.

Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity affirmative action employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position. We seek to redress past discrimination through active measures to ensure equal opportunity in employment. The CLDC will consider qualified applicants with arrest and conviction records for employment.

**SUPERVISING ATTORNEY
KIDS IN NEED OF DEFENSE
NEW YORK, NEW YORK**

About KIND:

Kids in Need of Defense (KIND) is a global leader in the protection of unaccompanied refugee and migrant children. Launched in 2008, KIND champions a world in which every child’s rights and well-being are protected throughout their journey to safety. KIND has provided over 19,000 children with high quality representation in their immigration proceedings by training more than 41,000 attorneys and cultivating partnerships with over 600 law firms, corporate legal departments, law schools, and bar associations across the country.

KIND’s social services program ensures that migrant and refugee children – who have often endured trauma – receive counseling, educational support, medical care and other comprehensive services.

To address the root causes of child migration from Central America and strengthen protection of unaccompanied children, KIND advocates for policy changes and educates lawmakers, the media, and the broader public on the conditions that drive these children to flee their home countries. KIND supports children returning to their home countries by connecting them to essential support services and sponsors gender-based violence prevention programs in Central America to protect children in countries of origin and transit.

KIND is also building upon its expertise in the protection of unaccompanied children to encourage the development of pro bono initiatives across Europe in partnership with European NGOs.

Position Purpose:

To provide senior-level expertise and program management in the provision of legal services by KIND attorneys and pro bono partners to detained unaccompanied children facing removal proceedings. As needed, the Supervising Attorney will also supervise Staff Attorneys, Senior Paralegals, Paralegals, and other non-attorney staff.

Primary Responsibilities:

May be responsible for one or more of the following:

- Supervise and lead the Detained Program in relevant jurisdiction(s), in collaboration with the Managing Attorney, including: supervising casework, managing caseloads and other responsibilities, promoting and advising supervisees on professional growth, conducting employee performance evaluations, meeting regularly with each supervisee, and providing consistent and effective supervision to ensure high-quality legal work;
- Provide legal skills trainings and technical case assistance to in-house staff, pro bono attorneys, or other stakeholders, in coordination with field office colleagues and KIND's Training and Technical Assistance Team;
- Serve as an organizational leader, advisor, and resident expert on the special needs of detained children, and the tailored provision of services in the detained context;
- Undertake direct representation of detained children in immigration removal proceedings and continue representation once children are released or transferred to another ORR or adult facility locally, as needed;
- Monitor daily arrivals, transfers, and discharges of immigrant children housed in ORR facilities in relevant jurisdiction(s);
- Oversee the timely and high-quality provision of legal orientation presentations and intakes of children upon arrival at ORR shelters;
- Liaison with shelter staff and other stakeholders as needed to maximize efficient and effective services to detained children;
- Review intakes by detained team and make determination regarding eligibility for immigration relief;
- Oversee or conduct drafting of eligibility letters for children to be transferred outside of relevant jurisdiction(s) for long term foster care determinations;
- Oversee or conduct assembly of court packages as needed, dependent on Immigration Court practices in local jurisdiction;
- Oversee or conduct completion of program reports, as needed, for partners and other stakeholders;
- Maintain ORR and other stakeholder relations;
- Oversee data management, ensuring data integrity through regular case audits and technical fluency with KIND's case management systems
- Collaborate with Managing Attorney to determine in-house and volunteer pro bono case placements;
- In coordination with local field office staff responsible for pro bono training and mentoring, assist with development of resources, local training curriculum, sample filings, and guidance packets;
- Represent KIND at local coalitions, courts, and agencies; and
- Assist in the supervision of attorneys, support staff, law student interns and volunteers.

Minimum Requirements:

- J.D. and admitted to local bar;
- Minimum 5 years' experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas required;
- Minimum 3 years' experience supervising attorneys and/or paralegals;
- Minimum 3 years' experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- Minimum 2 years' experience working in a legal setting;
- Minimum 2 years' experience working in a detained setting;
- Strong record of cultural competence and cross-cultural communication skills;
- Demonstrated ability to communicate effectively and persuasively both orally and in writing;
- Ability to take initiative, multi-task, and work independently;
- Advanced fluency in Spanish language required if majority of caseload is working directly with clients.

Physical Demands and Work Environment:

- Ability to work within an office environment and have regular interaction via telephone, videoconference, IM and email with KIND's team

Supervision:

- Detained team, including possibly Staff Attorneys, Senior Paralegals, Paralegals, other non-attorney staff, and legal interns

To Apply:

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

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

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

**STAFF ATTORNEY
DISABILITY RIGHTS PROJECT
AMERICAN CIVIL LIBERTIES UNION
SAN FRANCISCO, CALIFORNIA**

For almost 100 years, the ACLU has worked to defend and preserve the individual rights and liberties guaranteed by the Constitution and laws of the United States. Whether it's ending mass incarceration, achieving full equality for the LGBT community, establishing new privacy protections for our digital age, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach.

The ACLU seeks a full-time position of Staff Attorney in the Disability Rights Program of the ACLU's National office in San Francisco, CA.

