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April 15, 2024

New Positions Highlighted in Blue

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LEGAL POSITIONS

**STAFF ATTORNEY,
ACLU OF DC**

The ACLU is a nationwide, non-profit, non-partisan organization dedicated to the defense and expansion of civil liberties and civil rights. An affiliate of the ACLU, the American Civil Liberties Union of the District of Columbia (ACLU-DC), founded in 1961, advances and defends civil rights and liberties in the District of Columbia. Our legal strategies are part of a multi-disciplinary approach to advocacy that integrates legal, policy, and communications strategies and is built on the belief that fighting for civil liberties and rights means not just persuading judges but also gaining the support of policy makers, government officials, and the general public.

Among the matters currently on our docket are: representing Black Lives Matter-DC and individual activists in challenging the attack by federal and local law enforcement on civil rights demonstrators in Lafayette Square on June 1, 2020; a lawsuit challenging a highly invasive search practice by federal Marshals of people in pretrial detention; the representation of two D.C. agency workers who faced discrimination based on their family responsibilities (child care) in the application of remote work policies; a challenge to the D.C. police department’s practice of retaining arrestees’ cell phones for months or years after the owners are released or charges are dropped; a hostile work environment case on behalf of a D.C. Jail officer subjected to harassment and abuse based on his sexual orientation; an institutional reform case seeking to shift primary responsibility for responding to individuals’ mental health crises away from police officers in favor of mental health professionals; and suing the federal government over the use of low-flying military helicopters to intimidate civil rights protesters. To learn more about our work, visit acludc.org.

Under the supervision of the Legal Director, the Staff Attorney will be responsible for investigating, researching, developing, and pursuing civil liberties and civil rights impact litigation across the entire range of civil rights and liberties issues. The staff attorney will litigate, often acting as lead counsel, individual and class action cases which raise constitutional, statutory, and common law claims. The Staff Attorney will litigate in D.C. and federal courts, at trial and appellate levels, through direct representation (mainly) and the filing of amicus briefs (occasionally). The Staff Attorney, in conjunction with the Legal Director and other legal staff, will work closely on some matters with cooperating attorneys from private firms or other public interest organizations, including attorneys with the National ACLU. The Staff Attorney should have the ability to exercise sound judgment in litigation strategy and impact-litigation case selection and to take full responsibility for developing and maintaining strong client relationships founded on mutual trust and high ethical standards. The Staff Attorney will often operate independently, with supervision as needed. The Staff Attorney will collaborate with colleagues in other departments focused on policy, communications, and/or organizing to implement strategies that advance ACLU-DC priorities. The Staff Attorney will help mentor and provide substantive feedback on the work of more junior members of the Legal Department, such as legal fellows and interns.

Salary and Benefits:

\$80,000 - \$120,000/year, depending on experience and qualifications. Benefits currently provided to all ACLU-DC employees include employer-paid health insurance (including vision and dental coverage); vacation and sick leave; generous paid holidays; 401(k) availability with partial employer match and tuition repayment assistance. The Staff Attorney is a member of the ACLU-DC staff bargaining unit and is exempt under the Fair Labor Standards Act.

The ACLU-DC currently operates as a hybrid-remote workplace; staff mostly work remotely, although some in-person work is required. Residency in D.C., Maryland, or Virginia is a requirement of employment with ACLU-

DC. This is a full-time position, and occasional evening or weekend work may be required. Flexibility and personal/work balance are important values to the ACLU-DC, and every effort will be made to help employees meet both professional and personal obligations.

Responsibilities:

Litigation:

- Investigate, develop, and litigate civil liberties and civil rights cases in D.C. and federal court, including conducting factual and legal research, writing demand letters, writing pleadings and motions, conducting discovery, negotiating settlements, trying cases, presenting oral argument, and writing appellate and amicus briefs.
- Assess requests for legal assistance and recommend appropriate cases to litigate.
- Research legal issues and contribute to the development of legal strategy, under direction of the Legal Director.
- Proactively build the ACLU-DC's docket of cases by identifying and (with the approval of the Legal Director) pursuing impact litigation opportunities.

Policy, Communications, and Community Outreach:

- Represent the ACLU-DC publicly through speaking engagements, media interviews, and community engagement (such as know-your-rights presentations).
- Assist communications staff in developing communication materials, including press releases, op-eds, articles, blog posts, and social media assets.
- Develop equitable and reciprocal relationships with partner organizations, other lawyers and law firms, and community coalitions and members.
- Advise the Policy Department on legislative advocacy by analyzing the constitutionality and wisdom of proposed legislation, suggesting edits to legislative language, recommending policy positions, and providing feedback on strategy. May be called upon to testify before D.C. Council.
- Work with clients to prepare them to speak with the media.

Administration, Coordination and Support:

- Supervise (as needed) law students, interns, and volunteer attorneys.
- Mentor more junior ACLU-DC lawyers and provide strategic guidance and targeted feedback on discrete litigation tasks and sometimes entire cases (e.g., by serving as a more experienced second chair on a case led by a legal fellow).
- Participate in hiring teams for new legal and non-legal staff.
- Assist with all program activities as needed; keep Legal and Executive Directors adequately informed of work.
- Other responsibilities as assigned.

~Note: This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU-DC reserves the right to change the job description and/or posting at any time without advance notice.~

Qualifications & Competencies:

Qualifications – Required:

- J.D. degree.
- Membership in the D.C. Bar (or must pass next D.C. Bar Examination if currently a member of another state Bar).
- 6-10 years of experience as a full-time attorney (counting fellowships and clerkships), including at least 3 years as a civil litigator in federal and/or state (or U.S. territorial) court.

Qualifications – Desired:

- Experience litigating civil rights or liberties cases, especially involving criminal justice or racial justice issues.

- Experience with impact litigation.
- Experience researching and briefing complex legal issues.
- Experience taking a lead role in civil discovery.
- Experience supervising law students.
- Clerkship experience.
- Non-profit experience.
- Competencies – required
- Excellent research and analytical skills.
- Strong writing, research, and verbal skills in presenting both to lawyers and to non-lawyers.
- Experience interviewing and working with clients, potential clients, and witnesses.
- Experience as the primary author of briefs, motions, or pleadings filed in court.
- Willingness to engage collaboratively and respectfully in critical intellectual give-and-take, in order to hone litigation strategies and legal theories. Willingness to express an unpopular view, question consensus in order to improve group decision making, and be persuaded by others.
- Ability to provide junior staff, volunteers, and interns with thoughtful, compassionate, growth-oriented, and rigorous (though not micro-managing) feedback, including close supervision of new attorneys' and interns' legal research, and mentorship.
- Commitment to “integrated advocacy” model, in which other types of advocacy (especially legislative work and public education/communications) are regularly pursued in coordinated and mutually-complementary fashion with litigation.
- Awareness of, and willingness to engage in, the difficult and transformative work of challenging systems of oppression, institutional and structural racism, and implicit bias.
- Ability to participate in, create and sustain inclusive and engaging spaces for all races, ethnicities, genders, ages, classes, and geographies.
- Ability to file and litigate cases independently and collaboratively.
- Ability to take initiative, think strategically, and share responsibility and credit.
- A personal approach that values the individual and respects differences of race, sex, ethnicity, age, gender, sexual orientation, sexual identity, religion, ability, and socio-economic circumstance.
- Ability to juggle and prioritize many concurrent tasks at once, manage a high-volume workload, adapt quickly to changing organizational priorities, and meet moving deadlines.
- Personal enthusiasm, optimism, and a sense of humor.
- Ability to work long hours and weekends when needed.
- Ability to work cooperatively on a variety of projects with lawyers, organizers, other staff members, and with diverse community organizations and coalitions.
- Competencies – desired
- Demonstrated commitment to and working knowledge of civil liberties, civil rights, and the mission of the ACLU.
- Understanding of impact litigation as a tool for social change, including both its potential and its limitations.
- Leadership skills in coalition work.
- Familiarity with the District of Columbia.

~Note to Potential Candidates: Research shows that women, non-binary people, and people of color are less likely to apply for a position if they don't meet every qualification or skill listed. We know that not all strong candidates will have every experience or skill we list—that's okay! We still want to hear from you.~

To Apply:

The deadline for applying is 11:59pm Eastern time on Wednesday, April 24, 2024; nonetheless, due to the pace of the search, candidates are strongly encouraged to apply as soon as possible.

Start date will be after September 1, but the hiring process will be completed by June 1.

Applications must be submitted via the Bamboo HR application page. To complete the application, you will need to upload:

A resume that lists relevant experience and education

A cover letter explaining your interest in and qualifications for the position.

A writing sample that is your own work, with a brief explanatory note describing the extent of others' involvement (e.g. "I wrote this draft entirely myself with no input" or "This is a second draft based on feedback from a supervisor but it's all my own writing" or the like). This sample should be no more than 10 pages, and may be a section of a larger document (with a note explaining the context if it's unclear from the sample alone). The most useful samples are litigation-related documents containing legal analysis or argument, such as briefs or research memos about potential litigation. Legal academic articles and complaints are less useful.

A list of three references, including a sentence about each one identifying what information the person can provide. If possible, at least one of your references should be a practicing attorney.

If you have a disability/disabilities and need accommodation regarding any part of the application process, please contact us at hr@acludc.org.

ACLU-DC is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU-DC encourages applications from all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, veteran status, or any other classification protected by the D.C. Human Rights Act or federal employment law.

STAFF ATTORNEY- HEALTHY TOGETHER, CHILDREN'S LAW CENTER

Who We Are:

At Children's Law Center, everything we do is focused on one thing - delivering better client outcomes for kids and families in DC. Our staff are empowered to open minds, shape decisions, and offer solutions. We encourage intellectual curiosity, innovation, diversity, and mutual respect.

Our greatest assets are our people. We strive to attract and cultivate a vibrant, creative, and diverse community. We recognize that people with diverse backgrounds, experiences and perspectives fuel our ability to provide the best outcomes for our clients. Our staff drive Children's Law Center's mission with their leadership, result-orientated mindset, and commitment to cultural humility and centering the needs of our clients. We are looking for an individual who enjoys working in a fast-paced, team-oriented environment, likes to be challenged, and values the opportunity to make a difference.

Children's Law Center's success depends on recruiting and retaining individuals who possess and value these attributes.

Program Description:

Healthy Together is a medical-legal partnership for DC's children. Children's Law Center partners with Children's National Hospital, Mary's Center and Unity Health Care to provide legal services to children and families who have health-harming legal needs. Through the partnership, Children's Law Center advocates for landlords to adhere to the law and fix housing conditions that harm a child's health, ensures school systems provide appropriate, quality educational programs to students with disabilities, and holds government agencies and health insurance providers accountable for providing medically necessary services to children. By focusing on critical social determinants of health and working side-by-side with the community, Healthy Together reduces the health inequities and racial disparities that many of our client families face.

Job Summary:

The Healthy Together Staff Attorney is responsible for providing high quality legal representation and legal assistance to parents and caregivers with limited financial resources in a compassionate, culturally appropriate, and trauma-informed manner. Healthy Together Staff Attorneys also perform community and medical partner outreach activities.

The primary responsibility of the Healthy Together Staff Attorney is to represent parents and caregivers in education/special education, health care access and housing matters, along with representation in other legal service matters as needed. The Staff Attorney is also responsible for conducting intakes with potential clients and providing advice and referral information. The Staff Attorney works from Children's Law Center's main office and within one of our medical or community settings as needed. This role has an established career path with the potential for promotion to a Senior Attorney.

Job Responsibilities:

Case Handling

- Provide high-quality direct legal representation in extended representation cases for parents/caregivers to address health-harming legal needs of their children.
- Carry a caseload of approximately 25 extended representation cases in the areas of education/special education, housing conditions, health care access, public benefits and other poverty law areas as needed.
- Ensure timely and accurate input of case information into case management system and adhere to applicable policies and protocols, including case planning, case-handling timelines, and case notes/timekeeping policies in order to achieve positive outcomes for client families.

Handle Healthy Together Intakes

- Serve as a point of contact for community members and receive referrals from the Healthy Together Program Director, attorneys, health care and other community partners.
- Conduct preliminary and subsequent intake interviews with potential clients to determine legal issue, and whether and how Children's Law Center can assist the potential client and family.
- Enter intake information into our case management database and conduct intakes within Children's Law Center guidelines.
- Independently assess whether potential clients need full representation, brief service, advice, referral, or information.
- Conduct legal research and/or identify other community resources for intakes.

Referrals, Advice and Brief Service to Parents and Caregivers

- Provide brief advice, counsel, and referral information to parents and caregivers in need of legal assistance to address health-harming legal needs of their children.
- Provide brief service to parents and caregivers in need of legal assistance in the areas of education/special education, health care access, housing conditions, public benefits and other poverty law areas. Examples of brief service include but are not limited to: helping parents and caregivers with initial child Supplemental Security Income applications and requests for reconsideration; ghost-writing letters for parents requesting evaluations or other services from school; writing letters to landlords and/or property managers detailing housing conditions concerns, request remediation, and providing notice; providing troubleshooting assistance through phone calls or emails to agency personnel to try to resolve a legal problem.
- Recommend cases for extended representation.
- Revise and/or prepare outreach and education materials such as tip-sheets, referral sheets, know your rights flyers, etc. to improve the efficacy and timeliness of legal service delivery to parents and caregivers.

Medical Partner Relationship-Building, Site Management and Community Outreach

- Nurture and build relationships with Children's National, Mary's Center, and/or Unity to expand impact and increase effectiveness of Healthy Together.
- Provide consultation, training, and technical assistance to healthcare partners in legal needs screening and substantive legal areas.
- Provide trainings and outreach geared to caregivers and patient families in client advocacy support and specific legal areas related to children's health outcomes.
- Develop, provide input on, and implement medical-legal partnership processes with a focus on any clinic location where Staff Attorney is located.

Engage in Evaluation and Data Management Activities

- Ensure timely and accurate input of case and intake information into case management system and adhere to applicable policies and protocols, including but not limited to case planning, intake and case-handling timelines, and case notes/timekeeping policies.
- Maintain accurate, timely data entry for non-case-related activities including but not limited to medical partner trainings and consultations, community outreach efforts, systemic advocacy and/or coalition activities.

Participate in and Contribute to Learning, Systemic Advocacy and Coalition-Building Opportunities

- Attend and participate in all Healthy Together staff meetings, CLC attorney and staff meetings, and other internal committees and working groups as requested by the Program Director.
- Provide support to Children's Law Center Policy Team in areas of expertise to address the systemic needs of the Children's Law Center client community.
- Participate in community partner coalitions or external committees as needed and requested by the Program Director.

Qualifications:

- A demonstrated commitment to social, economic, and racial justice.
- Cultural humility as shown through demonstrated openness to self-reflection and commitment to understanding and respecting other cultural experiences and points of view and viewing individuals as the experts on their culture and experience.
- Strong legal analysis and research, writing and oral advocacy skills.
- Excellent organizational and time management skills.
- Exceptional interpersonal, communication and relationship-building skills.
- Demonstrated capacity to work independently and collaboratively.
- Proactively identifies issues and works to find creative solutions in the face of obstacles.
- Strong independent judgement and decision-making.
- Current knowledge of the law and legal system, especially in areas that affect low-income and marginalized communities.

Required Skills and Experience:

- JD and DC Bar membership or immediate eligibility to waive in required.
- Experience providing direct legal services to low-income clients or other community lawyering experience. Experience that will be considered includes job experience, law school clinics, clerkships, and internships.
- Ability and willingness to learn how to represent and advocate for parents/caregivers with health-harming legal needs impacting their children.
- A commitment to fostering inclusivity and equity, as well as humility when working with clients and colleagues at the intersection of multiple identities, including race, ethnicity, gender identity, sexual orientation, socio-economic status, immigration status, religion, physical and mental disability, and/or limited English proficiency.
- Passion for and desire to work with low-income families.
- Experience with advocating in one or more of the following areas preferred: housing conditions/habitability, special education (IDEIA and Section 504 of the Rehabilitation Act), and health care access (Medicaid denials, terminations, EPSDT claims).
- Bilingual (English/Spanish) communication skills, a plus.

Organizational Competencies:

- Cultural Humility – an openness to self-reflection and to understanding and respecting other cultural experiences and points of view and viewing individuals as experts in their own culture and experiences.
- Giving and Receiving Feedback – the ability to be self-reflective, give and receive appreciative, coaching, constructive, interpersonal and evaluative feedback.
- Conflict Management – a process which is designed to guide individuals and groups from the moment of conflict to the implementation of an identified solution. This process incorporates skills and techniques, including recognizing points of conflict, identifying the facts and feelings involved to get to

the root of the issue, investigating equitable solutions, implementing and evaluating solutions, and supporting and guiding others throughout the process.

Salary and Benefits:

The salary for this position ranges from \$66,000 - \$76,512 annually for applicants with 0-5 years' relevant experience. Children's Law Center offers a generous benefits package that includes medical, dental, vision, and short- and long-term disability insurance; employer-provided retirement contributions; flexible spending plans; and vacation, sick, holiday, family and medical leave. Children's Law Center is a 501(c)(3) organization. Employees with federal student loan debt can apply for Public Service Loan Forgiveness. For more information, go to <https://myfedloan.org/borrowers/special-programs/pslf>.

Additionally, the DC Bar Foundation's Loan Repayment Assistance Program provides renewable one-year, interest-free, forgivable loans up to \$12,000 per year for qualified Children's Law Center attorneys. For more information, see <https://dcbarfoundation.org/lrap/>.

Application Instructions:

To apply, please submit a cover letter and resume as one PDF file via [CLC's careers page \(https://childrenslawcenter.org/get-involved/careers/\)](https://childrenslawcenter.org/get-involved/careers/).

Applicants must be authorized to work for any employer in the U.S. Children's Law Center is unable to sponsor or take over sponsorship of an employment visa at this time.

Children's Law Center is committed to fostering a diverse and inclusive environment. If you believe that you need accommodation to search for, or apply for, one of our positions please send an email to Jobs@ChildrensLawCenter.org. In your email, please include the accommodation you are requesting and the job title you are applying for. It may take up to three business days to receive a response to your request.

Hybrid Working Conditions:

Children's Law Center is currently operating on a hybrid work schedule. Employees are required to work in-person from Children's Law Center's office a minimum of two days per week. At least one of these days must be either Tuesday or Wednesday. The hybrid work schedule is subject to change based on organizational needs and/or best practices for health and safety. Hybrid work expectations may vary depending upon role responsibilities.

Vaccine Mandate:

This position requires that attorneys work on-site in community health clinics. Clinics require that Children's Law Center's employees working on-site receive the COVID-19 vaccine and all eligible booster shots or be granted medical or religious exemption from the mandate. Individuals in this role must be fully vaccinated, including all eligible booster shots, prior to their first day or have applied for and received medical or religious exemption.

Background Checks:

Candidates who receive a conditional offer of employment will be subject to a background check.

EEO:

Children's Law Center is an Equal Opportunity Employer. We are committed to equal employment opportunities for all applicants and existing employees. We evaluate qualified applicants without regard to ancestry, age, color, disability, genetic information, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion, sex, sexual orientation, and any other basis protected by federal, state, or local law, ordinance, or regulation. We invite you to [visit us here](https://childrenslawcenter.org/get-involved/careers/) to learn more about our company and our career opportunities (<https://childrenslawcenter.org/get-involved/careers/>).

DEI Statement:

Children's Law Center is dedicated to building a world that is inclusive in approach and has equal opportunities and equitable outcomes for all. Our organization is committed to developing and supporting a robustly diverse, equitable, inclusive and anti-racist community, where all members can create and feel a sense of belonging. Through our collective deliberate efforts, we work toward racial and social justice for children and families in DC.

PART-TIME STAFF ATTORNEY- BRIEF SERVICES UNIT, NEIGHBORHOOD LEGAL SERVICES PROGRAM

Neighborhood Legal Services Program seeks a part-time, with the possibility for full-time, Staff Attorney for the Brief Services Unit. The Staff Attorney will work 22.5 hours/week and will provide counsel and advice and/or brief services in general civil legal matters. NLSP provides legal representation in a full range of civil matters affecting the lives of low-income DC residents including housing, consumer protection, family court disputes, income maintenance, barriers to employment and public benefits. Applicants who have experience in these areas of law will be given additional consideration.

About NLSP:

NLSP is a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia. Since 1964, NLSP has had a long tradition of fighting for justice for the poor, combining direct representation with efforts to achieve broad-based change. Our three offices are strategically located in the District of Columbia's most economically disadvantaged neighborhoods. We aim to maximize our visibility, accessibility and connections to the communities that we serve. NLSP provides legal representation in a full range of civil matters affecting the lives of low-income DC residents including housing, consumer protection, family court disputes, income maintenance, barriers to employment and public benefits. NLSP is an excellent place to work fostering a climate of shared mission, teamwork, and support of individual employee goals.

All NLSP staff members are currently working hybrid schedules. Once the offices are reconstituted all staff members will receive office assignments.

About Brief Services Unit Practice:

Brief Services Unit (BSU) attorneys are the first point of contact for many of NLSP's cases. BSU attorneys identify cases in which it is immediately apparent that advice or brief (limited) legal service is appropriate and render those services. Cases that are identified for further investigation are sent to the managing attorneys of our Extended Service Units to be considered for full representation.

As a staff attorney, the successful candidate will be a member of NLSP's Brief Service Unit. NLSP has a supportive and flexible work culture. We think of ourselves as a team. Our work is creative and fast-paced.

Duties & Responsibilities:

The BSU Staff Attorney's work will include:

- Serving as the first point of contact with clients for legal evaluation of their case.
- Gathering factual information, completing a preliminary analysis of the case, and providing brief services and advice in a variety of substantive law areas within NLSP's case priorities.
- Adhering to program and case-handling policies, procedures and standards of practice, and maintaining compliance with the highest professional ethical standards.
- Working with other NLSP staff to identify and develop responses to systemic issues in D.C. that affect our clients
- Participating actively as a member of the NLSP team.

Qualifications:

The ideal candidate will have the following:

- A JD from an accredited law school and membership in the DC Bar in good standing or eligibility to practice, under D.C. Court of Appeals Rule 49, to become a member of the DC Bar.
- Willingness and ability to provide trauma-informed, client-centered legal services.
- Commitment to racial equity and economic justice.
- Creative critical thinking skills, patience, flexibility and collaborative approach.
- Ability to work independently with minimal supervision and willingness to ask for help when needed.
- Excellent written and oral advocacy skills.
- Strong organizational skills.
- Flexibility and a can-do attitude.
- Enthusiasm

Salary and Benefits:

- Salary commensurate with experience, starting at \$39,300.00/year
- 7.5-hour workdays, currently 1 day in office and one hybrid day
- Generous benefits package
- Paid vacation, sick, and personal leave; 8 weeks of paid parental leave

Application Process:

Submit, as a single pdf file your letter of interest, resume, and contact information for three references to BSU Managing Attorney Christine Greene at cgreene@nlsp.org. Please include "BSU Part-Time Staff Attorney Application – [your last name]" in the subject line. We are seeking *thoughtful, tailored cover letters* that show commitment to our mission and highlight the applicant's experience. Applications will be reviewed on a rolling basis and the position will remain open until it is filled. No phone calls, please.

NLSP Hiring Policy:

Neighborhood Legal Services Program is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. It is the policy of NLSP that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

NLSP thrives on our diversity, and we strongly encourage persons of color, women, LGBTQ+ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.

STAFF ATTORNEY- ECONOMIC SECURITY UNIT, NEIGHBORHOOD LEGAL SERVICES PROGRAM

Neighborhood Legal Services Program for the District of Columbia ("NLSP") is seeking one Staff Attorney for the Economic Security Unit.

About NLSP:

Since 1964, NLSP has provided high-quality legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for the poor, combining direct representation with efforts to achieve broad-based change. Its three offices are located in the poorest sections of the District to maximize its visibility, accessibility, and connections to the communities it serves.

Brief Description of Position:

Formed in 2019, NLSP's Economic Security Unit is comprised of the intersectional work of several practice areas that all contribute to gaining, maintaining, and protecting our clients' vital income sources. For the working poor, individuals living in poverty, and those on the brink of homelessness, any lapse in fixed-income, employment,

or public benefits has an immediate effect on the individual's ability to survive. Attorneys in ESU seek to increase the financial autonomy of our clients and create pathways out of poverty by eliminating barriers to employment, protecting low-income consumers, and gaining and maintaining access to public benefits.

Duties & Responsibilities:

The ESU Staff Attorney will:

- provide direct representation for clients in consumer law (e.g., student loan and other debt collection, fair credit reporting, unfair debt collection practices), barriers to employment, and public benefits cases.
- represent clients in all stages of the litigation process, including interviewing clients, drafting complaints and motions, filing and responding to discovery, preparing for hearings and trials, and representing clients at hearings and trials.
- staff external legal clinics, conduct community outreach, and give public education presentations on ESU's areas of practice.
- receive internal trainings about relevant substantive law, litigation, and NLSP's approach of using the law to fight poverty and racial inequity.
- attend external substantive law and litigation trainings.
- contribute to NLSP's sense of community by participating in committees and participating in periodic office social events.
- attend monthly staff meetings and regular practice area and supervision meetings.

Qualifications:

Required:

- A JD from an accredited law school.
- Membership in the DC Bar in good standing or eligibility to practice under DCCA Rule 49 pending admission to the DC Bar.
- Willingness and ability to provide client-centered legal services.
- Commitment to racial equity
- Comfort taking on new areas of law.
- Creative problem-solving skills, patience, flexibility and team-oriented approach
- Ability to work independently with minimal supervision and willingness to ask for help when needed.
- Willingness to work a flexible schedule and to be available outside of regular work hours when as dictated by the needs of client schedules or litigation demands.

The ideal candidate will also have the following:

- Experience with at least one of the following (internships and clinics count): civil legal services, consumer law, public benefits, employment law, criminal record sealing, or rental housing law.
- Two or more years of litigation experience in a trial court or before an administrative agency, preferably in the District of Columbia.
- Third-year law students who are scheduled to graduate from an accredited law school in May of 2024 will also be considered.

Salary and Benefits:

NLSP's salary scale for staff attorneys begins at \$65,500, with a \$1K increase for each year of relevant experience. Attorneys with four or more years are eligible for consideration for promotion to senior attorney after one year of employment with NLSP.

- employer-paid medical, dental, and vision insurance;
- employer-subsidized family health coverage;
- paid vacation, holidays, personal days and sick leave;
- 8-week parental leave for birth or adoption of a child;
- employer-paid life and long-term disability insurance; and
- 403(b) Thrift Plan (voluntary retirement savings program).

Application Process:

For best consideration please apply by **5:00 pm on Friday, April 10, 2024**. NLSP will review applications on a rolling basis, but invitations for interviews will only be sent after April 10, 2024.

Please apply using the form at the following link: <https://forms.office.com/r/kHtJBWmRBN>.

Required Application Materials:

- (1) A cover letter explaining why you want to work at NLSP and why you are specifically interested in working with the ESU. The cover letter should be addressed to the "Hiring Committee."
- (2) A Resume (including whether you speak any languages other than English and your level of proficiency in those languages).
- (3) A Recent official or unofficial law school transcript ****if you have less than two years of licensed practice.****
- (4) A legal writing sample of original work 3 - 5 pages in length, not including any statement of redaction, permission to use, or other explanation.
- (5) Contact information for three references.

NLSP is an Equal Opportunity Employer:

It is the policy of the Neighborhood Legal Services Program that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

NLSP thrives on our diversity and we strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.

MANAGING ATTORNEY, AARP

Job Description

Overview

AARP's Legal Counsel for the Elderly champions the dignity and rights of vulnerable Washington, D.C. seniors 60-plus, providing free legal and social work services to those in need — empowering, defending, protecting, and helping thousands of clients each year in many areas of civil law.

The Managing Attorney for LCE's Consumer Advocacy and Homeownership Preservation practice oversees direct legal services in consumer and homeownership matters, including foreclosure defense, real property tax benefits, predatory lending, and financial abuse and exploitation. Manages the legal and support staff's delivery of legal counsel and representation of clients in civil litigation and other legal proceedings. Manages the preparation of cases for participation in trial, preparation of amicus briefs or other briefs, discovery, negotiations, and mediation. Supports and provides counsel to clients in representing themselves. Collaborates with management to identify opportunities to streamline service delivery processes and develops new procedures that support the business unit.

Responsibilities:

- Manages and oversees others providing timely, accurate information, legal advice, representation in litigation and/or non-litigation matters, referral, self-help materials, guidance, and/or other assistance to eligible clients within and related to the managing attorney's practice area. Ensures a high quality of legal work and quality case management by staff.

- Develops advocacy strategies and oversees others engaging in and personally engaging in advocacy activities at the local/state level. Collaborates with cross-functional teams, as well as internal and external partners to achieve the organization's legislative goals. Provides direction for managing relationships with elected officials.
- Develops and implements outreach, education, and training activities to client community and organizations that serve our client community. Represents the organization within the local and nationwide legal community on workgroups, committees, and professional presentations and serves as a liaison with local community partners on issues affecting the client community.
- Supports financial activities of Legal Counsel for the Elderly (LCE) by contributing to preparation of grant applications, grant data collection, completing reports and proposals for internal and external distribution, and representing LCE as needed with grantors.
- Ensures strong people management across team, monitoring and supporting employee engagement and volunteer engagement as appropriate. Collaborates with and provides support to staff across the organization on issues related to the practice area impacting the work of others.

Qualifications:

- Completion of a Juris Doctorate and a member in good standing of the D.C. Bar or eligibility to waive into the D.C. Bar.
- 10+ years of post-J.D. legal experience, including 5 years directly involving civil litigation and trial practice (at least 3 years in substantive area of law – real property and consumer protection) and 3 years of management/supervisory experience; or an equivalent combination of training and experience related to the duties of the position.
- Experience working with elder clients or other vulnerable populations.
- Excellent verbal and written skills, with the ability to independently perform legal analysis and to communicate effectively.
- Ability to work with senior management and other staff and to collaborate with a wide variety of people, including volunteers, pro bono partners, government officials, and community members in a professional manner.
- Demonstrated ability to mentor other attorneys on legal matters.
- Strong organizational skills, with the ability to delegate.

AARP will not sponsor an employment visa for this position at this time.

Additional Requirements:

- Regular and reliable job attendance.
- Effective verbal and written communication skills.
- Exhibit respect and understanding of others to maintain professional relationships.
- Independent judgement in evaluation options to make sound decisions.
- In office/open office environment with the ability to work effectively surrounded by moderate noise.
- Ability to occasionally lift up to 25 pounds.

