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FEBRUARY 2018

LEGAL POSITIONS	2
Staff Attorney, Capital Area Immigrants' Rights (CAIR) Coalition	2
Part-Time Pro Bono Coordinating Attorney, Kids In Need Of Defense.....	3
Supervising Attorney, Housing Law Unit, Legal Aid Society of the District of Columbia	5
Immigrants' Rights Staff Attorney, Legal Aid Society of the District of Columbia	6
Supervising Attorney/Experienced Staff Attorney, Legal Aid Society of the District of Columbia	7
Temporary Staff Attorney, Legal Counsel for the Elderly	9
Supervising Attorney, DC Volunteer Lawyers Project	9
Director, National Association of Criminal Defense Lawyers	10
Legal Aid Attorney, Legal Counsel for the Elderly	11
Staff Attorney, Sexual Assault Legal Institute, Maryland Coalition Against Sexual Assault	13
Environmental Law Professor, Howard University School of Law.....	14
Education Staff Attorney, Disability Rights Maryland.....	15
Staff Attorney, Pro Bono Program, Legal Aid Society of the District of Columbia	16
Senior Director, Voting Rights & Redistricting, Campaign Legal Center.....	18
JD/BAR NOT REQUIRED	19
Director of Policy and Advocacy, Unchained At Last.....	19
State Policy Advocate, Innocence Project	20
Portfolio Manager, Equal Justice Works	22
Legal Assistant/Paralegal, Housing Law Unit, Legal Aid Society of the District of Columbia.....	24
Policy Analyst, Center for the Study of Social Policy.....	25
Case Manager, Housing Law Unit, Legal Aid Society of the District of Columbia	26
Deputy Senior Campaign Director, Color of Change.....	27
Executive Director, Tahirih Justice Center	28
Executive Director, Maryland Network Against Domestic Violence	30
Advocacy Specialist, Zero to Three	31
Associate Director, Maryland State Bar Association Continuing Legal Education Department	33
FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS	34
Legal and Policy Interns, U.S. Commission on Civil Rights	34
Summer 2018 Internship, Washington Legal Counsel for the Homeless.....	35

Hotline Internship, Legal Counsel for the Elderly.....	35
Research Intern, Global Health Policy Center	37
Public Policy Intern, American Association of University Women	38
Part-Time Research Internship, Maryland State Bar Association	39
Tzedek DC Internship, Tzedek DC	39
Law Clerk for Summer 2018, First Shift Justice Project	41
Volunteer Intern, Center for Pro Bono.....	41
Civil Rights Legal Internship, Washington Lawyers' Committee for Civil Rights and Urban Affairs ..	42
Juvenile Life Without Parole Resentencing Advocacy Intern, Advancing Real Change, Inc.....	43
OUT-OF-TOWN (LEGAL AND FELLOWSHIP POSITIONS).....	44
Staff Attorney, RAICES, Houston, Texas.....	44
Director, Brooklyn Legal Services, New York, New York	45
Staff Attorney, Texas RioGrande Legal Aid, Dilley, Texas	46
Staff Attorney, American Gateways, San Antonio, Texas	47
Managing Attorney, Florence Immigrant & Refugee Rights Project, Florence, Arizona	49
Program Associate, Center on Immigration and Justice, New York, New York.....	51
Executive Director, International Detention Coalition, Melbourne, Australia.....	52
Policy Manager, Legal Services for Prisoners with Children, San Francisco, California	54
Executive Director, Annie's List, Austin, Texas.....	56
Staff Attorney, Urban Justice Center, New York, New York.....	57
Associate Attorneys, Southern Environmental Law Center, Asheville, NC and Birmingham, AL.....	59
Senior Attorney, Southern Environmental Law Center, Charlottesville, Virginia.....	60
Staff Attorney, Commission on Immigration/ProBAR, Harlingen, Texas.....	61
Legal Officer, TrustLaw, San Francisco or Los Angeles, California	61
Staff Attorney, Central American Resource Center (adult detainees), Los Angeles, California	63
Staff Attorney, Central American Resource Center (juvenile detainees), Los Angeles, California ..	64
Staff Attorney, Brooklyn Defender Services Family Defense Practice, Brooklyn, New York.....	65
Social Worker, Brooklyn Defender Services Family Defense Practice, Brooklyn, New York	66
Removal Defense Attorney, Latin American Association, Atlanta, Georgia.....	67
Staff Attorney, Catholic Leal Immigration Network, Los Angeles, California	68
Summer 2018 Legal/Policy Internship, Campaign for Smart Justice, New York, New York	68
2018-2020 New York Pro Bono Fellowship, Hunton & Williams, New York, New York	70

LEGAL POSITIONS

STAFF ATTORNEY

CAPITAL AREA IMMIGRANTS' RIGHTS (CAIR) COALITION

Capital Area Immigrants' Rights (CAIR) Coalition's [Detained Adult Program](#) seeks a licensed attorney and committed advocate to undertake a newly-funded universal representation pilot project to increase rates of direct representation to immigrant adults detained by Immigration and Customs Enforcement in the state of Maryland. The adults we serve originate from a wide variety of countries and speak many different languages, and include many longtime residents with extensive family networks in the United States.

Responsibilities under this new position will primarily involve providing direct representation services under a universal representation model to detained immigrants with roots in Baltimore City, Maryland,

including before the Baltimore Immigration Court, the Board of Immigration Appeals, and the Department of Homeland Security. This attorney will work in cooperation with CAIR Coalition's broader legal team and will participate in efforts to build sustainable models of legal services for detained immigrant adults in Maryland and the DMV area. Because this will be the first universal representation pilot project in the DMV area, the attorney will also be responsible for communicating outcomes and learnings of the project, with an interest in duplicating such efforts in the future.

Description of responsibilities:

Direct representation: Provide direct representation in the Baltimore Immigration Court under a universal representation model pilot program. Cases will span the full-breadth of relief from removal and related issues, including requests for bond, asylum, withholding of removal, protection under the Convention Against Torture, cancellation of removal, waivers. Cases may also include motions to reopen, limited representation before DHS, including stays of removal, and appeals to the board of immigration appeals.

Pro Bono Services: Mentor pro bono attorneys in a limited number of pro bono referrals. Assist in the development and maintenance of resources for pro bono teams.

Promotion of Sustainable Models of Legal Services: Participate in convening to discuss, imagine and promote best practices for legal service providers in Maryland. Present on findings and outcomes of universal representation pilot project. Seek to develop sustainable model of legal services for detained immigrants in Maryland and the DMV area by building on the findings on this project.

Requirements:

- J.D. degree from an accredited law school and member in good standing with a state bar association.
- 2-3 years of experience practicing immigration law. A background in deportation defense strongly preferred.
- Written and oral Spanish proficiency required; fluency preferred.
- Excellent written and spoken communication skills.
- Strong organization and time management skills.
- Driver's license required.
- Must be able to pass a required background check.
- Must be willing to regularly travel to Baltimore and to detention centers throughout the state of Maryland.

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

Application process: Please submit a cover letter, resume, and writing sample to hr@caircoalition.org. Applications will be considered on a rolling basis, early submissions are encouraged. No phone calls please.

**PART-TIME PRO BONO COORDINATING ATTORNEY
KIDS IN NEED OF DEFENSE (KIND)**

Kids in Need of Defense (KIND) is an innovative partnership among the Microsoft Corporation, Angelina Jolie and other interested philanthropists, law firms and corporate supporters. As the leading national

organization that works to ensure that no refugee or immigrant child faces immigration court alone, KIND is dedicated to providing pro bono representation as well as positive systemic change in both law and policy to improve the protection of unaccompanied immigrant and refugee children. KIND also engages in programming in Central America and Mexico to promote the best interests and protection of migrant children throughout the region. Launched in fall 2008, KIND is headquartered in Washington, DC and has 10 field offices across the United States.

Position Description: KIND seeks a Part-Time, Interim Pro Bono Coordinating Attorney (“PBCA”) in KIND’s Washington, D.C. field office to help develop, maintain, and oversee the provision of pro bono legal representation to unaccompanied children through KIND’s network of major law firms, corporate partners, and law schools. This is a part-time position from approximately January 22, 2018 to May 18, 2018, which will be approximately 24 to 28 hours per week.

The PBCA will mentor volunteer firm and corporate attorneys to ensure effective pro bono representation of individual child clients before immigration and state courts, and immigration agencies. In particular, the PBCA will answer questions and review and provide feedback on drafts of filings for children seeking Special Immigrant Juvenile Status and asylum. The PBCA may also help prepare and conduct trainings, and maintain sample documents and advisories for volunteer attorneys. The position is based in Washington, D.C. but KIND will consider applicants who wish to work remotely.

Educational and Experience Requirements: Admission to practice law, preferably in Washington, D.C. or Virginia, and at least one to three years of experience practicing humanitarian immigration law.

Required Skills:

- At least one to three years of experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- Family law experience a plus;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;
- Spanish speaking preferred but not required;
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders preferred;
- Mentoring and training experience preferred;
- Excellent oral and written communication skills;
- Excellent professional judgment;
- Ability to hit the ground working, multi-task, and work independently; and
- Ability to work collaboratively.

Salary Range: Commensurate with education and experience.

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

- Provide hands-on mentorship to pro bono attorneys representing unaccompanied children in immigration matters and related family law matters;
- Match child clients with pro bono attorneys;

- Develop and maintain updated guidance materials, sample filings, and legal training presentations;
- Assist in office operations, including case management, data entry and maintenance, and reports;
- Foster and manage KIND relationships with law firms and corporate counsel in coordination with the Director of Pro Bono Recruitment and Training;
- Collaborate with field staff and KIND management in support of KIND's mission; and
- Participate in conferences, meetings, and trainings as needed.

Working Conditions: Work is generally performed within the office environment, includes significant telephone contact with pro bono attorneys.

Travel: This position may have occasional travel in the DC metro area.

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

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

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

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

The Legal Aid Society of the District of Columbia seeks a Supervising Attorney or experienced Staff Attorney to support its eviction prevention work through the Civil Legal Counsel Projects Program. Legal Aid was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is comprised of individual representation in housing, domestic violence/family, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. For more information about Legal Aid please visit our website, www.LegalAidDC.org, and our blog, www.MakingJusticeReal.Org.

Tasks and Duties: Legal Aid has a broad and energetic housing practice. We prioritize cases involving prevention of avoidable evictions, efforts to address dangerous or unhealthful housing conditions, and the preservation of affordable housing and public and assisted housing. In addition to an active litigation docket, we engage in significant efforts to address public policy issues impacting our clients’ access to and retention of safe and affordable housing. Our unit is currently staffed by three supervising attorneys, eight staff attorneys including one senior staff attorney, three “loaned associates” from law firms, and two legal assistants.

Housing attorneys work out of Legal Aid’s central office and its community office in Southeast DC. They also staff two of Legal Aid’s signature projects: our Court-Based Legal Services Project, which sites a legal services office in Landlord-Tenant Court to provide same-day representation in eviction cases,

and our Housing Right to Counsel Project, which seeks to reduce eviction of low-income tenants living in subsidized housing by significantly expanding their access to legal services.

An experienced staff attorney would handle a caseload of housing cases, perform intakes, and engage in community outreach, policy advocacy, and systemic reform efforts. An experienced attorney also might assist in supervising volunteer interns and law firm loaned associates.

A Supervising Attorney would co-supervise the housing unit staff while handling an individual caseload, providing management assistance, working on policy advocacy, conducting intakes, and helping to shape the direction of Legal Aid's housing law unit.

Qualifications: The ideal candidate will have the following:

- Significant experience in legal services, preferably in housing law;
- Prior supervisory experience;
- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively with other staff;
- A demonstrated commitment to social and economic justice; and
- Bilingual skills strongly preferred but not required.

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

The ideal Staff Attorney candidate will have practiced for two to three years in legal services, with a background in housing law. The ideal Supervising Attorney candidate will have significant experience in a legal services housing practice and prior supervisory experience.

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

To Apply: Please submit your resume and cover letter here: <https://legalaiddc.bamboohr.com/jobs/view.php?id=7>. Applications will be reviewed as they are submitted. Position remains open until filled.

Legal Aid values an inclusive, diverse workplace and encourages applications from all interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve.

IMMIGRANTS' RIGHTS ATTORNEY **LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia seeks an experienced staff attorney to work on immigration matters and other general civil legal issues for D.C.'s immigrant communities. Legal Aid was formed in 1932 to "provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs." Legal Aid is the oldest and largest general civil legal services program in the District of Columbia. The bulk of our work is comprised of individual representation in housing, domestic violence/family, public benefits, and consumer law. From our work with clients, we identify opportunities for law reform, public policy advocacy, and impact litigation.