The Disability Rights Project's mission is to achieve an America free of discrimination against people with disabilities; where people with disabilities are valued, integrated members of society who have full access to education, homes, health care, jobs, families, voting and civic engagement. We fight to ensure that people with disabilities are no longer segregated into, and overrepresented in, civil and criminal institutions such as nursing homes, psychiatric hospitals, jails, and prisons. The ACLU has fought for decades for the rights of people with disabilities - achieving key wins to stop coerced mental health treatment and unnecessary institutionalization, as well as playing a role in the drafting of the ADA. In 2012, the ACLU established the Disability Rights Project. DRP litigates and advocates to fight the over-representation of people with disabilities in the School to Prison Pipeline, to promote alternatives to guardianship, and to secure equal access to the ballot. One recent focus has been using disability rights laws to fight mass incarceration. We also provide support to affiliates and the National office on disability rights issues that intersect with core civil liberties. While the ACLU's Legal Department is

headquartered in New York, it has two programs housed in San Francisco. The Disability Rights Program works out of the San Francisco office.

Reporting to the Director of the Disability Rights Program, we seek an experienced litigator with deep experience in disability rights to be a core member of a small, collaborative and strong team working to advance disability rights issues that intersect with key civil liberties.

Responsibilities:

- Create and implement multi-pronged strategies using litigation, public education, and legislative and policy advocacy to further the ACLU's disability rights strategic plans
- Write pleadings and briefs, conduct discovery and motion practice, handle hearings and trials, and argue appeals in both federal and state courts
- Work with ACLU political advocacy and affiliate staff on bills in state legislatures and in Congress
- Draft policy analysis designed to effect change in state and federal administrative agencies
- Engage in community outreach and public speaking, including representing ACLU positions to the media and the public generally
- Work closely with legal and non-legal program staff, particularly legislative, communications, advocacy, and fundraising professionals
- Develop strong co-counsel relationships with other public interest lawyers and ACLU volunteer lawyers
- Provide support and assistance to ACLU affiliates and cooperating attorneys
- Supervise and mentor junior staff members and law clerks
- Travel as required for litigation, legislative and policy advocacy, conferences, and public speaking

Minimum Qualifications:

- J.D. degree, bar admission in one state (admission to the bar in California or New York will eventually be necessary)
- 5 years litigation experience
- A demonstrated commitment to public interest law, constitutional law and/or civil rights
- Ability to engage in complex legal analysis and fact investigation in impact litigation, policy and legislative advocacy settings, sometimes under tight deadlines
- Superior analytic skills and excellent research skills
- Demonstrated ability to write and speak clearly and persuasively
- Self-motivated, diligent, and able to meet deadlines
- Ability to work independently, as well as with a wide range of people, and to foster a collaborative environment
- Commitment to the mission of the ACLU
- Demonstrate a commitment to diversity within the office using a personal approach that values all individuals and respects differences in regards to race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability and socio-economic circumstance
- Commitment to work collaboratively and respectfully toward resolving obstacles and/or conflicts

Preferred Qualifications:

- 8 or more years of experience as a litigator
- Knowledge of disability rights laws, including the Rehabilitation Act, the Americans with Disabilities Act, and the Help America Vote Act
- Deep connections with the disability community

- Demonstrated ability to work creatively - across disciplines - to use the law, the media, and legislation to achieve social change
- Demonstrated ability to collaborate with a wide-range of civil rights organizations with diverse agendas
- Ability to recognize the common factors across civil rights issues, and to creatively link advocacy strategies
- Willingness to begin work in San Francisco, with a possible move to New York in future years (with a negotiable time frame)

Apply for this job

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that all qualified persons, including persons with disabilities, have full opportunities for employment in all positions.

The ACLU is committed to providing reasonable accommodation to individuals with disabilities.

If you are a qualified individual with a disability and need assistance applying online, please e-mail benefits.hrdept@aclu.org. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

PILNET FELLOWSHIP PILNET NEW YORK, NEW YORK

Introduction:

PILnet invites recent graduates in public interest law and related fields to apply for the 2020 PILnet Fellowship program.

PILnet is an international non-governmental organization (NGO) that creates opportunities for social change by unlocking law's full potential. With offices in New York, Hong Kong, and Budapest, PILnet aims to reclaim and reimagine the role of law, so that it works for the benefit of all. It does so by building networks and collaborations of public and private sector lawyers who understand how law works when it serves the interests of the privileged and then it uses that knowledge to serve the public interest and strengthen civil society. The PILnet Fellowship program provides an experiential learning opportunity in an emerging area of public interest law that takes the techniques that have historically been used to benefit a powerful few and puts them to work for the vulnerable.

Innovative Lawyering in the Age of Globalization:

We live in a rapidly changing world. Accelerated economic globalization, climate change, closing space for civil society and increased socio-economic inequality have brought about unprecedented legal needs among society's most vulnerable populations. PILnet envisions a practical yet powerful way to reframe corporate law to address contemporary public interest problems. In addition to holding governments, corporations, or multinational institutions accountable for abuses, a forward-thinking approach that manages public interest risks before they materialize into rights violations is required. Large multinational corporations wield significant influence, and their interests have been advanced and protected by private sector lawyers using corporate law. Transactional lawyering includes negotiating, drafting contracts, and helping to structure transactions—methods typically used

by private lawyers to further the interests of their clients. These tools can also be used to advance the public interest. At a time when traditional rights-based approaches are being challenged more than ever, corporate lawyering tools can provide public interest lawyers with a new approach to advancing the public good.