Flexible Work Arrangement (FWA):

AARP observes Mondays and Fridays as telecommuting workdays, except for essential functions. Remote work and telecommuting can only be done within the United States and its territories.

Compensation and Benefits:

AARP offers a competitive compensation and benefits package including a 401(k); 100% company-funded pension plan; health, dental, and vision plans; life insurance; paid time off to include company and individual holidays, vacation, sick, caregiving, and parental leave; performance-based and peer-based recognition and tuition reimbursement.

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.

How to Apply:

Please apply at the following [link](#).

SUPERVISING ATTORNEY (FAMILY COURT) DISTRICT OF COLUMBIA COURTS

The Supervisory Attorney (Family Court) provides management, analytical, and advisory services to the legal services employees with a focus on improving Family Court legal programs, operations, and efficiency.

The incumbent should be an enthusiastic and engaged professional who enjoys working with a diverse group of Court personnel and customers and lives the DC Courts' values of Accountability, Excellence, Fairness, Integrity, Respect, and Transparency.

Clarification From The Agency:

This job is open to United States Citizens or individuals lawfully admitted for permanent residency or authorized by the United States Citizenship and Immigration Service to work in the United States.

Duties:

The Supervisory Attorney (Family Court) Primary Duties:

- Manages the Attorney Advisors, Attorney Negotiators, Counsel for Child Abuse & Neglect Branch Chief and Self-Help Center Family Law Attorney.
- Serves as lead in providing advice and guidance on the coordination of legal services that require interpretation from many different and unrelated case types, processes and methods.
- Manages and supervises the legal services operation and staff.
- Monitors and evaluates performance of legal services staff.
- Provides authoritative information, technical assistance and advice regarding Family Court issues and policies.
- Prepares a variety of legal reports, memorandum, and presentations for higher-level managers and judges.
- Provides information, as needed, to attorneys and the public on procedures related to all Family Court case types.
- Assists in conducting assessments and evaluating proposed legislative changes that may impact the office, its methods, and operations.
- Provides advice to the Family Court Director and Deputy Director and other senior officials on issues related to the division.
- Collaborates with supervisors of various branches to coordinate mutual work-related programs and objectives.
- Answers all exceptional legal correspondence received by the Family Court Director's Office, which requires investigation and detailed explanations.
- Oversees the quality and comparability across branches of entries made in CourtView and other databases by staff to verify completeness and accuracy of the official record.
- Facilitates trainings and makes presentations to the judiciary and Family Court legal stakeholders.

The DC Courts have employed many measures to keep employees and court users as safe as possible, including mandatory face coverings, social distancing, temperature checks, health screening questionnaire, enhanced air circulation, and intensified cleaning services. We encouraged employees to get vaccinated for

their safety and the safety of their family, friends, colleagues, and others with whom they have contact. We also provided opportunities for employees to receive the vaccine. Such voluntary vaccination efforts have made significant progress in suppressing the spread of COVID-19, and yet the emergence of the highly contagious Delta variant has caused a rapid increase in infection transmission rates in the District of Columbia and elsewhere, particularly among the unvaccinated.

Vaccinations, being readily available, provide the best protection from infection with COVID-19, and the requirement of vaccinations is consistent with maintaining a safe and secure workplace. Therefore, effective immediately and throughout the remainder of the COVID-19 emergency period, all DC Courts employees, interns, volunteers, and on-site contractors, who have received a vaccination as required by the COVID-19 vaccination protocols, must provide proof of vaccination to Human Resources on the first day of employment. You may seek an exemption from providing a proof of vaccination on the grounds of a specific medical condition or a sincerely held religious belief. All employees who have not received the required number of vaccination doses, regardless of the reason or whether the employee has sought or been granted an exemption, will be required to submit a negative COVID-19 test result on a weekly basis in order to report to work in person or remotely.

Requirements:

Conditions of Employment:

- Background and security investigation are required.
- A probationary period of one (1) year must be successfully completed.
- Active D.C. Bar membership.

To qualify for this position, you must submit the following:

- Resume
- Completed Vacancy Questionnaire
- Documentation /Proof of Education (e.g. copy of law school transcript or degree)
- List of professional references
- Proof of active D.C. Bar membership.

All required documentation must be received by the closing date of the announcement.

Qualifications:

Minimum Qualifications for the Supervisory Attorney (Family Court):

A law degree, admission to practice law before the Courts of the District of Columbia plus at least four (4) years of experience practicing, interpreting and advising in family law matters and at least three (3) years of supervisory experience managing attorneys, legal professionals or clerks in a legal or social services environment.

Rule T of DC Superior Court Rules states: neither the Clerk nor the Clerk's assistants, nor anyone serving as a law clerk or secretary to a judge of this Court, or employed in any other capacity in this Court, shall engage in the practice of law while continuing in such position.

Preferred:

- Knowledge of D.C. Code Titles 11, 16, 46, etc.

Please note that authorization for the release of your adult criminal record revealing any convictions and forfeitures, and any criminal cases currently pending before the courts are required. If you are selected for the position, a criminal history records check will be conducted.

Education:

To qualify based on education, upload a copy of your college transcript or degree. The transcript must show the name of the college or university, your name, list of courses with credit hours, major(s), and grade-point average or class ranking.

Only education or degrees recognized by the U.S. Department of Education from accredited colleges, universities, schools, or institutions may be used to qualify for District of Columbia Courts employment. You can verify your education here: <http://ope.ed.gov/accreditation/>.

Foreign Education: If you are using foreign education to meet qualification requirements, you must upload a Certificate of Foreign Equivalency with your transcript at time of application to receive credit for that education. For further information, visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>.

Additional information:

This job is being filled by an alternative hiring process and is not in the competitive Federal civil service.

Please note there is a mandatory one year probationary period for all non-judicial new employees.

All required information must be received by the vacancy announcement closing date.

The safety of DC Court employees, contractors and the public is a top priority. In compliance with the guidelines published by the Center for Disease Control and Prevention, the Courts has maximized its telework flexibilities. The ability and readiness for employees to telework impacts operational requirements and capabilities. This includes having a personal computer, tablet or mobile device which is not shared with secure internet connectivity.

How You Will Be Evaluated:

You will be evaluated for this job based on how well you meet the qualifications above.

Upon receipt of your complete application package, a review of your application will be made to ensure that you meet the basic qualification requirements. Answers submitted in the questionnaire must be supported on your resume.

Your resume must reflect the relevant experience and that you meet the minimum qualifications or your application will not be considered.

You may [preview questions](#) for this vacancy.

How to Apply:

To apply, search on USAJOBS for announcement number: FAM-2024-0008 or apply via the link: <https://www.usajobs.gov/GetJob/ViewDetails/784673000>.

Once your completed application is received, your qualifications will be evaluated to determine your rating. The qualified candidates will be referred to the hiring manager for further consideration and possible interview. This position requires a writing assessment. Qualified candidates will be notified of testing dates and times. All applicants will be notified of the final outcome.

Agency contact information:

Name: G. Brandon

Phone: 202-879-8159

Email: Jobs@dcsc.gov

Address:

District of Columbia Courts

Moultrie Building
500 Indiana Avenue, NW
Washington, District of Columbia
20001
United States

**PRO BONO SUPPORT ATTORNEY (HOUSING),
D.C. BAR PRO BONO CENTER**

The Pro Bono Support Attorney (Housing) oversees the screening, placement, and mentoring of full representation pro bono housing cases placed through the Advocacy & Justice Clinic and serves as a primary supervisor for the Landlord Tenant Resource Center (LTRC). The Attorney provides limited scope services, as needed, to bridge the gap between referral and permanent placement with a pro bono attorney. The attorney will support and staff other projects that deliver legal information, advice, and representation, including, but not limited to the Advice & Referral Clinic.

Essential Duties & Responsibilities:

- Supports the Advocacy & Justice Clinic by reviewing housing intakes, placing housing cases with pro bono counsel, mentoring pro bono attorneys, tracking cases, and providing limited representation to clients, as needed.
- Recruits and mobilizes pro bono attorneys to represent tenants facing eviction and other housing issues in the District of Columbia.
- Delivers training and develops other resource materials.
- Works with housing staff, development staff, and others in drafting and reviewing housing grant proposals and maintaining grant compliance.
 - Provides direct support to the Landlord Tenant Resource Center and works as part of the team to plan and administer the Advice & Referral Clinic, including: Providing on-site supervision and substantive support to volunteers and Pro Bono Center Program Specialists.
 - Overseeing administration and operation of pro bono clinic programs.
 - Formulating scope of legal problems to be covered.
 - Planning and directing volunteer trainings, preparing training materials, and recruiting trainers.
 - Screening and selecting cases for placement with pro bono attorneys.
 - Recruiting mentors and serving as primary mentor for volunteer attorneys.
 - Monitoring volunteer caseloads and developing periodic progress reports.
 - Evaluating effectiveness and continued relevance of each delivery model.
 - Serving as counsel in landlord & tenant and housing conditions matters, as needed.
- Plans and administers pro se assistance activities, including developing pro se reference materials and pleadings, using technology to deliver services, and serving as a resource on issues related to other delivery models.
- Identifies emerging issues, develops recommendations, and designs and implements new programs and projects.
- Oversees the work of volunteers, paralegals, law students and interns.
- Represents the PBC with the court, administrative agencies, other legal services providers, and community-based organizations.
- Assists in drafting and developing proposals, budgets, and other fundraising and outreach materials. Drafts reports, articles, memoranda, publications and resource materials.
- Performs other duties as assigned.

Minimum Qualifications:

- J.D. degree from an ABA accredited law school.
- Prior professional work experience, including experience handling housing matters in the District of Columbia.
- An active member of the D.C. Bar or eligible to become an active D.C. Bar member within two months of being hired.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment.

- Ability to work some evenings and weekends, as needed, for a variety of Pro Bono Center clinics and events.
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills. Must work well in a team environment and be able to interact well with Bar members, volunteers, vendors, the public, and Pro Bono Center Bar employees.
- Must be detail oriented, work well under pressure, possess excellent organizational abilities, and able to manage several priorities in a day.
- Must be adaptable, creative, and self-motivated.
- Ability to handle and maintain the confidentiality of sensitive information.

Preferred Qualifications:

- Experience working with volunteers.
- Experience with a legal services organization that provides legal services to under resourced individuals.
- Proficiency in Spanish or Amharic, preferred, but not required.

This position is currently a hybrid position, with days worked in the office and days worked remotely. The hybrid status of this position may change at any time subject to the Bar's discretion.

This is not an attempt to list all essential functions of this position. Job duties may change over time based on organizational/department needs.

How to Apply:

Begin your online application [here](#).

The D.C. Bar is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law.

The Bar is committed to providing qualified individuals with reasonable accommodations to perform the essential functions of their jobs, pursuant to applicable law. If you require reasonable accommodation as part of the application process, please contact Human Resources at HR@dcbar.org.

As part of the accommodation process, we will conduct an individualized interactive process and may ask you for additional information. Additionally, any final hiring decisions or start dates may be delayed while the accommodation review process is ongoing if the individual is unable to begin work without the requested accommodation.

MANAGING ATTORNEY/MANAGING DIRECTOR, INTERNATIONAL PROGRAM, EARTHJUSTICE

Earthjustice is in search of a Managing Attorney or Managing Director for our [International Program](#). The role will provide collaborative leadership for the program's advocacy, strategy development, partnership building, and other work. They oversee the day-to-day operations of the program, develop and maintain relationships with clients, partners, and funders, and serve as a primary public face for Earthjustice's international work.

The International Program works across borders to use U.S., non-U.S., and international law to protect the global environment. Drawing on deep experience in environmental, human rights, and energy law across jurisdictions around the world, and in litigation and regulatory reform, we work with partners in Africa, Asia, Australia, Latin America, and elsewhere to reduce dependence on fossil fuels and advance clean energy, defend biodiversity and the natural world, and protect human health.

The Managing Attorney/Managing Director can be based in one of the following Earthjustice offices: San Francisco, CA, New York, NY, or Washington, D.C. We are open to candidates in other Earthjustice offices in the United States or in selected locations outside the United States. Since most members of Earthjustice's

International team are currently located in San Francisco, regular travel to San Francisco will be required for a Managing Attorney/Director based elsewhere.

The Managing Attorney/Director will report to the Vice President of Litigation based in San Francisco.

Responsibilities:

Program (Essential Functions):

- Working collaboratively with the deputy managing attorney and other staff, lead all aspects of the International Program's advocacy from setting its strategic direction to implementing its advocacy.
- Provide support, guidance, thought partnership, and mentorship to team members in connection with programmatic advocacy.
- Build and maintain effective, trust-based working relationships with clients and partners, relevant government authorities, and coalitions around the world.
- Work collaboratively with other Earthjustice departments, such as our regional and program offices and our General Counsel, Communications, Development and Policy and Legislation teams, to advance programmatic and institutional goals.
- Cultivate and maintain relationships with key funders to support the work of the International Program, working in partnership with our Development Department.
- Work in partnership with our General Counsel to ensure compliance of Earthjustice International Program activities with laws in multiple jurisdictions.
- Serve as a primary public face for Earthjustice's international work, including by working effectively with national and international news media, donors, and government authorities, with support from our Policy and Legislation, Communications, and Development teams.
- Actively collaborate with Earthjustice leadership on vision, strategy, goals, priority setting, metrics, management, and administrative matters.
- Ensure the excellence of the International Program's advocacy and consistency with the values, policies, and priorities of Earthjustice.
- Work actively with other leaders within Earthjustice to maximize collaboration across the organization's domestic and international work and to ensure strategic alignment of Earthjustice's advocacy inside and outside the United States.

Management (Essential Functions):

- Manage and lead a diverse team located across a wide geographic area and working within a diverse organization, with an emphasis on emotional intelligence, cultural competency, and maintaining a positive, supportive, and cohesive team dynamic.
- Directly supervise staff and oversee the administrative functions of the program.
- Manage, mentor, and develop staff members, helping them hone their skills to reach their full potential, and ensure high-quality supervision by other supervisors in the International Program.
- Effect and manage organizational and program change through strategic thinking, transparent communication, and inclusive leadership, consistent with the objectives of an evolving organization.
- Communicate institutional vision, policies, objectives, and initiatives to staff within the program, to keep them abreast of organizational changes and developments.
- Develop practices and policies within the program that promote a respectful and inclusive workplace, and that foster community and teamwork among a diverse group of professionals.
- Oversee International Program work and partnership collaborations from a perspective of personal and organizational security, to minimize the risk of harm for individuals working in nations and settings where threats and violence against environmental defenders are common.
- Recruit and hire qualified candidates to support and grow a diverse and highly effective team.
- Provide staff with consistent and ongoing performance feedback and act as a coach and mentor, while providing career development opportunities with appropriate training, encouragement, and supervision.
- Promote an inclusive work environment and model inclusive behaviors for the program and for cross-organizational teams.
- Other duties as assigned.

Qualifications:

- Attorney with a Juris Doctor (J.D.) or equivalent non-U.S. law degree, with at least ten years of litigation or other relevant experience in a non-U.S. country or in international law; or equivalent training in another highly relevant professional field with at least 10 years of advocacy experience in an international context.
- Ability to effectively manage and lead a diverse and international team, applying emotional intelligence (self-awareness and understanding of the impact of one's behavior) and cultural humility (an understanding of the need for additional learning about different cultures, backgrounds and orientations, and implementation of that learning in daily management practices).
- Understanding of and experience with advocacy and litigation in both common law and civil law frameworks and with the conditions and challenges related to environmental and human rights protection in the Global South.
- Understanding of global environmental threats and priorities, and of international tools, forums, and processes that seek to address these.
- Excellent management skills, including the ability to promote the career development of staff and foster effective communication, collaboration, decision-making, and mutual respect.
- Ability and willingness to travel.
- Commitment to, and experience in, developing team skills and talents to meet evolving needs and goals.
- Ability to give and receive regular feedback – formal and informal, positive and constructive – in a timely, constructive, respectful, and consistent manner, and to incorporate debriefing into the team's operations group.
- Experience and interest in coaching, guiding, and mentoring staff.
- Strong capacity for strategic thinking, including in designing and implementing effective litigation and legal advocacy.
- Ability to manage effectively a program of legal advocacy strategies, lead a litigation team, and work collaboratively with colleagues and partner organizations.
- Proficiency in working with technical experts.
- Experience working in international and/or cross-cultural settings.
- Strong skills in communicating litigation and advocacy goals and messages to the media and supporters.
- Commitment to serving the public interest, and a passion for the role of Earthjustice and its mission.
- Demonstrated awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Ability to contribute to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.
- Commitment to and experience in fundraising and developing ongoing relationships with donors, including individual donors and foundation representatives.
- Proven ability to manage operations, including budgets and programs.
- Familiarity or experience working with technical issues related to climate change, fossil fuel extraction and infrastructure, and/or energy policy and law is desirable.
- The ideal candidate will have substantial experience working and managing teams outside the United States, along with a preferred professional fluency in at least one language in addition to English.

We offer a competitive salary and excellent benefits that are comprehensive and competitive.

Salary range in San Francisco or New York City: \$225,900 - \$251,000

Salary range in Washington, D.C.: \$214,700 - \$238,500

To Apply:

Please apply online via [Jobvite](#) by May 5, 2024. Applications received after that date will be reviewed on a rolling basis.

Interested candidates should submit the following online via the Jobvite system:

- Cover letter addressing:
 - Your interest in, and qualifications for, serving as Managing Attorney or Managing Director;
 - Why you are drawn to Earthjustice's mission and our International Program;
 - Your leadership and management experience; and

- Aspects of your background that demonstrate competence to promote diversity, equity, and inclusion in work and with clients and colleagues.
- Resume
- Three professional references
- Writing sample (preferably a legal writing sample)

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

Earthjustice is driven by a passion for justice, partnership, and excellence. 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 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.

For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

**IMMIGRATION LEGAL SERVICES,
SUPERVISING ATTORNEY,
BREAD FOR THE CITY**

The mission of Bread for the City is to help Washington, DC residents living with low income to develop the power to determine the future of their own communities. We provide food, clothing, medical care, and legal and social services to reduce the burden of poverty. We seek justice through community organizing and public advocacy. We work to uproot racism, a major cause of poverty. We are committed to treating our clients with the dignity and respect that all people deserve.

Bread for the City Legal Clinic seeks to ensure better access to justice in our nation's capital. The Legal Clinic offers front-line civil legal services in primarily four areas of law: housing, family, immigration, and public benefits. Our Immigration practice provides direct legal representation, brief legal services, and advice to DC residents with immigration-related issues.

Position Description:

Bread for the City is seeking a full-time supervising attorney with 5-7 years of post-JD experience for our Immigration practice. Specifically, we seek an attorney to work in our Immigrant Justice Project, where job responsibilities will center on: providing direct representation to clients in immigration matters; training and supervising project staff attorneys; training and mentoring *pro bono* attorneys; organizing community outreach and conducting legal intake; and managing grant applications and reports. Our Project focus is two-fold: one, we provide full representation to survivors of intimate partner and family violence in humanitarian-based immigration petitions, including VAWA self-petitions, T/U visa petitions, and SIJS petitions. Second, and in conjunction with our medical clinic and community partners, we provide brief services to immigrant residents who need assistance in obtaining or replacing identification documents, including Division of Motor Vehicle, country of origin and US-government identification, and employment authorization.

Qualifications:

- Applicants must meet one of the following criteria for eligibility to practice law in DC:
 1. Be admitted to the DC Bar; or
 2. (a) be eligible for admission to the DC Bar pursuant to DC Court of Appeals Rule 46(d) or Rule 46(e) and (b) meet the criteria for practice pursuant to DC Court of Appeals Rule 49(c)(8); or
 3. (a) be eligible for admission to the DC Bar pursuant to DC Court of Appeals Rule 46(d), and (b) meet the criteria for practice pursuant to DC Court of Appeals Rule 49(c)(9)(B), and (c) have passed the bar examination in DC or a UBE jurisdiction;

- At least 5-7 years of post-JD legal experience, with some litigation experience preferred;
- At least 3-4 years of immigration law expertise/practice;
- 2 years of supervisory experience;
- Ability to independently perform legal analysis and train staff attorneys in doing the same;
- Excellent interpersonal and management skills;
- Excellent organizational, analytical, and research skills;
- Ability to communicate effectively in oral and written communications;
- Demonstrated commitment to social justice and racial equity and/or willingness to learn and carry out Bread for the City's commitments in these areas;
- High degree of flexibility and adaptability;
- Creative problem-solver in individual work and team projects, bringing humor and compassion;
- Ability to work with other staff and interact with a wide variety of people, including volunteers, in a professional and collaborative manner;
- Flexibility to join our hybrid-work environment, a blend of in-person and remote work;
- Comfortable working in an open work environment, with no private offices for staff, and remotely from home;
- Familiarity with Google Organization & Productivity Tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems;
- Prior experience in a legal services or other public interest setting highly desirable;
- Litigation experience and ability to perform effectively in court a plus;
- Bilingual (Spanish/English) skills strongly preferred; and
- Must be fully vaccinated and boosted against COVID-19.

Compensation:

Bread for the City offers competitive non-profit salaries based on experience and a generous benefits package. Supervising Attorney salaries range from \$95,000-\$100,000, with the potential of a higher salary based on supervisory and practice area experience. Additionally, the DC Bar Foundation offers a Loan Repayment Assistance Program to qualified Bread for the City attorneys, providing renewable one-year, interest-free, forgivable loans. For more information, see <https://dcbarfoundation.org/lrap/>. Bread for the City is a Department of Education-approved employer for Public Service Loan Forgiveness.

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

To Apply:

You must complete an application through Bread for the City's ADP portal. Go to www.breadforthecity.org/work and click on the "Immigration Supervising Attorney" position. Then select "apply" at the top right-hand corner to register for a login and apply for the position. Please upload a resume and cover letter through this online application process. Only those candidates selected for interviews will be contacted. No phone calls, please.

SUPERVISING ATTORNEY (HOUSING), BREAD FOR THE CITY

Mission:

The mission of Bread for the City is to help Washington, D.C. residents living with low income to develop the power to determine the future of their own communities. We provide food, clothing, medical care, and legal and social services to reduce the burden of poverty. We seek justice through community organizing and public advocacy. We work to uproot racism, a major cause of poverty. We are committed to treating our clients with the dignity and respect that all people deserve.

Bread for the City's Legal Clinic works to ensure better access to justice for individuals in our nation's capital. The Legal Clinic provides front-line civil legal services primarily in housing, family, immigration, and public benefits law. Our housing law practice includes defending tenants against complaints for possession of real estate, affirmative litigation on behalf of tenants and tenant associations, representation at administrative agencies, and advice and counsel in a variety of housing-related matters.

Position Description:

Bread for the City's housing practice consists of 10 housing attorneys, 1 associate loaned from an area law firm and 2 paralegals. Currently, attorneys are providing assistance remotely to tenants through the Landlord Tenant Legal Assistance Network, a collaborative project with 5 other legal services providers in the District. Prior to the pandemic, our attorneys staffed an office at the Landlord/Tenant Branch of D.C. Superior Court and provided immediate representation to tenants they met for the first time at a critical point in their landlord-tenant case (many of those cases were retained by our clinic for continued representation). Our practice is fast-paced, high-energy and requires the commitment of someone who is able to multitask, as typically attorneys represent 2-3 clients at each appearance. Until March 2020, attorneys in this practice were generally in court 1-2 times per week with the remainder of their time spent completing ongoing casework. Now the court is mostly holding remote hearings, and we are not currently operating out of the courthouse office. In addition to our representation of tenants in D.C. Superior Court, attorneys may take on administrative hearing work representing participants in federal subsidy programs or at the District's Office of Administrative Hearings.

Bread for the City seeks a dedicated lawyer with 5-7 years of post J.D. experience to assist our three other Supervising Attorneys and Managing Attorney in leading our housing team. In addition to responsibilities around staff development, mentoring and training of staff, loaned associates, pro bono attorneys, and law clerks, supervising attorneys at Bread for the City represent clients and maintain a caseload.

Finally, the Supervising Attorney will help support housing-related advocacy and policy reform efforts in the District through participation in various stakeholder groups, legislative reform efforts and outreach/tenant education events. The Legal Clinic seeks to fill the vacancy as soon as possible.

Qualifications:

- Member of the D.C. Bar or eligible to practice under D.C. Court of Appeals Rule 49(c)(9);
- At least 5-7 years of post J.D. legal experience including at least 3 years of litigation experience;
- At least 4 years of housing law expertise/practice, preferably in DC;
- At least 2 years of supervisory experience;
- Prior experience in a legal services or other public interest setting;
- Ability to independently perform legal analysis and train staff attorneys in doing the same;
- Excellent interpersonal and management skills;
- Excellent organizational, analytical, and research skills;
- Ability to communicate effectively in oral and written communication;
- Excellent negotiation skills;
- Ability to proceed effectively in court with little time for preparation;
- Good judgment;
- High degree of flexibility;
- Sense of humor, seriously;
- Ability to work with and lead other staff and interact with a wide variety of people, including volunteers, in a professional and collaborative manner;
- Demonstrated commitment to social, economic, and racial justice and/or willingness to learn and carry out Bread for the City's commitments in these areas;
- Comfortable working both in-person in an open work environment, with no private offices for staff, and remotely from home;
- Familiarity with Google Organization & Productivity tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems; and
- Bilingual (Spanish/English) skills preferred but not required;
- Must be fully vaccinated and boosted against Covid-19.

Compensation:

Bread for the City offers competitive non-profit salaries based on experience and a generous benefits package, which can be reviewed at <https://breadforthecity.org/work-with-us/>. Supervising Attorney salaries range from \$95,000-\$100,000, with the potential of a higher salary based on supervisory and practice area experience. Also, the DC Bar Foundation offers a Loan Repayment Assistance Program to qualified Bread for the City attorneys, providing renewable one-year, interest-free, forgivable loans. For more information, see <https://dcbarfoundation.org/lrap/>.

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

To Apply:

You must complete an application through Bread for the City's ADP portal. Go to www.breadforthecity.org/work and click on the "**Supervising Attorney (Housing)**" position. Then select "**apply**" at the top right-hand corner to register for a login and apply for the position. Please upload a resume and cover letter through this online application process. **A cover letter is an important part of our review process and should be thoughtfully tailored and speak to not only your qualifications for the position but also to your commitment to public interest work.**

Only those candidates selected for interviews will be contacted. No phone calls, please.

MOVEMENT LAWYER SUPERVISING ATTORNEY, BREAD FOR THE CITY

Mission:

The mission of Bread for the City is to help Washington, DC residents living with low income to develop the power to determine the future of their own communities. We provide food, clothing, medical care, and legal and social services to reduce the burden of poverty. We seek justice through community organizing and public advocacy. We work to uproot racism, a major cause of poverty. We are committed to treating our clients with the dignity and respect that all people deserve.

Bread for the City's Legal Clinic works to ensure better access to justice for individuals in our nation's capital. The Legal Clinic provides front-line civil legal services primarily in housing, family, immigration, and public benefits law.

Movement Lawyering Practice:

Bread for the City's Movement Lawyering Practice (MLP) is situated within our housing law practice. The MLP uses legal advocacy and organizing to help achieve solutions to community-identified issues in ways that develop local leadership and lasting institutions that can continue to exert power to effect systemic change. MLP does this work in collaboration with other legal services organizations and community groups. Our commitment is to leverage our legal skills and resources to support DC residents organizing with a long-term and transformative vision of social change.

Position Description:

The MLP supervising attorney helps to coordinate all the work of the MLP, including supervising the work of 2 staff attorneys and 1 paralegal. We seek candidates who have 5-7 years of post-JD experience and a demonstrated commitment to movement lawyering. In addition to responsibilities around training and mentoring of staff, supervising attorneys at Bread for the City represent clients and maintain a caseload. An important part of this position is also the development and maintenance of relationships with community

partners. The Legal Clinic seeks to fill this position as soon as possible. The substantive work provided by MLP attorneys includes but is not limited to:

- Conducting “Know Your Rights” presentations for organized community groups;
- Listening to and mobilizing alongside local community organizing groups and coalitions to identify legal strategies to advance their organizing goals and providing ongoing support with those strategies. This could include legislative work, civil litigation, representation in administrative hearings, or ongoing advice to inform the group’s assessment of the legal landscape affecting their strategy and goals;
- Ensuring equitable redevelopment of public housing properties by engaging with public housing residents and community partners organizing public housing residents;
- Participating in legislative and budget advocacy efforts around affordable housing issues; and
- Conducting legal intakes with individuals and providing individual representation in legal matters such as eviction litigation, agency hearings, or other proceedings.

Qualifications:

- Applicants must meet one of the following criteria for eligibility to practice law in DC:
 1. Be admitted to the DC Bar; or
 2. (a) be eligible for admission to the DC Bar pursuant to DC Court of Appeals Rule 46(d) or Rule 46(e) and
(b) meet the criteria for practice pursuant to DC Court of Appeals Rule 49(c)(8); or
 3. (a) be eligible for admission to the DC Bar pursuant to DC Court of Appeals Rule 46(d), and
(b) meet the criteria for practice pursuant to DC Court of Appeals Rule 49(c)(9)(B), and
(c) have passed the bar examination in DC or a UBE jurisdiction;
- At least 5 years of post JD legal experience, including at least 3 years of litigation experience;
- Prior experience in organizing or movement lawyering;
- Experience working with (or knowledge of) federal housing programs and/or prior experience in housing law, preferably in DC;
- 2 years of supervisory experience;
- Prior experience in a legal services or other public interest setting;
- Ability to independently perform legal analysis and train staff attorneys in doing the same;
- Demonstrated ability to manage multiple complex projects and deadlines;
- Ability to communicate effectively in oral and written communication;
- Excellent negotiation skills;
- Experience facilitating meetings with diverse members; ability to resolve differences and drive a group towards a workable plan;
- Good judgment;
- High degree of flexibility and patience;
- Sense of humor, seriously;
- Ability to work with and lead other staff and interact with a wide variety of people, including volunteers, in a professional and collaborative manner;
- Demonstrated commitment to social, economic, and racial justice;
- Comfortable working both in-person in an open work environment, with no private offices for staff, and remotely from home;
- Familiarity with Google Organization & Productivity tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems;
- Bilingual (Spanish/English) skills preferred but not required; and
- Must be fully vaccinated and boosted against Covid-19.

Compensation:

Bread for the City offers competitive non-profit salaries based on experience and a generous benefits package, which can be reviewed at <https://breadforthecity.org/work-with-us/>. Supervising Attorney salaries range from \$95,000-\$100,000, with the potential of a higher salary based on supervisory and practice area experience. Also, the DC Bar Foundation offers a Loan Repayment Assistance Program to qualified Bread for the City

attorneys, providing renewable one-year, interest-free, forgivable loans. For more information, see <https://dcbarfoundation.org/lrap/>.