Tasks and Duties: The immigrants' rights staff attorney will handle a caseload of immigration law matters (U visas, T visas, VAWA petitions, and possibly DACA, SIJS, and TPS matters) and provide advice and representation to members of D.C.'s immigrant communities across a wide range of legal services practice areas, helping to promote family stability through litigation or negotiation of agreements regarding custody and support of children for immigrant parents, as well as handling housing, consumer, and public benefits matters as appropriate. In addition, the staff attorney will engage in community organizing and education, conduct interviews of prospective clients, and work on systemic advocacy efforts related to the protection of immigrants' rights. He/she will represent and conduct outreach and training to immigrants regardless of their immigration status. Legal Aid's immigrants' rights attorney will primarily work out of Legal Aid's central office and may also work and conduct initial applicant interviews out of a community office.

Qualifications: The ideal candidate will have the following:

- A minimum of 2-3 years of experience in immigration law and/or serving the legal needs of immigrant communities required;
- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively with other staff;
- A demonstrated commitment to social and economic justice;
- Experience in other legal services, including family law, housing, consumer, or public benefits strongly preferred; and
- Bilingual fluency in Spanish required.
- Membership or eligibility for membership in the DC bar is required.

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

To Apply, please go to: <https://legalaiddc.bamboohr.com/jobs/view.php?id=5>. Applications will be reviewed as they are submitted. Position remains open until filled.

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve.

SUPERVISING ATTORNEY/EXPERIENCED STAFF ATTORNEY
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

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Qualifications: The ideal candidate will have the following:

- Significant experience in legal services, preferably in housing law;
- Prior supervisory experience;
- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively with other staff;
- A demonstrated commitment to social and economic justice; and
- Bilingual skills strongly preferred but not required.

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

The ideal Staff Attorney candidate will have practiced for two to three years in legal services, with a background in housing law. The ideal Supervising Attorney candidate will have significant experience in a legal services housing practice and prior supervisory experience.

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

To Apply, please go to: <https://legalaiddc.bamboohr.com/jobs/view.php?id=7>. Applications will be reviewed as they are submitted. Position remains open until filled.

Legal Aid values an inclusive, diverse workplace and encourages applications from all interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve. Applications will be reviewed as they are submitted. Position remains open until filled.

**TEMPORARY STAFF ATTORNEY
LEGAL COUNSEL FOR THE ELDERLY (LCE)**

LCE's Public Benefits and General Services (PBGS) Unit is looking to hire a temporary staff attorney for about four months (late March through July) to cover cases while an attorney in the unit is on maternity leave. This position provides legal advice and counsel to clients of the PBGS Unit. Provides legal representation predominantly before administrative governmental agencies and administrative courts. Representation involves civil matters involving older DC residents with issues such as Social Security, disability, Medicare, Medicaid, food stamps, language access issues, etc. Cases primarily involve non-complex litigation. The ideal candidate will effectively administer assigned cases and ensure that client problems are identified and resolved promptly, efficiently, and in an organized manner. Must demonstrate a strong background in public interest law and experience with vulnerable populations. Spanish fluency preferred but not required.

Please submit your resume and cover letter to Tina Nelson (TSNelson@aar.org) and Daniela de la Piedra (DdelaPiedra@aar.org) no later than February 9th.

**SUPERVISING ATTORNEY
DC VOLUNTEER LAWYERS PROJECT**

The DC Volunteer Lawyers Project is a 501(c)(3) organization whose mission is to create, support and utilize a network of volunteer lawyers to provide high-quality, pro bono legal services to low-income individuals in the District of Columbia who are domestic violence victims, at-risk children, or have other urgent family law needs. DCVLP attorneys represent domestic violence victims in civil protection order, divorce, custody and child support cases, and serve as Guardians *ad litem* for at-risk children in disputed custody cases. In addition, DCVLP operates a walk-in clinic for domestic violence survivors in Southwest, DC.

We are seeking qualified applicants to join our skilled and passionate team; we are hiring a full-time Supervising Attorney in our Domestic Violence practice area.

Essential Duties and Responsibilities:

1. Oversee volunteer attorneys working in the domestic violence practice area:
 - a) Work with Client Advocate to review referrals and select cases and volunteers.
 - b) Supervise volunteer attorneys and law fellows assigned to Civil Protection Order (CPO), Custody and/or Divorce cases from start of case to final disposition.
 - c) Review all written attorney work product, including motions, pleadings, opening statements and closing arguments, and direct and cross examinations.
 - d) Supervise CPO, custody, and divorce hearings in court.
 - e) Facilitate communication between clients and DCVLP's Client Advocate
 - f) Report case outcomes; evaluate and report volunteer performance.
2. Provide high quality direct representation in Domestic Violence cases as needed, often with minimal preparation time.
3. Provide brief legal advice at DCVLP's weekly clinic or Domestic Violence Intake Center at DC Superior Court.
4. Present at volunteer attorney training sessions and volunteer recruitment meetings as needed.
5. Represent DCVLP in meetings of local legal services providers and keep management, legal team and volunteers apprised of relevant information arising from such meetings through memoranda, weekly updates, and other communications as needed.
6. Assist Management Team with special projects as necessary.

7. Other duties as assigned.

Minimum Qualifications:

- A J.D. degree from an accredited law school.
- Active DC Bar membership or ability to become an active DC Bar member prior to first day of employment.
- Minimum 2-3 years of relevant work experience, preferably with a legal services organization that provides legal services to survivors of domestic violence. Experience supervising attorneys in a legal setting also is desirable.
- Superlative interpersonal skills and ability to develop good working relationships with volunteers, clients, staff, partner organizations, and members of local legal services and domestic violence coalitions.
- Excellent verbal and written communication skills. **Fluency in Spanish is highly desirable.**
- Excellent organizational skills, ability to manage multiple priorities at once, and ability to work independently.
- Ability to meet deadlines and work well with minimal supervision.
- Competence in MS Word, and online legal research tools and willingness to become competent using DCVLP's case management system and online pleadings library.
- Ability to handle and maintain confidential and sensitive information in accordance with attorney-client privilege requirements and accepted standards for domestic violence service providers.

NOTE: This description is not an attempt to list all essential functions of this position as it is recognized that job duties may change over time, based on DCVLP's needs.

Salary is commensurate with professional experience.

To Apply: Interested applicants should send a letter of intent and a resume to Sara Tennen at jobs@dcvlp.org.

DCVLP has a non-discrimination policy and encourages all interested and qualified applicants to apply regardless of race, gender, sexual orientation, religion, age, disability, or other status protected by applicable law..

DIRECTOR
NATIONAL ASSOCIATION OF CRIMINAL DEFENSE LAWYERS

The National Association of Criminal Defense Lawyers (NACDL) seeks a Director for its White Collar Crime Policy Department.

About Us: NACDL is the preeminent organization advancing the mission of the criminal defense bar to ensure justice and due process for persons accused of crime or wrongdoing. A professional bar association founded in 1958, NACDL's many thousands of direct members in 28 countries – and 90 state, provincial and local affiliate organizations totaling up to 40,000 attorneys – include private criminal defense lawyers, public defenders, military defense counsel, law professors and judges committed to preserving fairness and promoting a rational and humane criminal justice system. For more information about our organization, please visit www.nacdl.org.

NACDL is pleased to provide staff with a generous compensation and benefits package. NACDL affords the successful candidate an opportunity to work with a dedicated and talented team of experts.

Overview: The White Collar Crime Policy Director is responsible for multiple criminal justice initiatives – in particular, curbing overcriminalization, supporting clear and meaningful criminal intent requirements, and combatting burdens on the right to trial – through direct outreach to legislators, media campaigns, scholarship, and public education. The Director leads and coordinates NACDL’s strategic partnerships with other organizations on multiple federal legislative and agency initiatives designed to prevent the further erosion of civil liberties in our criminal justice system, including federal sentencing laws, discovery practices, grand jury procedures and forfeiture abuse. In addition, the Director oversees and executes NACDL’s white collar related education initiatives and numerous other programs conducted alone or in partnership with law schools and other organizations.

Roles and Responsibilities:

- Develop and lead a variety of education and advocacy initiatives related to overcriminalization and specifically the prosecution of white collar and regulatory misconduct
- Monitor and prevent further overcriminalization in federal criminal laws and promote various criminal justice reforms through education, lobbying, and advocacy
- Lead and coordinate NACDL’s strategic partnerships with other organizations on multiple federal legislative and agency initiatives
- Supervise White Collar Crime Policy Counsel
- Support member-led initiatives and coordinate and facilitate White Collar Crime Committee activities
- Plan and execute CLE programs for white collar practitioners, policy symposia and other events
- Draft NACDL testimony, formal comments, and *amicus* briefs
- Engage in, and support, reform-related scholarship
- Author white collar and overcriminalization related articles
- Engage in public speaking opportunities that support Department initiatives

Experience and Qualifications: The applicant must possess the following qualifications:

- J.D.
- Five to ten years of experience providing white collar defense to individual and/or corporate clients
- Demonstrated commitment to criminal justice reform and understanding of policy issues impacting criminal defense
- Excellent legal research and writing skills
- Ability to work both independently and as part of a team
- Ability to cultivate relationships with outside individuals and legal organizations and collaborate with them to achieve policy goals

To apply: Send cover letter, resume and writing sample (5-10 pp.) to kodowd@nacdl.org with “white collar director” in the subject line. Applicants are also asked to provide a realistic statement of their salary expectation. Applications will be considered on a rolling basis. Position open until filled, but prospective candidates are encouraged to apply by February 16.

**LEGAL AID ATTORNEY
LEGAL COUNSEL FOR THE ELDERLY**

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

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

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

Summary Statement: Provides legal representation and counsel to eviction prevention clients of AARP Legal Counsel for the Elderly (LCE), often in collaboration with social workers.

Responsibilities:

- Provides in-depth representation and/or timely accurate information, legal advice, referral, self-help materials, and guidance to elderly tenants of public and subsidized housing and rent control housing. Litigation is of average to greater complexity, in both courtroom (Superior Court Civil and Landlord/Tenant Branches) and administrative (Office of Administrative Hearings, District of Columbia Housing Authority).
- Refers cases to other appropriate projects of LCE (e.g., Consumer Unit, Pro Bono Project, Public Benefits/General Services Unit) or the legal and social service community for follow up.
- Engages in community outreach and education events at residential buildings, government agency events and other outreach events.
- Maintains a high quality of legal practice as measured by regular case reviews, outcomes achieved, lack of substantiated grievances, and responses from client satisfaction surveys.
- Prepares educational materials, grant reports, and trainings, as needed.
- Maintains accurate, contemporaneous, and complete records concerning cases handled.
- Provides guidance, refers cases, and monitors work of volunteer attorneys and paralegals on assigned cases. Provides back-up support and technical assistance to the legal hotline, outreach program, pro bono panel, long-term care ombudsman program, less experienced staff, and other projects, as assigned.
- Attends continuing legal education courses.
- Develops and implements plans for systemic law reform projects for older D. C. residents. Participates on committees with other legal service advocates, social workers, professionals, clients, and community members, with the purpose of working on larger issues affecting our client community.
- Writes articles for journals and other periodicals and/or preparation of how-to manuals, as appropriate.
- Possesses a demonstrated interest in public interest law, particularly work with elderly tenants.

Requirements:

- Completion of a Juris Doctorate degree and member of the DC Bar (or DC Bar eligible) and a minimum of 2 years legal experience, preferably in a legal services setting (clinical experience may count toward this requirement).
- Strong problem solving and multi-tasking skills required, including interdisciplinary social work/legal collaboration.
- Demonstrated commitment to poverty/public interest law with-low income elders.
- Knowledge of the District of Columbia legal and social service communities a plus.
- Commitment to the goals and priorities of AARP.
- Good organizational and communication skills.
- Amenability to local travel, including client home visits.
- Spanish speaking a plus.

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

To Apply: [Apply Now](#)

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

STAFF ATTORNEY SEXUAL ASSAULT LEGAL INSTITUTE MARYLAND COALITION AGAINST SEXUAL ASSAULT

Sexual Assault Legal Institute (“SALI”) provides legal services to survivors of sexual violence, and technical assistance and training to professionals working with survivors. The Sexual Assault Legal Institute (SALI) is part of the Maryland Coalition Against Sexual Assault (MCASA). MCASA’s SALI is looking for a full-time staff attorney that will provide legal services to victims of sexual assault and assist them in development and administration of SALI services, outreach, and training. Casework may include a substantial immigration caseload. This position reports to the Managing Attorney.