PILnet's fellowship offers recent graduates a unique opportunity to re-envision the very way that effective public interest lawyering can be done in our globalized world. The fellowship aims to train and equip a new generation of public interest lawyers who are capable of using an expanded legal toolbox. Fellows at PILnet will develop ways of using private sector legal expertise to advance the interests of the most vulnerable.

PILnet's Network:

Over more than twenty years, PILnet has developed a global pro bono network of law firms, including a network of more than 150 fellow alumni, involving them in litigation, research, and institutional support for NGOs in Europe, Asia, Eurasia, and Africa. Fellows will have the opportunity to tap into this network and find innovative legal solutions to public interest problems alongside PILnet staff.

The fellowship will include experiential learning in developing transactional lawyering approaches to public interest matters, complemented by workshops and classroom-style training carried out by leading legal academics and practitioners. Fellows will contribute to the development of pro bono by supporting civil society through PILnet's Global Pro Bono Clearinghouse, an access-to-justice intermediary between civil society and lawyers who are able and prepared to assist them. Fellows will consult with organizations, draft their intake requests, conduct legal research, liaise with law firm partners, and facilitate PILnet's role as a strategic link between public and private sectors. PILnet fellows will use the concepts and ideas they learned from the experiential learning program to inject innovative solutions to traditional human rights problems into the matchmaking process to enable NGOs and CSOs access justice globally.

PILnet's Innovative Fellowship:

Fellows will join PILnet in July in residence at its New York City office receiving a series of in-house and external trainings. Fellows will learn to do what PILnet does best – identify and mobilize private sector legal expertise for the public good. Fellows will receive transactional lawyering training from corporate lawyers on the range of skills they use when advising their clients, like risk management, negotiation, and compliance. Further topics covered by trainings and workshops given by PILnet's partners from law firms, corporations, NGOs, and leading academic universities may include, but are not limited to: business and human rights, impact financing for social change, management and leadership, social innovation and entrepreneurship, new business models for NGOs, and technology and human rights. Midway through the fellowship, fellows will attend PILnet's Global Forum where they will have the unique opportunity to see PILnet's network in action and forge partnerships with and learn from over 300 leading activists, academics, pro bono professionals, and public interest law champions from around the world all working in benefit of the public interest. Fellows will have the opportunity to interview esteemed participants and plan sessions in their field of interest. Thereafter, fellows may be placed at one of PILnet's field offices in Hong Kong or Budapest to implement projects on the ground.

Application Information:

The ideal candidate is a public interest advocate and recent graduate of a relevant academic legal program, such as an LL.M. or JD. The length of the fellowship is up to 6 months, with 3 months spent at PILnet's New York City office and the option to spend an additional 3 months in a field office. Candidates from Hong Kong and Taiwan, and those with independent funding are encouraged to apply.

To apply, please submit the following application materials to fellowship@pilnet.org

- Cover letter
- Resume
- Writing sample (no more than 5 pages, unedited)

Applications will be accepted on a rolling basis until all positions are filled. Please check PILnet's website before submitting an application to ensure that applications are still being accepted: www.pilnet.org.

**STAFF ATTORNEY
SANTA BARBARA COUNTY IMMIGRANT LEGAL DEFENSE CENTER
SANTA BARBARA, CALIFORNIA**

The Santa Barbara County Immigrant Legal Defense Center is the only non-profit organization providing free legal representation to undocumented residents of Santa Barbara County in removal proceedings. We have been providing these services since March 2018 through volunteer attorneys serving pro bono, and we are now hiring a staff attorney to handle a case load and provide support for our pro bono volunteers. The ILDC also provides community education programs. We are a California public benefit nonprofit corporation with 501(c)(3) status. We currently represent individuals in a wide variety of cases including, asylum, Special Immigrant Juvenile Status, bond, DACA, etc. More information can be found about us at www.sbimmigrantdefense.org.

Role:

ILDC seeks a full-time staff attorney to represent detained and non-detained immigrants in removal proceedings.

Primary Responsibilities:

The Staff Attorney be responsible for one or more of the following:

- Representing clients in removal proceedings before the Executive Office for Immigration Review seeking all types of relief, including but not limited to: bond, Asylum, U/T visas, SIJS, and Cancellation of Removal;
- Representing clients before the United States Citizenship and Immigration Services;
- Conducting consultations with potential clients to assess options and determine case strategy;
- Working with our Executive Director to place cases with volunteer attorneys representing individuals seeking all types of relief, including but not limited to: bond, Asylum, U/T visas, SIJS, and Cancellation of Removal;
- Supervising volunteer attorneys with caseloads by: handling attorney case inquiries, monitoring volunteer attorney case progress, reviewing attorney submissions, conducting attorney recruitment/training seminars, and developing training materials;
- Maintaining client files in good working order and routinely update case information in Law Lab case management database;
- Attending stakeholder meetings and local practitioner working group meetings as required;
- Monitoring conditions of detention, policies and practices of Immigration and Customs Enforcement as related to custody;
- Assisting the Executive Director in reporting outcomes and demographic information for grants;
- Assisting with know-your-rights and other informational workshops to educate immigrant communities about immigration issues affecting their lives.