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

To Apply:

You must complete an application through Bread for the City's ADP portal. Go to www.breadforthecity.org/work and click on the "**MLP Supervising Attorney**" position. Then select "**apply**" at the top right-hand corner to register for a login and apply for the position. Please upload a resume and cover letter through this online application process. Only those candidates selected for interviews will be contacted. No phone calls or emails, please.

EXECUTIVE DIRECTOR, SECOND LOOK PROJECT

The Second Look Project is looking for a new, full-time Executive Director to lead the organization.

The Second Look Project is a Washington, D.C. based nonprofit founded in 2019 to provide legal representation and support to people seeking relief from extreme sentences. We provide direct legal representation to individuals seeking resentencing under Washington, D.C.'s second look and compassionate release laws, and provides training, support and consultation to the community of lawyers and advocates supporting this client population. The Second Look Project also engages with community and institutional stakeholders to improve outcomes for this client population and works with advocates nationwide to support the development and implementation of similar reforms in other jurisdictions.

The Executive Director's job is to oversee the workings of the organization and make sure it is executing on its mission, in consultation with the volunteer Board of Directors. The ED would be responsible for supervising legal work by staff attorneys, leading the fundraising process for the organization, overseeing the day-to-day management of the organization, and both advancing and developing the long-term mission of the organization.

Criteria the Board will look to in evaluating candidates include but are not limited to:

- Familiarity or experience with post-conviction litigation, particularly in the DC area
- Experience managing a non-profit organization
- Experience with directly supervising practicing attorneys
- Experience with fundraising, including:
 - Grant-writing and management
 - Events-based fundraising
 - Direct appeal and law firm fundraising
- Experience working with other organizations to further common goals and developing a broader communications and advocacy strategy

Required Qualifications:

- J.D. from an accredited law school
- Membership or eligibility for membership in the D.C. bar
- Demonstrated commitment to racial and social justice
- Residence in the Washington D.C. area

The Second Look Project is an equal opportunity employer and strongly encourages qualified individuals of all backgrounds to apply, including BIPOC, persons with disabilities, LGBTQ+ people, directly impacted individuals, and people from other historically disenfranchised communities.

Salary and Benefits: \$100,000-\$120,000, plus health insurance and a generous leave policy.

To Apply:

To apply, interested candidates should submit a resume and cover letter, along with two professional references in a single consolidated PDF to info@secondlookdc.org as soon as possible. Applications will be reviewed on a rolling basis. Position is open until filled. If you have questions about the application or are unable to upload your consolidated application, please email us at info@secondlookdc.org.

STAFF ATTORNEY POSITION, SCHOOL JUSTICE PROJECT

School Justice Project (SJP) is seeking a Staff Attorney to join the team in September 2024 and provide special education representation to young people in adult criminal court. **Applicants must be current attorneys who are D.C. Bar members or currently eligible to waive into the D.C. Bar.**

Organization Overview:

SJP is a special education legal services organization in Washington, D.C. serving students with disabilities ages 17-22 who are involved in D.C.'s juvenile or criminal legal systems. SJP works to build racial justice by increasing educational equity and decreasing mass incarceration. SJP uses special education law to ensure that older, court-involved students with disabilities have access to a quality education. SJP uses three strategies to achieve its mission: 1) Direct Representation, 2) Systemic Advocacy & Policy, 3) Community Outreach & Legal Training. For more info, visit www.sjpdc.org.

Position Description:

The Staff Attorney will primarily provide special education legal representation to clients involved in criminal proceedings in D.C. Superior Court.

The Staff Attorney will carry individual cases and assist clients by:

- Advocating for clients at school meetings, court hearings, and administrative proceedings
- Collaborating with clients to improve compliance with probation or community release
- Collaborating with defense attorneys to seek alternatives to incarceration or reduced sentences
- Identifying community-based resources to assist clients' transition to adulthood
- Staffing a legal advice clinic

Qualifications:

Applicants should have a demonstrated commitment to social justice, racial justice, education, and juvenile & criminal legal systems reform. SJP values building a diverse and inclusive team, and individuals with personal/lived experience with the legal systems and/or the communities SJP serves are strongly encouraged to apply. Qualifications include:

- Applicants must be current attorneys who are D.C. Bar members or currently eligible to waive into the D.C. Bar.
- Clinical or work experience of client-facing legal services, preference to indigent defense experience
- Self-starter and ability to work independently
- Excellent research, writing, and oral communication skills
- Keen problem-solving skills, ability to troubleshoot, and creative and analytical thinking
- Familiarity with special education law and/or DC's criminal legal systems is a plus

Compensation:

The Staff Attorney's salary range is \$68,000-\$85,000, depending on experience. SJP offers a generous benefits package including health insurance, paid leave, and a 401(k) plan.

How to Apply:

Applications will be reviewed on a rolling basis. Applicants must submit a single file including a cover letter, resume, writing sample, and list of three references (name, address, contact information, and statement of relationship to the Applicant) to: Claire Blumenson, Executive Director & Co-Founder, at jobs@sjpdc.org AND info@sjpdc.org, with the subject "2024 SJP Staff Attorney."

FAMILY SUPERVISING ATTORNEY, DC AFFORDABLE LAW FIRM

At DC Affordable Law Firm (DCALF), we believe everyone deserves access to justice and that income should never be a barrier to a family's receipt of high-quality legal representation. DCALF delivers accessible justice to modest-income DC residents who do not qualify for traditional sources of free civil legal services and cannot afford standard representation and fills critical gaps by using innovative programming to expand access to justice and empower lower-income community members with unmet legal needs. DCALF provides a wide-range of no-cost and low-cost family law, probate, estate planning, and immigration legal services to DC residents and individuals navigating DC legal issues. We are fiercely dedicated to leveling the playing field and ensuring historically underserved clients can tackle some of life's most daunting legal issues with a lawyer by their side.

Position Overview:

DCALF seeks a Supervising Attorney who is enthusiastic about helping lead our family law practice, bolstering the work of our 20-person legal team, supporting our race equity initiatives, and fostering innovative approaches to enhance the impact and evolution of our growing organization. The Supervising Attorney will demonstrate a commitment to stewarding the growth and professional development of recent law graduates as they enter the legal profession while ensuring delivery of high-quality legal services. They will work in partnership with DCALF's leadership to drive an equitable, open, collaborative work environment, legal operations, and case management practices.

The Supervising Attorney will work as a front-line supervisor DCALF's family law practice, including the Family Law Assistance Network, and guide attorneys at regular case review meetings, provide feedback to supervisees on case strategy, filings, and other work product, and co-counsel cases as appropriate. The Supervising Attorney will model and advance client-centered and trauma-informed practices. They will also support fellows and staff attorneys on their family law and overall caseload management and performing legal consultations and screenings. The Supervising Attorney will be responsible for administrative and management tasks including ensuring timekeeping and compliance with case management and recordkeeping. The Supervising Attorney will report to the Legal Director. We are seeking to fill this position as soon as possible.

Responsibilities:

- Supervision
 - Act as a supervisor for DCALF's family law practice and DCALF's arm of the Family Law Assistance Network. This practice includes brief and long-term representation in the following types of cases: custody, visitation, child support, alimony, annulment, divorce, property distribution, SIJS predicate orders, and will include a combination of direct supervision of cases, fellows, staff attorneys, and other legal team members, based on organizational need.
 - Active engagement and participation in all case phases including: consultations; client counseling; internal strategy calls and opposing counsel calls; alternative dispute resolution; hearing and trial preparation, including review of hearing plans and mooted hearings; attend hearings and provide feedback; review pleadings and provide timely feedback.
 - Assess staff capacity and contribute to decisions around allocation of work to staff.
 - Case management and litigation planning support.
 - Demonstrate and counsel supervisees on effective time management skills. Monitor developments in family law and disseminate information to family law case handlers and supervisors for integration into practice.
 - Lead regular family law or general practice case rounds.
 - Assist with grant reporting, as needed.
 - Implement and ensure compliance with DCALF's evolving policies and procedures.
 - Identify and assist with resolving potential ethical issues as they arise.
 - Deliver and receive feedback to/from staff.
- Organizational Leadership & Administration

- Assist organization with drafting, implementing, and upholding new and existing policies and best practices.
- Foster growth of an inclusive and equitable workplace.
- Monitor and enhance compliance with case management and data entry requirements. Maintain and track internal data.
- Assist with and lead internal and external trainings, as needed.
- Ensure staff concerns and questions are communicated to senior leadership team.
- Serve as a DCALF representative for external stakeholder meetings, as needed.
- Assist with family law pro bono work and pro bono mentoring, as needed.
- Personal Workload
 - Maintain a modest family law caseload, and co-counsel cases as necessary.
 - Participate in regular meetings with the Legal Director to review case progress and assess staff/fellow professional development.
 - Engage in regular trainings and community events to advance substantive and supervision skills, race equity initiatives, and knowledge of community legal resources.
- Development
 - As necessary, assist in drafting grant reports and culling data for grant applications. ○ Assist in drafting grant applications, as needed.
 - Participate in brainstorming ideas for future grants, fundraising, social media, and DCALF growth.

Qualifications:

- Membership in the DC Bar;
- Minimum of two years' experience in family law legal services;
- Minimum of two years of supervisory experience required;
- Experience in DC Superior Court;
- Leadership and decision-making skills;
- Commitment to diversity, inclusion and race equity;
- Ability to foster strong relationships with clients, colleagues, partner organizations, and government agents;
- Excellent oral and written communication skills;
- Willingness to reflect upon constructive feedback; and
- Strong negotiation, mediation, time-management, and organization skills.

Compensation:

- DCALF offers the following benefits:
- 401(k) retirement plan with 3% employer match.
- Medical insurance and elective dental and vision insurance options.
- Generous paid leave, including vacation, sick, and personal days, winter break closure (Christmas – New Year's), Thanksgiving break, and all Federal and local holidays.
- Paid parental/family leave through the DC Paid Family Leave Program.
- Ongoing training opportunities.

Through employment with DCALF, attorneys may also be eligible for the Loan Repayment Assistance Program (LRAP) offered through the DC Bar Foundation (DCBF). The DCBF's LRAP provides one-year, interest-free, forgivable loans of up to \$12,000 per year to qualified attorneys.

Annual salary for this position starts at \$77,000, with increases to starting salary based on years of prior supervisory experience. Staff with a demonstrated proficiency in spoken and written Spanish will receive an additional \$2,500 in annual compensation.

Work Environment:

DCALF maintains a hybrid remote/in-person model. Due to the responsibilities of this position, it is paramount that the candidate come into the office or DC Superior Court with ease and regularity, approximately three days per week, consistent with DCALF policies and client or work demands. The ideal candidate for this position must maintain full-time residence in the District of Columbia, Maryland, or Virginia to facilitate ease of access to DCALF's physical office.

Application Process:

Please submit a cover letter, resume, three-page writing sample, and list of three professional references to hire@dc Affordable Law Firm with the subject line "FAMILY LAW SUPERVISING ATTORNEY, [first initial, last name]." Applications will be reviewed on a rolling basis. No calls will be accepted regarding this posting. Applications without requested materials and/or submitted to an email address or online portal other than that listed above will not be reviewed.

DC Affordable Law Firm is an equal opportunity employer. We provide equal opportunity to applicants without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, political affiliation, physical or mental disability, or other classification protected by law.

SENIOR POLICY ADVISOR, WILDLIFE JUSTICE COMMISSION

The Wildlife Justice Commission is a young, innovative, mission-driven organization, leveraging the rule of law and the power of investigation to stop the extinction of our planet's wildlife. Our mission is to disrupt and help dismantle the criminal networks profiting from the trafficking of wildlife, timber, and fish. We do this by gathering evidence and turning it into accountability.

The Wildlife Justice Commission has been very successful in its recent start-up years and is growing quickly. To be able to support this worldwide growth, we have a position available for an experienced, enthusiastic, and well-rounded US-based Senior Policy Advisor.

Position Overview:

The Wildlife Justice Commission (WJC) Inc. seeks an adept, team-oriented, and hands-on professional to represent the organization with like-minded programmatic and policy partners, US government agencies, and other relevant stakeholders. The Senior Policy Advisor will work closely with the Director of External Relations and Communication, who leads WJC's global policy work, to shape and maximize the impact of the WJC's policy work with US and global stakeholders.

The incumbent will develop an expert-level understanding of the Wildlife Justice Commission's policy priorities and strategic goals and will identify new opportunities for WJC to generate impact by persuasively influencing decision-makers in government institutions, nonprofits, and international organizations, particularly in the US. Additionally, this position will serve as a thought leader contributing to WJC's global policy strategy and developing recommendations to further the organization's work within the context of current program priorities. The incumbent will draft, revise, and otherwise collaborate to produce external relations materials, serving as a project manager and implementation lead for ongoing external relations activities.

The Senior Policy Advisor will develop and maintain new partnerships for the organization and will work internally to advise the Executive Director and the Director of External Relations and Communication on opportunities to advance WJC's mission with innovative policy recommendations and strategic partnerships. This is a unique role that exists at the intersection of policy and advocacy and the incumbent will be an important representative of the organization and responsible for written and thoroughly researched contributions to WJC's strategic external relations portfolio. Strong candidates for this position will have excellent analytical, planning, and communication skills and experience in formulating written policy recommendations, as well as balancing emerging and proactive opportunities for engagement, and will be comfortable coordinating and collaborating with colleagues across reporting structures to further organizational goals.

Tasks and Responsibilities:

The Senior Policy Advisor's responsibilities will include, in coordination with the Director of External Relations and Communication:

- Engaging in stakeholder mapping and identifying opportunities for the development of external relations contacts and projects.

- Supporting the Executive Director and the Director of External Relations and Communication in pursuing key strategic relationships that successfully leverage WJC's goals.
- Building and maintaining relationships with key stakeholders, including contacts from like-minded organizations, US government officials, and international country representatives.
- Representing WJC in meetings and events and making presentations – including travel and presence at international fora.
- Conducting and presenting research and analysis to support policy efforts, including monitoring international and domestic legal developments, and formulating policy recommendations.
- Lead coordination and project management of external relations activities in the United States and support external relations activities globally.
- Working with the Executive Director and Director of External Relations and Communication to develop and plan the implementation of impact strategies for new policy priorities or report launches and to implement existing external relations strategies.
- Working with external relations and other teams to adapt investigative findings for external relations purposes.
- Responsibility for organizing events, e.g., webinars, side-events at multilateral fora.
- Leading creation of executive briefing materials, e.g., briefing memos, presentations, talking points, speeches, etc.
- Coordinating mission-related events and networking opportunities.
- Liaising with partners and other relevant organizations and institutions to understand the impact of WJC's external relations work and input to WJC's strategic planning.

Key Qualifications:

Candidates for this position must take a proactive approach to their work and to exploring innovative opportunities for collaboration.

- Bachelor's degree; master's degree preferred.
- A combination of at least eight years of senior experience in external relations, government affairs, nonprofit advocacy, international relations, environmental policy, or a combination of the above.
- Strong understanding of and familiarity with policy-making at US and international levels.
- Demonstrated success developing and maintaining contacts in like-minded organizations and USG agencies.
- Familiarity with wildlife and other forms of transnational organized crime, corruption and/or money laundering preferred.
- Understanding of and experience with diplomacy and international advocacy.
- Excellent emotional intelligence and strong people skills.
- Superb written and oral communication.
- Experience serving as the public-facing representative for an international organization, including strong public speaking and presentation skills.
- Strong problem-solving skills and the capacity to work constructively in a fast-paced environment.
- Attention to detail.
- Meticulous approach to project management and excellent organizational skills.
- Independently motivated self-starter with confidence collaborating respectfully and productively with international teams.

We Offer:

- The Wildlife Justice Commission is prepared to offer a very attractive compensation package, including a base salary between \$110,000-\$140,000 as well as health, 401(k), and paid leave benefits.
- Candidates may initially work remotely, but should be within commuting distance of Washington, DC.
- An international environment working in English.
- Competitive employment conditions.
- A chance to make a difference!

Looking to make a difference for wildlife?

Please email your CV and cover letter in English by email only to careers@wildlifejustice.org. Resumes without cover letters will not be considered. Should you have any questions about this position, please email us at this address. Please indicate *Senior Policy Advisor* in the email subject line.

To support our objectives, the Wildlife Justice Commission employs staff of many nationalities, cultures, languages, and opinions. This international and diverse character is one of the core values of the organization, and we, therefore, seek to sustain and strengthen this diversity, and to ensure equal opportunities as well as an inclusive working environment for our entire workforce.

Applications will be processed on a rolling basis

Please note that only short-listed candidates will be contacted.

**ANTITRUST ASSOCIATE,
COHEN MILSTEIN**

Cohen Milstein Sellers & Toll PLLC is one of the country's premier law firms litigating class actions and other complex litigation. With more than 100 attorneys and eight offices, we are involved in groundbreaking and high-stakes litigation concerning antitrust violations, securities fraud, civil rights and employment claims, consumer protection, employee benefits, whistle blower cases, international human rights, catastrophic injury, and matters representing state attorneys general in civil law enforcement investigations and litigation.

Cohen Milstein is currently accepting applications for junior associates to join its Antitrust Practice Group either now or in the fall. The positions are preferably based in our Washington, D.C. office, but the firm is open to having such an associate work in our New York office. Attorneys with no more than four years of litigation or clerkship experience are encouraged to apply. More information on the practice can be found on our website at www.cohenmilstein.com.

A strong academic background with excellent writing skills and analytic ability is required, as is the ability to manage and thrive in a fast-paced work environment. Applicants must be able to take a leading role in discovery, including depositions and motion practice, researching and writing briefs, and at trial. Federal clerkship experience is highly valued.

To be considered, please visit our careers page at <https://www.cohenmilstein.com/careers> to submit a cover letter, resume, law school transcripts and a writing sample. If you wish to be considered for a position in our Washington, D.C. or New York office, please specify location in your cover letter. Application materials should be submitted in the order outlined above, and as a single PDF document.

Candidates must be either (1) an active member of the state bar where the employment is based, or (2) eligible and willing to apply for that membership within 90 days of employment at the firm.

We offer a comprehensive benefits and compensation package. The expected annual salary range (excluding bonus) for this position is between \$150,000 and \$174,000. Actual salary will be determined based on experience and other job-related factors.

Cohen Milstein is committed to recruiting, promoting, and retaining a diverse workforce within our firm. We view diversity as an inclusive concept that encompasses, without limitation, race, color, ethnicity, gender, nationality, religion, age, disability, gender identity, and sexual orientation. We believe that diversity enhances the quality of service we provide to clients and makes the Firm a more vibrant and fulfilling place to work, and we strongly encourage women, people of color, and other candidates from underrepresented backgrounds to apply.

**PART-TIME STAFF ATTORNEY,
AMARA LEGAL CENTER**

The Amara Legal Center is a nonprofit legal services organization dedicated to providing free, trauma-informed legal services to survivors of sex trafficking and individuals harmed through commercial sex. To learn more about the Amara Legal Center's mission and work, please visit www.amaralegal.org.

Amara seeks a part-time attorney to provide trauma-informed legal representation to survivors of sex trafficking and sex workers. We strongly encourage attorneys from underrepresented groups to apply. We aim to foster a culture of inclusion where individual strengths, views, and experiences are respected and celebrated. We believe that our differences enable us to be a strong team. Amara's staff includes attorneys and professionals with a passion for working together to support our clients and increase access to justice.

Required Skills/Qualifications:

- Admission and good standing with the DC Bar
- At least one to three years of litigation experience in family law or related field
- Strong interest or knowledge regarding human trafficking, social justice, and public interest
- Excellent research and writing skills
- Proficiency in Google Suite
- Experience using case management software
- Ability to pay close attention to detail, successfully manage time, and prioritize workload
- Transportation to attend meetings and court hearings
- J.D. from an accredited law school

Desired Skills/Qualifications:

- Interest in working with youth, survivors of trauma, and low income individuals
- Experience conducting trainings and community outreach activities
- Licensed to practice in federal court or neighboring jurisdictions Maryland and/or Virginia

Role/Responsibilities:

- Independently provide trauma-informed legal representation on cases in DC including, but not limited to child custody and other family law issues, civil protection orders, criminal record vacatur/expungement, name changes, and crime victims advocacy
- Maintain updated case files in Amara's case management system
- Conduct Human Trafficking trainings and Know Your Rights workshops
- Comply with grant metrics, restrictions, and goals
- Other tasks as assigned by the Executive Director

This staff attorney is part-time (20-24 hours/week) and reports to the Executive Director. Compensation is \$31/hour. To apply, please send a cover letter, resume, and list of three references to recruiting@amaralegal.org.

The Amara Legal Center 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, work related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities or any other factor that protects from employment discrimination.

MAGISTRATE JUDGE VACANIES, D.C. SUPERIOR COURT (FAMILY COURT)

Two vacancies in the Office of the Magistrate Judges in the Superior Court of the District of Columbia are anticipated. The new Magistrate Judges will be appointed to serve four-year terms in the Superior Court of the District of Columbia. The successful applicants for these positions will be assigned to the Family Court or to other Divisions of the Superior Court based on the needs of the court at the time the positions are filled. If an applicant is assigned to the Family Court, the duties of the position will include the following: conduct hearings, make findings and enter interim and final orders or judgments in uncontested or contested proceedings within the jurisdiction of the Family Court and the Domestic Violence Unit of the Superior Court, excluding jury trials and trials of felony cases. If an applicant is assigned to other Divisions of the Superior Court, the duties of the position will include the following: conducting preliminary proceedings in criminal cases (e.g., bond hearings, initial probation revocation hearings, and preliminary hearings) and presiding over certain civil non-jury trials. The current salary for this position is \$199,654 per annum.

To be qualified for appointment, an applicant must:

1. be a citizen of the United States;
2. be an active member in good standing of the unified District of Columbia Bar;
3. for five (5) years immediately preceding appointment, have been engaged in the active practice of law in the District of Columbia, or on the faculty of a law school in the District of Columbia, or employed as a lawyer by the District of Columbia or United States Government, or any combination of the foregoing, and for applicants to the Family Court, at least three (3) years of training or experience in the practice of family law as a lawyer or judicial officer;
4. be a bona fide resident of the District of Columbia and have maintained an actual place of abode in the District for at least ninety (90) days immediately prior to appointment and retain such residency during service as Magistrate Judge. D.C. Code § 11-1732 (c)(3).

Or, In The Alternative, For Family Court Applicants:

5. be a bona fide resident of the areas consisting of Montgomery and Prince George's Counties in Maryland, Arlington and Fairfax Counties, and the City of Alexandria in Virginia, have maintained an actual place of abode in such area, or the District of Columbia for at least five (5) years prior to appointment, and certify that the individual will become a bona fide resident of the District of Columbia not later than ninety (90) days after appointment. D.C. Code § 11-1732A (b)(5)(A)(B);
6. be competent to perform the duties of the office and be of good moral character; and
7. make formal application to the court for the position.

An Advisory Merit Selection Panel ("Panel") composed of lawyers and other members of the community has been established by the Court to assist the Board of Judges in identifying and recommending persons who are best qualified to fill the position of Magistrate Judge. The Committee on the Selection and Tenure of Magistrate Judges ("Committee"), comprised of Associate Judges of the Superior Court, will also recommend persons who are best qualified to serve as a Magistrate Judge. The Chief Judge shall consider all persons recommended by the Panel and the Committee and may consider other qualified applicants. After the closing date for submitting applications and completion of background investigations, the Chief Judge shall nominate and, with the approval of a majority of the sitting judges of the Court, appoint a new Magistrate Judge.

Application:

Application forms for the position may be obtained online on the D.C. Courts Human Resources Division website. The application must be accompanied by the applicant's resume, a signed and notarized "Authorization to Release Information, tax form 14767 and a photograph, 2 x 2 inches in size, showing a full front view of the face. The entire application package (the application form, the tax form 14767, the Resume, the Authorization to Release Information, and photograph) must be submitted electronically on or before the close of business on **April 29, 2024**, to Judge Michael O'Keefe, Chair, Committee on the Selection and Tenure of Magistrate Judges, at MagistrateJudgeCommittee@dcsc.gov. Each of the above forms should be scanned as separate documents.

The Committee does not require letters of recommendation, letters of support, or endorsements, but will accept them. Such letters must be received by the Committee via email to MagistrateJudgeCommittee@dcsc.gov by May 9, 2024.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based upon qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

**ASSOCIATE ATTORNEY,
CORREIA & PUTH**

Correia & Puth is seeking to hire an associate attorney with 2-4 years' litigation experience for our busy plaintiff-side employment practice. Successful applicants will have superior writing and advocacy skills, and a demonstrated commitment to civil rights and the rights of employees. Spanish proficiency is a plus.

Correia & Puth dedicates its law practice to the civil rights of employees in the workplace and students in schools. We represent targets of harassment, discrimination, and retaliation in both private and public sectors. We litigate

claims in court. We also negotiate on behalf of employees, including employment contracts and severance agreements, and advocate on behalf of whistleblowers.

The salary range for this position is \$74,000-\$110,000 a year, depending on experience. Benefits include 100% paid health insurance, available dental & vision insurance, retirement benefits, and ample paid leave. Employees work on a hybrid remote basis.

Interested individuals should send a cover letter, resume, law school transcript (unofficial is acceptable), and a writing sample to firm@correiaputh.com. Applications will be considered on a rolling basis.

ASSOCIATE GENERAL COUNSEL, KIPP DC

Organizational Overview:

By 2025, KIPP DC will build upon two decades of proven results to develop into a more impactful, innovative, and inclusive school system that provides joyful, identity-affirming learning experiences so that all students and alumni achieve extraordinary outcomes.

Our work is grounded in a commitment to excellence, equity, and justice. We believe all students have the right to rigorous, relevant, and joyful learning experiences led by exceptionally talented and diverse educators who promote student achievement and a sense of belonging. We believe students and teachers best succeed when surrounded by an ecosystem of supports, including our central headquarters team that supports KIPP DC's 20 schools, 7,300 students, and 1,300 teachers, leaders, and staff members dedicated to this mission.

As part of KIPP DC's commitment to excellence and equity, the Office of General Counsel plays a crucial role in ensuring that the organization operates in compliance with all relevant laws and regulations while safeguarding the rights of students and staff.

Position Overview:

KIPP DC is seeking a dynamic and experienced Associate General Counsel to join the Office of General Counsel. The Associate General Counsel will be responsible for providing legal representation in a variety of areas including special education, civil litigation, procurement, labor & employment law. This position offers a unique opportunity to work within a mission-driven organization dedicated to making a difference in the lives of students in the District of Columbia. This position will involve leading the organization's special education due process litigation.

Reporting directly to the General Counsel and as part of the Legal Team this position will provide legal advice and representation to KIPP DC, attend meetings and hearings, ensure compliance with federal and state education laws and regulations, among other things. Additionally, this role will collaborate directly with administrators, educators, and other stakeholders to address legal issues, develop educational policies, and promote a safe and inclusive learning environment for all students.

Job Responsibilities:

Special Education Compliance and Support:

- Provide legal counsel to KIPP DC on matters pertaining to disability law and special education law.
- Provide legal guidance and support to KIPP DC schools to ensure compliance with federal and state special education laws and regulations.
- Collaborate with school leaders and special education teams to develop and implement effective policies and practices that promote inclusive education and equitable outcomes for students with disabilities.
- Review and advise on Individualized Education Programs (IEPs) and other special education documents to ensure they meet legal requirements as needed.
- Attend and represent KIPP DC at student meetings, including Individualized Education Program (IEP) Meetings, and Discipline Meetings as needed.
- Respond to and communicate with students' and families' legal counsel.

- Develop legal strategies and case management plans in collaboration with KIPP DC General Counsel, KIPP DC leadership and other stakeholders.
- Represent KIPP DC in special education due process hearings and appeals as needed.
- Manage and oversee special education litigation cases including coordinating with external legal counsel and ensuring compliance with court deadlines and procedures.
- Review KIPP DC's Special Education Handbooks yearly and stay informed about legal developments, precedents, and emerging trends in special education and Section 504 litigation, and provide proactive guidance to KIPP DC regarding potential impacts and strategies.

Civil Litigation Support:

- Assist the General Counsel in managing civil litigation matters involving the organization.
- Conduct legal research, draft legal documents, and provide support for litigation preparation.
- Collaborate with external legal counsel as necessary and ensure effective communication between internal and external legal teams.
- Assist in the development and implementation of strategies to mitigate legal risks and resolve disputes effectively.

Procurement:

- Provide legal counsel and support for KIPP DC's procurement activities, including contract review, negotiation, and compliance with procurement policies.
- Ensure that procurement practices adhere to legal requirements and best practices.
- Collaborate with relevant departments to develop procurement policies and procedures.

Labor & Employment Law:

- Advise on labor and employment law matters, including but not limited to, employment contracts, workplace policies, employee relations, and compliance with relevant labor laws.
- Provide the staff policy team support in handling labor and employment-related disputes and investigations.
- Stay current on labor and employment law developments.

Policy and Compliance:

- Stay up-to-date on changes in relevant laws and regulations.
- Review KIPP DC policies, procedures, and practices to identify areas for improvement and recommend updates to ensure legal compliance.
- Provide training and professional development to school staff regarding legal obligations, best practices, and procedural requirements.
- Assist in the development and review of organizational policies and procedures to ensure legal compliance.
- Support and respond to compliance audits conducted by external agencies.

Collaboration and Communication:

- Work closely with the General Counsel, other legal team members, and various departments across the organization to provide timely legal advice and support.
- Foster a culture of legal awareness and compliance throughout the organization.
- Collaborate with school leaders, special education administrators, and other stakeholders to foster positive relationships and effective communication.
- Liaise with external agencies, legal professionals, and advocacy organizations to stay updated on legal developments and best practices in primary areas of legal practice.

Requirements:

- Juris Doctor required, in good standing of a State Legal Bar (must be able to waive into a DC upon hire)
- 4-7 years of legal practice experience, with prior experience in special education law and litigation preferred
- Strong interpersonal skills and the ability to work collaboratively in a fast-paced and diverse environment.
- Strong knowledge of federal and state special education laws, regulations, and procedural requirements.

- Experience working in or with schools/ school systems preferred
- Effective oral and written communication and advocacy abilities, with the capacity to interact with diverse stakeholders, including parents, educators, and administrative personnel.
- Excellent legal research, analytical, and problem-solving skills.
- Able to manage and supervise multiple cases effectively and independently.
- Strong ability to manage up and exercise judgment in difficult situations.
- A passion for being part of a team-oriented, mission-driven culture.
- Ability to constantly prioritize workflow and make hard trade-offs.
- Comfortable traveling between schools and the headquarters office as needed.
- Commitment to KIPP DC's mission of providing educational opportunities for underserved communities.