Responsibilities and Duties:

- Provide legal services to victims of sexual assault, including assessment and referral, legal consultation, and representation in protective and peace order proceedings, family law cases, college administrative proceedings, victim compensation proceedings, victim/witness representation in criminal cases, and other matters.
- Develop and utilize skills to provide high quality and sensitive legal services to victims of sexual assault
- Provide or assure provision of safety planning for victims
- Maintain reasonable caseload in compliance with grant requirements and needs of office
- Review cases with SALI managing attorney and seek assistance when needed
- Conduct legal research
- Provide community outreach, technical assistance and training
- Assist in production of training and technical assistance materials
- Assist in coordination and development of low bono/pro bono attorney network
- Collect data needed for grant reports or other reasons; assist in report preparation

- Assist in recruiting and supervision of legal interns and other SALI staff
- Prioritize and fulfill responsibilities in accordance with available funding and grant requirements
- Comply with Maryland Rules of Professional Conduct
- Such other duties as assigned by the managing attorney or executive director

Qualifications:

- J.D. from accredited law school
- Must be admitted to Maryland bar. Attorneys currently licensed in another State may be eligible for admission under Maryland Rule 19-215 (temporary admission for public interest attorneys licensed out of state)
- Access to a car and valid driver's license; this position requires some travel within the State of Maryland
- 3 years litigation experience and/or judicial clerkship preferred
- Knowledge and/or previous work experience with sexual assault related issues preferred
- Family law or immigration experience preferred

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to travel to and from different locations within the State of Maryland.

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

To Apply: Send cover letter, resume and writing sample to_jobs@mcasa.org. Please include your name and position title in the subject.

MCASA is an equal opportunity employer. Its policy of nondiscrimination means that all employment decisions will be based on merit and without regard to factors unrelated to job performance, such as ethnicity, creed, marital status, national origin, religion, gender, age, sexual orientation, and physical, emotional or mental capacity.

**ENVIRONMENTAL PROFESSOR
HOWARD UNIVERSITY SCHOOL OF LAW**

Howard University School of Law invites applications from candidates with an expertise in environmental law. This is for a tenure-track position beginning in the fall semester of 2018. The Law School will also consider applications for a visitor in this area for the academic year 2018-2019.

In addition to Environmental Law courses, the ideal candidate will teach Property and a class on Legislation and Regulation. Applicants should be prepared to spend significant time outside the classroom working with students.

Candidates must have a J.D. degree from an accredited law school, distinguished academic credentials, a record of excellence in practice or in academia, and the record or potential to become an outstanding teacher and scholar.

Interested persons should send a cover letter, curriculum vitae, names of references, and subject area preferences (electronic submissions only) to Professor Josephine Ross, Chair of the Initial Appointments Subcommittee at jross.howardlaw@gmail.com. Please also include Ms. Donnice Butler in the email: donnice.butler@law.howard.edu.

Applications will be reviewed on an ongoing basis, but for best consideration, please email your materials by February 8, 2018.

Howard University School of Law is committed to a diverse faculty, staff, and student body. We encourage applications from women, minorities, persons with disabilities, and others whose background, experience, and viewpoints contribute to the diversity of our institution.

EDUCATION STAFF ATTORNEY DISABILITY RIGHTS MARYLAND

Disability Rights Maryland (DRM), a private, non-profit law firm, is the Congressionally-mandated Protection and Advocacy organization for individuals with disabilities in Maryland. DRM advances the rights of Marylanders with disabilities, and is dedicated to ensuring the rights of children and adults with all types of disabilities to self-determination, freedom from harm, due process protections, to develop physically, emotionally and intellectually, and to participate in community life, with meaningful choices and opportunities.

DRM is seeking to hire a full-time attorney for one year with possible renewal to represent students with disabilities in our juvenile justice and school discipline projects, which seek to stem the school to prison pipeline disproportionately impacting students with disabilities. The attorney will be responsible for representing students in school discipline matters, advocate for appropriate special education services and accommodations, and investigate rights violations. The attorney will also develop and present trainings on rights topics; conduct advocacy and policy work; and develop strategies, including litigation, to address systemic issues.

Salary and Benefits: Competitive, depending on experience. DRM offers a comprehensive package of benefits, including health and dental insurance.

Responsibilities:

- Represent students with disabilities in school related matters, including school suspension hearings, IEP meetings, Section 504 meetings, administrative due process hearings, and administrative complaint proceedings;
- Advocate for students with disabilities who are involved in the juvenile justice system to ensure that they have access to and are receiving appropriate special education and related services and accommodations and supports whether in the community or in a juvenile justice facility;
- Conduct rights trainings for families and students related to special education rights and school discipline;
- Monitor, analyze, and report on data related to suspensions, expulsions, and school-based arrests;
- Conduct intakes to screen potential clients;

- Participate in coalitions that support reform related to school discipline and juvenile justice and that address special education issues;
- Provide technical assistance and training to other professionals working with youth with disabilities; and
- Other duties as needed.

Minimum Qualifications:

- Law degree
- Admitted to practice law in Maryland;
- Commitment to improving the lives of people with disabilities;
- A demonstrated interest or background in public interest work, particularly related to children and youth with disabilities;
- Ability to work independently and collaboratively with internal and external partners;
- Excellent organizational and project management skills;
- Strong research and writing skills;
- Strong public speaking and/or teaching skills;
- Excellent interpersonal and cross-cultural communication skills; ability to communicate ideas with enthusiasm to diverse audiences (e.g., clients, family members, government officials, service providers, non-governmental advocates, and community leaders);
- Ability to exercise sound independent judgment and maintain confidentiality in a law firm environment;
- Experience working with clients in the context of either social services or legal services;
- Computer proficiency; and
- Access to reliable transportation and a valid driver's license - this position requires travel.

Other Desirable Qualifications:

- 3-5 years of experience working in special education, disability, or civil rights law practice areas;
- Experience working with or representing children and young adults;
- Experience with public policy advocacy and the legislative process;
- Life experience with a disability; and
- Fluency in Spanish.

To Apply: Applicants should send a cover letter with resume and writing sample to jobs@DisabilityRightsMD.org with "Attorney - Education" in the subject line or mail a hardcopy to:

Disability Rights Maryland
 ATTN: Attorney - Education
 1500 Union Avenue, Suite 2000
 Baltimore, MD 21211

DRM values diversity. People of color, individuals with disabilities, and LGBT individuals are especially encouraged to apply. Priority consideration will be given to applications received by February 9, 2018.

STAFF ATTORNEY, PRO BONO PROGRAM
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks a Staff Attorney to support its robust Pro Bono Program. Legal Aid was formed in 1932 to "provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs." Legal

Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is comprised of individual representation in housing, domestic violence/family, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. For more information about Legal Aid please visit our website, www.LegalAidDC.org, and our blog, www.MakingJusticeReal.Org.

Tasks and Duties:

The Staff Attorney will provide general support for Legal Aid's Pro Bono Program. Legal Aid's wide-ranging Pro Bono Program includes, among other things, several specialized projects with individual law firms in the District, hundreds of case referrals each year to pro bono counsel throughout the D.C. legal community, volunteer lawyers who conduct interviews with prospective clients and staff clinics, loaned associates who are embedded at Legal Aid for rotations, co-counseling arrangements, and much more.

The Staff Attorney also will be responsible for, among other things: developing familiarity with all of Legal Aid's practice areas; building and maintaining relationships with D.C. law firms and lawyers throughout the community engaged in pro bono work; facilitating the creation of pro bono partnerships and projects; referring cases to pro bono attorneys at participating law firms and through the Federal Government Pro Bono Program; developing training materials and coordinating training opportunities for pro bono attorneys; managing data in Legal Aid's intake and client management system; coordinating with legal services providers to facilitate case referrals; and, conducting general intake in Legal Aid's main office in Northwest D.C. as well as its community office in Southeast.

Qualifications:

The ideal candidate will have the following:

- Exceptional organizational, written and oral communication, and leadership skills;
- Ability to work collaboratively and effectively with Legal Aid colleagues, other legal services providers, and law firm attorneys;
- A demonstrated commitment to social and economic justice;
- Experience in a law firm setting or in legal services, or both, preferred; and
- Proficiency or fluency in Spanish or another language a plus.
- Membership or eligibility for membership in the DC bar is required.

Salary and Benefits:

The attorney will be paid in accordance with Legal Aid's attorney salary scale. Legal Aid also offers a competitive benefits package.

To Apply:

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve.

Applications will be reviewed as they are submitted. Position remains open until filled. Please submit your resume and cover letter here: <https://legalaiddc.bamboohr.com/jobs/view.php?id=10>.

SENIOR DIRECTOR, VOTING RIGHTS & REDISTRICTING CAMPAIGN LEGAL CENTER

Position Summary

CLC engages in litigation involving voting rights and redistricting around the country, both to ensure the constitutional implementation of existing laws and to defend new reforms against legal challenges. CLC also participates in trial and appellate cases through friend-of-the-court briefs, engages in educational efforts (such as know-your-rights trainings), and provides legislative drafting assistance to legislatures and organizations seeking to improve election law.

Reporting to the Vice President, the Senior Director, Voting Rights and Redistricting is responsible for overseeing the development and implementation of CLC's litigation strategy in voting rights and redistricting cases. Managing a team of six to eight attorneys, the Senior Director works in close collaboration with other attorneys and staff throughout the organization to direct the identification, commencement, and litigation of proceedings relating to voting rights and redistricting. The Senior Director articulates a clear vision and goals, aligns trial and appellate strategies with those goals, and mentors and develops the litigation skills of CLC's attorneys at all levels. The Senior Director also engages key stakeholders, both internally and externally, in the planning and execution of CLC's overall strategic vision.

Responsibilities

- Collaborate with CLC's senior leadership on the development and articulation of CLC's trial court litigation goals and strategies
- Provide leadership, strategic direction, and day-to-day supervision for team of six to eight litigators
- Identify staffing and other resources necessary to deliver on program goals, and advise on prioritization
- Manage case intake to maximize available resources
- Review attorney work product, including all aspects of discovery, motion practice, briefing, trials, and appeals
- Manage own caseload of litigation in federal and state courts
- Advise on proposed state and local legislation, particularly with respect to litigation risks; assist in building legislative records, including through written and oral testimony
- Collaborate with Development staff to support fundraising efforts
- Work with Communications staff and other teams to develop messaging and strategic communications plans
- Monitor public policy debates and make strategic recommendations regarding situations in which CLC can most effectively engage
- Assist in budget development, approve expenses, and track spending
- Participate in media appearances, social media activities, and other communication efforts, including responding to press inquiries
- Represent CLC at conferences and events
- Some travel required

Qualifications

- At least ten years of post-JD experience, primarily or exclusively in federal litigation
- Experience managing litigation teams and supervising the work of litigation attorneys
- Exemplary writing, editing, and analytical skills
- Outstanding attention to detail
- Exceptional interpersonal communication skills with a proven ability to work effectively and collaboratively as part of a team

- Formal managerial experience, such as conducting performance evaluations and implementing organizational policies and procedures, is highly desirable
- Litigation experience in voting rights or other election law areas is desirable, but not required
- Active membership in the DC bar in good standing, or eligibility to waive into the DC bar
- Commitment to the nonpartisan nature and overall mission of CLC

Disclaimer: This description is intended to provide an overview of this position and is not all inclusive. The incumbent in this position will be expected to perform other duties as required. Responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.

To Apply:

Please submit a cover letter and résumé addressing your interest in and relevant experience for this role with “**Senior Director, Voting Rights & Redistricting**” in the subject line to info@campaignlegalcenter.org

The Campaign Legal Center (CLC) is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services and benefits.

JD/BAR NOT REQUIRED

**DIRECTOR OF POLICY AND ADVOCACY
UNCHAINED AT LAST**

Unchained At Last, the organization that started the growing national movement to end child marriage in America, seeks a Director of Policy and Advocacy to lead that movement.

About Unchained at Last: Girls and women in many communities in the U.S. often are pressured, tricked, threatened or beaten until they agree to wed. And girls and women who face little or no choice when they enter a marriage typically face the same if they want to leave it. Often they are stymied by religious laws and social customs that make divorce seem impossible.

Unchained is the only nonprofit in the U.S. dedicated to helping women and girls leave or avoid arranged/forced marriages and rebuild their lives. To date, the organization has helped some 400 women and girls to flee coerced marriages, by providing crucial, often life-saving, legal and social services and emotional support – always for free.

Unchained also is the only nonprofit in the US dedicated to creating social, policy and legal change to end forced marriage in America. The organization recently started, and now leads, a growing national movement to end child marriage in America.

Founded in 2011 by a forced-marriage survivor, Unchained has made this outsized impact in only six years, with a small staff and a budget of less than a half-million dollars per year. All Unchained’s funding comes from private foundations and individual donors, not from government sources, so the organization remains on solid financial footing despite recent political changes.

Roles and Responsibilities: The Director of Policy and Advocacy will lead the national push to end child marriage in America, and also will lead Unchained's efforts to promote social, policy and legal change to end forced marriage in the U.S.

Specifically, the Director of Policy and Advocacy, working closely with Unchained's Executive Director, will get the opportunity to:

- Develop and implement short- and long-term strategies to achieve Unchained's advocacy goals;
- Research and draft federal and state legislation to help end forced and child marriage;
- Testify at federal and state legislative hearings;
- Meet with federal and state legislators and their staffers;
- Identify, recruit and coordinate with allies across the U.S. and globally;
- Build grassroots support by giving media interviews, writing op-ed articles and presenting at conferences and other venues; and
- Oversee Unchained's Communications and Policy Associate and the organization's hundreds of advocacy volunteers.