Desired Capabilities and Qualifications:

- J.D. and active bar admission (California state bar preferred, but not required);
- Driver's License required;
- At least 2-3 years of experience practicing immigration law required, including representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas, and bond representation;
- Strong research, writing, and oral advocacy skills in immigration and criminal law;
- Experience working with legal staff or volunteers preferred;
- 2+ years of experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;
- Demonstrated public speaking/training skills;
- Ability to take initiative, multi-task, and work independently;
- Ability to handle discreet, sensitive, and confidential information appropriately and exercise judgement in a fast-paced environment;
- Ability to be flexible and adapt to frequently-changing circumstances, policies, and conditions affecting this dynamic work;
- Spanish and English fluency (written and oral) required. Familiarity with Mexican and Central American legal documents and vocabulary highly preferred.
- Strong organizational, case management, legal research, and legal writing skills;

Physical Demands and Work Environment:

- Ability to work within an office environment, have regular interactions via telephone, video, and email with partners and stakeholders;
- Ability to travel long distances for hearings at the Los Angeles Immigration Court and Adelanto Detention Center and for client meetings in Santa Barbara County, Ventura County, and San Luis Obispo County

To Apply:

- Applications, including a cover letter, resume, salary requirements and contact information for three professional references, should be submitted to rsolomon2@cox.net. Applications that do not contain all of the above-listed required materials will not be considered.
- Applications should be submitted as soon as possible and will be considered on a rolling basis until the position is filled. Applicants selected for interviews will be duly notified.
- The ILDC is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in both its staff and work.

Terms:

This is a full-time position with an excellent vacation plan and eligibility to participate in insurance plans, including medical and dental insurance, and 401(k). Compensation is commensurate with experience and within the range of similar non-profit organizations.

**ADVOCACY COORDINATOR-LITIGATION DIRECTOR
CHILDREN'S LAW CENTER OF MASSACHUSETTS
LYNN, MASSACHUSETTS**

The Children's Law Center of Massachusetts (CLCM), based in Lynn, MA, seeks an experienced attorney to manage all aspects of its litigation and advocacy work. The Advocacy Coordinator-Litigation Director will work

with the CLCM leadership team, its advocacy staff, an engaged statewide advocacy community, and volunteers to provide critical legal services to the poorest and most vulnerable children in the state.

The position is a new one at the CLCM so the successful candidate will have a unique opportunity to contribute to the strategic growth of the agency, cultivating the skills of a young but dedicated staff, and guiding its regional and statewide advocacy for children.

Duties and Responsibilities:

- Lead and co-counsel systemic advocacy efforts throughout the region.
- Provide and respond to requests for technical assistance, coaching or consultation on strategic, procedural and substantive law issues throughout the program. Provide necessary support for impact advocacy work by working collaboratively with the staff and managers.
- Provide leadership and encourage and empower staff to engage in systemic advocacy, including participation in identification of trends and issues, systems analysis, strategy development and follow through, resource and support development, participation in select advocacy/case planning meetings, and measuring, documenting and celebrating successes.
- Coordinate, maintain, develop and implement, review and discuss a systemic advocacy plan created and updated collaboratively with substantive law work groups, offices, individual or teams of attorneys.
- Review all major advocacy in the program on an ongoing basis, including impact litigation and major written documents (complaints, discovery, briefs and motions, etc).
- Supervise and evaluate staff advocates and develop training that will strengthen each advocate's ability to deliver impactful, high quality legal services.
- Work with the Executive Director and members of the management team in fostering leadership and professional development, resource development, priority setting and review, and program and office planning to enable advocates to undertake activities which achieve lasting results for low income individuals and communities.
- Network with other directors of advocacy, co-counsel and participate in activities outside of the program (state and national) which contribute to lasting results for the client community and communicate and connect CLCM advocates to legal developments, trends, issues, strategies, alternate sources of legal assistance, experts and external leaders.
- Maintain a small and strategic caseload.
- Possess excellent human resource skills including supervision, mentoring, training and development of professional staff with varying experience levels.
- Be proficient with the use of computerized legal databases and other technologies.
- Establish and implement program policies relating to legal work.
- Ensure advocacy staff is actively engaged with other program advocates, local community groups and organizations, and the statewide advocacy community to address legal issues confronting low income children.
- Ensure adherence to program and case handling standards, funder requirements and the highest professional standards.
- Work with the CLCM's PAI/Pro Bono Coordinator to promote use of volunteers to further CLCM's advocacy goals and strengthen its capacity.
- Work with CLCM's Executive Director and other management staff on funding initiatives, reporting, and grant compliance.
- Administer personnel policies relating to hiring, leave, discipline and discharge.

Qualifications and Experience:

- Admitted to practice in Massachusetts, or able to seek immediate admission.