Compensation and Benefits:

KIPP DC offers an extremely competitive compensation and benefits package:

- The anticipated starting salary for this position is \$123,246-\$152,245. At KIPP DC we strive for clarity, equity, and to be highly competitive. When determining salaries we look at benchmarks in the education and non-profit sector.
- KIPP DC offers a robust benefits package including medical, dental, and vision insurances; various voluntary benefits; and employer paid benefits such as short term disability, long term disability, life insurance, and a membership to One Medical.
- KIPP DC also offers a 403(b) retirement account with a 3% employer contribution and a 3% match with vesting after three years.
- Currently, individuals in this role have up to 15 paid time off days, up to 10 paid sick days, and 12 paid holidays. This is subject to change and your exact schedule will be shared in your offer letter.
- As a headquarters team that is focused on being responsive to our schools and meeting the needs of our students and families, we approach our work in a way that reflects these priorities. Schools operate in person and our students and families rely on us for in-person support, and this position will regularly provide on-site support to school teams, frequently partner with other headquarters teams, or regularly work in multiple locations. Because of the nature of the work, this role allows for occasional flexibility. This role will have approximately 20% flexibility to work remotely.

To Apply:

Click [here](#) to apply.

Equal Opportunity Employer:

KIPP DC Public Schools does not discriminate against, or tolerate discrimination against, employees or applicants for employment on any legally-recognized basis or protected class including, but not limited to, actual or perceived race, color, national origin, immigration status (except as necessary to comply with federal, DC, state, or local law), religion, sex (including pregnancy, childbirth, lactation and related medical conditions), age, physical or mental disability, medical condition, sexual orientation, gender (including gender identity or expression), marital status (including domestic partnership status), genetic information, political affiliation, pregnancy, family responsibilities, personal appearance, veteran status, uniform service member status, status of being unemployed, status of victim a survivor of domestic violence, sexual offense or stalking, matriculation or any other protected class under federal, state, DC, or local law.

STAFF ATTORNEY – FAMILY & DOMESTIC LAW UNIT, LEGAL AID OF THE DISTRICT OF COLUMBIA

Legal Aid of the District of Columbia seeks a Staff Attorney for its Domestic Violence and Family Law Unit.

Since 1932, Legal Aid has provided civil legal assistance to clients in individual cases and engaged in systemic reform. Currently, we provide individual representation in consumer law, domestic violence/family law, housing, public benefits, and appellate matters. We also work on immigration matters and help individuals with the collateral consequences of their involvement with the criminal justice system. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic impact and appellate litigation. Legal Aid believes that meaningful pursuit of our anti-poverty mission requires an unwavering commitment to

racial justice and equity. We aspire both to reflect the rich racial diversity of the communities we serve and to value, respect, and empower our staff and clients to be effective agents of change. For more information about Legal Aid please visit our website, www.LegalAidDC.org.

Responsibilities:

The DV/Family Law Unit has three supervising attorneys, thirteen staff attorneys, two legal assistants, and one intake specialist. The staff attorney will handle a caseload of Civil Protection Order, custody, child support, and divorce cases. In addition to an active litigation docket, the staff attorney will participate in community outreach, interview prospective clients, and may engage in systemic reform efforts. Legal Aid's attorneys primarily work out of our NW office but may also work out of Legal Aid's community office in SE. DV/Family Law staff attorneys also help staff one or more of the District's two Domestic Violence Intake Centers – in NW at the DC Superior Courthouse and in SE at the "Big Chair" office complex in Anacostia –, the Child Support Resource Center and the Family Law Assistance Network courthouse project offices at DC Superior Court.

Note: Legal Aid is currently operating on a hybrid work plan. Some in-person work is required, both in Legal Aid's main offices and at our project locations, as well as for in-person hearings.

Required Skills and Experience:

Membership or eligibility for membership in the DC bar is required.

The ideal candidate will have the following:

- Strong litigation, organizational, communication, and leadership skills;
- The ability to work skillfully, both independently and collaboratively with teams;
- A demonstrated commitment to racial, social, and economic justice;
- Ability to multi-task and prioritize assignments;
- Experience in legal services preferred, ideally with a background in DV/family law; and
- Bilingual skills (in Spanish, Amharic, or another language prevalent in Legal Aid's client community) are strongly preferred but not required.

Salary and Benefits:

The attorney will be paid in accordance with Legal Aid's policy based on years of full-time legal experience. Lateral hires will receive credit for years of relevant work experience. Starting salaries are as follows:

- Entry-level attorney just passing the bar: starting at \$62,974
- Attorney with 3 years full-time legal work experience: starting at \$70,334
- Attorney with 5 years full-time legal work experience: starting at \$78,825
- Attorney with 10 years full-time legal work experience: starting at \$91,676

Legal Aid generally provides two salary increases per year, depending on funding availability: a cost-of-living increase at the beginning of the year and a step increase in July. Legal Aid offers a generous benefits package includes fully paid health insurance (for the employee), annual discretionary retirement match, 12 paid holidays, three personal days and generous annual and sick leave allotments starting at 15 days of vacation and 15 days of sick leave per year.

This position is included in the bargaining unit represented by National Organization of Legal Services Workers, UAW Local 2320.

To Apply:

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons from diverse backgrounds of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We

strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve. Interested persons are encouraged to apply immediately and should submit a letter of interest and resume. Applications will be reviewed as they are submitted. Position remains open until filled. Please submit cover letter and resume [here](#). No emails or phone calls, please.

**POLICE ABUSE TEAM – ATTORNEY,
WASHINGTON LAWYERS’ COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS**

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs seeks an experienced attorney to develop and conduct impact litigation and related advocacy designed to end police abuse in the Washington, D.C. metropolitan area.

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 55 years, the Committee has been on the cutting edge of civil rights advocacy in the region bringing precedent setting litigation to address discrimination. Our work focuses on injustices in housing, employment, the criminal legal system, education, public accommodations, and civil rights of immigrants. We partner with individuals and communities facing discrimination and with the legal community to achieve justice. The Committee’s staff is unionized with the National Organization of Legal Service Workers Local #2320, UAW. This position is within the bargaining unit. For more information on the Washington Lawyers’ Committee, please go to www.washlaw.org.

About our Police Abuse Practice:

Reducing the impact of an unfair criminal system. The criminal system is a prime driver of inequality in the United States. The Committee engages in targeted systemic litigation and non-litigation advocacy to reduce the impact of our discriminatory criminal system. The police abuse team works in tandem with the other projects at the Committee, especially the Prisoners’ Rights Project, to address the collateral consequences of policing and incarceration on jobs and housing.

Reducing unnecessary and discriminatory contact with the police. Law enforcement officers stop, arrest, and police people of color at highly disproportionate rates. The police abuse attorney will focus on litigation and advocacy efforts to reduce contacts of law enforcement with people of color, dismantle racist systems of oppression that exist in policing policies and practices, and bring justice to survivors of police violence.

Addressing over policing. The Committee works to end the criminalization of poverty, the use of law enforcement to handle mental health and other social crises, unaccountable surveillance of individuals and groups, infringements on First Amendment protections, and private police forces’ harassment of low income individuals. This attorney position will be involved in ongoing litigation and advocacy regarding these issues and in building new cases and campaigns to end police abuse.

Position Description:

The attorney will serve as lead or co-counsel in individual and class action impact litigation in local and federal courts. The attorney will be responsible for cases that are part of the Committee’s police abuse docket, which is part of a larger initiative to address the criminalization of communities of color and dismantle systems of oppression and discrimination in the criminal legal system. The person selected will be expected to handle all aspects of litigation including investigation and case development, discovery, motions practice, and trial as part of a team comprised of Committee staff and private bar co-counsel. The Committee’s current docket includes matters addressing excessive force by law enforcement officers, illegal stops and searches, suppression of the First Amendment rights of anti-racism demonstrators, and the use of special police officers to harass residents in low-income housing complexes. The Committee is also engaged in policy work around the use of secretive gang databases to track people of color and in pushing backs on efforts to dismantle criminal system reforms. The person selected will work closely with organizers in impacted communities and advocacy groups to identify the issues of most concern to the communities the Committee serves.

Preferred Experience and Skills:

- Experience in civil rights, racial equity, and criminal legal system reform litigation;
- Experience working with community-based organizations and organizers;
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations;
- Able to contribute to the creation of a diverse, equitable and inclusive culture that encourages and celebrates differences;
- D.C. Bar membership (in good standing), or the ability to waive into the DC Bar (Required).

Applicants with lived experience in communities historically under-resourced and marginalized due to race, class, gender, disability, etc. are encouraged to apply.

Attorneys – Job Responsibilities:

Attorneys in the Bargaining Unit at the Committee occupy roles as Associate Counsel, Counsel, and Senior Counsel, depending on level and nature of experience and skills, in one or more substantive areas of the Committee's work. The work of Counsel is performed under the supervision of the assigned Supervising Counsel, Deputy Legal Director, Legal Director or Executive Director. Job responsibilities will vary by practice area and by case, but the core set of job responsibilities for all attorneys is:

- Identify and develop matters appropriate for advocacy or litigation.
- Conduct complex class and individual impact litigation and provide other legal services as appropriate; engage in policy advocacy with District, state, and federal agencies, as well as legislatures including the District of Columbia Council.
- Develop and maintain relationships with community based-organizations, organizations led by persons in impacted communities, and other legal and social services providers.
- Work effectively with organizational clients, and in partnership with policy and advocacy organizations.
- Work in partnership with co-counsel law firms and attorneys.
- Maintain or ensure the maintenance of data and records in Legal Server regarding all assigned cases.
- Record time worked on cases and outreaches contemporaneously in Legal Server.
- Develop mastery of the law in one or more substantive areas of the Committee's work.
- Comply with the rules governing the practice of law in the jurisdictions and forums relevant to the attorney's practice area, as well as with all applicable rules of professional conduct including the DC Rules of Professional Conduct.
- Be familiar with funding restrictions applicable to any areas in which the attorney is practicing.
- Timely provide requested information needed for press releases, newsletters, grant applications, donor and volunteer outreach, and grant reports, as requested by program, communications, or development staff.
- Perform all work at a level of professional excellence.
- Other duties as assigned.

Compensation:

Based upon Washington Lawyers' Committee pay scale. Credit given for prior relevant experience. Generous leave and employer-funded benefits.

How to Apply:

Please email a letter detailing your interest and prior litigation experience, a resume, three references, and brief writing sample to: wlcjobs@washlaw.org. Please place "[your name] – Police Abuse Team Attorney" in the subject line. Applications will be considered on a rolling basis and the position will remain open until filled. 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, or political affiliation.

This position is a hybrid position with a requirement to be physically in the office located in Washington, D.C. three core days, and up to two days of telework.

STAFF ATTORNEY – NONPROFIT & SMALL BUSINESS LEGAL ASSISTANCE PROGRAM, D.C. BAR PRO BONO CENTER

The Staff Attorney, Nonprofit and Small Business Legal Assistance Program (NPSB) plans and conducts nonprofit and small business clinics and training events, prepares written and online guidance for nonprofit organizations and small businesses, provides brief advice or limited scope representation to clients in specific circumstances, and supports the placement of nonprofit organizations with pro bono counsel. The Staff Attorney, NPSB works in partnership with volunteer attorneys on a variety of programs.

Essential Duties & Responsibilities:

- Prepares and delivers online training programs and consultation services on nonprofit business law topics, individually or in partnership with volunteer attorneys.
- Plans, prepares, and delivers in-person training programs on nonprofit business law topics. Recruits and manages course participants and volunteer attorney trainers.
- Collects and disseminates model forms, documents, and other resource materials for volunteers and community-based organizations, including helping update and maintain the LawHelp resource hub.
- Drafts articles, legal alerts, and other substantive materials for volunteer attorneys and community-based organizations.
- Monitors developments in nonprofit law and develops strategies to educate the nonprofit community.
- Collaborates with NPSB department personnel to plan and conduct nonprofit legal clinics; recruits and supports volunteer attorneys participating in nonprofit clinics.
- Supports small business clinics, to include screening small business attendees and supervising law student and paralegal volunteers.
- Provides brief advice to nonprofit organizations in connection with the screening and matching process for long-term pro bono placements.
- Reviews requests for assistance from community-based organizations, screens requests against project criteria, identifies their legal needs, and matches clients with volunteer law firms for long-term partnerships.
- Monitors pro bono matches, provides mentoring, technical assistance, and legal research.
- Leads outreach activities directed to community-based nonprofit organizations to acquaint them with the Pro Bono Center's services, identify their unmet legal needs, and generate requests for assistance.
- Oversees the work of volunteers, paralegals, law students and interns.
- Assists the Assistant Director in preparing project reports for Pro Bono Center management, volunteer leadership, funders, and the community.
- Supports Pro Bono Center and D.C. Bar staff and management on nonprofit compliance and filing obligations related to the Pro Bono Center's 501(c)(3) status.
- Performs other duties as assigned.

Minimum Qualifications:

- J.D. degree from an accredited law school.
- An active member of the D.C. Bar or eligible to become an active D.C. Bar member within two months of being hired.
- Relevant work experience in positions of increasing responsibility.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment.
- Experience handling business law and nonprofit law matters including nonprofit entity formation, corporate and board governance, receipt and maintenance of IRS tax-exempt status, employment law, intellectual property, risk management and insurance, and contract/transactional matters.
- Ability to regularly work evenings and weekends for a variety of Pro Bono Center clinics and events.
- Excellent oral and written communication skills.
- Must be detail oriented and deadline driven. Able to multi-task and work in a fast-paced environment.
- Excellent interpersonal and customer service skills. Must work well in a team environment and be able to interact with Bar members, volunteers, vendors, the public and Pro Bono Center and Bar employees.
- Must work well under pressure, possess excellent organizational abilities, and able to manage several priorities in a day.
- Must be adaptable, creative, and self-motivated.
- Ability to handle and maintain the confidentiality of highly sensitive information.

Preferred Qualifications:

- Experience navigating and interacting with local and federal government agencies.
- Experience working with community-based nonprofits.
- Experience working and communicating with clients from diverse backgrounds, including conveying legal information to non-legal specialists and generalist audiences.
- Experience working with volunteers.

How to Apply:

Click [here](#) to apply.

Interested individuals must submit a resume, cover letter and two writing samples.

This position is currently a hybrid position, with days worked in the office and days worked remotely. The hybrid status of this position may change at any time subject to the Bar's discretion.

This is not an attempt to list all essential functions of this position. Job duties may change over time based on organizational/department needs.

The D.C. Bar is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law.

The Bar is committed to providing qualified individuals with reasonable accommodations to perform the essential functions of their jobs, pursuant to applicable law. If you require reasonable accommodation as part of the application process, please contact Human Resources at HR@dcbar.org.

As part of the accommodation process, we will conduct an individualized interactive process and may ask you for additional information. Additionally, any final hiring decisions or start dates may be delayed while the accommodation review process is ongoing if the individual is unable to begin work without the requested accommodation.

IMPOWER LABOR-BASED DEFERRED ACTION STAFF ATTORNEY, NATIONAL IMMIGRATION PROJECT

The National Immigration Project seeks a highly motivated Spanish-speaking Staff Attorney for a full-time, temporary position, for our new collaboration with IMPOWER, a group of labor unions dedicated to protecting immigrant workers' rights. Supervised by the Director of Legal Resources and Training, the Staff Attorney will represent workers associated with these unions' organizing campaigns who have suffered labor abuses at work and are eligible to apply for labor-based deferred action.

Without a guarantee of protection, workers without permanent immigration status may otherwise be reticent to speak up for their rights because of fear of immigration-based retaliation. Labor-based deferred action fills this vital gap by providing temporary immigration protections, including work authorization, for workers involved in workplace investigations or disputes. The Staff Attorney will work together with union organizers and staff to identify and support workers who would benefit from this program. In addition to carrying a caseload, the Staff Attorney will help to identify and flag trends and troubleshoot issues with labor-based deferred action applications and will represent NIPNLG and IMPOWER on deferred action meetings with coalition partners and the government.

We are especially looking for a movement-oriented candidate who is excited about working at the intersection of labor and immigration law and has experience representing immigrant workers in either a union or direct services context.

This position will be based in Washington, DC. While we anticipate that most client representation will happen remotely, the ideal candidate would be open to some travel in the event that meeting with larger groups becomes desirable. This position currently has a duration of one year; however, there is a possibility of extension.

Organizational Background:

The National Immigration Project is a national membership organization of attorneys, advocates, and community members driven by the belief that all people should be treated with dignity, live freely, and flourish. For over 50 years, the organization has litigated, educated, advocated, and built bridges across movements so that those who are most harmed by the immigration and criminal systems are uplifted and supported. The work of the organization has included a focus on workplace rights and the ability of laborers who are non-citizens to assert and protect their rights.

IMPOWER is a collaboration between several unions in the building trades that aims to guarantee the right of all workers, regardless of immigration status, to decent work without fear of retaliation. Recognizing that an injury to one is an injury to all, IMPOWER seeks to raise labor standards for all workers, immigrant and non-immigrant, by ensuring that immigrant workers feel empowered to report violations of labor and employment law, participate in processes before labor agencies, and organize and bargain collectively.

Responsibilities Include:

- Conducting legal intakes for workers referred for labor-based deferred action screenings
- Making Freedom of Information Act and other records requests
- Preparing applications for labor-based deferred action and employment authorization
- Coordinating with union organizers, lawyers, and staff with respect to labor agency Statements of Interest and organizing campaigns
- Providing group presentations and Know Your Rights trainings to groups of workers
- Tracking client cases and progress of applications and renewals using case management software
- Participating in meetings and serving as a liaison to NIPNLG partner organizations and other external stakeholders, including the government
- Assisting in training of Paralegal and maintaining communication with Paralegal

Qualifications Required:

- JD degree and active membership in good standing in a state bar association
- 1-3 years of immigration law practice experience
- Fluency in Spanish

Qualifications Desired:

- Experience in the labor movement (whether legal or non-legal)
- Experience in providing direct services to immigrants
- Knowledge of other languages

Compensation & Location:

Salary in the \$75,000 - \$81,000 range, commensurate with experience. Excellent benefits, including medical, dental, retirement, and generous vacation and leave time. This is a full-time limited term one-year exempt union position. All National Immigration Project union staff are represented by the National Organization of Legal Services Workers (NOLSW), UAW Local 2320, AFL-CIO. We are headquartered in Washington, DC. This position will be based in the AFL-CIO offices at 815 Black Lives Matter Plaza NW, Washington, DC.

To Apply:

Submit the following in a single PDF to jobs@nipnlg.org. Include "IMPOWER Labor Based Deferred Action Staff Attorney" in the subject of the email. Position open until filled; applicants are encouraged to apply as early as possible. No phone calls please.

- Cover letter
- Resume

- Short writing sample
- Name and contact information of three references

National Immigration Project is an Equal Opportunity Employer that actively recruits women, Black, Brown, Indigenous, and other People of Color, persons with disabilities, persons of diverse gender and sexual identities, immigrants, and formerly incarcerated persons.

**STAFF ATTORNEY – EVICTION DEFENSE,
D.C. BAR PRO BONO CENTER**

The Staff Attorney provides legal representation to D.C. tenants who have difficulty affording an attorney. The Staff Attorney provides general support to the Pro Bono Center’s housing programs.

Essential Duties & Responsibilities:

- Counsels and represents tenants facing eviction and seeking to secure their rights under D.C. and federal law. Provides same day counsel and representation to tenants at D.C. Superior as part of the Attorney of the Day (AOD) program. Provides counsel, extended representation, and full representation to tenants.
- Supervises the remote Landlord and Tenant Resource Center (LTRC). Guides and supervises volunteer attorneys providing legal information to tenants and small landlords.
- Staffs the in-person LTRC at D.C. Superior Court. Guides and supervises volunteer attorneys providing legal information. Provides same day counsel and representation to tenants as part of the AOD program.
- Participates in the Landlord Tenant Legal Assistance Network (LTLAN). Provides counsel, extended representation, and full representation to tenants seeking legal assistance through LTLAN. Supervises Pro Bono Center program specialists interviewing callers seeking assistance through LTLAN.
- Refers appropriate matters to the Pro Bono Center’s Advocacy & Justice Clinic as well as other area legal services providers.
- Supports the Housing Right to Counsel project and the Advocacy & Justice Clinic, providing interim, limited representation to tenants who are awaiting placement with counsel.
- Mentors pro bono attorneys who take landlord tenant cases through the Advocacy & Justice Clinic.
- Collaborates with other Pro Bono Center clinics, including staffing and mentoring at the Advice & Referral Clinic.
- Guides, mentors, and trains volunteer attorneys, law students, paralegals, and staff in housing law matters.
- Represents the PBC in meetings/initiatives with the D.C. Superior Court, law firms, legal services providers, and other community partners.
- Organizes and facilitates outreach events for tenants and community-based organizations. Assists with internal reports and reporting for grants.
- Updates material for self-represented litigants.
- Contributes to improvements in the Pro Bono Center’s case management systems, lawhelp.org, and on the probono.net/dc.
- Performs other duties as assigned.

Minimum Qualifications:

- Must be fully vaccinated for COVID-19 (i.e., at least 2 weeks after last dose) and have received at least one COVID-19 booster shot and, if hired, present proof of vaccination by start date.
- J.D. from an ABA accredited law school.
- An active member of the D.C. Bar, or eligible for immediate waiver into the D.C. Bar.
- Relevant work experience, including experience representing tenants in housing-related matters in D.C. or in a comparable jurisdiction.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment.
- Proficiency with Microsoft Office 365.
- Excellent oral and written communication skills.
- Must be detail oriented and deadline driven. Able to multi-task and work in a fast-paced environment.
- Excellent interpersonal and customer skills. Must work well in a team environment and be able to interact with Bar members, volunteers, vendors, the public and Pro Bono Center and Bar employees.
- Must work well under pressure, possess excellent organizational abilities, and able to manage several priorities in a day.

- Must be adaptable, creative, and self-motivated.
- Ability to handle and maintain the confidentiality of highly sensitive information.

Preferred Qualifications:

- Experience with a legal services organization that provides legal services to indigent individuals.
- Experience in consumer, bankruptcy, and/or probate law.
- Experience working with volunteers.
- Fluency in Spanish or Amharic.

Salary Range:

\$70,000.00 To 80,000.00 Annually

To Apply:

Click [here](#) to apply.

*****Please submit resume, cover letter, and 2 (two) writing samples*****

This position is currently a hybrid position, with days worked in the office and days worked remotely. The hybrid status of this position may change at any time subject to the Bar's discretion.

This is not an attempt to list all essential functions of this position. Job duties may change over time based on organizational/department needs.

The D.C. Bar is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law.

The Bar is committed to providing qualified individuals with reasonable accommodations to perform the essential functions of their jobs, pursuant to applicable law. If you require reasonable accommodation as part of the application process, please contact Human Resources at HR@dcbbar.org.

As part of the accommodation process, we will conduct an individualized interactive process and may ask you for additional information. Additionally, any final hiring decisions or start dates may be delayed while the accommodation review process is ongoing if the individual is unable to begin work without the requested accommodation.

**STAFF ATTORNEY – PUBLIC BENEFITS UNIT,
LEGAL AID DC**

Legal Aid DC seeks a staff attorney or an experienced staff attorney for its Public Benefits Unit.

Since 1932, Legal Aid has provided civil legal assistance to clients in individual cases and engaged in systemic reform. Currently, we provide individual representation in consumer law, domestic violence/family law, housing, public benefits, and appellate matters. We also work on immigration matters and help individuals with the collateral consequences of their involvement with the criminal justice system. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic impact and appellate litigation.

Legal Aid believes that meaningful pursuit of our anti-poverty mission requires an unwavering commitment to racial justice and equity. We aspire both to reflect the rich racial diversity of the communities we serve and to value, respect, and empower our staff and clients to be effective agents of change. For more information about Legal Aid please visit our website, www.LegalAidDC.org.

Legal Aid has a broad and energetic Public Benefits Unit currently consisting of eight attorneys, one volunteer staff attorney, one fellow, two public benefits specialists, one intake specialist, and one administrative assistant. The unit helps families and individuals overcome legal barriers to accessing essential safety net benefits such as Unemployment Insurance, Social Security, SNAP, TANF, Medicaid, and DC HealthCare Alliance. Unit attorneys represent and advise clients in matters before local and federal tribunals, including the D.C. Office of

Administrative Hearings, Social Security Office of Hearing Operations, and U.S. District Court, and engage in systemic policy advocacy and litigation on behalf of our client community. The attorney will report to a supervising attorney in the Public Benefits Unit.

Responsibilities for All Applicants:

- Handle a caseload of increasingly complex public benefits matters in all of the programs that the unit handles (including ones involving access to public benefits for non-citizens).
- Engage in community outreach.
- Engage in written and oral advocacy with federal and District agencies.
- Engage in policy advocacy and other systemic reform efforts to address systemic issues impacting the client community.

Additional Responsibilities for Experienced Applicants for Staff Attorney:

- Help mentor, train, or co-counsel cases with less experienced attorneys, loaned associates, and fellows.
- Participate in conflict clearance.
- Undertake other organizational functions as needed.

Note: Legal Aid is currently operating on a hybrid work plan. Some in-person work is required in Legal Aid's main offices and potentially for in-person hearings.

Required Skills and Experience:

- Membership or eligibility for membership in the DC bar.
- A demonstrated commitment to social, economic, and racial justice;
- Strong legal analysis, organizational, oral and written communication, and leadership skills;
- The ability to work collaboratively with clients, Legal Aid staff, legal and social services providers in other organizations; and
- For all applicants, experience in, or knowledge of, DC public benefits programs, and for applicants for experienced staff attorney, a minimum of five or more years of legal experience in public benefits or related work.

Preferred Skills and Experience:

- Litigation and/or advocacy experience; and
- Fluency or proficiency in Spanish, Amharic, or another language prevalent in Legal Aid's client community.

Salary and Benefits:

The attorney will be paid in accordance with Legal Aid's policy based on years of full-time legal experience. Lateral hires will receive credit for years of relevant work experience as outlined in the policy.

Starting salaries are as follows:

- Entry-level attorney who has passed the Bar: starting at \$62,974
- Attorney with 3 years full-time legal work experience: starting at \$70,334
- Attorney with 5 years full-time legal work experience: starting at \$78,825
- Attorney with 10 years full-time legal work experience: starting at \$91,676

Legal Aid generally provides two salary increases per year, depending on funding availability: a cost-of-living increase at the beginning of the year and a step increase in July.

Legal Aid offers a generous benefits package includes fully paid health insurance (for the employee), annual discretionary retirement match, 12 paid holidays, three personal days and leave per year.

This position is included in the bargaining unit represented by National Organization of Legal Services Workers, UAW Local 2320.

To Apply:

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons from diverse backgrounds of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve. Interested persons are encouraged to apply immediately and should submit a letter of interest and resume. Applications will be reviewed as they are submitted. Position remains open until filled. Please submit cover letter and resume [here](#). **No emails or phone calls, please.**

**REIMAGINING CRIMINAL LEGAL SYSTEM ATTORNEY,
WASHINGTON LAWYERS' COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS**

Position Description:

The attorney will serve as lead or co-counsel in individual and class action impact litigation in local and federal courts. Cases the attorney will be responsible for are part of the Committee's police misconduct/accountability and prisoners' rights dockets, which is part of a larger initiative to re-imagine the criminal legal system and address the criminalization of communities of color. The person selected will be expected to handle all aspects of litigation including investigation and case development, discovery, motions practice, and trial as part of a team comprised of Committee staff and private bar co-counsel. The Committee's current docket includes matters addressing excessive force by police and corrections officials, illegal stops and searches, suppression of the First Amendment rights of anti-racism demonstrators, unconstitutional conditions of confinement, compassionate release, parole, and other barriers to re-entry. The person selected will work closely with organizers in impacted communities and advocacy groups to identify the issues of most concern to the communities the Committee serves.

Preferred Experience and Skills:

- Experience in civil rights, racial equity, and criminal legal system reform litigation;
- Experience working with community-based organizations and organizers;
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations;
- Able to contribute to the creation of a diverse, equitable and inclusive culture that encourages and celebrates differences;
- DC. Bar membership (in good standing), or the ability to waive into the DC Bar (Required).

Applicants with lived experience in communities historically under-resourced and marginalized due to race, class, gender, disability, etc. are encouraged to apply.

Compensation:

Based upon Washington Lawyers' Committee pay scale. Credit given for prior relevant experience. Generous leave and employer-funded benefits. View the full posting [here](#).

How to Apply:

Please email a letter detailing your interest and prior litigation experience, a resume, and brief writing sample to: wlcjobs@washlaw.org. Please place "[your name] – Reimagining Criminal Legal System Attorney" in the subject line. Applications will be considered on a rolling basis and the position will remain open until filled.

This position is a hybrid position with a minimum of three core days required to physically be in the office located in Washington, D.C. We will be participating in-person when it is necessary to provide the highest quality legal services and the most effective advocacy.

**HOUSING 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. Our work focuses on injustices in housing, employment, the criminal legal system, education, public accommodations, and the civil rights of immigrants. We partner with individuals and communities facing discrimination and with the legal community to achieve justice. The Committee's staff is unionized with the National Organization of Legal Service Workers Local #2320, UAW. For more information on the Washington Lawyers' Committee, please go to www.washlaw.org.

Position Description:

The attorney will work on matters that reduce residential segregation, address racial and other forms of housing discrimination, further housing choice, protect tenants' right to organize, and address dangerous housing conditions. The attorney will additionally be expected to engage in policy efforts to further these goals and engage in community-building efforts to identify and address the needs of low-income residents of color in the Washington, DC metro area.

The attorney will serve as lead or co-counsel in individual and class action impact litigation in state and federal courts. The person selected will be expected to handle all aspects of litigation, including investigation and case development, discovery, motions practice, and trial as part of a team comprised of Committee staff and private bar co-counsel. The Committee's current docket includes matters addressing failures to maintain and repair properties, housing discrimination (with respect to various protected classes), and removal of other barriers to housing. The person selected will work closely with organizers in impacted communities and advocacy groups to identify the issues of most concern to the communities the Committee serves.

Preferred Experience and Skills:

The ideal candidate will possess the following skills and qualifications:

- Experience in civil rights, racial equity, or housing litigation;
- Experience working with community-based organizations and organizers;
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations;
- Able to contribute to the creation of a diverse, equitable, and inclusive culture that encourages and celebrates differences;
- Knowledge of the District of Columbia and its neighborhoods is preferred but not required; and
- DC. Bar membership (in good standing), or the ability to waive into the DC Bar (Required).
- Applicants with lived experiences in communities historically under-resourced and marginalized due to race, class, gender, disability, etc. are encouraged to apply.