Requirements: Requirements for this position include:

- Graduate degree (preferably in law, social work, public policy or similar field);
- At least three years' relevant professional experience;
- Excellent written and oral communication skills;
- Strong attention to detail and superior organizational skills;
- Willingness to travel as necessary; and
- Deep commitment to Unchained's mission.

Details: Partial telecommuting options are available.

Perks include a United Nations grounds pass and an office puppy named Logan.

How to Apply: To be considered for this position, submit your application and resume [here](#).

STATE POLICY ADVOCATE INNOCENCE PROJECT

The State Policy Advocate leads campaigns to change the laws, policies, and practices that contribute to the wrongful conviction of innocent people. A central goal of the Innocence Project is to reform the criminal justice system to prevent future injustices, and the advocates work state by state to pass laws that address deficiencies in the system that have been identified through the exoneration of innocent people. Working in legislatures, with law enforcement, local advocacy organizations and other stakeholders, the advocates lobby, build coalitions and create pressure for reform.

The position requires excellent oral communications skills, including the ability to communicate effectively with a wide range of stakeholders and to translate technical, legal issues into lay terms. The position requires extensive travel. The Policy Advocate reports to the Director of Policy and works in close collaboration with key members of the policy staff.

Essential Job Functions:

Policy Change:

- Initiate and lead state-level advocacy campaigns, with an emphasis on legislative campaigns;
- Prepare reports, testimony, memos, op-eds and other briefing materials for state-specific campaigns based on analysis and synthesis of research, data and other information;
- Serve as a spokesperson for reform efforts in state campaigns;
- Develop policy messaging, in partnership with the communications team, to accompany communications strategies for state campaigns;
- Identify and cultivate stakeholder partnerships to support state campaigns;
- Facilitate and curate state legislative hearings;
- Provide local partners in multiple states with advice and support from the IP Policy Department on policy initiatives; and
- Provide technical assistance to and manage contract lobbyists.

Public Relations:

- Develop relationships with local/state advocates, stakeholders & policymaker staff;
- Facilitate and represent the organization at symposia, trainings, legislative hearings, and state-level task forces; and
- Spark interest in the need for innocence reforms.

Relationship Building:

- Build allies at the state level in service of the policy work;
- Support organizational participation in specified coalitions and/or task forces;
- Engage local partners and create in-state coalitions; and
- Cultivate champions for reform among influential lawmakers, law enforcement leaders, and other criminal justice stakeholders in state and local government.

Qualifications & Experience:

- A baccalaureate degree; an advanced degree in policy or law preferred, but equivalent professional experience also suitable;
- A minimum of 2 years of direct political advocacy experience, with a preference given to individuals with experience working in state legislatures and/or in criminal justice or social justice;
- Experience building, leading and/or motivating the productive work of coalitions;
- Experience navigating the legislative process, either as a legislative staffer or through significant legislative advocacy experience; and
- Experience working with a broad range of criminal justice stakeholders.

Key Competencies (Skills, Abilities and Traits):

- Skills and motivation to interact effectively with a wide variety of people of diverse professional and cultural backgrounds and political views, including Innocence Policy Network members, exonerated men and women, local advocates, politicians, law enforcement, crime victims, and other criminal justice stakeholders, legislators/staffers and attorneys across various states and issues;

- Ability to work collaboratively as an integral part of a multi-disciplinary policy team; Sound judgment, a high level of personal and professional confidence and strong interpersonal, diplomatic and communication (written & verbal) skills;
- Social and political savvy Ability to juggle multiple tasks in a high-pressured environment; Passion for the Innocence Project's mission and commitment to criminal justice reform
- Facility with traditional and social media; and
- Ability to travel extensively.

Compensation: The salary for this position is competitive and the Innocence Project offers an excellent benefits package, including health, dental and vision insurance, Flexible Spending Account, 401k plan with company-match, and paid Transitcheks.

Application Instructions: To apply, please visit [Paycom](#). Information submitted through this secure site is kept confidential. Due to the large volume of applications, we are unable to give applicant updates by phone.

The Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply.

As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status, or any other category protected by law.

PORTFOLIO MANAGER **EQUAL JUSTICE WORKS**

About Equal Justice Works: The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice. Equal Justice Works is a recognized leader in the public interest law movement. Please go to www.equaljusticeworks.org to learn more about Equal Justice Works.

Equal Justice Works is a continuum of opportunity that begins with incoming law school students and extends into later careers in the profession. From advocating for law school programs that instill public service values among students, to creating summer and postgraduate public interest jobs, to addressing the staggering educational debt that blocks lawyers from going into public service, Equal Justice Works inspires and provides opportunities for the legal community to change lives, make careers, and deliver on the promise of justice for all.

General Job Description: This position supports the efforts of the Director of Fellowships to grow the Fellowship program. The Portfolio Manager is responsible for managing relationships with current and prospective donors in the Midwest and DC/Maryland/Virginia, including law firms, general counsels, and others, and running the Fellowship program in the assigned region. Each portfolio is constructed around specific geographic areas, and Portfolio Managers have significant fundraising and program responsibilities in the assigned cities and regions. The position requires significant travel, at least 1-2 trips per month. The balance of responsibilities for this position is approximately 60% programmatic and 40% fundraising.

Responsibilities:

- Expand Equal Justice Works' fundraising base in the Midwest and DC/Maryland/Virginia by recruiting and supporting an assigned group of current and prospective donors.
- Create and implement a plan for renewing each Fellowship in his/her region in a given year. Develop creative co-sponsorship arrangements as needed to secure Fellowship renewals.
- Steward and retain his/her existing sponsors by managing the Fellow selection process for sponsors in his/her portfolio and monitoring the performance of his/her Fellows.
- Gain a clear understanding of sponsor's expectations at the beginning of each Fellowship and oversee performance of Fellows to ensure sponsor satisfaction. Ensure Fellow has sufficient interaction with sponsors, including pro bono engagement, to ensure high satisfaction.
- Support individual Fellows in portfolio by serving as staff contact for all sponsor-related inquiries. Support Fellowship class as a whole by participating in Leadership Development Training, other trainings as necessary, and other inter-unit collaborations.
- Assist with Fellow presentations, prepare written reports and alumni booklets per sponsor requests, and support management and others engaged in sponsor renewal.
- Identify, cultivate, and solicit new donors, including sponsors and individual donors; steward donors, including individuals in portfolio region; solicit gifts from existing donors; and solicit Dinner sponsorships and recruit general counsels from existing constituents to serve on the Steering Committee. Work with Executive Director and Institutional Advancement unit to support stewardship of donors.
- Use Board members, alumni, current sponsors, and research to identify prospects new to Equal Justice Works. Support management and others engaged in donor and sponsor recruitment.
- Other duties as assigned

Qualifications:

- JD degree required.
- Extensive knowledge of the public interest law sector required, including understanding of social justice issues and familiarity with nonprofit organizations.
- Fundraising experience or relationship management experience preferred.
- Law firm or in-house legal department experience preferred.
- Ability to juggle multiple projects; self-starter; operates independently and works well in a team environment; great communicator.
- Minimum of four years of acquiring and using industry knowledge and/or skills in similar positions.

Skills:

- Must be proficient in Microsoft Office (Word, Excel, and PowerPoint).
- Must have experience using databases. Experience with CRM a plus.

Salary and Benefits: Comprehensive and generous benefits package commensurate with education and experience, including loan repayment assistance, full healthcare coverage, dental and 401k.

How to Apply: Applicants should send resume and three references, cover letter describing in detail their experience, qualifications and why they would be a good fit. Please click on website below:

[Apply for this opening](#)

Please note: Phone calls and direct emails will not be accepted. Applications without cover letters will not be reviewed.

Equal Justice Works is an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability or political affiliation.

**LEGAL ASSISTANT/PARALEGAL
HOUSING LAW UNIT
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia seeks one or more energetic and detail-oriented individuals for the position of Legal Assistant/Paralegal to provide administrative and paralegal support to its housing law practice. Legal Aid was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is comprised of individual representation in housing, domestic violence/family, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. For more information about Legal Aid please visit our website, www.LegalAidDC.org, and our blog, www.MakingJusticeReal.Org.

Tasks and Duties: In addition to providing general administrative and paralegal support to Legal Aid’s housing law attorneys, the Legal Assistant/Paralegal also will provide on-site support for two of Legal Aid’s signature projects: our Court-Based Legal Services Project, which sites a legal services office in Landlord-Tenant Court to provide same-day representation in eviction cases, and our Housing Right to Counsel Project, which seeks to reduce eviction of low-income tenants living in subsidized housing by significantly expanding their access to legal services.

Responsibilities include performing basic clerical support, assisting in litigation, conducting investigations, meeting with clients, conducting initial applicant interviews and follow-ups, and working collaboratively and effectively with co-workers to ensure coverage of administrative and paralegal needs throughout Legal Aid’s offices. A successful candidate will want to work in a fast-paced, collaborative environment that often requires multi-tasking while at the same time maintaining a high level of attention to detail.

Qualifications: The ideal candidate will have the following qualifications:

- Excellent organizational skills, with attention to detail;
- Ability to multi-task and prioritize assignments;
- Effective oral and written communication skills;
- Strong interpersonal skills and desire to take initiative in managing projects;
- Ability to work both independently and in collaboration with others;
- Strong computer skills including MS Word, Excel, Outlook, and Google applications (familiarity working with online databases helpful but not required);
- Ability to speak Spanish, Amharic, or other language strongly desirable but not required; and
- Availability to make at least a two-year commitment.

Salary and Benefits: Salary commensurate with experience. Generous benefits package.

To Apply: Please submit your resume and cover letter here:

<https://legalaiddc.bamboohr.com/jobs/view.php?id=8>. Applications will be reviewed as they are submitted. Position remains open until filled.

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve.

POLICY ANALYST
CENTER FOR THE STUDY OF SOCIAL POLICY

The Center for the Study of Social Policy (CSSP) is a national, nonprofit public policy, research and technical assistance organization headquartered in Washington, DC, with offices in New York City and Los Angeles. CSSP is committed to securing equitable opportunities and optimal outcomes for children and families. CSSP strives to achieve this by focusing on the families facing the most significant barriers – including families living in poverty and those whose lives are affected by discrimination based on race, immigration status, sexual orientation and gender identity.

CSSP strives to accomplish its mission by developing and advancing effective public policy; helping to transform public systems to be more preventive, results-oriented, accountable and caring; and supporting local leaders to create the community opportunities, supports, services and environments in which all children and families can thrive. CSSP works in partnership with other national organizations, foundations and governmental and community leaders to test new ideas and approaches, provide technical assistance, generate new evidence and support networks of innovators. All of our work reflects a long-standing organizational commitment to equity and social justice.

The Policy Analyst will be responsible for:

- Assisting in developing a range of high quality written materials, including policy reports and policy memos
- Facilitating both in-person and webinar discussions on related policy topics
- Drafting organizational comments and statement for the record responding to federal policy actions
- Conducting state and federal policy scans
- Tracking policy proposals and implementation in assigned content areas
- Helping to prepare and complete deliverables and reports to funders
- Representing CSSP externally by attending policy briefings and meetings
- Additional duties as needed

The successful candidate will have:

- Commitment to equity and reducing disparities based on race, ethnicity, immigration status, sovereignty, gender, sexual orientation/gender identity and socioeconomics.
- A graduate degree (preferred) in public administration, public health, public policy, social work or related fields with 2 years of relevant experience.
- Familiarity with public benefit programs and/or private initiatives designed to bolster outcomes for those facing the greatest barriers to success.
- An understanding of the critical role parents play in the lives of young children and a strong commitment to elevating the role of parents as decision-makers.
- Outstanding written and oral communications skills.
- Excellent attention to detail, organizational and time management skills.
- Strong analytical and research skills.

- Ability to present policy, practice and research information to a variety of audiences, including federal, state and local government officials and policymakers.
- Ability to work well autonomously and as a member of a team.
- Flexibility and an ability to work in a dynamic and fast-paced environment.
- Curiosity and commitment to learning.
- Ability and willingness to travel.
- Knowledge of computers and technology: proficient in MS Word, Excel, PowerPoint, Outlook and audio/visual and conference calling technology; experience with data analysis tools a plus.

How to Apply: Qualified applicants should send cover letter with salary requirements, resume and writing sample to jobs@cssp.org (subject: Policy Analyst/Policy Team). In your cover letter, please be sure to indicate where you found this position announcement. Applicants accepted until February 9th, 2018 or until position is filled.

**CASE MANAGER
HOUSING LAW UNIT
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia seeks one or energetic and client-centered individuals for the position of Case Manager to provide support to Legal Aid clients who are at risk of eviction. Legal Aid was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is comprised of individual representation in housing, domestic violence/family, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. For more information about Legal Aid please visit our website, www.LegalAidDC.org, and our blog, www.MakingJusticeReal.Org.