- Five to seven years of experience as a practicing attorney in children’s legal advocacy/children’s civil legal aid preferred.
- Experience with children’s advocacy in a variety of forums including state, federal, and appellate courts, administrative agencies, and/or legislative bodies.
- Knowledge of education law, child welfare law, and immigration law required.
- Management or supervisory experience.
- Excellent written and verbal communication skills
- Demonstrated creativity in identifying and pursuing legal issues on behalf of low income children and children with disabilities.
- Experience working with community groups, organizations, and advocacy groups to resolve issues affecting low income children and students.
- Commitment to organizational mission and ability to effectively communicate same.
- Ability to identify and respond to emerging issues and changing policies affecting low-income children.
- Fluency in Spanish desirable.

Application Process:

Review of applications will begin immediately and continue until the position is filled. To receive full consideration, applicants are encouraged to submit a letter expressing your qualifications and interest in the position. Include a resume and contact information for three references.

Materials and any questions should be submitted to Jay McManus at y.cruz@clcm.org. Subject Line: Advocacy Coordinator-Litigation Director Position.

Salary/Benefits:

The salary for the position is based on a competitive public interest salary scale. Benefits include individual medical and dental plans, loan repayment, a 403b retirement plan, and generous leave.

CLCM is proud to be an Equal Opportunity Employer. We are committed to building a culturally diverse workplace and strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, and persons from other underrepresented groups to apply. If assistance is needed to participate in the pre-employment process, please inform CLCM.

**LITIGATION ASSOCIATE ATTORNEY
WASHINGTON CIVIL AND DISABILITY ADVOCATE
SEATTLE, WASHINGTON**

The Organization:

Washington Civil & Disability Advocate (WACDA) is a 501(c)(3) nonprofit law firm guided by the simple but powerful proposition that all lives have equal dignity and worth. As a result, this organization is committed to providing legal services to people with disabilities without charging attorney fees to clients. Washington Civil & Disability Advocate is committed to an "all of the above" approach to increasing accessibility and inclusion in Washington state and, in addition to litigation, assists with disability education and awareness efforts, including informing the disability community on disability rights.

Responsibilities:

We are seeking to hire a full-time litigation associate attorney. Job responsibilities include but are not limited to:

- Legal advocacy on behalf of individuals with disabilities who have faced disability discrimination under the Americans with Disabilities Act and the Washington Law Against Discrimination.
- The attorney will be responsible for leading litigation on multiple cases of their own as well as assisting as needed with the cases of the other attorneys at the firm. This includes developing, litigating, monitoring, and enforcing new and existing cases.
- Assisting individuals with disabilities become better self-advocates informally and through presentations.
- Monitoring accessibility compliance at public institutions and places of public accommodation.
- Educating the community about disability rights issues.

Qualifications:

- A law degree from an accredited school of law and current good standing with the Washington State Bar Association and admission Federally in the Western District of Washington at the time of assuming the position or shortly thereafter are required.
- Must be an organized, self-motivated professional who is able to work collaboratively with other staff to engage in creative, multifaceted advocacy strategies. Strong research, writing, and oral communication skills are required.
- Experience drafting and responding to written discovery requests, including direct interaction with clients to prepare discovery responses.
- 2+ years of civil litigation experience, preferably at both the State and Federal levels.
- Personal and/or professional experience working on behalf of marginalized communities generally or preferably for people with disabilities specifically.
- The ideal candidate also has a disability and/or represents diverse racial and ethnic backgrounds.
- Availability for evening and weekend work is required on occasion as needed.

Benefits:

- Competitive starting pay
- Generous annual Paid Time Off
- Monthly benefits allowance – You choose which benefits you want!
- Outstanding company culture - Read our company reviews on Indeed.com!
- Casual Work Attire - no more suits and ties (except in court!)
- Free secure and covered employee parking in our garage
- ORCA card reimbursement if you use public transportation for your work commute
- Dog Friendly office
- Team happy hours
- Adult Beverages on Friday afternoons as a team to help us unwind before the weekend!

Application:

Send a cover letter, resume, names of three references, and two recent writing samples **via e-mail** to:

Conrad Reynoldson
Conrad@wacda.com

The e-mail should include "**Litigation Associate Position**" in the subject line.

Only candidates selected for interviews will be contacted. No telephone calls.

**ECONOMIC JUSTICE ATTORNEY
MASSACHUSETTS LAW REFORM INSTITUTE
BOSTON, MASSACHUSETTS**

The Opportunity:

The Massachusetts Law Reform Institute (MLRI) seeks a dynamic and creative attorney to take a lead role in legislative and administrative advocacy and impact litigation to improve and protect access to critical safety net programs including but not limited to SNAP, TANF cash assistance, and subsidized child care. The attorney will work closely with a team of experienced, nationally recognized public benefits and safety net advocates.

About MLRI:

MLRI is a nonprofit poverty law and policy center that provides statewide advocacy and leadership in advancing laws, policies, and practices that secure economic, racial, and social justice for low-income people and communities. We pursue systems change through litigation, legislative and administrative advocacy, coalition building, community lawyering, and other strategies to address laws, policies and practices that harm low-income people. MLRI is also the statewide multi-issue poverty law support center in the Massachusetts civil legal aid delivery system; our advocates provide substantive expertise and technical assistance to frontline legal aid field programs and many other providers who serve low-income people and communities in Massachusetts. For more information see www.mlri.org.