Compensation:

Based upon Washington Lawyers' Committee pay scale, attached. Credit is given for prior relevant experience. Generous leave and employer-funded benefits.

Attorneys are classified as Associate Counsel, Counsel, and Senior Counsel, depending on the level and nature of experience and skills, in one or more substantive areas of the Committee's work. The work of Counsel is performed under the supervision of the assigned Supervising Counsel, Deputy Legal Director, Legal Director, or Executive Director.

Attached is the job posting that includes the full description and salary scale. See [here](#).

How to Apply:

Please email a letter detailing your interest, a resume, and a brief writing sample to: wlcjobs@washlaw.org. Please place "[your name] – Attorney in Housing Practice" in the subject line.

Applications will be considered on a rolling basis and the position will remain open until filled. 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, or gender identity or expression.

This position is a hybrid position with three core days required to physically be in the office located in Washington, D.C., and up to two days of telework. We will be participating in person when it is necessary to provide the highest quality legal services to our clients.

JD/BAR NOT REQUIRED

**CAREER COUNSELOR,
AMERICAN UNIVERSITY WASHINGTON COLLEGE OF LAW**

Job Description:

The Career Counselor provides individualized and group law student advising, identifies and develops resources for students and alumni, and designs and presents educational programs and events. Each Career Counselor also assists with other counseling and programming initiatives of the Washington College of Law (WCL) Office of Career & Professional Development (OCPD), including serving as the liaison between the office and assigned WCL programs, institutes, student groups, and other internal and external organizations and associations. The Career Counselor may also develop additional specialties as needed, such as sector- or practice area-specific expertise. The Career Counselor will work closely with a team that includes counselors, recruiting professionals, and administrative employees.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Career Advising:** Advise law students on all aspects of career planning and job search methods, including self-assessment, resumes, cover letters, interviewing and networking to aid students in their job searches and career development.
- **Programming:** Develop and facilitate job search skill development workshops and other educational programs and initiatives. Identify content areas and coordinate seminars, panel discussions and other resources that meet the needs of students interested in a broad range of employment sectors and practice areas.
- **Industry Analysis and Engagement:** Analyze legal trends and develop employer networks based on student and office needs. Use employer contacts to gather information about job and hiring trends and inquire about internship and employment possibilities. Use knowledge gained to educate other members of the OCPD staff and incorporate knowledge during individual counseling sessions with students. Work with the OCPD's recruiting team members to conduct outreach and create interactive opportunities between OCPD and employers.
- **Professional Development:** Participate in professional organizations related to career counseling and legal employment. Review publications to keep abreast of job market trends including the National Law Journal/Legal Times and in-house counsel publications.
- **Other Tasks:** Assist the Senior Director and other team members with counseling, programming, outreach, and engagement as directed. Work closely with fellow counselors to ensure consistent messaging under the guidance of the Senior Director. Complete projects as tasked to assist with the overall goals of the office.

Competencies:

- Championing Customer Needs.
- Developing Plans.
- Making Accurate Judgments and Decisions.

- Evaluating and Implementing Ideas.
- Building and Supporting Teams.

Supervisory Responsibilities:

- May supervise student and/or administrative staff.

Travel Required:

- Periodic travel for professional conferences required.

Position Type/Expected Hours of Work:

- Full-time.
- Exempt.
- Some evening and weekend hours required.
- This is a union-eligible position.

Salary Range:

- \$72,000-\$75,000/year, commensurate with experience.

Required Education and Experience:

- Juris Doctor.
- 2-4 years of relevant experience, which may include legal experience, recruiting experience and/or counseling experience.

Preferred Education and Experience:

- Juris Doctor.
- 3-5 years of relevant experience.

Additional Eligibility Qualifications:

- Must possess excellent interpersonal, organizational and oral and written communication skills.
- Knowledge of job search, career/employment services, recruiting, interviewing and staffing principles and practices.
- Must have a broad understanding of career counseling techniques with specific knowledge of legal market trends and job search strategies.
- Ability to assess individual needs, motivators and differences in abilities and career interests, including those in the public and private sectors.
- Must be comfortable working in a fast-paced environment and marketing the Washington College of Law to employers.

Benefits:

AU offers a competitive benefits package including a 200% matching retirement plan, tuition benefits for full-time staff and their families, several leadership development certificates, and has been recognized by the American Heart Association as a fit-friendly worksite.

[Click here to learn about American University's unique benefit options](#)

How to Apply

- Click [here](#) to apply.

Other Details:

- Hiring offers for this position are contingent on successful completion of a background check.
- Employees in staff positions at American University must deliver their services to the university from either the District of Columbia, Maryland, or Virginia, or perform work on-site at the university.
- Please note this job announcement 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.
- American University is an [E-Verify](#) employer.

Current American University Employees:

American University current employees must apply through their employee Workday account. If you are a current employee at American University, please log into Workday and select the Find Jobs report which will take you to our internal career listings.

Contact Us:

For more information or assistance with the American University careers site, email theworkline@american.edu
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, veteran status, an individual's genetic information or any other bases under federal or local laws (collectively "Protected Bases") in its programs and activities.

GRANTS MANAGER, NEIGHBORHOOD LEGAL SERVICES PROGRAM

Neighborhood Legal Services Program of the District of Columbia has an immediate opening for a Grants Manager. This position will report to the development director and work closely with the attorneys, the Development Coordinator, and the Executive Director to help in the implementation of NLSP's fundraising efforts.

About NLSP:

Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents, which have retained their relevance. NLSP remains embedded in DC's low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual, and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice. All NLSP staff members are currently working remotely three days a week and required to be in the office two days a week. This current hybrid work plan is subject to change.

Duties and Responsibilities:

- Conduct prospecting for private foundations and government agencies to identify new grant opportunities that match NLSP's organizational needs. Maintain relationships with staff members working at existing and future funders.
- Attend webinars hosted by current and prospective foundation and government agency funders.
- Monitor grant funded projects to ensure that all deliverables are met during the grant period. This work includes tracking deadlines and communicating these deadlines to staff members in a timely fashion.

- Write all government and foundation grant proposals and reports or manage the writing of these reports to ensure that submissions are completed in a timely fashion. Coordinate the review and updating of the reports with relevant program staff.
- Learn NLSP's case management system and share responsibility with NLSP's Development Coordinator for creating data reports required by grant reports and applications. Work with the managing attorneys to review these data reports and update them as needed.
- Coordinate with the Director of Finance and Administration to prepare the budgets and other financial documents for grant proposals and reports, review budget-related documents to confirm accuracy.
- Track all grant awards so that the Development Team has its own records of NLSP grant and foundation related revenue and reconcile these financial records in meetings with the Director of Finance and Administration.
- Provide the Development Director with grant and foundation related revenue in preparation for Board of Director meetings and all budgeting discussions.
- Provide weekly updates to Development Team staff members related to all foundation and grant work, including upcoming deadlines, funding opportunities, and other related information.
- Assist with notifying and inviting relevant staff members from foundations and government grant agencies to NLSP's annual fundraising event, Jazz for Justice.
- Identify opportunities for highlighting NLSP's relationships with foundations and government agencies on social media. Draft related posts to highlight these relationships.
- Assist with the major donor fundraising efforts as needed, helping NLSP strengthen and increase its donor base.
- Other duties as assigned.

Qualifications:

The successful candidate will possess:

- Bachelor's degree.
- At least two years of previous experience in a development position is preferred.
- Excellent writing and verbal communication skills.
- Ability to independently manage workload and know when to manage-up with work challenges.
- Superior organizational skills with a high attention to detail and accuracy.
- Collaborative work style.
- Excellent written and verbal communication skills.
- Ability to write competitive grant applications and reports or experience writing persuasive essays.
- Experience with government grants and reporting.
- Familiarity with donor databases and a willingness to learn new databases.
- Ability to review financial documents that funders require for proposals and reports.
- High level of experience using Microsoft Office.
- Analytical skills and the ability to engage in strategic thinking.
- Ability to prioritize and plan work activities efficiently.

Compensation:

Competitive salary depends on experience and benefits package that includes employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days, and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and taxfree transit benefits.

Application Process:

Candidates may send a letter of interest, resume, contact information for three professional references and one writing sample to: Cassidy Waskowicz, Development Director cwaskowicz@nlsp.org. Please put "Grants Manager" in the subject line. Applications will be accepted until the position is filled. No telephone calls please.

NLSP is an Equal Opportunity Employer:

It is the policy of the Neighborhood Legal Services Program of the District of Columbia that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the DC Human Rights Act and Language Access Act.

EVICTION PREVENTION PROJECT COORDINATOR, NEIGHBORHOOD LEGAL SERVICES PROGRAM

Neighborhood Legal Services Program of the District of Columbia (NLSP) seeks an Eviction Prevention Project Coordinator to join our Housing Unit. NLSP is a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for the poor, combining direct representation with efforts to achieve broad-based change. Our offices are located in the poorest neighborhoods of the District to maximize our visibility, accessibility, and connections to the communities we serve. As the Eviction Prevention Project Coordinator, you will be a member of NLSP's 15-person housing team. All NLSP staff members are currently working on a hybrid schedule. This is a full-time, non-exempt, non-attorney position. Apply here. The position is open until filled. Applications will be reviewed on a rolling basis.

Tasks and Duties:

The Project Coordinator is responsible for many activities that keep the Housing team running smoothly and effectively. They handle a range of non-legal issues to manage day-to-day project operations, reporting requirements, stakeholder relationships, and procedural development. The duties of the Eviction Prevention Project Coordinator include both programmatic and administrative work in three major categories: (1) Data collection and maintenance, (2) developing and maintaining community partnerships, and (3) coordinating day-to-day operations for the Housing Team.

(1) Data Collection and Maintenance Implementing the data collection requirements of our eviction prevention grants, including:

- Generating Unique Identifiers (UIDs) for qualifying cases,
- Maintaining appropriate records regarding UIDs and updating existing records as needed,
- Updating internal resources related to data collection,
- Coordinating with our professional evaluation firm and the other eviction prevention partners on data collection efforts,
- Assisting with grant reporting and applications,
- Monitoring outcomes of scheduled evictions and reporting trends to community partners and advocates,
- Expanding upon existing data reporting mechanisms by creating data tools that allow for more widespread and effective data sharing.

(2) Developing and Maintaining Community Partnerships:

- Collaborating with other organizations that support tenants to provide direct support to community organizing or advocacy efforts within the parameters of grant requirements.
- Identifying community-based organizations that provide services to help our clients stabilize housing and developing relationships with staff members at these organizations to help facilitate mutual referrals and other collaborations.
- Coordinating, promoting, and attending community events, such as resource fairs and other outreach events.
- Creating and maintaining a library of educational materials for community members, community organizers, tenants, and other parties.
- Creating and facilitating opportunities for NLSP staff and partner organization staff to train each other and respective clients, including leading the logistical work necessary to implement such trainings.

(3) Coordinating Day-to-Day Operations:

- Providing general administrative support to members of the housing team by assisting with case documentation, database and resource organization, and other responsibilities as assigned.

- Creating meeting agendas, taking meeting notes, and coordinating schedules to organize meetings with various team members, community partners, representatives of government agencies, and clients.
- Developing procedures to best integrate grant requirements and objectives into organizational workflow.
- Developing tools for documenting program efforts and conducting program evaluations.

Qualifications:

- Excellent written and oral communication skills
- Commitment to racial justice and equality and economic justice
- Strong interpersonal skills and the ability to work well with teams
- Strong time-management skills and ability to work independently
- Experience in and comfort with manipulating data
- Familiarity with Microsoft office and comfort with learning new software, particularly new databases
- Flexibility and a can-do attitude
- Detail-orientation and creative problem-solving skills

Salary and Benefits:

- Salary commensurate with experience, starting at \$53,000 and increasing for each year of relevant experience.
- Generous benefits package including employer-paid medical, dental, vision, life, and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings).
- Paid vacation, holidays, personal days, and sick leave; 8 weeks paid parental leave

NLSP Hiring Policy:

Neighborhood Legal Services Program of Washington, D.C. is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. It is the policy of NLSP that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran’s status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act. Neighborhood Legal Services Program of Washington, D.C. thrives on our diversity, and we strongly encourage persons of color, women, LGBTQ+ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.

**DIRECTOR OF EXTERNSHIPS AND PUBLIC INTEREST PROGRAMMING,
HOWARD UNIVERSITY SCHOOL OF LAW**

Howard University School of Law is hiring a Director of Externships and Public Interest Programming. The Director of Externships and Public Interest Programming will manage the operations and growth of externship, public interest and pro bono programming at Howard University School of Law. The incumbent will teach externship courses, supervise adjunct professors teaching externship courses, manage relationships with externship partners, ensure compliance with relevant ABA rules and develop new public interest and externship programming as needed. This is an exciting and dynamic position within the Clinical Law Center at Howard.

Preferred Qualifications Include:

- JD;
- Previous experience in the areas of experiential education, externship programming, clinical education, organizational management, higher education and/or the provision of community legal services;
- Demonstrated commitment to social justice, public interest lawyering and working with a diverse group of students;
- Excellent written and verbal communication skills.

Howard University School of Law is committed to a diverse faculty, staff, and student body. We encourage applications from those whose background, experience, and viewpoints contribute to the diversity of our

institution. Interested candidates should send a cover letter and CV/resume to: Valerie Schneider (vschneider@law.howard.edu) and Jessica Harris (jessica.harris@law.howard.edu). Applications will be reviewed on a rolling basis. The start date will be in the summer of 2024.

**CIVIL RIGHTS CLINIC SUPERVISING ATTORNEY/ADJUNCT INSTRUCTOR,
HOWARD UNIVERSITY SCHOOL OF LAW**

The Howard University School of Law seeks to hire a part-time supervising attorney/adjunct instructor in its Civil Rights Clinic for the '24-'25 academic year.

The successful candidate will teach the clinic seminar course and will supervise law students as they litigate on behalf of indigent clients in civil rights and social justice cases. Cases will include a range of civil rights areas such as qualified immunity, voting rights, employment discrimination, and unconstitutional prison conditions. The docket is typically focused on appellate work but may also include trial level work. This position offers a significant amount of flexibility and independence to pursue civil rights cases and causes of interest with an exciting group of law students.

Preferred Qualifications:

- JD
- At least 4 years of experience litigating civil rights matters, including appellate work;
- Demonstrated commitment to social justice, civil and human rights, and working with a diverse group of students;
- Excellent written and verbal communication skills;
- Appellate clerkship;
- Demonstrated interest in teaching.

This is a part-time, non-tenure track position. Howard University School of Law is committed to a diverse faculty, staff, and student body. We encourage applications from those whose background, experience, and viewpoints contribute to the diversity of our institution. We are hiring at least one supervising attorney/adjunct instructor for this role and may open a second position as well (so people are welcome to apply together if you'd like to co-teach).

Interested persons should send a cover letter, curriculum vitae, or resume, to Valerie Schneider, Director of the Clinical Law Center at vschneider@law.howard.edu and to Jessica Harris, Administrative Assistant at jessica.harris@law.howard.edu.

**SENIOR ASSOCIATE OR ASSOCIATE,
GEORGETOWN LAW – CENTER ON PRIVACY AND TECHNOLOGY**

Are you concerned about the ways that surveillance technologies and mass data collection are impeding movements for racial and economic justice, immigrant rights, worker power and democracy reform? Do you want to fight against the capture of our most crucial industries by corporations marketing exploitative tech under the "AI" label? Do you have experience working on or thinking about any of these issues as a lawyer, advocate, organizer, or academic? Are you committed to working in partnership with, and following the leadership of, grassroots organizations and the communities most impacted by surveillance?

If you said yes to any of the above, then we urge you to apply to join our team at the Center on Privacy & Technology at Georgetown Law.

What's the job?

The Center on Privacy & Technology seeks a new team member to support our existing work, help us develop new research streams and advocacy strategies, and participate in training the next generation of tech-educated civil and human rights advocates.

Our active program areas include: worker privacy, surveillance of immigrant communities, surveillance in systems of policing and punishment, and surveillance in the family regulation system. We are also developing a project to expose and mitigate the harms of municipal digital infrastructure and the acquisition of algorithmic technology by local governments. We are open to the possibility of a candidate with significant expertise in an area outside of our current research streams but in line with our mission and vision, who could lead the development of a new project.

Your responsibilities as a team member at the Center may include things like:

- Investigating the DNA analysis technologies being sold by corporations to local law enforcement agencies;
- Executing a survey of workers within a particular industry to better understand the impact of surveillance technologies on organizing and unionization efforts;
- Developing an advocacy strategy to support organizing aimed at cutting off immigration authorities' access to public and private data sets at the state and local levels;
- Filing, following up on, and potentially litigating public records requests to obtain information about algorithmic technologies being developed and deployed in the family regulation bureaucracy;
- Writing amicus briefs to support litigation against the data brokers selling personal information to the Department of Homeland Security;
- Developing novel constitutional arguments against biometric surveillance of immigrant communities;
- Fostering partnerships — through trainings, collaborative research, and collaborative media work — with grassroots organizations to help build on the ground capacity to resist surveillance;
- Participating in coalition work with other worker rights, immigrant rights, criminal justice reform, racial justice, civil rights and privacy organizations on issues related to surveillance;
- Helping to design and host public events related to the Center's work;
- Drafting op-eds, blog, and social media posts to communicate the Center's research and advocacy to a diverse audience;
- Testifying at a city council hearing about the misuse of facial recognition technology by law enforcement;
- Teaching or co-teaching courses to Georgetown law students and undergraduates on topics related to the Center's work;
- Supervising fellows and student research assistants, and eventually junior associates;
- Mentoring Georgetown students.

What Qualifications Do You Need?

- Substantial experience (2-3 years for associate level, 4-7 years for senior associate level), relevant to the mission and vision of the Privacy Center. "Experience" should include some professional work history, but may also include things like student organizing experience, or lived experience as a member of a directly affected community.
- As described further below, the Privacy Center's mission and vision involves taking a "root causes" approach to our work, so your experience may be related to data and technology but need not be. We will consider as relevant experience in any of the substantive areas on which our work focuses (such as systems of policing and punishment);
- An advanced degree in law, public policy, or other relevant field is an advantage, but not a requirement; Experience conducting original research to support movements for social change. This can include empirical research, scholarly research, legal and policy research;
A demonstrated understanding of, respect for, and desire to support community based organizing and organizers;
The ability to write compellingly, and without jargon, for a wide audience;
A commitment to intersectional research and advocacy;
Strong initiative and self-direction;
A collaborative spirit, sense of humor, and capacity for generosity in challenging times.

While not a requirement, we consider personal experience of systems of policing and surveillance extremely valuable to our work. We also highly value the ability to communicate in languages other than English.

The new team member will report to the Center's Director of Research & Advocacy, and collaborate closely with Center staff and the Georgetown community.

The Center on Privacy & Technology at Georgetown Law is located in Washington, DC. We are currently a hybrid work mode (in person 3 days per week) with offices at 500 1st Street NW.

What's the Center?

The Center on Privacy & Technology is a research center based at Georgetown Law. We undertake research and advocacy to expose and mitigate the disparate impact of government and corporate surveillance on historically marginalized communities. We use a root-causes approach to our work, which means we focus less on technology itself and more on the ways that technology exacerbates the harms of underlying systems of oppression. Read about our mission, staff, and our work on our website.

Sounds Amazing, How Can I Apply?

To apply, please send a cover letter and resume to privacy@georgetown.edu with the subject line: Associate position application.

We will review applications and conduct interviews on a rolling basis.

Salary Range and Benefits:

As a full-time position, this is eligible for the full range of Georgetown University benefits, including health care, tuition assistance, retirement contributions, and 13 paid holidays in addition to paid time off.

This position is grant funded. The associate position has a salary range of \$72,500 – 80,000 and the senior associate has a salary range of \$90,000 – \$100,000.

POLICY COUNSEL/ADVISOR OR SENIOR POLICY COUNSEL/ADVISOR, LAWYERS' COMMITTEE FOR CIVIL RIGHTS UNDER LAW

About Us:

The Lawyers' Committee for Civil Rights Under Law, established in 1963 under President John F. Kennedy's directive, stands at the forefront of national civil rights legal organizations. Our mission remains steadfast: combatting racial discrimination against African Americans and other communities of color, addressing inequality of opportunity, and advancing justice.

The Opportunity:

We're in search of a talented, dynamic, and enthusiastic policy advocate to serve as a Policy Counsel/Policy Advisor or Senior Policy Counsel/Senior Policy Advisor in our Public Policy Project. The successful candidate will manage one or two federal policy portfolios focusing on criminal justice reform, education, or economic justice.

Key Responsibilities:

Policy Analysis and Advocacy:

- Analyze federal policy proposals and draft reports and white papers designed to influence policymakers and stakeholders.
- Monitor key developments in assigned issue areas and identify opportunities for engagement and advancing the organization's policy agenda.
- Develop and produce advocacy tools for various audiences concerning important issues.

Stakeholder Engagement:

- Build and maintain relationships with congressional and executive branch staff to ensure the Lawyers' Committee mission is reflected in the policymaking process.
- Attend Congressional hearings, briefings, and meetings, representing the Lawyers' Committee and engaging with stakeholders.

Collaboration and Strategy:

- Work closely with colleagues across relevant Lawyers' Committee units to help identify and pursue shared advocacy objectives.
- Plan and execute advocacy events, such as congressional briefings, panel discussions, advocacy days on Capitol Hill, and webinars.

Policy Research and Development:

- Research and draft memoranda, letters, and analyses of federal bills and comments on proposed administrative rules and regulations.
- Lead and participate in national coalition meetings focused on portfolio issues.

Minimum Requirements and Competencies:

Commitment to Racial Justice:

- Deep commitment to the advancement of racial justice and civil rights.

Experience and Education:

- Bachelor's degree and a minimum of six years of relevant experience working on federal policy.
- Expertise in at least one of the following civil right issue areas: criminal justice reform, education, or economic justice.

Advocacy Skills:

- Demonstrated ability to effectively communicate complex ideas and policy analyses through clear and concise writing.
- Proven track record of delivering persuasive oral presentations and engaging with diverse stakeholders.
- Strong interpersonal skills, evidenced by successful collaboration with colleagues and stakeholders to achieve advocacy goals.

Collaboration and Adaptability:

- Ability to work collaboratively and resolve conflicts, promote diversity, equity, and inclusion, and engage with communities affected by racial and economic disparities.
- Demonstrated ability to take initiative, think creatively, and adapt to changing circumstances while maintaining a commitment to the mission and values of the Lawyers' Committee.

Join Us in Driving Policy Change:

If you are passionate about advancing social justice through policy advocacy, we encourage you to apply. Together, let's work towards a future where all individuals have equal rights and opportunities.

Apply Today:

Click [here](#) to apply. Be a part of our mission to create a more just and inclusive society. Submit your application and help us build a brighter future for all.

Commitment to Diversity and Inclusion:

The Lawyers' Committee embraces diversity and inclusion in our workplace. We strongly encourage candidates of color and candidates from underrepresented communities to apply. The Lawyers' Committee does not discriminate on the basis of 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, genetic information, matriculation, political affiliation, or any other status protected under law.

PROGRAM SPECIALIST – FELLOWSHIPS, EQUAL JUSTICE WORKS

Job Details

Level: Experienced

Job Location: Corporate Headquarters - Washington, DC

Position Type: Full Time

Education Level: 4 Year Degree

Salary Range: \$55,900.00 - \$60,000.00 Salary/year

Travel Percentage: Negligible

Job Shift: Day

Job Category: Nonprofit - Social Services

About Equal Justice Works:

Equal Justice Works (EJW) is the nation's largest facilitator of opportunities in public interest law. We achieve this through creating Fellowship programs for lawyers and community organizers, hosting the largest national public interest law career fair, advocating for Public Service Loan Forgiveness, and supporting law students pursuing public interest law careers.

We bring together an extensive community of law schools, law students, lawyers, community organizers, legal services organizations, and supporters to promote a lifelong commitment to public service and equal justice. Following their Fellowships, more than 85% of our Fellows remain in public service positions, continuing to pursue equal justice for under-resourced communities across the country.

Position Overview:

The Program Specialist is a member of the Fellowships Unit and supports the management of privately and federally funded Fellowship programs, including those focused on disaster resilience, crime victims, housing, and racial justice. The Program Specialist is a key programmatic and administrative point person for external stakeholders, including host organizations, fellows, and consultants. This position is envisaged to play an active role in our supporting and growing housing justice, economic justice, and racial justice-focused fellowship programs. The work of the Program Specialist significantly contributes to the delivery of unit operational plans aligned with Equal Justice Works' strategic vision and mission.

Responsibilities:

Fellowship Experience

- Work closely with the Senior Program Manager to administer all aspects of the fellowship program and fellowship experience, from onboarding to exit into the alumni program.
- Collaborate with external consultants to develop training and technical assistance responsive to the substantive learning needs of the Fellows.
- Facilitate connections between Fellows, alums, and subject matter experts by coordinating program-specific events for fellows/host sites, including organizing webinars/teleconferences and in-person events.
- Collect and maintain information critical to fellowship programs including contact information, demographic data, biographical information, and suggestions for improvement. Enter and maintain relevant data on Microsoft Dynamics, a CRM.
- Act as a key programmatic and administrative point person for host organizations, fellows, and other program stakeholders.

Grant Administration and Host Organization Management

- Support the process of administering competitive calls for proposals and selections.
- Collect and maintain complete grant files for each host organization.

- Develop program orientation and technical assistance materials for Fellows and host organizations.
- Support budget monitoring, review financial reports and process invoices.
- Evaluate and monitor host organization programmatic capability and performance. Support periodic program monitoring activities, including conducting desk reviews and host site visits.
- Maintain a thorough understanding of compliance regulations, grant conditions, and internal policies and procedures to effectively identify and raise issues to Unit management.

Fundraising and Stewardship

- Support program fundraising initiatives working closely with the Institutional Advancement team to conduct research and draft proposals.
- Work with the Senior Program Manager to monitor, compile and analyze program data, and produce draft reports on program progress activities, including financial and narrative progress reports.

Unit Support

- Assist with organizing the annual Leadership Development Training conference.
- Participate in broader Unit-wide activities and organizational initiatives, and act as a liaison and program/Unit representative for internal committees as assigned. Undertake other duties as assigned.

Education & Experience:

- Undergraduate degree or equivalent relevant work experience and training; minimum of three years of progressively complex professional experience contributing to project results

Skills:

- Excellent writing skills with previous experience in grant proposals and report writing or similar
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and ability to use technology to manage and consolidate data. Experience with a Customer Relationship Manager (CRM) platform such as Dynamics or Salesforce is a plus.
- Professional, customer-service oriented mindset with an ability to exercise good judgment and diplomacy
- Experience with public speaking, virtually and in-person, and regularly facilitating meetings with a broad array of stakeholders
- Skill and interest in data, monitoring and evaluation - consolidate, and analyze a high volume of program metrics, financial and narrative data for reporting and monitoring purposes
- Takes initiative and brings a high level of attention to detail to tasks. Works independently with and ability to manage multiple priorities with a range of complexity
- Solutions oriented with superior problem solving and judgment, ability to issue spot and bring recommendations to supervisor
- Prior experience with foundations/government fundraising and grant management a plus
- Demonstrated commitment to growth, meeting a high bar, and contributing to a positive workplace culture of continuous improvement and teamwork
- Commitment to upholding Equal Justice Works' mission, vision, values, and (DEI) Diversity, Equity, and Inclusion principles.

Travel:

Occasional travel within the US to participate in conferences and monitoring activities is expected to be approximately 10%.

Location:

Daily activities are conducted in a typical office environment. EJW adheres to a hybrid work model whereby employees who live within a reasonable commuting area must be in person in-office twice per week.

Compensation & Benefits:

The salary range for the Program Specialist position is \$55,900 - \$60,000, based on experience. Health and well-being are a top priority at Equal Justice Works. EJW offers a comprehensive suite of benefits designed to support your total health and wellbeing, including unlimited PTO (Paid Time Off); additional paid holiday leave the week

between Christmas and the New Year; sixteen weeks of paid parental leave for those with EJW for six months or more; excellent medical and dental insurance with Equal Justice Works paying 100% for employee premiums and 75% for dependent premiums; student loan repayment assistance; and a \$1000 professional development stipend per year.

Application Process:

Visit www.equaljusticeworks.org to upload application materials. Interested applicants should submit a resume and a cover letter that describes their interest in and qualifications for this role.

Background And Reference Checks:

Finalists for this position must satisfactorily complete a pre-employment background and reference check as a condition of employment.

Working Conditions:

Equal Justice Works is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This employee is regularly required to sit, stand, bend, stretch and kneel for extended periods of time; frequently required to talk, hear, and use repetitive hand motions; and should possess the ability to push, pull, and lift to ten pounds unassisted.

As a condition of this position, which is required to work at the Equal Justice Works office, and as a part of our continued efforts to maintain a safe workplace for employees and visitors, EJW is requiring all employees that work in the EJW office to receive an FDA-authorized and/or approved COVID-19 vaccination.

Equal Opportunity Employer:

Equal Justice Works is committed to building a team that represents a variety of backgrounds, perspective, and skills and encourage people of diverse ages, sexual orientations, gender identities and expressions, disabilities, religions, races, ethnicities, socioeconomic statuses, work, and life experiences to apply.

LANGUAGE ACCESS MANAGER, AYUDA

Organizational Profile:

Ayuda is a 501 (c)(3) nonprofit organization dedicated to providing direct legal, social and language access services, education, and outreach to low-income immigrants in the Washington, DC metropolitan area. Since 1973, Ayuda has provided critical services on a wide range of issues, in the process acquiring nationally recognized expertise in several fields including immigration law, language access, domestic violence and human trafficking. Ayuda has office locations in Washington, DC, Silver Spring, MD and Fairfax, VA.

Why Do You Want This Job?

Because, just like everyone at Ayuda, you believe:

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

What Will This Job Entail?

Core responsibilities of the position include the following:

(Other duties may be assigned.)