Tasks and Duties: The Case Manager will work with Legal Aid’s attorneys to provide wrap-around support for individuals and families experiencing housing insecurity. The Case Manager will engage with clients as needed to assist them in identifying and addressing individualized needs, with the goal of overcoming barriers to housing stability.

Duties include, but are not limited to: conducting initial applicant interviews and follow-ups, meeting with clients, providing housing search assistance, identifying and connecting clients to appropriate community and social services supports, identifying and building relationships with community partners, assisting clients with completing applications and other paperwork, attending appointments with clients as needed, performing basic administrative tasks related to the job, including updating community resource lists, collecting data and managing files as required, and working collaboratively and effectively with Legal Aid attorneys, legal assistants and other staff. A successful candidate will be committed to compassionate and empathic service provision, and will want to work in a fast-paced, collaborative environment that often requires multi-tasking while maintaining a high level of attention to detail.

Qualifications: The ideal candidate will have the following qualifications:

- Excellent organizational skills, with attention to detail;
- Ability to multi-task and prioritize assignments;
- Effective oral and written communication skills;
- Strong interpersonal skills and desire to take initiative in managing projects;
- Experience with client-centered social services preferred;

- Ability to work both independently and in collaboration with others;
- Strong computer skills including MS Word, Excel, Outlook, and Google applications (familiarity working with online databases helpful but not required);
- Ability to speak Spanish, Amharic, or other language strongly desirable but not required; and
- Willingness to make at least a two-year commitment.

Salary and Benefits: Salary commensurate with experience. Generous benefits package.

To Apply: Please submit your resume and cover letter here:

<https://legalaiddc.bamboohr.com/jobs/view.php?id=9>. Applications will be reviewed as they are submitted. Position remains open until filled.

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve.

**DEPUTY SENIOR CAMPAIGN DIRECTOR
COLOR OF CHANGE
WASHINGTON DC, NEW YORK CITY OR OAKLAND, CA**

Color Of Change is the nation's largest online racial justice organization. As a national online force driven by over one million members, we help people respond effectively to injustice in the world around us, moving decision makers in corporations and government to create a more human and less hostile world for Black people in America. We activate our members to take action on crucial issues—from criminal justice to media representations to the social safety net and voter freedom—so that we can build the power necessary to transform the written and unwritten rules of society.

Role Summary: Color Of Change is seeking a full-time Deputy Senior Campaign Director to lead the longer-term strategic research and development, coalition-building, and coordination of special projects for our Criminal Justice department. The person who fills this position will work directly with the Senior Campaign Director for Criminal Justice to manage the department team to run powerful campaigns that work to make real-world change with and for Black people in America. This is a full-time, permanent position.

Responsibilities: The position is based out of our NYC, Washington D.C. or Oakland office and reports to our Senior Campaign Director for Criminal Justice. Job responsibilities are as follows:

- **Own the development of strong, longer-term strategic plans for your department.** With the direction of and in collaboration with your Department Director, research and write program strategy documents that illustrate strong theories of change and use both proven and experimental online and offline tactics.
- **Supervise research related to the issues covered by your department and use the research to - create written documents and visual presentations,** including strategy decks, development proposals and funder reports, **identify and monitor possible targets,** and to **develop other support materials for campaigns work.**

- **Organize, produce and/or coordinate convenings, panels, coalitions, team retreats and other special projects** in order to build out your department's campaign strategy and build the capacity for winning on it.
- **Management.** Manage campaign support staff (e.g. graphic designer and research associate), service providers, vendors and consultants, as well as project plans as needed to achieve program goals.
- **Evaluate.** Is it working? Rigorously analyze data, report out on the impact of our campaign programs and learn, learn, learn.
- **Participate actively** on your Department Team, and our Campaigns Team to share responsibility in developing an inclusive, learning-based culture that runs campaigns to make real world change in the lives of Black people.

Qualifications: The ideal candidate has the following:

- Proven skills and deep experience in research, strategy, program development, management, organizing and digital campaigning.
- Strong writing and verbal skills. The ability to communicate information clearly is fundamental to this role, especially via reports, strategy decks, memos, and other strategy-related documents.
- Excellent interpersonal skills.
- Top-notch organization skills. There's a lot to keep track of in this role, and nothing can fall through the cracks. Managing multiple priorities, timeliness and attention to detail is key.
- Ability to effectively use a Black/racial justice frame of reference to write strong and persuasive strategic plans and program development materials.
- Constructive optimism. The work that we do – be it political, organizing, or creative – is all about the art of the possible. While we're looking to remedy deep structural issues, our progress comes incrementally – a series of wins, some small and some large, that help advance us closer to the systemic change we seek.
- A commitment to civil rights and racial justice.

Salary is commensurate with experience. This is a full-time exempt position. Color Of Change also offers a competitive benefits package.

How to Apply: Go to: <https://www.colorofchange.org/careers/#op-219488-deputy-senior-campaign-director> and apply by clicking the "Apply" button. We request your resume and a cover letter be submitted.

Color Of Change (COC) is an equal opportunity employer. COC prohibits unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity or any other basis prohibited by law.

**EXECUTIVE DIRECTOR
TAHIRIH JUSTICE CENTER**

Tahirih Justice Center, a non-profit legal services organization, seeks an outgoing and innovative Executive Director for our Greater Washington, DC office. This is a highly visible, public-facing role. The ideal candidate will be a solution-oriented, savvy professional who is skilled at leveraging both internal

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

Key Areas of Responsibility:

- Serve as the primary leader and manager for the Greater DC Office (which includes 12 staff members)
- Develop, implement, and execute strategic goals, objectives, policies, and processes for the provision of immigration, family law, and social services in collaboration and coordination with the Chief of Programs and the National Director of Legal and Social Services
- Ensure high quality legal representation of and social service case management for clients by the Tahirih Justice Center
- Grow a local network of pro bono attorneys, building on already established partnerships, to support Tahirih's legal representation
- Function as the primary liaison to the National Management Team based in Falls Church, VA
- Engage in public speaking, training, and outreach
- Support full-cycle fundraising and development to include:
 - Identifying and researching potential donors and grantors;
 - Collaborating with staff in the National Office including the Chief Development and Marketing Officer, Communications team, and Grants Manager to write and submit proposals, letters of intent, case statements, and acknowledgement letters;
 - Hosting and attending networking and fundraising events to support Tahirih's Greater DC operations

Minimum Qualifications:

- 10 years of relevant experience;
- An engaging communicator that can effectively and independently communicate with diverse audiences and network collaboratively among a variety of stakeholder groups

Additional Qualifications:

- Demonstrated fundraising experience
- Flexibility to meet leadership and management responsibilities outside of standard office hours
- Experience supporting female survivors of trauma and those from diverse cultural backgrounds

Annual salary and benefits: Competitive compensation depends on experience. Generous benefits include 15 days of vacation leave in the first year and 20 days thereafter with an additional week of paid vacation between Christmas and New Year's; paid sick leave; fully-paid employee health, vision and dental insurance; a 401(k) retirement plan; flexible work schedules; and professional development including in-house training programs, staff enrichment retreats and other growth opportunities.

About the Tahirih Justice Center: The Tahirih Justice Center is a growing national non-profit organization that supports the courage of immigrant women and girls who refuse to be victims of violence by providing holistic legal services and advocacy in courts, Congress, and communities. Through pro bono holistic legal services, community outreach and education and nonpartisan public policy advocacy,

Tahirih protects women and girls seeking protection from gender-based human rights abuses such as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes, and forced marriage. Tahirih is a Bahá'í-inspired organization and works to create a world where women and girls can live in safety and with dignity. Tahirih's 70 employees work from offices in the DC metro area, Baltimore, Houston, and the San Francisco Bay Area.

Submissions: Please email a cover letter, resume, and a list of three references to recruiting@tahirih.org.

Please note: Candidates must be authorized to work in the United States for any employer.

The Tahirih Justice Center is an equal opportunity employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih's policy applies to all terms and conditions of employment. Men are particularly encouraged to apply.

EXECUTIVE DIRECTOR **MARYLAND NETWORK AGAINST DOMESTIC VIOLENCE**

The Maryland Network Against Domestic Violence (MNADV), as our State's highly dynamic and influential Statewide DV Advocacy Coalition, is committed to ending domestic violence and improving the lives of Marylanders.

The MNADV is seeking an experienced, effective and committed individual to serve as Executive Director.

The MNADV Executive Director oversees the administration and management of the organization's activities, including: education and awareness initiatives; training and technical assistance projects; legislative and public policy advocacy efforts; collaboration and coordination between direct service providers, governmental agencies, various coalitions and others; administration, personnel and financial management; and, financial, grant support and donor base development. The Executive Director works with the MNADV Board of Directors and is a liaison to communicate between the staff and Board. The Executive Director speaks for the MNADV to the public and media, and can effectively communicate the MNADV's positions and vision. Through all of the MNADV's work, the Executive Director is broadly responsible for ensuring that the mission and goals of the MNADV are advanced: enhancing victim safety and abuser accountability, strengthening constituent program providers' capacity and effectiveness, and improving the coordinated community response to end domestic violence.

Qualifications:

- Expertise or demonstrated commitment to working in the field of domestic violence, sexual assault, stalking and/or violence against women. An ideal candidate would have at least 10 years of experience working in domestic violence or a related field.
- Working knowledge of coalitions and advocacy, strongly preferred.
- Must be dynamic, innovative, and able to be the face of the MNADV to the public.
- Human Resources and staff management experience required.
- Grant and fiscal management experience required.
- Must be able to travel to meetings, trainings, and events in Maryland.
- Must have reliable transportation and valid drivers' license.

- Minimum of a bachelor's degree required or commensurate professional experience; Master's degree preferred.

Benefits:

- Salary is commensurate with experience.
- Position is on-site, 40 hours per week.
- MNADV-paid health care available for the employee.
- Employee-paid vision and dental insurance available.
- 11 paid holidays.
- 20 days of paid leave is accrued (sick and vacation).
- Reimbursement for national and statewide travel.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

How to Apply: Position will remain **open until filled**. Applicants must **submit a letter of interest and resume** to Inga James, ijames@heartlyhouse.org. Only applicants who have been selected for an interview will be notified. Please no calls.

Women and minorities are encouraged to apply. The Maryland Network Against Domestic Violence provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

**ADVOCACY SPECIALIST
ZERO TO THREE**

About the Organization: Founded in 1977, ZERO TO THREE works to ensure that babies and toddlers benefit from the early connections that are critical to their well-being and development. Our mission is to ensure that all babies and toddlers have a strong start in life. At ZERO TO THREE we envision a society that has the knowledge and will to support all infants and toddlers in reaching their full potential. Our Core Values Statement: We believe that *how* we do our work is as important as *what* we do. To learn more about ZERO TO THREE, please visit our website at www.zerotothree.org.

Summary: The Advocacy Specialist will work with the Advocacy team to develop and implement advocacy campaigns on infant-toddler issues, including: grassroots mobilization, traditional and social media, and digital strategies; serving as the lead contact for family engagement in an annual Advocacy Day; developing and contributing to a wide range of advocacy and communications materials; identifying opportunities for social media engagement and developing content; collecting and evaluating advocacy data; contributing to funding reports and proposals; as well as performing other functions to support the work of the ZERO TO THREE Policy Center.

Essential Duties and Responsibilities:

- Support the development and implementation of ZERO TO THREE's advocacy strategy to move an infant-toddler policy agenda at the state and federal levels.

- Contribute to the development and execution of advocacy and communications campaigns that integrate grassroots mobilization, traditional and social media, and digital strategies.
- Serve as the lead contact for family engagement for Strolling Thunder, ZERO TO THREE's annual advocacy day on Capitol Hill.
- Develop and contribute to a range of advocacy and communications materials, including:
 - advocacy tools, briefs, fact sheets, and talking points,
 - action alerts and breaking news updates,
 - a regular electronic newsletter,
 - blog posts, op-eds, letters to the editor, and
 - infographics and social media toolkits and other materials to engage the early childhood field.
- Work with the Advocacy team to develop and implement strategies to grow ZERO TO THREE's grassroots advocacy network and engage its members in advocacy campaigns.
- Work with the Communications staff to identify opportunities for social media engagement, including developing and reviewing content.
- Collect and evaluate advocacy data as part of the Policy Center's Continuous Quality Improvement team.
- Serve as the primary liaison for the Policy Center with the Creative Services team at ZERO TO THREE.
- Contribute to reports to funders and proposals.
- Performs other duties as assigned to ensure the efficient and effective functioning of the project.