Qualifications:

- Law degree and admission to a state bar;
- At least 5 years of relevant experience, which may include litigation, legislative advocacy, or experience advocating on behalf of low-income people and communities;
- Outstanding writing, legal research, and oral advocacy skills;
- Ability to assume significant leadership in litigation;
- Experience working both independently and as part of a team;
- Imagination, determination, and a passion for MLRI's mission.

Responsibilities:

- Identify, develop, and implement legislative and administrative advocacy and litigation strategies to improve and protect safety net programs in Massachusetts;
- Provide legal and technical support to legislators, policymakers, local legal services programs, and other advocacy and community organizations on safety net issues;
- Help build and lead coalitions of community and grassroots groups;
- Respond to and work with media on social safety net and poverty law issues;
- Develop and lead workshops and training events for lawyers and community advocates;
- Write amicus briefs, reports, policy briefs and advocacy manuals as well as shorter advocacy and educational materials and practical information for advocates, policymakers and other key stakeholders;
- Represent MLRI policy interests in public forums including legislative and rulemaking hearings and on statewide task forces.

Salary and Benefits:

- MLRI's Staff Attorney salary scale is based on years of relevant post-JD attorney experience. For example, starting annual salary at 5 years of experience is \$70,000; 10 years is \$77,750; 15 years is \$84,500;
- MLRI provides generous benefits including health, dental, vision, life and disability insurance, 403(b) plan, as well as vacation, holiday, and family leave.

Applications:

To apply, please email a cover letter, resume and a legal writing sample to humanresources@mlri.org. Application materials will be reviewed and interviews will be scheduled on a rolling basis; interested and qualified candidates are encouraged to submit application materials promptly.

Commitment to Diversity and Inclusion

MLRI is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We strongly encourage applications from women, people of color, immigrants, persons with disabilities, members of the LGBTQ community, people with lived experience of poverty, and people from other underrepresented and historically marginalized groups.

BORCHARD FELLOWSHIP BORCHARD FOUNDATION CENTER ON LAW & AGING BURBANK, CALIFORNIA

The Borchard Fellowship in Law & Aging offers up to three fellowships to law school graduates interested in, and perhaps already in the early stages of pursuing, an academic and/or professional career in law and aging. Fellows have the opportunity to carry out a substantial project related to law and aging in partnership with a host agency as well as to develop their legal skills and knowledge of laws, policies, and programs concerning older adults.

During the fellowship period, the Center's director and former fellows stand ready to assist each fellow with the further development of their knowledge, skills, and contacts. A legal services or other non-profit organization involved in law and aging must supervise a fellow's activities and projects. In addition to the fellow's planned activities and project (unless the fellow's project includes the provision of legal services), the fellow is encouraged to provide some pro bono direct legal services to older adults under appropriate supervision. A fellow is expected to provide the Center with monthly activities reports.

The fellowship is \$54,000 and is intended as a full-time position only. The fellow's sponsoring agency is responsible for providing employee benefits, employer's FICA payment, administrative support, workspace, computer, telephone, and email access, and appropriate professional education program opportunities. Fellows may live and work where they choose in the United States. Fellows must be either U.S. citizens or legal residents of the U.S.

The twelve-month fellowship period runs from July 1 to June 30 for those already admitted to the Bar and from not later than September 1 to August 31 for those who must sit for the Bar exam after law school graduation.

Examples of activities and projects by Borchard Fellows include:

- Working with an established legal services program to enable vulnerable, isolated, low-income older adults to age in place by addressing their unmet legal needs;
- Providing holistic services to older clients facing consumer debt and foreclosure-related concerns;
- Implementation of a courthouse project to help elderly pro se tenants achieve long-term housing stabilization through the interdisciplinary use of legal representation and social services, allowing more elderly tenants to age in place at home;
- Development of mobile clinics to help Chinese-speaking elders improve their access to public benefits and health care;
- Development of a medical-legal partnership for low-income older adults;
- Development of legal services and informational materials to caregivers working on behalf of beneficiaries with cognitive impairment;
- Development of a non-profit senior law resource center providing direct legal services and public education;
- Development of an interdisciplinary elder law clinical program at a major public university law school;
- Development of a mediation component for a legal services program elder law hotline;
- Development of an interdisciplinary project for graduate students in law, medicine, and health advocacy to foster understanding and collaboration between professions;
- Development of training materials and statewide trainings for lawyers, judges and other court personnel, and social service providers on new comprehensive state guardianship laws;
- Development of free legal clinics for older clients in suburban areas;
- Development of elder abuse resources with community partners;
- Writing and publication of state specific, consumer oriented handbooks on legal issues affecting older adults;
- Writing and publication of law review articles on law and aging issues;
- Advocating for and representing incarcerated older persons and helping formerly incarcerated older adults re-enter the community;
- Teaching elder law and related courses at law schools where fellows reside;
- Organizing and/or attending national conferences on law and aging issues;
- Providing supervised pro bono legal representation of older clients;
- Analysis of Medicare policies;
- Analysis of SSI non-disability appeals;
- Development of legal services programs for older clients in consumer law and small claims matters;
- Development of legal services programs and education resources for older Asian clients in elder abuse and financial exploitation matters;
- Development, administration, and interpretation of statewide senior legal hotline outcomes study.