- Serve as supervisor to up to three fellow Language Access Program staff (Coordinator(s), and/or Senior Coordinator(s) and/or Client Support Specialist(s)), assigning them work, overseeing and reviewing their progress, and evaluating their performance over the course of the year (including making decisions regarding performance improvement/discipline, if necessary).
- Provide project management for interpreter trainings by completing various tasks, including, but not limited to, contracting with trainers and other consultants, obtaining physical or virtual space and materials for trainings, creating an application process for the trainings, publicizing the trainings and choosing the participants, and maintaining communication with program participants.
- Recruit, select, and contract with the interpreters for the legal and victim interpreter banks through screening and assessment of individual applicants, taking into account program needs and negotiating appropriate rates.
- Ensure the timely payment of vendors and independent contractors by requesting, reviewing, and approving for payment the invoices initially approved by the Language Access Coordinators/Senior Coordinator(s) on a regular basis.
- Either directly or through supervision of others, design, coordinate, and deliver trainings for legal and social services providers on best practices regarding interpretation, language access, and using Ayuda's interpreter banks.
- With counsel from the Director, and with assistance from the Coordinator(s)/Senior Coordinator(s)/Client Support Specialist(s), resolve any possible complaints from service providers or interpreters.
- Oversee the completion of grant reports by managing the collection and reporting of data, by drafting answers to qualitative questions asked by funders, and by adapting systems and policies in response to changes in reporting requirements.
- Serve as a "grant lead" for various funding sources by maintaining a good relationship with the funder; submitting grant adjustment notices when there are changes in staffing, budgeting, or deliverables; completing applications for funding when funding can be renewed; and managing the steady progress and tracking of budget and performance benchmarks.
- Periodically update the Language Access Program's policies and procedures, in consultation with other team members.
- Remain informed of developments in the broader field of interpretation and language access by attending conferences and trainings to ensure that the Language Access Program is serving its clients most effectively.
- Orchestrate the successful fulfillment of unusual or difficult requests for services by, either directly or through supervision, gathering information, determining how costs relate to available resources, weighing different options for arriving at desired outcomes, and ensuring the execution of any chosen course of action.
- Maintain and improve the systems and policies used to run the program, including Salesforce (through meeting with outside developers), staff training materials, and written manuals or guides.
- Manage accounts with third-party vendors, with a focus on smooth delivery of service, careful tracking of billing/payment, integration with the Finance Department, and compliance with Ayuda's procurement policy.
- Assist the Language Access Director in supporting and shaping the program by helping to determine program structure, division of labor, annual budgeting priorities and allocations, policies and procedures, and best practices for promoting the full self-actualization of team members.
- Participate in the meetings and decision-making processes of the leadership team and supervisor team at Ayuda.
- Through testimony, participation on panels, and contributions to written materials, explain and promote the work of the Language Access Program to various stakeholders (funders, donors, public officials, and other nonprofits).
- Assist the Language Access Director with identifying, and pursuing, funding and expansion opportunities.

How Do You Know If You Can Do This Job?

Eligibility: Must be legally able to work in the United States and maintain proper work authorization throughout employment. Must be able to meet the physical requirements of the position presented in a general office environment.

Education/Experience/Skills: A Language Access Manager should be hard-working, detail and results oriented, decisive, confident, independent, creative and have strong time-management and problem-solving skills.

The Manager should have:

- At least two years of experience supervising full-time staff, leading projects, and managing grants.
- Commitment to improving access to services for immigrant, limited-English proficient, and/or Deaf communities.
- Strong written and verbal communication skills, including the ability to communicate effectively with a wide range of people, provide excellent customer service, and represent Ayuda well in the community.
- Excellent organizational skills, with the ability to prioritize, think strategically, and manage multiple tasks and deadlines at once in a fast-paced environment.
- Experience with Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Prior experience in public speaking or in developing and delivering trainings.
- A good sense of humor and the ability to take things in stride.
- Delegation skills.
- The ability to plan backwards and to address anticipated obstacles.
- A critical eye for time-saving measures and efficiency.

The following skills and qualities are preferred, although not required:

- At least five years of experience working in an office environment.
- Knowledge about language access and/or interpretation.
- Experience using:
 - Salesforce/CRM database
 - DocuSign
 - Wufoo
 - Certify
 - Bill.com
 - Sage Intacct
 - SharePoint
- Experience with finances and accounts payable.
- Experience working with interpreters.

Salary and Benefits:

The anticipated salary for this position starts at \$70,000, depending on experience.

We are proud of the benefits we can offer that include:

- Platinum-level medical insurance plan 100% employer-paid.
- Dental and vision insurance 100% employer paid.
- Long-term disability insurance 100% employer paid.
- Life and AD&D insurance 100% employer paid.
- Pre-tax 401(k) with Employer match on first 3% of salary.
- Vacation Days: 21 days per year until year 3, 27 per year in years 3-7 and 33 days per year after 7 years employment. Employees begin with 3 days of vacation leave.
- New employees begin with 5 days of Health & Wellness (sick) leave and accrue an additional 5 hours per pay period plus emergency medical leave up to 12 weeks per year.
- 12 weeks paid parental leave/family leave.
- 24 days paid holidays and staff wellness days, including Winter Break the last week of the year.
- Job-related professional development fees (including annual state bar dues and professional memberships).
- Flexible work schedules.

This position is exempt for overtime purposes.

Employees with federal student loan debt may be eligible to apply for Public Service Loan Forgiveness through the Department of Education. For more information, go to <https://myfedloan.org/borrowers/special-programs/pslf>.

To Apply:

Please apply with resume and cover letter [here](#). Writing samples may be requested.

Applications will be considered on a rolling basis until the position is filled. Apply early for full consideration. No phone calls, please.

Equal Opportunity Employment Statement:

Ayuda is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

We believe that a diversity of experiences, opinions, and backgrounds is integral to achieving our mission and vision. We celebrate diversity and seek to leverage the passion, energy, and ideas of a culturally diverse team.

PROJECT MANAGER, NEIGHBORHOOD LEGAL SERVICES PROGRAM OF THE DISTRICT OF COLUMBIA

Brief Description of Position:

Neighborhood Legal Services Program of the District of Columbia (NLSP) is a federally funded, non-profit, civil legal services law firm that provides free legal information, advice, and representation to low-income District of Columbia residents. We help with problems involving housing, family, domestic violence, public benefits, and other economic security matters. We also provide advice on some consumer issues and assist with preparing wills and advance directives. Our neighborhood-based, service delivery model -- which includes offices in Wards 5, 7 and 8 -- allows us to bring dedicated legal services attorneys and enthusiastic pro bono lawyers into low-income communities across the city to provide legal help while they learn first-hand the myriad, daily challenges faced by residents living in poverty.

Neighborhood Legal Services Program of the District of Columbia (NLSP) has an immediate opening for a project manager. This role is responsible for driving strategic planning and implementation efforts. The project manager is proactive, results-oriented, and collaborative and excels at navigating and managing complex projects to advance the delivery of legal services. Collaborating closely with leadership and stakeholders, this position plays a crucial part in charting NLSP's course, creating actionable strategies that drive sustainable impact and positive change. The project manager reports to the Executive Director

Primary Responsibilities:

General Project Management

- Plans and sets schedule for completion of tasks associated with projects, ensuring that schedule is adhered to or adjusted to accomplish targets and milestones.
- Regularly reports project updates to the Executive Director, keeping her abreast of all decision points to ensure that the project aligns with ED's vision and organizational goals.
- Reports project updates to staff and Board.
- Provides a clear and complete handoff to the team leader who will manage a process going forward or will be working with the output that the project team delivered.

Technology

- Leads the development and implementation of a technology strategy aligned with the organization's goals and objectives.
- Fosters a strong relationship with our managed IT services provider.
- Collaborates with cross-functional teams to identify technology needs and recommend solutions.
- Leads and oversees Technology Initiative Grant (TIG) projects, ensuring timely delivery, budget adherence, and quality outcomes.
- Collaborates with compliance and operations staff to conduct regular audits of IT systems, cybersecurity measures, and data management protocols to ensure compliance and risk mitigation.
- Provides technical guidance and basic support to staff members, promoting digital literacy and effective technology usage.

- Stays updated on industry trends and emerging technologies, advising leadership on opportunities for technology innovation such as new phone systems and integrations.

Strategic Plan

- Facilitate the development and execution of NLSP's three-year strategic plan, working closely with the consulting firm, leadership, and the Board to define goals, initiatives, and performance metrics.
- Collaborate with cross-functional teams to translate strategic priorities into actionable goals and projects.
- Regularly monitor progress towards strategic goals, meeting with the strategic planning committee and tracking key performance indicators and adjusting as needed.
- Prepare and present strategic recommendations, progress reports, and insights to the Executive Director, Board of Directors, and staff.

Experience and Qualifications:

- Project management skills, stays on top of multiple projects, starts with the end goal in mind and develops a plan of action, anticipates obstacles, identifies, and involves stakeholders, uses resources wisely.
- Excellent communication and presentation skills to convey complex ideas and concepts to diverse audiences including staff, Board, and consultants.
- Strong facilitation and negotiation skills to engage stakeholders and drive consensus.
- Understanding of strategic planning frameworks and methodologies.
- Innovative and resourceful problem-solving ability.
- Ability to carry out projects from initial scoping and planning through execution and optimization.
- Knowledge of technology infrastructure, databases, experience using case management systems, and deep familiarity with MS Office and office productivity software.
- Bachelor's degree and 3 years of project management experience and knowledge.
- PMP certification preferred.
- Law firm and/or nonprofit experience preferred.

Compensation:

Competitive salary starting at \$68,500 with 3 years of experience and benefits package which includes employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days, and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax-free transit benefits.

About NLSP:

Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents which have retained their vitality and relevance. NLSP remains embedded in D.C.'s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual, and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.

Application Process:

Interested persons should submit a cover letter, and current resume expressing your qualifications and interest in this position and three references. Submit all requested documents to Karen A. Newton Cole, Executive Director at KNewtonCole@nlsp.org with a copy to Mary-Elizabeth Pratt at mepratt@nlsp.org.

NLSP is an Equal Opportunity Employer:

It is the policy of the Neighborhood Legal Services Program that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

STREET LAW GRADUATE TEACHING FELLOWSHIP, GEORGETOWN LAW

The Street Law program seeks applicants for the Georgetown Street Law Teaching Fellowship starting in July or August 2024 and ending in June or July 2026. The fellowship program combines experiential legal education, implementation of interactive educational methodology, seminar instruction, field supervision and work product review of second-and third-year law students, program administration, curriculum development, and scholarly research. The fellowship prepares the candidate for a career in teaching, the practice of law, or both.

Since 1972, the Georgetown University Law Center Street Law Program has provided law-related educational services in the District of Columbia public high schools, correctional facilities, and other community locations. Georgetown Street Law's purpose is (1) to support the professional development of the Georgetown law students who teach the Street Law classes in the community and (2) to provide law-focused education to non-lawyers using interactive educational methods. These methods develop academic, critical thinking, and civic skills. [See the Georgetown Street Law website here](#) and [our 50th Anniversary video here](#).

The fellowship is ideal for someone interested in developing instructional, supervisory, and research abilities in a setting that combines public education, teaching, and public interest work. Fellows matriculate through a clinical pedagogy course co-taught by members of the Georgetown clinical faculty. Upon completing the fellowship, the fellow will earn a Master of Laws in Advocacy (L.L.M.).

Specific Responsibilities:

- Supervise law students who teach courses in practical law in DC high schools and various community placements
- Develop a legal curriculum appropriate for high school students and other non-lawyers
- Administer district-wide mock trial competitions.
- Network with local school officials, practicing legal professionals, and non-lawyer volunteers
- Meet regularly with high school administrators to coordinate Street Law classes.
- Write an article for publication
- Perform other instructional and administrative duties as needed

Qualifications:

- Juris Doctorate from an ABA-accredited institution.
- Ability to work collaboratively on multiple projects simultaneously.
- Exceptional organizational, time management, supervision, communication, and research and writing skills.
- Demonstrated interest and experience in education and youth issues, trial practice, classroom or alternative teaching experience, and/or knowledge of best practices in teaching, learning, and supervision are preferred.
- Excellent interpersonal skills, flexibility, and ability to work well independently and as part of a team.

Benefits:

The first-year salary is \$70,000; the second-year salary is \$75,000. Georgetown awards fellows an LL.M. in Advocacy upon fellowship completion. The fellow also receives health and dental benefits and all tuition and fees for the L.L.M. program. As full-time students, fellows qualify for deferment of their student loans and may be eligible for loan repayment assistance from their law schools.

How to Apply:

Applicants should submit the following materials in a single PDF file attached to an email to streetlaw@georgetown.edu. Address all materials to Professor Charisma Howell.

- A brief statement explaining the applicant's interest in the position
- A resume
- A current law school transcript
- Three references, including contact information
- A writing sample

Street Law welcomes and considers applications from any and all interested applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran, or other protected status.

The position will be open until filled.

**LAW CLERK,
D.C. SUPERIOR COURT**

The Probate & Tax Divisions are seeking a judicial law clerk, for a one-year term, with a start date in August 2024. Please send applications, including a 1) cover letter, 2) resume, 3) transcript, 4) three letters of recommendation and 5) writing sample (less than 8 pages), to JudgeCorderoChambers@dcsc.gov in the form of a single PDF document. Letters of recommendations may be sent separately. Applications will be reviewed on a rolling basis. Please email or call Chambers at 202-879-7870 if you have any questions.

**HEALTH EQUITY POLICY & ADVOCACY CLINICAL FELLOW/VISITING ASSOCIATE PROFESSOR,
THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL**

George Washington University Law School seeks applications for a clinical fellowship in the Health Equity Policy & Advocacy Clinic, beginning on July 1, 2024. The Fellow will have the title of Visiting Associate Professor of Clinical Law and Clinical Law Fellow. Fellows receive an annual stipend, health insurance, tuition benefits, and other benefits associated with a full-time position at GW.

Specific Duties and Responsibilities:

The Fellow will be based in the Health Equity Policy & Advocacy Clinic. The HEPA Clinic is a medical-legal partnership (MLP) that represents patients of Bread for the City in housing stability and conditions, environmental, and other legal issues that cause or exacerbate poor health. In addition, the Clinic engages in policy advocacy at the federal and local level to address the social determinants of poor health affecting low-income individuals. Fellows support the development of the MLP and community outreach, supervise law students, and teach in the classroom alongside experienced clinical faculty.

Throughout their time in residence, Fellows receive support and guidance in teaching and supervising law students and in producing scholarship for publication. The program provides Fellows with mentorship and support from the faculty and administration and resources to enter the full-time teaching market in clinical and doctrinal positions. Fellows are also integrated into the full-time faculty and invited to attend all scholarly presentations, faculty meetings, and to join the faculty of GW's award-winning first-year Inns of Court Program, which focuses on community-building, professional identity formation, and career development.

We currently seek applications from candidates with strong academic and lawyering experience. A competitive applicant will have relevant experience in housing, public health, and environmental law, access to justice work, legislative and policy advocacy; teaching; and/or related public interest litigation and/or policy work. We particularly seek applicants who took a clinic in law school and who have an interest in law school teaching. Fellows will be hired on a 12-month contract and will be eligible for renewal after the first year.

Minimum Qualifications:

J.D.; at least three years practice experience especially in legal services, litigation, housing law, environmental, and/or public health law; policy advocacy; commitment to serving individuals from under-represented communities; strong written and oral advocacy skills; excellent time management, priority-setting, and organizational skills; strong interpersonal skills, flexibility, and demonstrated ability to work well both

independently and as part of a team. Fellows must be members in good standing of a state bar. Candidates who are not members of the D.C. Bar must be eligible for immediate waiver into the D.C. Bar.

Special Instructions to Applicants:

Applicants should send a letter of interest addressed to Dean Laurie S. Kohn, a resume, a list of references, a short writing sample, and a complete law school transcript to clinicadmin@law.gwu.edu. Questions can also be submitted to clinicadmin@law.gwu.edu.

Applicant Documents (Required Documents):

1. Cover Letter
2. Curriculum Vita/Resume
3. Contact Information for References
4. Complete Law School Transcript

Background Screening:

Successful completion of a background screening will be required as a condition of hire.

Request Accommodations:

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or to apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting The Equal Employment Office and Employee Relations by email at eeo@gwu.edu, by phone at 202-994-9656, or by fax at 202-994-9658.

EEO Statement:

The University and the Law School have a strong commitment to achieving diversity among faculty and staff. We are particularly interested in receiving applications from members of underrepresented groups and strongly encourage women, persons of color, and LGBTQ candidates to apply. The University is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

DC SUMMER 2024 LEGAL INTERNSHIP, CENTER FOR PUBLIC REPRESENTATION

The Center for Public Representation is seeking one paid legal intern during the Summer of 2024 to support the work of its office in Washington, D.C. This summer internship is remote and generally involves a 40 hour per week commitment for 10 weeks.

Who We Are:

CPR is a national legal advocacy center committed to protecting and advancing the rights of people with disabilities and all others who are devalued in today's society. We have staff who work in Massachusetts, New York, and Washington, D.C. CPR uses legal strategies, systemic reform initiatives, and policy advocacy to enforce civil rights, expand opportunities for inclusion and full community participation, and empower people with disabilities to be full and equal participants in all facets of society. Working on state, national, and international levels, CPR is committed to equality, diversity, and social justice in all its activities. Learn more about CPR and our priorities at www.centerforpublicrep.org.

What We Do:

Systemic Litigation Initiatives -- CPR engages in groundbreaking class action litigation across the country on behalf of people segregated in residential, employment, and educational settings, as well as people at risk of segregation due to the lack of access to critical community supports and healthcare services. CPR is actively

litigating or monitoring implementation of federal court judgments and settlement agreements in seven different states and is continually developing new initiatives. CPR also provides technical assistance to a national network of disability organizations. More information on our litigation docket is available at <https://centerforpublicrep.org/litigation>.

Supported Decision-Making Initiatives -- CPR considers the right to exercise choice to be perhaps the most fundamental right people have as human beings. We have long worked to promote guardianship reform and, since 2014, have primarily focused our efforts to promote meaningful alternatives to guardianship, including Supported Decision-Making (SDM). CPR has been a national leader in promoting SDM with its ground-breaking pilot projects, training, technical assistance, and resource development. CPR also is a lead partner in the Center on Youth Voice, Youth Choice, a national resource center that supports state teams in promoting alternatives to guardianship for youth with intellectual or developmental disabilities. In addition, CPR recently received a grant focused on making SDM more available to linguistically, ethnically, and culturally diverse communities. More information on CPR's SDM initiatives is available at <https://supporteddecisions.org>.

CPR's DC Summer Internship Program:

CPR will host one paid legal intern during the Summer of 2024 to support the work of its office in Washington, D.C. **This summer internship is remote.** CPR is seeking a law student who is committed to social justice and interested in advancing the rights of people with disabilities.

Intern Qualifications Include:

- Completion of at least the first year of law school by Summer 2024
- Experience in any of the following areas: civil rights, disability, healthcare policy, social justice advocacy, and legislation or policy
- Ability to work independently and within a team
- Ability to manage multiple tasks and projects with supervision
- Excellent writing and legal research skills
- Working knowledge of Word, Excel, and PowerPoint
- Demonstrated commitment to people with disabilities or other marginalized groups

Intern Responsibilities May Include:

- Assisting with national and state technical assistance and policy initiatives impacting people with disabilities, with a focus on advancing supported decision-making and other less-restrictive alternatives to guardianship
- Developing legal communications, including creating content on legal issues for websites and community outreach materials
- Participating in coalition meetings and projects with advocacy partners
- Researching and drafting national technical assistance materials
- Assisting with class-action litigation and related monitoring activities, including preparing legal memoranda, participating in strategy meetings, aiding with drafting briefs, and reviewing documents
- Supporting CPR's ongoing race equity initiatives

Intern Compensation:

- This summer legal intern can receive up to \$6,800 for up to 10 weeks of work. The specific amount will be determined on a case-by-case basis, taking into consideration other funding that is available to the intern and any restrictions that are attached to it.

Intern Application:

- Interested applicants should forward a cover letter expressing their interest, a resume, a legal writing sample, an official or unofficial law school transcript, and a list of 3 references to Morgan K. Whitlatch, Director of Supported Decision-Making Initiatives, at mwhitlatch@cpr-ma.org.
- Applications will be considered on a rolling basis until the available position is filled.

Equity, Diversity and Inclusion:

CPR is an equal opportunity employer. CPR is committed to advancing equity, diversity, and inclusion in our work and within our organization. We believe that excellence is best achieved by bringing together and embracing a variety of different lived experiences and perspectives. We encourage and welcome applications from members of the BIPOC and disabilities communities, as well as candidates from other diverse and historically under-represented communities.

OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)

MANAGING ATTORNEY, COLORADO LEGAL SERVICES, ALAMOSA, CO

Position Summary:

The Managing Attorney will provide supervision, assistance, training, and leadership to the Alamosa office, and is responsible for the quality, quantity, and coordination of the office's litigation and advocacy. The Managing Attorney is expected to handle an active, but reduced, caseload and exercise judgment and creativity in attempting to solve the legal problems of low-income clients. The Managing Attorney is responsible for the day-to-day operations of the office, as well as some grant writing, community outreach, and coordination of private attorney involvement in the delivery of legal services to eligible clients. The position requires the Managing Attorney to excel as a supervisor, administrator, attorney, and as a representative of Colorado Legal Services in the community. This position reports to the Advocacy Director for Southern Colorado.

Essential Duties:

- Provide the oversight, assistance, guidance, and supervision necessary to ensure the effective administration, operation, and management of the office.
- Cultivate a culture that supports staff while holding the office to CLS's high expectations of performance.
- Maintain an active, but reduced, caseload.
- Provide supervision and guidance for other casehandlers, including periodically reviewing their legal work and providing training, professional development, employee coaching, and performance evaluation.
- Oversee and manage staff workloads, client relations, and interpersonal conflict, and make recommendations to Senior
- Leadership for performance improvements or disciplinary action consistent with the terms of CLS's Collective Bargaining Agreement as needed.
- Ensure that office intake functions accurately, effectively, and efficiently while adhering to the regulations of the Legal Services Corporation (LSC), CLS's major federal funder.
- Recruit private pro bono attorneys and provide assistance and supervision to the private bar on legal services cases.
- Ensure compliance with CLS and LSC policies.
- Periodically review office case acceptance protocols and solicit input from office staff, the community, clients, and the judiciary regarding the on-going legal needs of the community to be responsive to community needs.
- Review and close all office cases in a timely manner to ensure compliance with LSC regulations and the current LSC Case Service Report Handbook.
- Attend management meetings, participate in statewide substantive task forces and working groups, and provide case support and assistance to other CLS casehandlers.
- Provide orientation and training for new staff and participate in the hiring process for new staff.
- Act as the office's community liaison, maintaining contact with local human service agencies, the local bar association, and other organizations, in developing strategies for assisting low-income clients and vulnerable client groups.
- Participate in agency and community meetings as the program's representative and make presentations to community groups about the services provided by the office and its funding needs.

- Assist with grant management activities, such as communicating with grantors, assisting with gathering data for grant reports, completing grant reports, and working with Senior Management to apply for grant funding.
- Complete administrative tasks such as leave request approvals, timesheet review, and reimbursement requests.
- Oversee operations of the office, including communications with building management, as needed.

Required Qualifications:

- Valid license to practice law in the state of Colorado or ability to obtain a Colorado license as soon as practicable
- Excellent written and verbal communication skills
- Detail-oriented with strong critical thinking and analytical skills
- Working knowledge of Microsoft Office
- Applicant should have a demonstrated commitment to providing effective legal services to low-income persons and a sensitivity to the urgent needs of low-income persons

Preferred Qualifications:

- Bilingual English/Spanish
- Prior supervisory or administrative experience with a legal services program or law office

Salary range: \$76,690-\$117,730

To Apply:

Please use the "Apply for This Job" link for this job opening on our careers page: <https://coloradolegalservices.bamboohr.com/careers>. We will not be reviewing applications sent via e-mail or physical mail.

Submission deadline: Wednesday, May 15, 2024

Equal Opportunity Employer

**STAFF ATTORNEY,
LEGAL AID OF ARKANSAS,
JONESBORO, NEWPORT OR WEST MEMPHIS, AR**

Position Description:

Staff Attorney (2) - Jonesboro, Newport, or West Memphis Office

Legal Aid of Arkansas is a nationally recognized, public interest, not-for-profit law firm dedicated to assuring equal access to justice in civil matters for low-income Arkansans. Legal Aid provides high quality legal services in housing preservation, domestic justice, economic justice, and consumer protection.

We are seeking a staff attorney (2 positions to work in our Jonesboro, Newport, or West Memphis Office. The position may focus on representing low-income survivors of domestic violence, sexual assault and/or human trafficking and other domestic justice matters. A second position will focus on assisting clients with access to safe and affordable housing, including but not limited to landlord/tenant and housing discrimination cases. Both positions may also focus on rural services, assisting those in recovery from or impacted by opioid/substance use disorder, and assisting clients in a Medical-Legal Partnership setting.

Job Duties Will Include:

- Representing clients in all levels of a case, including intake, negotiations, administrative hearings, trial, and appeal.
- Addressing systemic issues adversely affecting low-income people through impact litigation in state and federal court.

- Furthering active community education efforts to maximize public knowledge of relevant laws and Legal Aid's services.
- Maintaining relationships with community and partner organizations.

Requirements:

- Arkansas bar admission, eligible for admission on motion, or graduate of an accredited law school sitting for the July 2024 bar exam.
- Commitment to trauma-informed advocacy, cultural responsiveness, empathy, responsive listening, and demonstration of authentic care and concern.
- Bilingual ability is a plus.
- Ability to maintain good relationships with clients, co-workers, the community, and partners.
- Driver's license.

Salary range: \$56,089 - \$86,377 DOE

To Apply:

If interested, please send resume to Allison Sehika, Director of Human Resources, at asehika@arlegalaid.org. The position is open until filled and candidates should apply as soon as possible.

Submission deadline: Wednesday, May 1, 2024

Legal Aid of Arkansas is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our goal is to be a diverse workforce that is representative of those we serve.

STAFF ATTORNEY, LAKESHORE LEGAL AID, DEARBORN, MI

Organization Overview:

Lakeshore Legal Aid serves low-income people, seniors, and survivors of domestic violence and sexual assault in a holistic manner to address clients' legal issues and improve our communities. Lakeshore provides free direct legal representation in southeast Michigan and the thumb and client intake, advice, and brief legal services throughout Michigan via our attorney-staffed hotline. Our practice areas include housing, family, consumer, elder, education, and public benefits law.

Position Overview:

Lakeshore is seeking a dedicated lawyer who will advocate and litigate on behalf of low-income and senior clients. Staff attorneys will be responsible for representing clients in a holistic manner to achieve clients' goals through advocacy including litigation. In addition to individual client representation, staff attorneys are expected to be active in the community through participation in outreach and community organizations. Staff attorneys will treat clients, co-workers, and others with dignity and respect.

Salary:

Starting annual salary for an attorney licensed in Michigan ranges from \$60,000 and is commensurate with qualifications and includes excellent benefits including medical, dental, vision, life insurance/AD&D, short-term and long-term disability, retirement plan, paid time off and personal time.

LLA values diversity and is an equal opportunity employer.

Requirements:

- Provide timely civil legal services to low-income and senior clients and client groups through representation in trial courts, appellate courts and other forums, through litigation, advice, negotiation, drafting and review of legal documents, referrals and administrative advocacy.
- Serve the clients in a holistic and client centered manner.
- Develop an expertise in one or more areas of law, if required.
- Promote and maintain civil and professional relationships with coworkers, clients, members of the judicial system, and members of the public with whom they have contact, treating all with dignity and respect.
- Train or mentor other staff in areas of experience.
- Create and/or deliver presentations to community groups on legal services related topics.
- Develop continuing expertise to handle increasingly more complex litigation or other projects.
- Perform other work-related duties as assigned by the supervising attorney, a director, CEO, or a CEO designee.

Qualifications:

- Graduated from an accredited law school.
- Admitted to practice law in the State of Michigan, or an application at the first opportunity for admission by reciprocity, or by taking the first available bar exam.
- Demonstrated interest in the area of poverty law and working with low- income individuals. Able to communicate effectively, be empathetic and understand the diverse clients of the poverty community.
- Ability to deal effectively with all people under difficult circumstances.
- Demonstrable skills in litigation, advocacy, interviewing, and drafting legal documents.
- Demonstrated ability to plan and organize multiple tasks.
- Ability to communicate effectively, orally and in writing.

To Apply:

To apply, submit your cover letter and resume at our [online portal](#).

** Do not delay. Applications accepted until 5 pm, June 28, 2024, or until the position is filled. **

Equal Opportunity Employer

MANAGING ATTORNEY, NEW MEXICO LEGAL AID, ROSWELL OR HOBBS, NM

Position Description:

New Mexico Legal Aid (NMLA) provides civil legal services to low-income New Mexicans for a variety of legal issues including domestic violence/family law, consumer protection, housing, and benefits. NMLA has locations throughout the state including Albuquerque, Santa Fe, Las Cruces, Gallup, Roswell, Silver City, Clovis, Hobbs, Las Vegas, Taos, and Santa Ana Pueblo.

NMLA is seeking a Managing Attorney for its Hobbs, Roswell and Clovis Offices to help lead NMLA's advocacy efforts throughout Southeast New Mexico. The position is based in Hobbs or Roswell but will require travel.

The Hobbs, Roswell and Clovis Managing Attorney will report to the Deputy Director and Director of Litigation.

Responsibilities:

For this position, the Managing Attorney will be responsible for:

- Supervising and mentoring staff attorneys, paralegals, other staff and volunteers.
- Performing administrative duties and working in close collaboration with other members of NMLA's management team.
- Carrying a caseload as sole counsel or co-counsel for low-income individuals in a wide variety of poverty law areas including:
 - Family law
 - Housing
 - Public Benefits
 - Consumer issues
- Participating in community education and outreach to eligible clients.
- Recruitment and collaboration with pro bono attorneys.
- Being active in local bar and community activities.

The Hobbs, Roswell and Clovis offices handle creative, challenging, and complex work. We are looking for highly motivated candidates who are passionate and strongly committed to helping NMLA better serve our client communities, including development of effective team strategies to handle complex advocacy and extended representation cases.

Requirements:

- Experience as a licensed attorney.
- Admission to practice in New Mexico required.
- Prior experience in administrative and supervisory roles is preferred.
- Experience in supervising legal advocacy in Federal, State and/or Tribal Court.
- Sensitivity to and ability to work with diverse low-income populations.
- Excellent communication, writing and analytical skills.
- Must be able to effectively use computer technology and remote communications systems, including shared on-line workspaces, web meeting and videoconferencing software, to effectively supervise and co-counsel with staff located in multiple offices.
- Self-motivated individuals with strong inter-personal and managerial skills.
- Ability to manage multiple tasks, manage a caseload and build collaborative relationships within the staff and the community.
- Possess excellent written and oral communication skills.
- Proficiency in Spanish a plus.
- Applicant's life experience, as well as academic and professional experience, will be considered. The position requires a background check.