Skills and Experience:

- At least 5 years of related experience in advocacy or policy work.
- Demonstrated knowledge of advocacy and communications strategies, including grassroots organizing and social media.
- Knowledge of policies affecting young children.
- Strong writing, editing and proofreading skills.
- Strong organization and time management skills with the ability to manage multiple and changing responsibilities effectively.
- Highly dependable with the ability to work in a "team-oriented environment."
- Ability to travel, including occasional overnight stays.
- Strong interpersonal skills.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Experience with Microsoft Office.

Essential Qualities:

- Encourages and practices critical thinking
- Is self-reflective and empathic
- Recognizes the influence of workplace relationships on outcomes and results
- Maintains a respectful and accepting approach to others
- Awareness of the influence of the larger context on individual behavior
- Collaboratively and creatively supports the work efforts of colleagues at all levels and in all areas of the organization

Education: bachelor's degree in related field.

Physical Requirements: While performing the responsibilities of the job, the employee is frequently required to use finger dexterity as well as sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. Also, may need to remain seated for long periods of time, have the ability to perform repetitive motions, and hear well enough to detect nuances and receive detailed information. The employee may be required to walk, grasp objects, push or pull objects, bend, squat, reach, stand, or kneel. Vision abilities required by this job include close vision for preparing and analyzing data.

Working Condition: The work conditions described here is representative of those an employee encounters while performing this job. Depending on work location, the incumbent will typically work indoors in a heated and air-conditioned office, with a mixture of natural, incandescent and fluorescent light with low to moderate noise levels or be subject to working conditions conducive to a home office. When travel is expected the incumbent will be exposed to outside environmental conditions during those times.

To Apply: [Apply Now](#)

**ASSOCIATE DIRECTOR
MARYLAND STATE BAR ASSOCIATION
CONTINUING LEGAL EDUCATION DEPARTMENT**

The Maryland State Bar Association Continuing Legal Education Department provides a variety of products and services to its members and the public. The Associate Director of Products and Solutions will develop new tools and products for a variety of legal practice areas, to help attorneys practice more efficiently and effectively. **Please note that you must be an attorney to apply for this position.**

Primary Responsibilities:

- Work with subject matter experts, members of the legal community and other staff to set a product vision and strategy
- Conduct legal and market research, surveys and analyses to identify products, such as learning aids and publications, for which there is a market among association members, members of the legal community and members of the public
- Perform detailed analysis on competitive offerings to ensure a robust and differentiated feature set that would make it marketable to prospective users
- Identify and articulate the business value of a product and the potential market for the product
- Develop enhancements to existing products, including programs and publications
- Design and develop new products and prototypes, including all aspects of a product
- Collaborate with other departments, committees and subject matter experts to evaluate and test product's use and refine product for market distribution
- Create and meet delivery schedules for product development and production
- Maintains the product backlog and prioritizes production

Qualifications and Experience:

- Minimum of 2-3 years of practice as an attorney, and knowledge of various practice areas of the law, including but not limited to civil litigation, criminal practice,

administrative forums, estate planning and general law firm practice to identify potential products, such as legal aids and publications

- Experience in conducting surveys and market analysis to identify potential products
- Ability to conduct detailed legal research to use in developing all aspects of products, including step-by-step checklists relating to various legal subjects and practice areas
- Ability to build relationships and work with subject matter experts to develop and refine products
- Ability to drive initiatives through to completion with minimal need for supervision
- Strong attention to detail and track record of producing quality work
- Superior communication skills, both verbal and written
- Ability to communicate effectively with senior leadership
- Experience with InDesign preferred
- Marketing background is a plus

The MSBA provides a strong benefits package. Salary commensurate with experience, please provide a cover letter and resume.

[Apply To Position](#)

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

LEGAL AND POLICY INTERNS FOR SUMMER 2018 U.S. COMMISSION ON CIVIL RIGHTS

The U.S. Commission on Civil Rights is an independent, bipartisan federal agency that performs fact-finding and civil rights analysis. It is charged with gathering information about discrimination and denials of equal protection because of color, race, religion, sex, age, disability, national origin, or in the administration of justice. The Commission produces reports on civil rights topics for Congress and the President and for public use. Examples of recent topics include: immigration detention, employment discrimination of LGBT people, policing, environmental justice, and voting rights. These reports, and other work of the Commission, can be seen at <http://www.usccr.gov/>.

Intern responsibilities: Placements include the Office of Civil Rights Evaluation (in Washington, D.C.), the Regional Programs Unit (in Washington, D.C., Chicago, and Los Angeles), or with specific Commissioners (in Washington, D.C.). The intern will be supervised by Commission staff. The intern's work can include conducting legal and policy research on civil rights issues, preparing for upcoming briefings and business meetings, assisting in the drafting and development of Commission reports (including both substantive and redline/citation review), and other tasks.

Exact dates and hours of the internship will be determined in consultation with the selected candidates. Unpaid.

To apply: Please submit a resume, transcript, writing sample, and a cover letter addressing your interest in working with the U.S. Commission on Civil Rights. Applicants may indicate in their cover letter if they have a preference for which office or Commissioner(s) they are seeking an internship, and if they have a location preference.

Application packages should be submitted via email to Rukku Singla at rsingla@usccr.gov by Friday February 16, 2018.

**SUMMER 2018 LEGAL INTERNSHIP
WASHINGTON LEGAL CLINIC FOR THE HOMELESS**

The Washington Legal Clinic for the Homeless envisions a just and inclusive community for all residents of the District of Columbia, where housing is a human right and where every individual and family has equal access to the resources they need to thrive. Our mission is to use the law to make justice a reality for our neighbors who struggle with homelessness and poverty. Combining community lawyering and advocacy to achieve our clients' goals, our expert staff and network of volunteer attorneys provide low barrier, comprehensive legal services at intake sites throughout the District of Columbia, helping our clients to access housing, shelter, and life-saving services. Rooted in the experiences of this client work, we effectively blend system reform efforts, policy advocacy, community education and client engagement to advocate for long term improvements in local and federal programs that serve the low- and no-income community.

Position Description: The Washington Legal Clinic for the Homeless seeks interns for the summer of 2018. Our interns work with staff attorneys to engage in direct representation, education, and policy advocacy with and alongside individuals and families experiencing, or at risk of, homelessness. Under attorney and staff supervision, interns gain experience in direct client casework, legal research, drafting legal pleadings, public policy advocacy, and community engagement.

Qualifications: Internships are open to current law students who have completed at least one year of law school, and are interested in doing pro bono or public interest law upon graduation. Applicants should have good oral and written communication skills. Prior experience and interest in direct services and/or working with people who are homeless is helpful, but not required.

Ideal applicants have a demonstrated interest in:

- Social justice
- Legal services and public interest work
- Affordable housing
- Homelessness
- Community engagement and organizing
- Public policy advocacy

How to Apply: Applications are due by close of business on Wednesday, February 7, 2018. Interviews for selected applicants will be held at the Washington Legal Clinic for the Homeless office (1200 U Street NW) beginning the week of February 12. (Phone interviews can be arranged for students who are not in the DC area at that time.) The Legal Clinic typically has 1-2 interns each semester/summer. Our internships are unpaid; however, we encourage applicants to seek out credit or funding from their schools or other fellowship sources. To apply, please send a cover letter, resume, and writing sample to Caitlin Cocilova at Caitlin.cocilova@legalclinic.org. For more information, call 202-328-5500.

**HOTLINE INTERNSHIP
LEGAL COUNSEL FOR THE ELDERLY**

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

LCE staff help 6,000+ clients each year in many areas of civil law. Attorneys represent seniors facing foreclosures, evictions, and consumer fraud. LCE handles Medicaid and Social Security cases, provides benefits checkups to assure that seniors and Veterans are receiving the benefits they are due, prepares Wills and Powers of Attorney, and educates elders in ways to avoid Medicare and Medicaid fraud. Clients come to LCE directly through the LCE Legal Hotline, they are referred by partner organizations and the courts, and LCE attorneys, plus its more than 800 volunteers, are regularly in the community meeting elders at senior centers and faith-based organizations. LCE also accommodates homebound seniors by providing legal services in their homes. LCE houses the office of the D.C. Long-Term Care Ombudsman Program, which advocates on behalf of seniors in nursing homes, assisted living facilities, and those receiving home health care. LCE has a strong relationship with a number of pro bono law firms that assist staff with approximately 600 cases a year. LCE staff testify and make recommendations regarding laws before the D.C. Council that affect seniors, and have been instrumental in bettering conditions for D.C. seniors through assistance with local legislation. More than 40 years after its founding, LCE continues to develop innovative, cost-effective ways to deliver legal services, serving as a model for organizations around the country. LCE is incorporated as a 501(c) (3) and is an affiliate of AARP.

Summary Statement: Under the supervision of an experienced and licensed attorney, the LCE Hotline intern will be exposed to and participate in a high-volume legal hotline, in an elder law setting for low and moderate income older persons.

Responsibilities: The intern will engage in a variety of functions, typically including the following:

- Interviewing current and prospective clients, almost exclusively by phone, including completing initial client intakes;
- Communicating referrals and legal information to clients;
- Participating in phone consultations between attorneys and Hotline clients;
- Following-up by phone with clients;
- Documenting case activity in computerized case management database;
- Conducting limited legal research and some writing; and
- Drafting correspondence

Requirements: Interns must be currently enrolled as a law student at an accredited college or university and will have completed one year of law school at the time of their internship.

AARP also considers non-traditional interns who are looking to re-enter the workforce or change careers. This may include those who have previously graduated college and are now enrolled in a continuing education program.

To Apply for this Opportunity:

- Click APPLY to complete the online application and submit a current resume in response to this posting;
- Attach a copy of your transcript (optional) detailing the number of accumulated credits and your current GPA (a minimum GPA of 3.0 is required);
- Attach a cover letter outlining why you are interested in this role;
- Be prepared to submit two letters of recommendation; which can be from a college or university professor or a manager who is familiar with your work (please note that we cannot complete the hiring process without these references)
- Be prepared to submit writing samples, if required for the position

Instructions for Uploading Your Documents:

- Attach your resume as part of the online application
- Click the SUBMIT button at the end of the application
- Select VIEW SUBMITTED APPLICATION
- Select the MY ACTIVITIES
- Select "Add Attachment" under the section labeled COVER LETTERS & ATTACHMENTS
- Select the Attachment Type and list the Attachment Title
- Select Upload your document
- Select Save
- If uploading multiple documents, repeat steps 5-8

Benefits Offered: Internships are non-exempt positions and are not eligible for employee benefits.

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.

RESEARCH INTERN GLOBAL HEALTH POLICY CENTER

The Center for Strategic and International Studies (CSIS) is a non-profit, bipartisan public policy organization established in 1962 to provide strategic insights and practical policy solutions to decision makers concerned with global security and prosperity. Over the years, it has grown to be one of the largest organizations of its kind, with a staff of some 200 employees, including more than 120 analysts working to address the changing dynamics of international security across the globe.

Job Summary: The Research Intern will provide research and administrative support to the staff of the Global Health Policy Center.

Responsibilities include:

- Provide on-call research to support preparation for meetings, events, publications, and research trips.
- Provide logistical support to ensure that Global Health Policy Center private and public events run smoothly by: assisting with room setup and guest registration, taking notes during the event, and running microphones during the Q&A session.
- Attend relevant global health events in Washington, D.C. and provide a summary to Global Health Policy Center staff.
- Consult a wide variety of news services and peer reviewed journals and prepare memos to brief Global Health Policy Center staff.
- Other duties as assigned.

Required Experience

Knowledge, Education and Experience:

- Demonstrated interest in international health or related field.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to work in a team environment.

- Proficiency with entire Microsoft Office Suite.

Physical Requirements and Work Conditions: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Performances of duties require the use of hands to finger, handle, or feel. The job frequently requires ability to stand, walk, sit, reach with hands and arms and talk or hear. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The noise level in the work environment is usually moderate.

How to Apply: To apply, interested applicants should submit a resume, a cover letter (which includes the number of hours they are available to work per week), and a writing sample at <https://csiscareers.silkroad.com>.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Affirmative Action/Equal Opportunity Employer.

PUBLIC POLICY INTERN
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

AAUW is Looking for a Public Policy and Government Relations Intern. The American Association of University Women (AAUW) is the nation's leading voice promoting equity and education for women and girls. Since our founding in 1881, AAUW members have examined and taken positions on the fundamental issues of the day — educational, social, economic, and political.

Since AAUW's founding our members and supporters have spoken out about policies important to women and girls. Without their voices, invaluable legislation would have never been passed. In recent years, such legislation included the Family and Medical Leave Act, the Matthew Shepard and James Byrd Jr. Hate Crimes Prevention Act, and the Lilly Ledbetter Fair Pay Act.

AAUW's policy work connects and rallies advocates at the local, state, national, and global levels to advance our work to empower women and girls. With the member-endorsed Public Policy Priorities as our guide, AAUW uses lobbying and grassroots efforts to push forward policies that break through educational and economic barriers for women.