Fellowship Application Annual Timeline:

- **Application submission deadline: April 1 (unless otherwise scheduled)**
- Application review process: April 1 through May 1
- Fellows announced: No later than June 1
- Fellowship period: July 1 through June 30 (unless otherwise arranged)
- Reports due: Monthly reports during the fellowship period; final report no later than one month following the end of the fellowship period.

Application Requirements:

Applicants must submit a completed online application including:

- an information form with the name of the applicant's host organization and the applicant's name and contact information;
- a description of the applicant's planned activities and projects;
- a description of the applicant's interest in law and aging;
- a current curriculum vitae;
- a law school transcript;
- a letter of support from the proposed supervisor at the host agency; and
- two other letters of support.

Submit your online application here.

Questions? Contact Mary Jane Ciccarello, Director, at mjc@borchardcenter.org

**STAFF ATTORNEY
NATIONAL CENTER FOR LAW AND ECONOMIC JUSTICE
NEW YORK, NEW YORK**

Summary:

The National Center for Law and Economic Justice (NCLEJ) seeks an experienced attorney with a strong commitment to social justice work to engage in impact litigation and advocacy on an expanding range of civil rights and economic justice issues. This position will have a strong focus on developing and expanding NCLEJ's advocacy against debt-based driver's license suspension.

NCLEJ:

For over fifty years the National Center for Law and Economic Justice (NCLEJ) has worked to advance the cause of economic justice for low-income families, individuals and communities across the country. We fight discrimination against women, people of color, immigrants and people with disabilities and work to build systems that provide economic security and full participation in society to all.

Our current practice areas include: (1) improving and protecting access to critical safety net programs; (2) protecting and expanding the rights of lower wage workers to decent wages and a safe and fair workplace; (3) enforcing the civil rights of low-income people with disabilities; and (4) challenging abusive debt collection practices that undermine economic security. We litigate extensively in federal and state courts across the country, typically as lead counsel in class actions, and we partner with grassroots and community-based organizations, other legal organizations, and the private bar.

Qualifications for the Position:

- At least 5 years hands-on experience handling major impact litigation, including drafting complaints and briefs, all phases of the discovery process, settlement negotiations, evidentiary hearings, trials and appeals. NCLEJ welcomes applications from candidates with significantly more experience. Those with more than ten years of experience will have the title Senior Attorney.
- Significant experience with non-litigation advocacy such as policy advocacy, support of grassroots organizing and/or coalition work.
- Demonstrated ability to develop new cases and areas of advocacy.
- Ability to work effectively with colleagues and clients from a great diversity of backgrounds.
- Commitment to racial and social justice and NCLEJ's mission.

- Excellent legal research, writing, and oral advocacy skills.
- JD Degree and admission to the Bar of at least one state

Salary and Fringe Benefits:

Salary is based on NCLEJ's scale, which is comparable to that of similar organizations in New York City. Fringe benefits include health, dental, life, and long-term and short-term disability insurance; vacation, sick, family and medical leave, employer contributions to a 403(b) plan, flexible spending plans, and generous holiday schedules; vision insurance and an employee assistance plan.

Applying for the Position:

Applicants should email a cover letter, resume, writing sample, and contact information for three employment references to attorney@nclej.org. Please include your first and last name in the subject line. In your cover letter, please describe one or more projects, such as impact litigation or major policy advocacy, where you took a leadership role in launching the project. The position will remain open until filled.

NCLEJ is an equal opportunity employer. We greatly value a diverse workforce and an inclusive culture. People with disabilities, people of color, former recipients of public assistance, or people who have grown up in poverty are especially encouraged to apply.

STAFF ATTORNEY PRISONERS' LEGAL SERVICES OF MASSACHUSETTS BOSTON, MASSACHUSETTS

Prisoners' Legal Services of Massachusetts (PLS) is pleased to announce a full-time staff attorney position with our organization.

PLS is a nonprofit public interest law firm founded in 1972 that provides free legal services to individuals incarcerated in Massachusetts prisons and jails. The core mission of PLS is to protect the human and civil rights of Massachusetts prisoners. With a small and dynamic staff of sixteen including attorneys, paralegals and support personnel, we engage in individual and class action impact litigation; provide direct administrative advocacy relating to incarceration and parole; initiate and support legislation to improve outcomes for incarcerated people, and work with the media and community organizations to educate the public about issues impacting incarcerated people, and their families and communities.

PLS priority areas include medical and mental health care, correctional staff use of excessive force, and ending solitary confinement and other extreme conditions of confinement. Recent litigation has focused on these priority areas and discrimination against prisoners with disabilities. More detailed information is available at www.plsma.org.

Responsibilities:

- All phases of affirmative litigation concerning prison and jail conditions, including factual investigation, discovery, document review, written and oral advocacy, settlement and trial practice, and enforcement and compliance monitoring.
- Client representation and advocacy with prisons, jails and other state agencies.
- Visits to, telephone contact and correspondence with clients.

- Policy advocacy on issues affecting incarcerated persons.