NMLA Employees Enjoy:

- A great work environment
- Great benefits including generous leave
- Competitive salary
- NMLA provides comprehensive benefits, holiday and leave packages.

Salary: DOE, NMLA is an EEO Employer.

To Apply:

For more information, or to apply now, you must go to the website. Please DO NOT email your resume to us as we only accept applications through [our website](#). Deadline: until filled. Resumes will be reviewed on a rolling basis.

Equal Opportunity Employer

**STAFF ATTORNEY,
NORTHWEST JUSTICE PROJECT,
YAKIMA, WA**

Northwest Justice Project (NJP) is a not-for-profit law firm with a mission of Combatting Injustice • Strengthening Communities • Protecting Human Dignity.

NJP secures justice for people in or near poverty through high quality legal advocacy that promotes the long-term well-being of low-income individuals, families and communities through legal representation, community partnerships, education and other advocacy.

NJP seeks applications from qualified attorneys committed to supporting our mission in Yakima and Kittitas counties working out of our Yakima office. Yakima sits at the Eastern foot of the Cascade Mountain range and includes diverse industries, affords rich cultural and recreational opportunities, and offers significant opportunity for professional growth and development within a larger statewide legal aid program. The ideal candidate would be interested and willing to pursue civil litigation in areas including but not limited to housing, consumer protection, family law, public benefits, reentry and health care access.

Northwest Justice Project is especially interested in qualified candidates with professional, personal and/or service experience that allows them to contribute to and support the legal aid community's commitment to race equity.

NJP requires all employees to be vaccinated and boosted against COVID-19. Providing proof of COVID-19 vaccine is a condition of employment. Exemptions based on medical and sincerely held religious beliefs may be requested per NJP's EEO employer policy.

General Job Duties:

The staff attorney will undertake a range of duties including, but not limited to:

- Work collaboratively with their office teams to provide day-to-day legal assistance and direct representation to eligible clients referred to the office in all relevant areas of civil law and relevant forums, including state, federal, administrative agencies, and appellate courts.
- Use strategic methods and a broad range of advocacy tools in multiple forums to address high priority client needs, with particular focus on legal needs of persons and groups that experience special barriers to accessing civil legal services, including immigrants, limited English-speaking persons, youth, victims of crime, seniors, disabled persons, and other groups.
- Develop collaborative working relationships with a statewide network of advocates addressing similar and related issues throughout the state; participate in advocacy task forces or work groups to address systemic issues that affect seniors, low-income persons, victims of crime, and communities in Washington.
- Engage with client community members and organizations, participate in legal education events for client groups, social and human services providers, engage with justice system stakeholders, and serve as a resource to other advocates on areas of current or acquired expertise.
- Utilize NJP's case management and timekeeping systems and comply with all applicable regulatory requirements and reporting needs.
- Support the work of NJP partners including the local volunteer lawyer program, private attorneys, programs serving the needs of unrepresented litigants, other legal aid providers and interested parties and organizations addressing the legal needs of low-income persons.

NJP has adopted the Washington Race Equity and Justice Initiative (REJI) and is organizationally committed to fight racism and to incorporate equity and inclusion in our advocacy work and our internal systems and work environment. NJP expects all staff to uphold the REJI commitments and approach their role with a desire to learn and grow in this area.

Minimum Qualifications:

- Member of the Washington Bar, willing and able to take next bar exam, or if licensed in another state, able to gain admission by motion.
- Strong oral and written communication skills.
- Attention to detail and willingness to develop and maintain systems to facilitate grant reporting and compliance requirements.

- Able to develop and implement systems for case processing (e.g. referral, case triage and follow-up).
- Ability to engage and work collaboratively with diverse partners, client communities, law enforcement, health care providers, guardians, case managers, and others.
- Demonstrated cultural competence with immigrants, persons of color and other diverse communities.
- Commitment to providing civil legal services to the poor.
- Ability to travel within Yakima and Kittitas Counties.

Preferred Qualifications:

- 3 years of legal experience in legal aid/civil litigation or comparable practice preferred.
- Spanish proficiency preferred.

Compensation:

Starting salary is based upon years of experience, with an annual salary range starting at \$73,142 to \$133,712. We offer a comprehensive benefits package which includes 100% paid employee health premiums and significant premium shares for family health premiums, as well as generous time off.

Hours of work: NJP's typical client office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.

Attorney positions are exempt and those in the position are expected to work the hours needed to meet their professional responsibilities.

Please apply by sending your cover letter, resume, and writing sample to attorneyresume@nwjustice.org; Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities.

Application Deadline: Open until filled.

NJP is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should contact the Human Resources Department by calling (206) 464-1519 or emailing attorneyresume@nwjustice.org.

**LITIGATION DIRECTOR,
HUMAN RIGHTS DEFENSE CENTER,
BOYNTON BEACH, FL**

Job Description:

The Human Rights Defense Center (HRDC) is seeking a full-time Litigation Director in its Boynton Beach, Florida office. Applicants must be licensed attorneys, ideally in Florida. Position can be remote for the ideal candidate.

HRDC is a national nonprofit organization that advocates in furtherance of the human rights of people held in U.S. prisons, jails, and detention facilities. HRDC is one of the few national opponents to the private prison industry and is the foremost advocate on behalf of the free speech rights of publishers to communicate with prisoners and the right of prisoners to receive publications and communications from outside sources. HRDC publishes *Prison Legal News* and *Criminal Legal News* which are frequently censored by prisons and jails. HRDC also does significant work around government transparency and accountability issues by filing and litigating public records and Freedom of Information Act (FOIA) cases at the state and federal levels. In addition, HRDC provides representation, usually as local counsel in a very small number of cases involving wrongful convictions, and consumer class actions related to the financial exploitation of prisoners and their families.

HRDC is the primary client in all censorship and public records litigation. We do very limited representation of third parties. HRDC is a media organization that litigates, it is not a law firm that publishes which is a critical distinction.

HRDC has a national docket and works with the most skilled civil rights lawyers and firms around the country. Our opponents include state, local and federal agencies, as well as private prison companies and companies that profit from mass incarceration. All HRDC cases have a media component and often involve working with the affected communities. HRDC's litigation docket requires extensive trial court and motions practice experience. We are seeking a dynamic and visionary attorney who is dedicated and passionate about prisoner rights, free speech and government transparency, opposing the police state and holding governments accountable for their human rights abuses. Interest and enthusiasm about free speech and government transparency issues is a big plus.

Responsibilities:

The litigation director will primarily litigate Section 1983 and FOIA cases in Federal Court, and will also litigate cases under state public records laws. This requires strategic insight with goals of docket management, building case law and allocating internal resources for case management. It also involves managing our docket and ensuring cases are filed in a timely manner and vigorously litigated when filed. The litigation director will be expected to handle all phases of complex civil litigation and maintain an active case load, although cases at HRDC are handled cooperatively among all in-house attorneys and outside counsel. The Litigation Director will supervise, train and work with 2 in-house staff attorneys as well as legal support staff and interns. In most cases, the director will coordinate and work with co-counsel from various jurisdictions across the country. The director will occasionally be expected to travel to various jurisdictions around the country. This is a full time, 40 hour per week job in our Boynton Beach office; however, remote work is an option for an ideal candidate. The bulk of our work is trial litigation in federal court. Candidates must have actual successful trial experience.

HRDC also conducts policy and legislative work with federal and state regulators and policymakers and the litigation director is involved in these efforts as well.

This is a management position, which includes working closely with the founder and Executive Director Paul Wright and other staff on issues relating to the organization, including intellectual property, fundraising, strategic priorities, etc. Candidates must have actual management experience supervising legal staff, working as part of bigger legal teams and managing a docket.

HRDC's litigation project is funded by the attorney fees generated by its litigation. HRDC does a fair amount of attorney fee litigation. Candidates must have experience tracking and billing their time, supervising employees in their time tracking, maximizing fee outcomes and litigating fee petitions and understanding how fee shifting statutes operate. We are not grant funded.

Qualifications:

A minimum of fifteen years' post-graduate experience as a full-time litigation lawyer is required. This must include management and supervisory experience. The successful candidate must have excellent writing and analytical skills, experience successfully litigating § 1983 or complex civil cases, a demonstrated commitment to improving the criminal justice system, and a personal interest in the preservation and advancement of civil liberties and individual rights. The attorney must be admitted in good standing to the Florida Bar (or to the bar of any state or the District of Columbia if working remotely,) must be self-motivated, energetic, capable of working in a dynamic, fast paced environment, and able to adjust to shifting priorities. Experience with First Amendment, intellectual property, media, class action or consumer related litigation is a plus. Experience in the non-profit sector is not required. Big law experience a major plus.

Salary/Benefits:

Salary is \$150,000 to \$180,000 per year and will be set depending on experience. HRDC offers a benefits package including 100% employer paid group health, dental, and vision insurance. Generous vacation,

including all federal holidays. HRDC is committed to regular pay raises and also offers annual bonuses depending on performance and case outcomes.

Application:

Send resume and cover letter to executive director Paul Wright at pwright@prisonlegalnews.org. In your cover letter include the three most important cases you have won and what they achieved. Please provide three references and be prepared to provide writing samples on request. No phone calls please. The position will remain open until filled.

HRDC is an equal opportunity employer. Formerly incarcerated persons are strongly encouraged to apply.

DEPUTY DIRECTOR, PRO BONO- STATEWIDE, GEORGIA LEGAL SERVICES PROGRAM (GLSP), ATLANTA, GA

Georgia Legal Services Program (GLSP) is seeking an experienced attorney to serve as Deputy Director for its Statewide Pro Bono Office. The Pro Bono Office works in partnership with the 11 GLSP offices throughout the state, together providing access to justice and opportunities out of poverty in 154 Georgia counties. This position is housed in the Central Office in Atlanta.

This position assists the Pro Bono Director with supervision of GLSP's pro bono efforts and implementation of GLSP's pro bono programming at the state and regional field office levels and with pro bono-related grants; serves as the organization's leader on managing the program's strategic partnerships including large law firms, corporate legal departments, and law schools; and oversees law student initiatives. GLSP's Pro Bono Unit activities are subject to the Private Attorney Involvement ("PAI") regulations of the federal Legal Services Corporation.

The Pro Bono Deputy Director is a member of GLSP management and is supervised by the Pro Bono Director. The GLSP Pro Bono Unit is organized under the leadership of GLSP's Sr. Director of Litigation and Advocacy and undertakes management of pro bono services and other projects as designated by the Sr. Director of Litigation and Advocacy and by the GLSP Executive Leadership Team.

Job Description:

- Develops, initiates, and maintains substantively targeted partnerships with law firms, corporate legal departments, and law schools to support GLSP strategic advocacy initiatives and expand service capacity to address existing and emerging client needs, including general client services statewide.
- Works in collaboration with the Pro Bono Director, the GLSP Sr. Director of Litigation and Advocacy, Pro Bono Unit supervising attorneys, staff, and the Board of Directors to develop and implement the strategic vision and plan to strengthen and expand pro bono support from lawyers, law students, private firms, corporations, and other partners.
- Coordinates and directs the GLSP Alternative Spring Break Program with regional law schools and manages the semester and summer law student intern program.
- Shares leadership responsibilities with the management team to further the organization's short and long-term goals and contribute to additional projects as assigned by the Pro Bono Director, the Sr. Director of Litigation and Advocacy, or senior management.
- Oversees and implements strategies, in collaboration with the Pro Bono Team, Pro Bono Unit supervising attorneys, and program staff, to engage, train, and support pro bono attorneys and other volunteers, including law students, in support of GLSP's pro bono and other programs.
- Works with staff to align pro bono communications and law firm fund development strategies with program and organizational priorities. Assists in the preparation of program and organization marketing materials, fundraising proposals, appeals, and reports as appropriate.
- Serves as legal and staff supervisor where appropriate and assigned, or in Pro Bono Director's absence.
- Represents clients as assigned.
- Oversees pro bono "impact" projects and assists pro bono staff with Signature Project clinic work.

Qualifications:

- Graduate of an accredited law school and admission to Georgia Bar;
- Minimum of 4 years legal experience;
- Experience working with private law firm and/or corporate counsel on pro bono initiatives;
- Experience with representing clients with low incomes in court or in other forums;
- Demonstrated commitment to social justice;
- Willingness and ability to work as part of a team in a professional and collaborative manner; and
- Reliable transportation and a valid Georgia driver's license.

Salary Range: \$80,400 - \$124,000, based on years of relevant practice.

We have generous health and life insurance benefits, paid annual and sick leave, and other benefits, as explained in the attached Summary of Benefits.

Send letter of interest, resume & writing sample:

Jane Bonner, Director of Human Resources
Georgia Legal Services Program
104 Marietta Street NW, Suite 250
Atlanta, Georgia 30303
Email: JBonner@glsp.org

*GLSP is an Affirmative Action/ Equal Opportunity Employer. It is the policy of Georgia Legal Services Program not to discriminate against any applicant for employment because of race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition, national origin, disability, marital or other protected status. GLSP values a diverse work environment and strongly encourages women, people of color, people who identify as LGBTQ, people with disabilities, and people who have experienced poverty or homelessness to apply. **GLSP invites all applicants to include in their cover letter a statement about how their unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.***

**LITIGATION DIRECTOR,
UPPER SEVEN LAW,
HELENA, MT**

Upper Seven Law is a Montana-based nonprofit law firm dedicated to holding the powerful accountable.

We believe that creativity and innovation in law are essential to advancing social justice and public interest objectives. This firm takes smart risks and invests the time necessary to build foundations for long-term accountability work.

Position:

Upper Seven Law seeks a creative and experienced litigator to join our team as the incoming Litigation Director (to overlap with our outgoing Litigation Director). In this role, you will help shape Upper Seven's litigation strategy, oversee a team of between three and six staff attorneys and legal fellows, manage and direct day-to-day litigation tasks, and collaborate closely with the Executive Director.

Ideal candidates have experience with brief writing, complaint development, discovery, building client relationships, and litigating claims for declaratory and injunctive relief. A generalist or constitutional background is particularly welcome, but not required. Essential qualities include the ability to remain calm under pressure, think innovatively and strategically to solve legal problems, work collaboratively with others, train and supervise other attorneys, and give and receive feedback with grace.

The position is based in Helena, Montana, reports to the Executive Director, and forms part of the leadership team.

Responsibilities & Opportunities:

- **Litigation Management:** Oversee a docket of up to 15 active cases in state and federal court; supervise a team of three to six staff attorneys; manage and develop case-specific litigation strategies and priorities; advocate in court and through day-to-day litigation, including drafting pleadings, motions, briefs, and discovery; and collaborate regularly with the Executive Director.
- **Legal Advocacy & Leadership:** Lead staff attorneys in articulating compelling legal arguments and narratives in briefs, memos, press releases, and other documents related to new projects and ongoing litigation; collaborate with the leadership team to formulate a vision for pursuing work that holds the powerful accountable, serves the public interest, and meets community needs through cases and projects that fit meaningfully in an overall legal strategy.
- **Team Management & Supervision:** Manage and mentor Upper Seven's growing team of attorneys, fostering a culture of excellence, collaboration, learning, and leadership; provide guidance and support to ensure the highest quality legal work and professional growth for all team members. In collaboration with the Operations Director, develop department policies and procedures to improve internal processes, manage relationships internally and externally. Develop litigation talent.
- **Partnership Development:** Cultivate strategic partnerships with other organizations, community groups, and legal experts. Engage stakeholders, including the press and donors, to build coalitions, support grassroots initiatives, and support Upper Seven's mission. Represent Upper Seven at conferences, in media, and at local gatherings and events.

Experience & Qualifications:

- JD from an accredited law school; active and in good standing membership with the Montana bar or the ability to be admitted in Montana.
- Exceptional writing ability.
- Roughly 5+ years of relevant litigation experience, with a demonstrated track record of effective advocacy in federal and state court proceedings.
- Excellent leadership abilities, including experience mentoring attorneys.
- Strong interpersonal and communication skills, with the ability to articulate complex legal concepts.
- Entrepreneurial mindset with a passion for social justice and accountability.
- Commitment to diversity, equity, and inclusion in all aspects of work.

Logistics:

- Location: Helena, MT
- Compensation: Competitive salary commensurate with experience (minimum \$92k/year), plus health benefits.
- Upper Seven Law is an equal opportunity employer. We recognize the value and strength of a diverse staff and prioritize diversity, kindness, and competency.
- Upper Seven Law is committed to mentorship, professional growth, and providing opportunities for advancement and skill development.

Application Instructions:

Please submit your application materials as a single document, including your resume, cover letter, writing sample, law school transcript, and contact information for three references. If applicable, include hyperlinks to published writing. In your cover email, let us know how you became aware of this position.

Submit by email to contact@uppersevenlaw.com with "[Your Last Name] – [Position Title] application" in the subject line.

Applications will be considered on a rolling basis. No unscheduled phone calls, please.

**STAFF ATTORNEY – HOUSING JUSTICE/COMMUNITY & FAMILY JUSTICE,
SHRIVER CENTER ON POVERTY LAW,
CHICAGO, IL**

Organizational Description:

The Shriver Center on Poverty Law fights for economic and racial justice. We litigate, shape policy, and train and convene multistate networks of lawyers, community leaders, and activists to advance opportunity for all — not just the few. Over nearly 60 years, we have secured hundreds of law and policy victories with and for people experiencing economic instability in Illinois and across the country.

Our country is rife with laws and policies that systematically disadvantage certain groups while advantaging others based on their race, gender, and other facets of their identities. We believe laws and policies — and the institutions that apply them — should be designed to support people. Together, we're turning this ideal into reality.

We are building a future where all people, families, and future generations have equal dignity, respect, and power under the law. Through our advocacy initiatives, we work to win positive change and provide a range of professional development resources that build and support the national network of advocates engaged in those efforts. Join the fight at povertylaw.org.

Position Overview:

This position is for a staff attorney who is experienced in housing law and policy. They will focus on the Shriver Center's local, state, and national advocacy efforts to enhance access to quality housing for people with arrest and conviction histories. The position will also support interventions that alleviate family separations due to housing instability. The attorney will help to enact and enforce policies to end housing discrimination against people with criminal records, as well as families investigated for child maltreatment due to the strain from inadequate housing. To achieve these objectives on a local, state, and national level, the attorney will use a variety of tools, including legislative advocacy, coalition building, and litigation. The position is currently funded for two years and is subject to renewal based on necessary funding.

Responsibilities:

- Lead and participate in diverse local, state, and national coalitions advocating for policies to increase housing access and equity for people with arrest and conviction histories.
- Engage in administrative advocacy with agencies such as the Department of Housing and Urban Development, the Federal Trade Commission, the Consumer Financial Protection Bureau, the Illinois Housing Development Authority, the Department of Child and Family Services, and the Cook County Commission on Human Rights.
- Support the agenda of the Formerly Incarcerated Convicted People and Families Movement, the Chicago 400, and other organizations led by people with arrest and conviction histories.
- Organize and conduct outreach and trainings on fair housing law, consumer protection law, and advocacy skills.
- Lead and support impact litigation challenging barriers to housing faced by people with arrest and conviction histories.
- Support the scalability of housing interventions for child welfare-involved families.
- Coordinate monthly coalition meetings.
- Travel to Springfield, Illinois, and national conferences and meetings as needed.
- Oversee volunteers and law student interns.
- Support fundraising for advocacy activities, including assisting with grant proposals, attending site visits, and identifying new funding sources.
- Participate as needed in various administrative tasks and Shriver Center committees.

Requirements:

- Juris doctorate, licensed to practice law in Illinois or intent and ability to become licensed in Illinois.
- Excellent legal research and writing skills.
- Background in legal advocacy on behalf of tenants with low income.
- Experience working closely with individuals with arrest and convictions preferred.
- Familiarity with multiple advocacy tools, such as policy drafting, lobbying, litigation, coalition work, and more.
- Demonstrated commitment to public interest law and advocacy on behalf of families living in poverty.
- Comfortable working independently, as part of a team, and across teams.

- Ability to develop and lead new and existing projects.
- Willing to participate in evening and weekend community and client meetings.
- Availability to travel for work-related meetings and conferences.

These responsibilities describe the general nature of the work to be performed and should not be construed as an exhaustive list of responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary/Benefits:

This full-time exempt position offers a competitive public interest salary of \$75,470 to \$97,355. Our comprehensive benefits package includes health, dental, vision, life, and disability insurance, generous paid leave, flexible work schedules, pre-tax flexible spending accounts, pre-tax commuter benefits, and a 401(k) plan.

Opening/Closing Date:

Open immediately; we will accept applications until the position is filled, at which time the job announcement will be removed from our website. We hope that one of those applications is yours.

To Apply:

Send a cover letter, resume, writing sample, and three references via email to ericsirota@povertylaw.org and hr@povertylaw.org. Please note that the hiring committee will review the cover letter to evaluate each candidate's relevant background and experience related to the responsibilities and qualifications listed in the job description.

Notes:

The Shriver Center is an equal opportunity employer and encourages applications from candidates of all backgrounds. We know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of their job.

**STAFF ATTORNEY – EDUCATION,
ADVOCATES FOR BASIC LEGAL EQUALITY, INC.,
DAYTON, OH**

Advocates for Basic Legal Equality, Inc. (ABLE), a non-profit regional law firm that provides high quality legal assistance to low-income people in western Ohio, seeks a resourceful, culturally competent, hardworking attorney to serve parents and children as part of our Meaningful and Appropriate Education Practice Group. This position is in ABLE's Dayton office.

Come be part of ABLE's creative legal representation of parents and children for education justice! Our work towards equitable public education includes focus on:

- Discipline defense and disrupting the school to prison pipeline, particularly for youth of color
- Appropriate and inclusive services for children with disabilities
- Removing barriers to education of homeless children and children in protected classes
- Language access and English Learner education.

ABLE education attorneys make change happen with a mix of negotiation, litigation, administrative advocacy, community legal education presentations, outreach, and policy change advocacy.

Requirements Include:

- Excellent legal skills and written and oral communication skills
- Personable and dependable, competent, loyal, and trustworthy

- Ability to respect, connect and develop rapport with low income and minority clients and community groups
- Able to exercise sound judgment and initiative
- Enthusiasm for challenging work and opportunities
- Experience in education law or civil rights law preferred.
- Knowledge of and commitment to issues surrounding Diversity, Equity, Inclusion, and Racial Justice strongly preferred.
- Membership in Ohio Bar or ability to be admitted by motion or temporary certification is required.

Competitive salary based on relevant experience ; comprehensive fringe benefits, including loan repayment assistance; possible hybrid-remote work schedule. Ability to communicate fluently in Spanish or another language is valued at ABLE.

To Apply:

Please submit your application through the link [here](#). Position will remain open until filled.

ABLE is an Equal Opportunity Employer and places a high value on diversity in our workplace, including diversity in race, ethnicity, gender, sexual orientation, age, and physical ability. We strive to create an environment welcoming to all individuals and we encourage applications from individuals traditionally underrepresented in the legal profession. Applicants requiring accommodation for the interview/application process should contact the recruitment coordinator at ablejobs@freelawyers.org.

**FAMILY LAW STAFF ATTORNEY,
NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY,
LOS ANGELES, CA**

NLSLA provides free assistance to more than 150,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply. Reasonable accommodations may be made.

About This Position:

The family law attorney will join a team of NLSLA attorneys who represent survivors of domestic violence and sexual assault in various family law matters. The family law attorney provides direct representation and will be comfortable with being in court regularly, up to several times a week. This position can also offer opportunities to provide education and outreach through legal trainings and engagement with partner agencies and organizations. The family law attorney will be expected to be attentive to grant compliance requirements.

In this role, you would report to the Supervising Attorney and a career path may result in future opportunities as a Senior Attorney. This position is exempt.

This Position May Be Right For You If:

- YOU THRIVE IN A FAST-PACED ENVIRONMENT and excel at moving through tasks and problem solving independently.
- YOU ARE DRIVEN BY A SELF-LEARNING, INDEPENDENT ENVIRONMENT.
- YOU PRACTICE TRAUMA-INFORMED LAW, recognizing and addressing potential client trauma and prioritizing their well-being.
- YOU DON'T SWEAT THE SMALL STUFF and can maintain a positive attitude and goal-oriented focus in an ever-changing and sometimes ambiguous environment.

- YOU KNOW THAT INTEGRITY MATTERS and exhibit a strong adherence to ethical standards including, but not limited to, the ability to maintain confidentiality and fiduciary responsibility.

What You Can Expect To Do In This Role:

- Provide legal services to low-income survivors of domestic violence and sexual assault.
- Represent survivors in restraining order hearings and other family law proceedings.
- Frequently travel to other NLSLA branch offices, courts, government agencies, shelters and community-based organizations throughout southern California.
- Attend and engage in family law team meetings and collaborate with the other attorneys, paralegals and secretaries to ensure the highest level of service to clients.
- Collaborate closely with social services agencies to assess the legal needs of the community.
- Review and maintain compliance with grants.
- Participate in public policy advocacy, community education, and outreach activities to effect policy and systems changes that benefit survivors of domestic violence and sexual assault.

How You Can Stand Out:

For this role, the ideal candidate has

- Bilingual proficiency in Spanish.

You will also stand out if you have:

- Worked in a legal services firm.
- Passion for supporting people from different lived experiences.

What You'll Need On Day One:

- A JD from an accredited law school and licensed and eligible to practice law in California.
- Prior experience serving low-income individuals and survivors of domestic violence and sexual assault.
- Experience working with trauma-informed approaches.
- Excellent communication (oral, written, listening) skills.
- Strong organizational skills.
- Ability to work independently and as part of a dynamic team.
- Intermediate knowledge of Microsoft Outlook, Word and Excel.

What We Offer:

The salary range for this position is \$78,000- \$86,000.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan with employer contributions.
- Monthly bilingual supplement.
- Lawyer student loan reimbursement assistance program.

To Apply:

<https://recruiting.paylocity.com/recruiting/jobs/Details/2209470/Neighborhood-Legal-Services-of-Los-Angeles-County/Staff-Attorney--Family-Law>

Equal Opportunity Employer

**MANAGING ATTORNEY HOMELESS ADVOCACY PROJECT,
JUSTICE & DIVERSITY CENTER,
SAN FRANCISCO, CA**

Position Description:

Be part of a critical effort to prevent homelessness in San Francisco. The Justice & Diversity Center of The Bar Association of San Francisco (JDC) advances fairness and equality by providing free legal services to low-income people and educational programs that foster diversity in the legal profession. JDC currently has an exciting opportunity for a Director/Managing Attorney at its Homeless Advocacy Project (HAP) in San Francisco's Civic Center/Tenderloin area.

About HAP:

HAP is a program of the JDC, a non-profit provider of legal services to low-income and indigent San Francisco residents. HAP is working to prevent and end homelessness in San Francisco, and to reduce the negative effects of homelessness on the individuals and families with whom we work. At HAP, we have found that our work has the most positive impact when we focus on eviction prevention, benefits advocacy and immigration issues. Our clients are individuals and families who are homeless or who are at serious risk of homelessness. While each client comes with their own story of struggle, we give priority to clients who have mental health disabilities, as they often have the most difficulty navigating the legal system without representation. Our office utilizes a holistic approach to the problems our clients face by providing both legal representation and supporting social services.

About the Job:

The Director/Managing Attorney of the Homeless Advocacy Project (HAP) is responsible for overseeing and managing all aspects of this special project of the Justice & Diversity Center. HAP is primarily a staff-based program providing legal services, and supporting social services, to individuals and families in San Francisco who are homeless or at serious risk of homelessness. Reports to the Executive Director of JDC and works closely with the Director/Managing Attorney of JDC's Pro Bono Legal Services Program (PBLs) and the Director of the Immigration Legal Defense Program. The Director/Managing Attorney of HAP directly supervises the Senior Supervising Attorney and Supervising Attorneys at HAP, the JDC Social Services Director, and with the Development and Finance staff. The Director/Managing Attorney is responsible for overseeing the operations of HAP, the work of approximately 20 employees at the HAP office, including the professional, administrative, and clerical staff at HAP (Supervising Attorneys, Staff Attorneys, Social Service Director, Advocates, Interns, and support staff); for preparing and managing the project budget; for effectively integrating pro bono work into the project when appropriate; and for insuring that legal and supporting social services are provided to San Francisco's most indigent and disabled residents as effectively and efficiently as possible.

The Director/Managing Attorney of HAP also shares responsibility with the Director/Managing Attorneys of JDC's downtown office for meeting regularly with senior level management to address pending JDC issues, co-chairing Project Heads meetings, attending BASF Executive Staff meetings, and attending and reporting to the Executive Committee of the JDC Board of Directors, and the full JDC Board of Directors. Under the guidance of the JDC Director of Development, the Director/Managing Attorney of HAP participates in fundraising and supporting grant opportunities as appropriate. The Director/Managing Attorney of HAP will also work with the Diversity Director, to help ensure the success and integration of all JDC projects.

Education and Experience:

- License to practice law in the State of California, with minimum of ten years of experience.
- Demonstrated experience in public interest law and direct legal services to persons who are indigent and/or have mental health disabilities and/or other disadvantaged communities.
- At least five years of supervisory experience.

Skills and Requirements:

- Oversee the operations (staff and administrative) in the HAP offices.