Summary Description: AAUW's Public Policy and Government Relations Department seeks two interns to work with both its legislative and grassroots teams each semester and during the summer. Interns will learn about the legislative process and provide grassroots assistance to members. Past interns have had the opportunity to monitor legislation, participate in lobby visits, attend Congressional hearings and press conferences, and respond to requests from policy-makers and members.

Essential Duties:

- Attending various coalition meetings, briefings, and conferences as a representative of AAUW;
- Drafting and updating fact sheets, correspondence to Capitol Hill, position papers, legislative updates and alerts, briefing materials, and articles for policy publications;
- Writing blogs and assisting with AAUW's social media presence as they relate to public policy;

- Assembling and updating meeting packets and mailings;
- Assisting with the AAUW Action Fund Capitol Hill Lobby Corps;
- Assisting with AAUW's Voter Education Campaign — a non-partisan, issue-oriented capacity-building and Get-Out-The-Vote campaign;
- Answering requests from AAUW members regarding public policy issues, and tracking AAUW member activity on those issues;
- Other related activities as assigned.

Minimum Qualifications:

- Interest in learning about the state and federal public policy-making processes;
- Proficiency using Microsoft Office applications (Excel, Word, and Outlook);
- Excellent interpersonal skills, professional demeanor, self-directed and independent, with a good sense of humor and a strong commitment to women's equity;
- Good research skills;
- Juniors, seniors, and graduate students preferred.

A minimum of 30 hours per week is strongly desired, and preference will be given to interns available for the full 37.5 hours per week. Interns are paid on an hourly basis.

Apply: Submit a résumé with cover letter detailing your interest and qualifications, along with a relevant writing sample, by e-mail indicating position title to AAUW Human Resources at aauwinternships@aauw.org .

PART-TIME RESEARCH INTERNSHIP
MARYLAND STATE BAR ASSOCIATION

The Maryland State Bar Association (MSBA) is currently seeking an organized individual to join the team as a part-time Research Intern. The role of this individual is to provide up-to-date, fact-checked information pertaining to the state of the legal profession. Finding source material and synthesizing key themes and facts as well as curating sources of content are the primary responsibilities for this role.

The MSBA is continuously growing and evolving and, as a result, it is vital that we remain a trusted source of information for our members and for those in the legal field. The research obtained should cover facts regarding developments and fluctuations in the profession as a whole as well as Maryland-specific updates.

The desired candidate will possess a range of qualities including positivity, attention to detail, ambition, and a willingness to learn.

Current law students or individuals with a strong interest in the legal profession would be ideal candidates for consideration. Hours are flexible (up to 20 hours per week but likely averaging 10-12). You should be familiar with modern tools such as Word, Google docs, Slack, etc.

Please apply through [indeed.com](https://www.indeed.com).

TZEDEK DC INTERNSHIP
TZEDEK DC

About Tzedek DC: The vast majority of low-income community members, lacking access to legal counsel, suffer a range of adverse consequences, including default judgments, impaired credit

ratings, credit report problems that reduced future job prospects, and, for hundreds, suspension of their driver's licenses. Founded in 2016 by a group of volunteers from the Jewish and anti-poverty communities, Tzedek DC is today an independent public interest center at the University of the District of Columbia David A. Clarke School of Law. At Tzedek DC, we work in collaboration with law students, community organizations and service providers, and pro bono attorneys from the private bar to close the justice gap for low-income DC residents facing debt-related crises.

Tzedek DC provides direct legal services for DC residents with debt issues, advocates for fairer policies nationally and in the District of Columbia, and conducts community-based financial literacy programs. Tzedek DC is currently seeking interns for summer 2018.

Summer 2018 Legal Interns will start the week of June 4, 2018 and end the week of August 10, 2018. (The start and end dates are negotiable if a certain number of hours are needed, and can be extended.) Interns will be expected to work full time, Monday through Friday. Tzedek DC is a nonprofit public interest center headquartered at the UDC David A. Clarke School of Law. Interns will work from our offices. Interns will also have the opportunity to attend court hearings and meditations with Tzedek DC attorneys.

Primary Responsibilities: Interns' responsibilities may include:

- conducting legal research and writing
- assisting supervising attorney to conduct client intake, client interviews, and write client declarations in support of hardship requests to dismiss debt collection cases.
- accompanying supervising attorney to court to shadow mediation and day of representation.
- researching legislative history, and status of laws nationwide for preparation to advocate for our major policy endeavors.
- assisting in preparing financial literacy and community legal education trainings; and
- attending or participating in client meetings, court appearances, and community events.

Experience and Qualifications: Students from accredited law schools are eligible to apply for an internship. Primary selection criteria include:

- a commitment to serving low-income clients;
- passion for public interest law, particularly for civil legal services;
- strong academic performance, including excellent research and writing skills;
- clinical or other relevant experience working with low-income communities;
- exceptional communication skills (written and oral) and strong interpersonal skills; and
- an ability to work independently.

Compensation: The internship is not paid; we will work with law schools that fund or provide credit to students. Past Tzedek DC summer interns have been able to receive public interest foundation funding.

To Apply: Email application materials by February 28, 2018. The application should include:

1. A cover letter explaining why you want to intern at Tzedek DC.
2. Up-to-date law school transcript.
3. Resume (Please indicate whether or not you speak any languages other than English level of fluency in these languages.)
4. Name and contact information for two references (law school professors, judges, practicing lawyers or others in a position to comment on the applicant's qualifications for a position at Tzedek DC).

5. A relevant and substantive writing sample of original work product of no more than 5 pages in length.

Application materials and any questions should be directed by email to: Elana Handelman, Intake Specialist & Avodah Service Corps Fellow, Tzedek DC, eh@tzedekdc.org Tzedek DC, UDC David A. Clarke School of Law, 4340 Connecticut Avenue, St. 319, Washington, D.C. 20008.

It is the policy of the Tzedek DC 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.

LAW CLERK FOR SUMMER 2018 **FIRST SHIFT JUSTICE PROJECT**

First Shift Justice Project is a legal services organization with a mission to empower low-income women and parents to assert their workplace rights and maintain their employment.

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

This year, First Shift is extending its coaching and counseling services to support low-income women in exercising their right to be free from sexual harassment in the workplace.

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

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

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

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

VOLUNTER INTERN **CENTER FOR PRO BONO**

The Center for Pro Bono seeks a volunteer intern to assist with a research project. This project will involve researching and compiling a list of pro bono advocacy organizations and contacts, to be

compiled in a directory of pro bono advocacy organizations in the United States. This position is available immediately and will last for up to 6 months.

This project can be completed remotely. The intern will obtain experience in online research, interpersonal communication, insights into pro bono management and public interest work, and connections with pro bono and public interest organizations across the nation.

Education:

- High School Diploma of general education degree (GED)
- Bachelor's Degree from four-year College or university

To Apply: The internship can be remote and candidates will be interviewed by phone if they are not in Chicago. You may apply at:

https://www.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&job_id=12078.

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

CIVIL RIGHTS LEGAL INTERNSHIP – SUMMER 2018
THE WASHINGTON LAWYERS' COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers' Committee for Civil Rights and Urban Affairs provides legal assistance to individuals and communities in the Washington, DC region who experience violations of their civil rights. The Committee brings litigation and engages in policy advocacy to address discrimination in its many forms.

The Committee seeks law students with a demonstrated commitment to civil rights, racial justice, and anti-poverty advocacy for internships during Summer 2018.

Internship Description: Law student interns with the Committee obtain hands-on experience investigating and litigating civil rights matters. Interns will receive extensive training in civil rights law and regular supervision and feedback. Each intern will work primarily in one of the following areas during his/her internship:

Workplace Justice: Equal access to jobs and fair wages is critical for individuals and families to be economically stable. The Committee challenges illegal discrimination, harassment, and retaliation in the workplace. We also assist workers with claims related to wage theft, unemployment compensation, and workers' compensation. We run Workers' Rights Clinics seven times per month in which interns will have the opportunity to participate. Many of our clients are immigrants and people with limited or no English proficiency.

Housing Justice: The Committee fights against racial and economic segregation and the discrimination that limits people's housing choices. We challenge housing discrimination based on classes protected under federal, state, and local fair housing laws. We also work with clients and community organizations to preserve affordable housing in the region.

Disability Rights: Everyone should be able to access public services and participate in the economy. The Committee litigates disability rights matters relating to public accommodations, transportation services, employment, technology, and more.

Prisoners' Rights: People confined to prisons, jails, and detention centers are confronted with a unique and particularly cruel form of state power. The Committee advocates for the humane treatment of incarcerated DC citizens and defends the rights of DC prisoners to parole.

Criminal Justice Reform: The Committee works to reduce the impact of an unfair criminal justice system that drives inequality. We combat the race bias embedded in the system, including the effects of collateral consequences of convictions. We also represent people who are the subject of abuse, discrimination, harassment, or other illegal and unconstitutional treatment by police officers.

Qualifications: Law school interns should have a demonstrated commitment to public interest work and strong written communication and organizational skills. 2Ls and 3Ls are preferred, but 1Ls with outstanding qualifications will be considered. The internship is 10 weeks from May 29 – August 3, 2018.

Salary: Legal internships are unpaid. The Committee encourages interns to apply for outside funding or school credit.

Application Instructions: Internship selection will be conducted on a rolling basis. To submit an application, please send an email with (1) a cover letter indicating which area(s) you would like to focus on during your internship, (2) your resume, (3) an unofficial transcript, and (4) a 4-7 page writing sample to internships@washlaw.org, subject "**Summer 2018 Internship Application of (Your Name)**."

The Washington Lawyers' Committee for Civil Rights and Urban Affairs is an equal opportunity employer.

**JUVENILE LIFE WITHOUT PAROLE RESENTENCING ADVOCACY INTERN
SUMMER 2018
UNPAID POSITION**

Advancing Real Change, Inc. (ARC, Inc.) is seeking to hire a full-time intern for summer 2018 to assist in its juvenile life without parole (JLWOP) resentencing cases. Hours are flexible.

ARC is a non-profit organization that conducts life history investigations for clients who have been sentenced or are at-risk of being sentenced to the justice system's harshest punishments – juvenile life without parole and the death penalty. This position will assist the Juvenile Justice Coordinator with casework related to JLWOP resentencings in multiple jurisdictions outside the state of Maryland.

ARC is located in Baltimore City at 309 North Charles Street, 3rd Floor, Baltimore MD 21201. More information about the organization can be found on its website, www.advancechange.org.

The law clerk will have the opportunity to:

- Learn about a unique area of juvenile defense law.
- Increase knowledge and understanding of life history investigations.
- Learn how to uncover and distill mitigation evidence.
- Coordinate with defense team.
- Maintaining client files.
- Requesting and reviewing client records.
- Researching topics relevant to a client's life history.

Qualifications:

- Attention to detail.
- Experience in research and writing.
- Ability to work independently.
- Interest in juvenile justice.

To Apply: Applicants should submit letter of interest and resume to Rachel N. Johnson, Esq., Juvenile Justice Coordinator [at rnj@advancechange.org](mailto:rnj@advancechange.org). Position is open until filled.

HPRP is an equal opportunity employer. All interested persons encouraged to apply regardless of race, ethnicity, national origin, age, gender, disability, sexual orientation, gender identity, HIV status or religious affiliation.

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

**STAFF ATTORNEY
RAICES
HOUSTON, TEXAS**

RAICES is a 501(c)(3) nonprofit agency that promotes justice by providing free and low-cost legal services and education to immigrant children, families and refugees. RAICES seeks to hire a full-time staff attorney will represent individuals pursuing benefits or seeking relief under the Immigration and Nationality Act.

Responsibilities and Duties:

- Conduct thorough intakes to ascertain immigration relief;
- Handle large caseload providing direct representation to individuals eligible for immigration relief;
- Provide representation to individuals in immigration removal proceedings as well as before the U.S. Department of Homeland Security, the U.S. Immigration Courts, or Texas state courts if related to a client's immigration case;
- Assume general administrative responsibilities, including detailed case management, data reporting and timekeeping;
- Conduct Know Your Rights presentations and other community outreach, as needed, in Houston and the Coastal Bend Region;
- Other duties, activities, and responsibilities, as assigned.

Qualifications:

- J.D. from an accredited law school
- Admission to Texas state bar preferred;
- Fluent in Spanish (speak, read and write);
- Experience in immigration and family law preferred;
- Able to travel between Houston, San Antonio, and the Coastal Bend Region.

To Apply: visit <https://www.raicetexas.org/pages/jobs> to view this and other opportunities with RAICES.

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

**DIRECTOR
IMMIGRANT RIGHTS PROJECT
BROOKLYN LEGAL SERVICES
NEW YORK, NEW YORK**

Brooklyn Legal Services (BLS) seeks a Director for its Immigrant Rights Project. BLS' Immigrant Rights Project offers representation in a variety of matters, including applications for naturalization, adjustment of status, family based petitions, U and T visas, asylums and removal proceedings. BLS also provides immigration assistance in other practice areas. For example, our LGBTQ/HIV Advocacy Project represents clients in a wide variety of immigration applications with a focus on affirmative asylum, and our Family Law Unit provides immigration services for survivors of domestic violence. We work closely with clients and community partners to support immigrants achieve safety and stability.