Qualifications:

- Admission to (or eligibility to become a member of) the Massachusetts bar.
- Three or four years of litigation experience preferred, one year of which may be a judicial clerkship, that should include a combination of significant litigation experience including depositions, examining witnesses, motion practice, or engaging in oral arguments at the trial or appellate level.
- Excellent analytical, legal research, and writing skills.
- Excellent verbal communication skills; bilingual skills in Spanish, Portuguese, American Sign Language, or other language preferred.
- Ability to multi-task and strong time management skills.
- Collegiality and an ability to work both independently and in teams, which may include co-workers, pro bono lawyers, and other organizations.
- People of color, LGBTQI individuals, formerly incarcerated and persons with disabilities are strongly encouraged to apply.

Application:

Compensation includes a competitive legal services salary plus comprehensive benefits (fully paid health insurance, loan repayment assistance, 401k, etc.). To be considered, please submit the following materials:

- Cover letter
- Resume
- Legal writing sample
- List of three references and their contact information

Please send all documents attached to a single email to lrydzewski@plsma.org with the subject line "Permanent Staff Attorney Application" as soon as possible. Interviews will take place on a rolling basis until the position is filled.

**REMOVAL DEFENSE STAFF ATTORNEY
IMMIGRATION INSTITUTE OF THE BAY AREA
REDWOOD CITY, CALIFORNIA**

The Immigration Institute of the Bay Area was founded in 1918, and its mission is to welcome, educate and serve immigrants, refugees and their families as they join and contribute to the community. IIBA provides immigration legal services, English and civic education, and other services at its eight offices throughout the Bay Area, as well as through its collaborative efforts with local and regional service providers. IIBA offers a team-oriented, collegial and collaborative work environment.

Job Summary:

This position supports IIBA's mission by providing quality immigration-specific legal service, advice, and representation in support of low-income residents of San Mateo County in removal proceedings; supervising legal work of employees and/or volunteer workers at sites; representing IIBA at events and partner organizations; and maintaining high standards for legal protocols and record keeping.

Job Responsibilities:

- Case Management: Provide legal advice and counsel on immigration issues to low income residents of San Mateo County in removal proceedings. Represent clients in bond, master calendar and individual hearings in Immigration Court and, occasionally, before the Board of Immigration Appeals when filing appeals. When applicable to a removal case, represent clients in applications filed with USCIS, such as U Visas, I-130 and I-601A waiver petitions.
- Outreach and Group Processing: Responsible for workshops, clinics, outreach activities and information sessions on topics related to removal defense for immigrants residing in San Mateo County. Outreach requires occasional evening and weekend events.
- Maintain Legal Best Practices: Comply with IIBA's policies, procedures, protocols, and best practices for non-profit immigration law practice, including legal ramifications, maintenance of client files and data for reporting requirements. Participate in regular peer review meetings and legal trainings.
- Ensure grant compliance: Ensure grant requirements are met. Track case progress and outcomes.
- Supervise Legal Work: Train and help supervise administrative support staff, legal interns and other volunteers.
- Community Leadership: Participate in meetings on behalf of IIBA and its partner organizations and collaborators. Collaborate with nonprofit legal and community-based partners, including the San Mateo County Rapid Response Network.
- All other duties: Perform all other duties as needed and/or as directed by supervisor.

Knowledge, Skills and Abilities Required:

- Education & Certification: J.D. from ABA certified law school or international equivalent. A current Bar Membership in good standing.
- Work Experience: Minimum of 3 years* of experience in immigration law, specifically representing clients in removal proceedings. (Would consider a candidate with 2 years of experience if they can demonstrate sufficient knowledge in removal work and research).
- Ability to act independently and to identify and access resources to assist in preparing cases.
- Ability to handle a high volume of removal defense cases.
- Comfortable working with minimal supervision.
- Outstanding public speaking skills in English and Spanish.
- Advanced legal research and writing skills.
- Dedicated to providing high quality legal assistance and capable of handling complex legal issues on behalf of low-income immigrant populations.
- Excellent organizational skills.
- Exceptional time management skills – ability to meet deadlines.
- Commitment to serving immigrants and sensitivity to the needs of the low-income, culturally diverse newcomer community.
- Familiarity with the region and knowledge of local resources, public systems, and area philanthropy preferred.
- Proficiency in a Windows/PC environment, and able to quickly become proficient in the use of IIBA's immigration law software and database.
- **Bi- Lingual – English and Spanish fluency REQUIRED**

Salary/Benefits:

Pay is commensurate with experience.

IIBA offers a generous cafeteria-style benefits package, elements of which include, but are not limited to:

- Employer matching 403(B) retirement plan: up to 4% employer contribution
- Insurance: Health, dental, life, vision, chiropractic & acupuncture. Medical and dependent care pre-tax reimbursement accounts.
- Transportation reimbursement account.
- Vacation: two (2) weeks of accrued vacation per year with an increase each year.
- Holidays: 13 Holiday per year

To Apply:

Send cover letter, resume and writing sample to iibayareahire@iibayarea.org

Please include the title of the job in the subject line.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.

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

We hope to see you soon!

© 2019 Washington Council of Lawyers. All rights reserved.