- Oversee operation of the provision of legal services to homeless and at-risk persons, by staff and volunteers.
- Supervise the Senior Supervising Attorney, the Supervising Attorneys, the Database Administrator, and work with the Supervising Attorneys and the Social Service Director on issues related to their supervision of less senior staff
- Supervise the Social Service Director of JDC and facilitate the integration of legal and social services in a holistic service delivery model.
- Coordinate multiple special projects (e.g. SSI Project, HSH Legal Services, eviction defense, Immigration services, CARE Court, other special short term projects (e.g. Census)). Delegate responsibility for day-to-day supervision of projects to Supervising Attorneys as appropriate.
- Contribute to the management functions of JDC, by working closely with the Executive Director of JDC and the Director/Managing Attorneys of the JDC projects based out of the Downtown office through participation in JDC management staff meetings.
- Represent JDC and HAP in meetings with government and foundation funders, city government agencies, non-profits, and other persons, agencies, or entities as appropriate; participate in relevant community workgroups.
- Assist Development Director/Grants Manager in formulating proposals to potential funders, including determining possible outcomes and appropriate objectives, drafting language for proposals. Participate in planning meetings for possible new collaborations with other agencies, attend meetings and workgroups required by funding sources, and provide testimony in support of funding proposals. Participate in individual donor and other fundraising efforts as appropriate.
- Work with Accounting Department in development of budgets for proposals and contracts, and to resolve ongoing issues related to invoices and billing.
- Prepare periodic reports to multiple funders on outcomes, including statistics and narrative descriptions of project accomplishments. Participate in periodic site and program monitoring by funders.
- Work with Grants Manager/Development staff to formulate and assure compliance with contracts with government and private funders.
- Develop and produce training materials for staff and volunteers as needed, and participate in trainings and conferences on HAP and HAP programs.
- Meet and work with other agencies on ongoing collaborative efforts (including, e.g., the Homeless Emergency Service Providers Association, the San Francisco Department of Public Health, Tenant Right to Counsel, Swords to Plowshares.)
- Oversee and participate regularly in the HAP intake process, evaluation of cases for merit and future placement, and the placement of cases with staff and volunteer advocates and attorneys.
- With other attorney staff, recruit, train, and supervise volunteer attorneys, paralegals and law students.
- Maintain relationships with other homeless service providers and other legal and social service agencies in San Francisco.
- Develop, with the Management team, policies regarding provision of HAP services, including types of programs, special projects, personnel policy, and policies regarding parameters of services.
- Prepare or oversee preparation of all employee evaluations at HAP.
- Respond to emergencies (in collaboration with the Executive Director, the Human Resources Director and the BASF Facilities Manager) in the office, including interfacing with clients, police or emergency responders.
- Respond to client complaints or grievances, complaints from or about volunteers, staff, or other agencies, or problems with clients or volunteers.
- Attend JDC Project Heads meetings, and co-chair meetings with Director/Managing Attorneys of other JDC projects.
- Participate in one-on-one standing meetings with the Executive Director of JDC
- Attend BASF Executive Staff meetings
- Attend JDC Board of Director Executive Committee meetings.
- Attend meetings of and report out to JDC Board of Directors.
- Create job descriptions for new HAP hires when needed, interact with Human Resources about hiring needs and decisions, review materials from employment applicants and participate in interviewing and hiring decisions for HAP positions.
- Participate in discussions on how to improve programs and projects for all of JDC.
- Participate as needed in the evolution of the database, specifically insuring that provisions are made to measure outcomes required by HAP contracts.

- With BASF/JDC Facilities Manager, handle issues regarding the HAP office space and HAP building, including but not limited to repairs, inspections and security issues.
- Provide direct client service as needed to fulfill contract objectives, , including intake, counseling and advice, brief service and full representation.
- Meet regularly with HAP Supervising Attorneys and HAP Director of Social Services.
- Prepare articles and other publications as needed.
- Perform other duties as assigned by the JDC Executive Director.

Why Work For Us:

We offer a collaborative, diverse and progressive work culture, and are committed to our mission and values. Additionally, we have a standard 35-hour workweek and generous holiday and vacation benefits.

We also offer competitive pay and a generous benefits package that includes: a choice of medical insurance plans, dental insurance, vision insurance, pretax commuter, health, and dependent care accounts, employer paid short- and long-term disability insurance, life insurance, and a retirement and profit-sharing benefit, and more!

Education and Experience:

- License to practice law in the State of California, with minimum of ten years of experience.
- Demonstrated experience in public interest law and direct legal services to persons who are indigent and/or have mental health disabilities and/or other disadvantaged communities.
- At least five years of supervisory experience.

To Apply:

Please submit your resume and cover letter to cyuen@sfbar.org.

Salary range: \$115,000 - \$130,000

Submission deadline: **Wednesday, May 1, 2024**

JDC is an Equal Opportunity Employer. We conduct all employment-related activities without regard to race, color, sex, religion, age, national origin, disability, veteran status, sexual orientation or any other classification protected by applicable Local, State or Federal employment discrimination laws. JDC welcomes diversity in the workplace.

SENIOR STAFF ATTORNEY, ACLU OF KENTUCKY, STATEWIDE, KY

Position Description:

The American Civil Liberties Union of Kentucky (ACLU-KY), the premier organization defending the rights and liberties of Kentuckians, is seeking a Senior Staff Attorney to join a team focused on identifying, researching, and litigating state and federal cases to ensure individual freedoms. With substantial experience in civil litigation and a commitment to the ACLU-KY's mission of defending civil liberties and addressing injustices, the Senior Staff Attorney will proactively manage cases on the organization's docket and collaborate with other legal, advocacy, and communications staff to advance the organization's critical work across issue areas.

Organizational Overview:

The American Civil Liberties Union of Kentucky (ACLU-KY) is freedom's watchdog, working daily in courts, legislatures, and communities to defend the individual rights and liberties guaranteed to all people by the Constitutions of the United States and the Commonwealth of Kentucky. ACLU-KY was founded nearly seventy years ago to address racial discrimination in the Jim Crow era. The organization grew substantially in response to increased need for its services in recent years, and its current legal docket and advocacy focus span reproductive justice, transgender rights, and criminal justice reform, among other issues. Longtime ACLU-KY

staffer Amber Duke became the first Black woman to lead the organization when she was appointed Executive Director in 2023.

Opportunities Facing the Senior Staff Attorney:

Reporting to the ACLU-KY Legal Director, the Senior Staff Attorney will:

- Investigate and develop civil rights and civil liberties litigation and advocacy across the project life cycle from strategy development through identification, discovery, and litigation to settlement or trial.
- Mentor, manage the work of, and collaborate with other Legal staff, including Staff Attorneys, Fellows, and/or interns.
- Work with colleagues across the organization to integrate litigation with policy advocacy, communications and public education, and philanthropy.
- Provide legal support and training to community groups, advocates, and organizers across Kentucky.
- Develop and maintain relationships with partner organizations such as public interest law firms, legal service agencies, law students, and other members of the Kentucky legal community. Conduct community outreach and education.
- Serve as an organizational spokesperson and thought leader for ACLU-KY.

ACLU-KY staff may choose to work in-person (with a dedicated office in the organization's Louisville space), hybrid (1-2 days a week in-office), or remotely within the state of Kentucky (with availability for in-person work as case needs dictate). Exceptional candidates may also work remotely from states bordering Kentucky and within commuting distance to Louisville. ACLU-KY will pay the fees for candidates barred elsewhere to gain admission to the Kentucky bar.

Compensation and Benefits:

The starting salary for the Senior Staff Attorney is \$119,000. ACLU-KY offers excellent benefits including:

- Health, dental, and vision insurance at no cost to employee
- Long-term disability, life, and accidental death and dismemberment insurance at no cost to employee
- Contributory 401(k)
- Employee Assistance Program and counseling services from Spalding University's Center for Behavioral Health
- Generous PTO including vacation time, sick leave, floating holidays, and federal holidays and other office-wide closures

Requirements:

The ideal candidate will be an experienced civil litigator who is excited about contributing to ACLU-KY's work protecting and promoting civil liberties. While no one candidate will embody all the qualifications listed below, the strong candidates will possess many of the following professional and personal abilities, attributes, and experiences:

- A J.D. and at least nine years of relevant professional experience, including federal, district court, and/or appellate litigation experience.
- Substantive knowledge of constitutional law and civil liberties, experience with a broad range of civil rights issues, and an orientation towards continual learning and in-depth research.
- Ability to collaborate effectively and respectfully with colleagues, other attorneys, clients, advocates, and community groups from a wide variety of backgrounds and lived experiences.
- Demonstrated capacity to work independently and to proactively lead projects from inception through completion.
- Critical thinker who can develop and execute strategy while being responsive to emerging, mission-aligned opportunities and a shifting legal and policy landscape.
- Excellent communication skills, including expressing complex ideas through verbal and written methods and facility with formal legal communications.

- Strong commitment to diversity and racial justice, including a personal approach that values individuals and respects differences of race, ethnicity, age, gender, gender identity, sexual orientation, religion, ability, and socio-economic circumstance.
- Admission to practice law in the commonwealth of Kentucky or willingness to promptly gain admission to the Kentucky bar.
- Ability to travel within Kentucky.

To Apply:

More information about ACLU-KY can be found at: www.aclu-ky.org

This search is being led by Julian Jackson and Eva Rosenberg of NPAG. Due to the pace of the search, candidates are strongly encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume via NPAG's website.

Applicants with disabilities who may need accommodations in the application process are invited to contact Eva Rosenberg: eva@npag.com.

The ACLU of Kentucky is an equal-opportunity employer and values a diverse workforce and an inclusive culture. ACLU-KY 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.

Equal Opportunity Employer

**PRO BONO INTEGRATION COORDINATOR,
ALASKA LEGAL SERVICES CORPORATION,
ANCHORAGE, AK**

Alaska Legal Services Corporation is recruiting for a full-time (35 hours per week) Pro Bono Integration Coordinator for the Community Justice Worker Resource Center to innovate and coordinate a statewide effort to transform volunteerism within ALSC so that it strategically and effectively utilizes both Community Justice Workers and Attorneys to better serve clients and communities in Alaska. There may be flexibility for the position to be located in Anchorage or other locations within Alaska. The position is responsible for building a community of volunteerism by identifying best practices for support and retention of volunteers, including the arrangement of training and mentoring opportunities for volunteers; developing internal volunteerism processes and procedures for both Community Justice Workers and attorney volunteers; incorporating technology solutions to support staff and volunteer needs; and creating and maintaining positive community partnerships in furtherance of the Community Justice Worker Resource Center mission. The Pro Bono Integration Coordinator also has responsibility for grant writing and reporting as needed, and travel to CJW and partner locations.

Required:

Strong administrative and technical skills; demonstrated ability to innovate new approaches to systems and implement identified solutions; Working knowledge of the legal system and justice gap; Prior experience in volunteer management and the ability to interact effectively with volunteers; Experience living and/or working in rural Alaska; Excellent organizational and communications (written, verbal, interpersonal) skills; Computer proficiency (Windows operating system, Microsoft Office, Google Workspace, Internet, e-mail and data entry).

Highly Desired:

Bachelor's degree in a related field; A demonstrated commitment to serving low-income individuals; and a background working in cross-cultural situations.

Salary \$55,549-83,322 DOE and Location. Generous benefits and leave package provided, including partial reimbursement of relocation expenses. Personal leave begins at six weeks per year for a full-time employee. ALSC observes 15 paid holidays.

Applications:

ALSC is proud to be an equal opportunity employer. We are committed to building a culturally diverse and inclusive workplace and strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, and persons from other underrepresented groups to apply. Review of applications will begin immediately and continue until the position is filled. Please email a cover letter and resume that includes three professional references to: Careers@alsc-law.org

About Alaska Legal Services Corporation (ALSC): As a private, nonprofit law firm, the mission of ALSC is to provide civil legal aid to those who cannot afford it. Through our work, we empower people and communities throughout Alaska to protect their safety, their health, and to promote family stability. Through advocacy, education, collaboration, and litigation, we empower individuals, protect fundamental rights, strengthen communities, create opportunities, and achieve justice.

**STAFF ATTORNEY,
COLVILLE TRIBAL LEGAL SERVICES,
NESPELEM, WA**

Position Description:

Represent children in dependencies in Colville Tribal Court. Assist in making wills, powers of attorney, advance directives, and related instruments. Represent in pre- and post-eligibility SSI matters. Provide school discipline and special education advocacy. Provide unbundled/limited assistance on civil matters to tribal members as time permits.

The Colville Tribal Legal Services' mission is to serve those Colville tribal members whose need is greatest and whose voices are least likely to be heard: specifically, children, the elderly, the disabled and the indigent. We aim to do this work in ways that will bring strength and health to our culture and all members of our community. We provide services based on priorities established by the Colville Business Council, the Tribes' governing body. The bulk of our work involves statutory appointments to provide representation in Colville Tribal Court. We do not charge or claim any fees for our services.

Requirements:

- J.D.
- Washington State Bar license preferred.
- Valid driver license and vehicle insurance.
- Clean background check.
- Pre-employment drug screen (position is safety sensitive).

To Apply:

Contact Judy Zunie: (509) 634 2408; judy.zunie.lgs@colvilletribes.com

Salary Range:

0 years' experience in FY2024: \$80,242; salary scale with annual step increase of 3% per year of experience and inflation adjustment annually

Equal Opportunity Employer Benefits include health, vision, and dental coverage as well as 401k.

**CLINICAL INSTRUCTOR – CRIMINAL JUSTICE INSTITUTE,
HARVARD UNIVERSITY LAW SCHOOL,
CAMBRIDGE, MA**

Position Description:

Harvard University Clinical Instructor-Criminal Justice Institute Harvard Law School

Job Summary:

Harvard Law School's Criminal Justice Institute (CJI) is inviting applications for a Clinical Instructor. CJI is a public defender clinic that provides zealous defense to indigent adults and juvenile clients facing misdemeanor and felony charges in Boston area criminal courts. Student practice includes case investigation, trial court work from arraignment to disposition, and interlocutory appellate representation in the Appeals Court and Supreme Judicial Court. The clinic also represents clients in compassionate release proceedings, and has an active amicus practice before the SJC. CJI students learn to provide client-centered representation, developing their advocacy skills to help their clients both in and out of the courtroom. Reporting to the Director and the Deputy Director of the Institute, the Clinical Instructor provides law students with a rigorous educational experience while also ensuring that clients accused or convicted of crime and/or delinquency are provided with high-quality legal representation.

Position Description:

As a Clinical Instructor you will:

- Supervise law students each semester in all aspects of client representation, assist in classroom teaching and curriculum development, provide written evaluations for students, cover student cases when necessary;
- serve as lead counsel in some cases;
- assist in a variety of Institute initiatives, including conferences and other educational programs, research, amicus briefs on issues impacting CJI clients, and other written projects;
- participate in the three-week Trial Advocacy Workshop critiquing student performances and giving demonstrations of trial components.

Basic Qualifications:

Candidates must have earned a J.D. at least 3 years ago, have at least 3 years of relevant experience, and be admitted to the Massachusetts bar or eligible for temporary admission pursuant to Massachusetts Supreme Judicial Court Rule 3:04.

Additional Qualifications and Skills:

We are looking for people who have:

Three years of criminal defense trial practice and/or juvenile defense law experience an asset

Excellent oral and written communication and interpersonal skills;

Motivation, initiative and commitment to meeting the legal needs of indigent persons charged with, or convicted of, crimes or delinquency;

Ability to work independently as well as collaboratively, and in demanding, high stress circumstances;

Experience with training, supervising, teaching, or mentoring law students, beginning attorneys, and familiarity with clinical pedagogy is helpful.

We strongly encourage BIPOC individuals and those from other historically underrepresented communities to apply.

Working Conditions:

This position requires a great deal of local travel and the instructor must be able to provide their own transportation to and from work-related appointments. Evening and weekend hours are periodically required to meet student and/or client needs.

Additional Information:

This is a three-year term appointment with potential for renewal subject to funding and departmental need. To apply, please submit your cover letter and resume. Applications will be reviewed and interviews scheduled on a

rolling basis. We are looking to fill this position in Spring of 2024, with a mid-April start date. We regret that Harvard Law School is unable to provide visa sponsorship for staff positions. All offers to be made by HLS Human Resources.

Benefits:

We invite you to visit Harvard's Total Rewards website (<https://hr.harvard.edu/totalrewards>) to learn more about our outstanding benefits package, which may include:

- Paid Time Off: 3-4 weeks of accrued vacation time per year (3 weeks for support staff and 4 weeks for administrative/professional staff), 12 accrued sick days per year, 12.5 holidays plus a Winter Recess in December/January, 3 personal days per year (prorated based on date of hire), and up to 12 weeks of paid leave for new parents who are primary care givers.
- Health and Welfare: Comprehensive medical, dental, and vision benefits, disability and life insurance programs, along with voluntary benefits. Most coverage begins as of your start date.
- Work/Life and Wellness: Child and elder/adult care resources including on campus childcare centers, Employee Assistance Program, and wellness programs related to stress management, nutrition, meditation, and more.
- Retirement: University-funded retirement plan with contributions from 5% to 15% of eligible compensation, based on age and earnings with full vesting after 3 years of service.
- Tuition Assistance Program: Competitive program including \$40 per class at the Harvard Extension School and reduced tuition through other participating Harvard graduate schools.
- Tuition Reimbursement: Program that provides 75% to 90% reimbursement up to \$5,250 per calendar year for eligible courses taken at other accredited institutions.
- Professional Development: Programs and classes at little or no cost, including through the Harvard Center for Workplace Development and LinkedIn Learning.
- Commuting and Transportation: Various commuter options handled through the Parking Office, including discounted parking, half-priced public transportation passes and pre-tax transit passes, biking benefits, and more.
- Harvard Facilities Access, Discounts and Perks: Access to Harvard athletic and fitness facilities, libraries, campus events, credit union, and more, as well as discounts to various types of services (legal, financial, etc.) and cultural and leisure activities throughout metro-Boston.

To Apply:

Apply Online: <https://www.click2apply.net/ayElkpFbKDwblIdZPI8W6x>

Commitment to Equity, Diversity, Inclusion, and Belonging:

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. Job Function Faculty & Student Services Location USA - MA – Cambridge Department Criminal Justice Institute Time Status Full-time Union 00 - Non-Union, Exempt or Temporary Pre-Employment Screening Education, Identity, License/Cert. Schedule Please see Working Conditions section for more information. Department Office Location USA - MA – Cambridge Work Format On-Site Commitment to Equity, Diversity, Inclusion, and Belonging Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

EEO Statement:

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender

identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

**IMMIGRATION ATTORNEY,
LEGAL AID CENTER OF SOUTHERN NEVADA,
LAS VEGAS, NV**

Position Description:

The Immigration Advocacy Program at Legal Aid Center of Southern Nevada is seeking a full-time Immigration Attorney to provide creative and zealous advocacy to clients seeking immigration redress. Most of Legal Aid Center's clients are victims of crime such as domestic violence and sexual assault or children who are abused or abandoned and are eligible for victim-related immigration relief. Our office also steps in to help whenever there is an influx of the persecuted to our community. Our office is currently assisting over 100 Afghans who fled the Taliban to ensure they can remain in the United States. Our attorneys file documents in both state court and immigration court and can practice both affirmative requests for relief and defensive cases to prevent deportation. Our attorneys also teach weekly immigration classes and provide free brief consultations to those seeking immigration relief so as to spread reliable information throughout the community for those who cannot afford a lawyer and could fall victim to notaries. The entire immigration team is available to provide thoughtful mentoring and guidance, but each Staff Attorney leads their own cases.

Salary and Benefits:

Salary is dependent upon experience with annual increases available. Our excellent benefits include 100% employer paid health insurance for an employee, spouse/domestic partner, and dependents up to 26 years old, loan repayment assistance which usually pays the entire student loan payment, a 403B match dollar for dollar up to 5% of an employee's salary after 12 months of employment, 12 weeks paid parental leave, a generous paid time off policy, and flex work options. Reasonable relocation benefits also available. Benefits start on date of hire.

About Legal Aid Center:

Legal Aid Center of Southern Nevada is a dynamic, progressive, non-profit law firm providing high-quality representation to the most underserved members of the Southern Nevada community. During its 64 years of service, Legal Aid Center has protected and advanced the rights of survivors of domestic violence, tenants facing eviction and homelessness, adults with disabilities and the elderly facing abuse and exploitation, consumers victimized by fraudulent and deceptive business practices, children who have experienced abuse and neglect, and many others, giving them a voice in court and a chance to regain control over their lives. Legal Aid Center is the most diverse law firm in Nevada staffed with compassionate and devoted employees who together create a collaborative and supportive work environment devoted to protecting the rights of its clients.

Requirements:

The ideal candidate is committed to public interest law and community service and has the desire to work with and zealously advocate for our clients. While some litigation experience is helpful, no prior experience is necessary as Legal Aid Center provides extensive training. The ability to speak Spanish is always beneficial. The candidate must be a licensed attorney in good standing from any United States jurisdiction (Nevada offers special licensing for attorneys relocating to Nevada to provide legal services through Legal Aid Center.)

To Apply:

NO TELEPHONE CALLS PLEASE

Please email cover letter, resume and a brief writing sample to:

Human Resources Department
Legal Aid Center of Southern Nevada
e-mail: careers@lacsnc.org

Legal Aid Center of Southern Nevada is an ADA/Equal Opportunity Employer

Deadline: Open until filled

**STAFF ATTORNEY – IMMIGRATION ADVOCACY PROJECT,
QUEENS LEGAL SERVICES,
NEW YORK, NY**

About Us:

Founded in 1967, QLS seeks equal access to justice for all low-income residents of Queens through a range of legal advocacy, education, and community partnerships. We provide free legal counseling, representation, and referrals in civil matters involving the essentials of life including housing, immigration, public and disability benefits, domestic violence prevention, consumer and homeowner protections, and access to education and employment rights to eligible low-income individuals and families. We work with our clients and partners to identify and address root causes for systemic inequalities in Queens and throughout New York City. We are part of a network of local programs that make up Legal Services NYC (LSNYC), the largest free civil legal services provider in the United States. LSNYC prides itself on its Diversity, Equity, Inclusion, and Belonging (DEIB) efforts. As a social justice organization, we are committed to fighting for a workplace that is as diverse, equitable, and inclusive as possible for everyone. All employees are expected to learn about, seek to understand, and work to realize our DEIB goals.

Duties and Responsibilities:

- Perform intake and screening, and provide advice, consultation, and brief services to potential clients;
- Represent immigrants in a variety of affirmative and defensive cases filed with federal administrative bodies and federal district and appellate courts;
- Represent immigrants in custody and guardianship petitions filed with Family Court in New York City about Special Immigrant Juvenile Status petitions;
- Collaborate with staff attorneys and paralegals on litigation matters and strategies and with our in-house social workers to provide holistic services to clients;
- Maintain data in the case management system and ensure compliance with grant requirements by completing necessary documentation and gathering data for grant reporting;
- Represent QLS at advocate meetings and community outreach and education events, some of which may occur on nights and weekends;
- Collaborate with city, state, and federal law enforcement agencies, other city, state, and federal government agencies and community-based organizations;
- Mentor interns, volunteers, and pro bono attorneys as needed.

Experience and Qualifications:

We seek an attorney admitted to the New York State Bar with:

- A demonstrated passion for social justice and a commitment to working with immigrant communities, communities of color, and low-income communities to advance equity
- At least 2-3 years of experience representing minors in removal proceedings is strongly preferred
- Experience with humanitarian and family-based immigration matters in both affirmative and defensive contexts
- Experience working with survivors of trauma and the intersection of criminal law and immigration law
- Excellent analytical, research, and writing skills
- Strong interpersonal, communication, and organizational skills
- Proficiency in a second language, in particular Spanish, is preferred, but not required
- Experience with LegalServer or other case management systems is preferred, but not required

How to Apply:

Applicants should email a cover letter, resume, names of three references, and two recent writing samples to jobs@queenslegalservices.org. Please write "Immigration Attorney" in the subject line of the email.

Only candidates selected for interviews will be contacted. No telephone calls, please. Salary is competitive and commensurate with experience (determined by the Collective Bargaining Agreement). Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time.

QLS is an equal-opportunity employer. It is an organization committed to race, gender, and economic justice in our work and within our workplace. Staff at QLS are members of the LSSA/NOLSW UAW Local 2320. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are welcome and encouraged to apply.

All employees are strongly encouraged to continue receiving and maintaining up-to-date COVID-19 vaccinations unless they cannot for medical or religious reasons.

Salary Range (Based on years' experience):

- 1-10 years: \$74,881 - \$98,355
- 11-20 years: \$100,605 - \$118,773
- 21+ years: \$124,254 - \$135,637

**STAFF ATTORNEY – LEGAL IMPACT NETWORK,
SHRIVER CENTER ON POVERTY LAW,
CHICAGO, IL**

Position Title: Staff Attorney, Legal Impact Network

Reports to: Director, Legal Impact Network

Location: Chicago, IL preferred but not required

The Shriver Center on Poverty Law fights for racial and economic justice. We litigate, shape local policy, and train and convene multi-state networks of lawyers, community leaders, and activists to advance opportunity for all — not just the few. Over nearly 60 years, we have secured hundreds of law and policy victories with and for people experiencing economic instability in Illinois and across the country.

Our country is rife with laws and policies that systematically disadvantage certain groups while advantaging others based on their race, gender, and other facets of their identities. We believe laws and policies — and the institutions that apply them — should be designed to support people. Together, we're turning this ideal into reality.

We are building a future where all people, families, and future generations have equal dignity, respect, and power under the law. Join the fight at povertylaw.org.

Position Overview:

The Shriver Center on Poverty Law is seeking a Staff Attorney to address poverty and advance racial justice nationally and in Illinois. The Staff Attorney will collaborate with other advocacy staff to further the efforts of the Legal Impact Network (LIN), a network of 38 state-based advocacy organizations throughout the country that address poverty and racism through multi-strategy systemic advocacy.

The Shriver Center convenes and organizes LIN members to share strategies and expertise while engaging in collaborative advocacy around common threats and opportunities. The network's community-driven advocacy is undertaken with an explicit racial justice and intersectional lens. Current focus areas include reform of the child welfare system, protection of medical benefits, consumer rights, and public benefits-related advocacy. The Staff Attorney will also work with the Shriver Center's advocacy department on Illinois-focused advocacy that can inform and benefit from efforts in other states.

Responsibilities:

- Partner with other LIN team members and other on-staff advocates to develop, execute, and evaluate network efforts intended to advance economic and racial justice.
- Convene and organize LIN members, including by chairing working groups and leading convenings.
- Support the advocacy work of LIN members through policy support, rulemaking, amicus briefs, co-counseling, etc.
- Develop, lead, and achieve collaborative advocacy efforts.
- Work in partnership with the staff on systemic advocacy to address poverty and advance racial justice in Illinois as well as bridge the Shriver Center and LIN advocacy.
- Travel to conferences, convenings, and advocacy sites as needed.
- Other duties as assigned.

Salary/Benefits:

This full-time exempt position offers a competitive annual salary ranging from \$75,470 to \$94,337 and a comprehensive benefits package that includes health, dental, vision, life, and disability insurance, generous paid leave, flexible work schedules, pre-tax flexible spending accounts, pre-tax commuter benefits, and a 401(k) plan.

Opening/Closing Date: Open immediately; closed when filled.

Requirements:

- Experience with and demonstrated commitment to advocating on issues of poverty and racial justice and in partnership with impacted communities.
- Experience preferred in one or more of the issue areas described above in the position overview section (consumer rights, criminal legal reform, immigrants’ rights, public benefits).
- Licensed to practice law.
- Self-direction and self-motivation, creativity in problem solving, and ability to work collaboratively and independently.
- Ability to develop and lead new and existing collaborative projects.
- Ability to travel for work-related meetings and conferences as needed (approximately 15%).

To Apply:

Send a cover letter, resume, writing sample, and references to LaTanya Jackson Wilson, Vice President of Advocacy at hr@povertylaw.org.

Notes:

At the Shriver Center on Poverty Law, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.

**STAFF ATTORNEY – RELEASED CHILDREN PROGRAM,
KIDS IN NEED OF DEFENSE (KIND),
LOS ANGELES, CA**

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 accepted over 23,000 referrals of children seeking legal representation in their immigration proceedings. KIND has welcomed more than 41,000 attendees to trainings since its founding, cultivating partnerships with over 670 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 the 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 Summary:

KIND seeks a Staff Attorney to provide expert legal services to unaccompanied children needing legal representation through zealous direct representation as well as pro bono facilitation, including robust consultation, training, and technical assistance to pro bono attorneys who have accepted KIND cases. As needed, supervise Senior Paralegals, Paralegals, interns, and/or other non-attorney staff. The Staff Attorney will report to the Supervising Attorney.

Essential Functions:

- Provides both mentoring to KIND pro bono attorneys and direct legal representation to KIND clients.
- In the pro bono mentoring function, provide robust consultation and technical assistance to pro bono attorneys who have accepted a KIND case.
- In the direct representation function, perform ordinary functions of legal counsel including legal research and formulating the legal strategy for the case; conducting client interviews; appearing before immigration and/or state courts or agencies; and drafting and filing court pleadings and applications for benefits.
- Supervises interns and/or other non-attorney staff as needed 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.
- Places cases with pro bono attorneys and actively 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, helps 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.
- Contributes to overall office functioning, including actively participating in field office and KIND-wide calls and meetings, field office and KIND-wide committees, and assisting with office events.
- Ensures entry of timely, accurate, and detailed case data into KIND's case management systems.
- Represents KIND at local coalitions, courts, and agencies.

Salary Range: \$75,000 - \$84,300 a year

Benefits:

Discover the perks of working for KIND: <https://supportkind.org/resources/benefits-discover-the-perks-of-working...>

KIND requires all staff be COVID vaccinated with the exception of those who have medical or religious beliefs exemptions.

Requirements:

- J.D. and admitted to the local state bar (If not admitted to local state bar, must sit for bar exam or start waiver to be admitted within 6 months and be able to be admitted within one year of employment).
- Must be fluent in English and Spanish; or fluent in English and must participate in and complete the Spanish immersion program.
- Minimum of 1 year of experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas, and T visas.

- Minimum of 1 year of experience working with children, preferably immigrant and refugee children, and/or working with vulnerable populations, survivors of abuse, human trafficking, or other trauma.
- Experience working with law firm attorneys and/or other legal volunteers if the majority of the caseload is working directly with pro bono attorneys.
- Strong record of cultural competence and cross-cultural communication skills.
- Demonstrated ability to communicate effectively and persuasively both orally and in writing.
- Ability to work effectively with people of diverse backgrounds, lived experiences, and communication styles.
- Committed to prioritizing diversity, equity, and inclusion as well as embracing transparency and authenticity in daily work life.
- Be disciplined and nimble to ensure delivery on our core mission of access to justice and protection of children's wellbeing and rights.
- Showing the ability to multi-task and work with a sense of urgency in a dynamic, fast paced environment.
- Committed to practicing and supporting wellbeing and a work-home life balance.
- Experience working and communicating in a remote environment.

To Apply:

In order to be considered for the desired role, please apply using this link:

<https://jobs.lever.co/supportkind/0cc726a2-dd12-4581-84c9-e27d746b28f8?!...>

Please be advised that an employment application will need to be submitted along with your resume and cover letter.

KIND has an organization-wide commitment to diversity, equity, and inclusion. We strive to create a work environment where everyone has a sense of belonging. Individuals from historically underrepresented or underserved communities are strongly encouraged to apply.

Disclaimer: KIND is committed to an ethical recruitment and hiring process and maintains a firm "no fees" recruitment policy. We will never charge a fee or ask for money as part of the application process. KIND also conducts all interviews via telephone or video conference, and at no time will KIND engage in a text or mobile app-based application or interview process. For more information, please visit the following website: <https://supportkind.org/join-the-team/kind-employment-practices/>.

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!

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