BLS, part of Legal Services NYC, provides high-quality, innovative representation to address the pressing legal needs of Brooklyn's diverse low-income population. BLS focuses on the problems that have the greatest impact on our clients—preserving affordable and decent housing, maintaining income support, redressing abusive lending and consumer practices, promoting family stability and mitigating the effects of domestic violence, and advocating for the disabled. We strive to provide holistic services to our immigrant clients including housing, public benefits employment and language assistance.

The Director will be responsible for working with staff to expand and strengthen our immigration practice, in particular removal proceedings. The Director will also be responsible for developing a strategic vision for the Project's work and devising creative advocacy strategies to address systemic barriers facing immigrant communities. The Director will supervise BLS' advocacy staff, interns and pro bono volunteers, and will conduct community education and outreach, and provide direct representation to clients. The Director will also be responsible for strengthening relationships with community partners and elected officials; working with LSNYC's Director of Pro Bono to support and expanding our *pro bono* initiatives; and handling administrative and grant responsibilities. The Director will be expected to work collaboratively with LSNYC's Director of Immigration and other advocates to support and provide leadership for LSNYC's city-wide immigration practice.

In addition to the qualifications below, the ideal candidate will be a highly motivated individual with the ability to develop advocacy strategies and community-based partnerships to address the needs of immigrant communities. A successful candidate will also have a demonstrated fluency with systems of oppression and the many ways in which they adversely affect both our clients and our staff.

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

- Minimum of 8 years of experience in immigration advocacy;
- Excellent analytical, written, and communication skills;
- Strong interpersonal and organizational skills and the ability to provide supportive and consistent supervision to attorneys, paralegals, support staff and volunteers in a growing practice;
- Experience with a wide-range of humanitarian and family-based matters in both affirmative and defensive contexts and familiarity with criminal immigration matters;
- A demonstrated passion for social justice and a commitment to working with immigrant communities to advance equity; and

- Fluency or strong proficiency in Spanish, Russian, Haitian-Creole, Mandarin, or Cantonese (preferred).

How to Apply: Applicants should send a cover letter, resume, and two writing samples to bkhiring@sbls.org. Please write “Immigration Director” in the subject line of the email.

Salary is commensurate with experience. Benefits are generous.

Legal Services NYC is an equal opportunity employer and an organization committed to race, gender and economic justice in our work and within our workplace. Staff are members of the LSSA/NOLSW UAW Local 2320. We welcome and encourage applications from candidates of color, women, people with disabilities, people over 40, gay, lesbian, bisexual, and transgender people.

**STAFF ATTORNEY
TEXAS RIOGRANDE LEGAL AID
DILLEY, TEXAS**

Texas RioGrande Legal Aid (TRLA) seeks a Staff Attorney to work with Central American and Mexican refugee families held in a private prison in the rural South Texas community of Dilley, Texas. The families, most often a mother and one child, are fleeing from the highest levels of violence in the Western Hemisphere, but after a perilous journey are promptly jailed upon crossing the Rio Grande River. The U.S. Department of Homeland Security has contracted with Corrections Corporation of America to detain up to 2,400 refugees at any given time in a compound located about 75 miles south of San Antonio.

The vast majority of the detainees have suffered traumatic experiences, including sexual assault, robbery, extortion, and other acts of violence, in Honduras, El Salvador, Guatemala, or on the trip north. During their confinement in the Dilley facility, the inmates are subjected to a “credible fear interview” before a USCIS asylum officer, the first step in the asylum process. Almost all of the refugees are unable to navigate the process without the professional assistance of trained lawyers and paralegals.

In response to the government’s inhumane treatment of asylum-seekers, four non-profit organizations, collectively known as the CARA Pro Bono Project (CARA), joined forces to assure detained families have access to legal services and to end the practice of family detention. CARA’s work ignited a national movement of advocates and allies committed to standing alongside detained families to defend their rights to due process and international protection as refugees. Volunteer lawyers from all over the country come to Dilley to join a small group CARA staff for an intense week of pro bono services. For a short video about CARA’s work, see: <http://tedxtalks.ted.com/video/How-to-crowdsource-a-refugee-ri>

Texas RioGrande Legal Aid, Inc. began assisting the CARA staff in 2016. TRLA is one of the largest legal services programs for the poor in the country. Its 180 lawyers provide civil and criminal representation to the indigent residents of South and West Texas, including representation in immigration matters. TRLA seeks to augment resources in the jail in Dilley by hiring staff attorneys to sustain this critical work in the coming year.

Duties: The Staff Attorney will work with detained families at the South Texas Family Detention Center in Dilley, Texas. The attorney will screen clients for eligibility, provide direct legal services, and collaborate closely with existing pro bono efforts. The candidate must be self-directed, creative, and motivated. Among other duties, the attorney will:

- Develop specialized knowledge of asylum law and expedited removal;
- Interview detained families and conduct intake;

- Evaluate eligibility for relief from removal;
- File motions for custody redetermination;
- Assist and counsel individuals seeking asylum, including preparing for credible fear interviews and Immigration Judge review of a negative decision by an Asylum Officer;
- Communicate with stakeholders, including Immigration and Customs Enforcement and the United States Citizenship and Immigration Services;
- Collaborate with current community partners and form new partnerships;
- Participate in community legal education. Prepare educational materials, make public presentations, and participate in TRLA outreach efforts;
- Supervise and/or work with legal paraprofessionals and volunteers;
- Maintain accurate and complete client files and administrative records; and
- Fulfill all requirements necessary to remain in good standing with the State Bar and the Supreme Court of the applicable state, including but not limited to, compliance with the minimum requirements for Continuing Legal Education.

Qualifications:

Required Qualifications:

- JD from accredited university.
- Licensed to practice law. If not licensed to practice law in Texas, willing to apply
- Bilingual in English and Spanish
- Ability to work independently and as a part of a team
- Flexibility to work evenings and weekends and accommodate an irregular work schedule
- A proven commitment to supporting vulnerable immigrant populations

Preferred:

Dedication to and experience in serving low-income populations

- Experience working with survivors of trauma
- Experience coordinating community services, working with community partners, and/or participating in volunteer-based projects.

How to Apply and Related Timelines: For consideration, applicants should email a cover letter, resume, and three references with “Attorney Position – Family Detention Project” in the subject line, to the following individuals:

To: Monica Bustamante, Recruitment Manager, at employment@trla.org
 “cc”: Shalyn Fluharty, Director – Family Detention Project, at sfluharty@trla.org.

The consideration of candidates is ongoing and will continue until the position is filled. The position is available immediately, although the start date is somewhat negotiable.

**STAFF ATTORNEY
 AMERICAN GATEWAYS
 SAN ANTONIO, TEXAS**

The Staff Attorney provides high quality legal orientations, workshops, and other services to eligible immigrants at the Karnes Family Detention Center, the Dilley Family Detention Center, and the South Texas Detention Complex. Further, the Staff Attorney participates in and provides high quality general information sessions, individual information sessions and pro se workshops under the Immigration Court Helpdesk program at the San Antonio Immigration Court. Additional responsibilities include representing immigrants who qualify for VAWA, U visas, T visas, representation and consultations for

potential asylum seekers, Family Based clients, those detained by ICE, and other immigrants who may qualify for immigration relief under the direct supervision of the SA Managing Attorney. Staff attorneys are also required to maintain programs statistics, client databases and files, and provide reports as required. Education and outreach to the immigrant community on various legal issues is also required as a staff attorney.

Major Duties and Responsibilities:

- Conducts general orientations, individual orientations, and pro se workshops with detainees at the detention centers
- Conducts general information sessions, individual information sessions and pro se workshops with respondents in removal proceedings at the San Antonio Immigration Court
- Consultations for clients including: VAWA, U visa, T visa, asylum, detention and removal, and any other applicable relief
- Screen immigrants in detention for eligibility for services provided by AG
- Represent eligible immigrants before USCIS, and in bond and removal hearings and before the Immigration Court
- Mentor pro bono attorneys representing clients
- Participate in community education and outreach activities as needed
- Maintain client databases and caseload, as determined by the SA Managing Attorney
- Provide monthly statistical reports of caseload and program activities
- Other duties as needed

Required Work Experience/Skills:

- Dedication to and experience in serving low income populations
- Experience working with the immigrant community
- At least two years of legal experience in immigration law, or in a non-profit organization serving low-income persons
- Bilingual in Spanish and English
- Excellent communication and writing skills
- Excellent organizational skills and attention to detail

Required Education/Qualifications:

- JD from accredited university
- Bar Admission in any US state (Texas preferred)

Preferred Education/Experience:

- Proficiency in any other language
- Criminal Law background
- Immigration clinic experience
- Court Experience

Benefits: Health insurance; partial dental & opt-in vision; short/long term disability; life insurance; generous vacation plan. American Gateways is a unionized organization and all benefits are negotiated within the collective bargaining agreement.

How to Apply: All interested applicants, please send a cover letter, resume, references (at least 3) and short writing sample (no more than 5 pages) to americangateways@gmail.com. Applications will be reviewed up until the position is filled.

**MANAGING ATTORNEY
DIRECT REPRESENTATION TEAM
FLORENCE IMMIGRANT & REFUGEE RIGHTS PROJECT
FLORENCE, ARIZONA**

The Florence Project was founded in 1989 to respond to a representation crisis for indigent non-citizens detained at the rural Immigration and Customs Enforcement (ICE) Detention Center in Florence, Arizona. Through our programs today, we provide services to the more than 4,000 men, women, and children detained in Eloy, Florence, Phoenix, and Tucson, Arizona on any given day. The Florence Project is nationally known for its legal and social services that ensure that detained people are empowered and have access to justice. We provide high quality legal services and support initiatives for national changes in immigration law and policy.

The Florence Project is seeking an individual to join its staff as Managing Attorney over its Adult Program – Direct Representation Team. This is an exciting opportunity to manage our talented team providing direct representation to detained adults in Florence and Eloy. Projects include representing individuals with serious mental health issues, representing individuals with cutting edge asylum issues, projects aimed at providing continuous representation upon release from detention, and a bi-national collaborative asylum initiative. The position involves working with men and women detained in Florence and Eloy detention centers. The Managing Attorney will supervise the legal work of staff attorneys and legal assistants, mentor legal staff, provide legal representation to detained immigrants, and provide legal trainings to the community. The Managing Attorney will also collaborate on training and professional development initiatives for legal staff and participate with program development and outreach activities, in conjunction with the Legal Director and Executive Director. This position reports to the Legal Director.

The Adult Program is generally headquartered in our office in Florence, AZ, approximately one hour south of Phoenix and one to one and a half hours north of Tucson, allowing access to clients detained in Florence and Eloy facilities. Attorneys and Legal Assistants with the Direct Representation Team, however, work in all three of the Florence Project offices. This position will have flexibility to work from either the Phoenix or Tucson offices, but will require regular travel, approximately 3-4 days per month, to other office locations in Phoenix/Tucson or Florence, depending on need. Additional travel to the detention centers and courts in Eloy and Florence will be required, depending on case load.

Duties include but are not limited to the following:

- Supervise staff attorneys, legal assistants, and any special project legal fellows (estimated 8-10 staff total). This includes overseeing and being responsible for the quality of services provided in Florence and Eloy, conducting case reviews as needed with the adult teams, and providing training, mentorship, and support to the legal staff. The Managing Attorney will work closely with the Legal Director in providing this supervision and oversight.
- Provide direct representation to detained men and women in Florence and Eloy, with the opportunity to hand-select your case load with a focus on challenging casework or appeals of particular importance, including cases involving individuals with severe mental health conditions. Direct representation will also include providing mentorship and second chairing new attorneys in a wide variety of deportation defense cases.
- Oversee regular case review meetings with legal staff, orientation for new hires, and plan regular trainings for legal staff.

- In conjunction with the Legal Director, hire legal staff and interns for the Florence/Eloy Direct Representation Team.
- Participate in program development with the Legal Director and the Executive Director, including participating in annual strategic planning retreats with Board and staff. Lead the implementation of any changes to the scope of direct representation legal services provided or the model for delivering those services.
- Oversee collection of data by the legal staff for various grant funded positions, complete quarterly reporting for funders, and participate in network calls, meetings, and trainings.
- Communicate with Legal Director about possible advocacy initiatives and legal trainings for the community.
- Support Florence Project outreach and development activities as needed.
- Administrative duties as needed.

Salary and Benefits: This is a full-time, salaried exempt position. We offer a competitive annual salary for our network. FIRRP strives to create and uphold a positive, supportive, and inclusive work environment for staff. FIRRP offers excellent benefits, including medical, dental, vision, and life insurance, with full premiums paid by the Florence Project. FIRRP also provides mileage reimbursement for travel between offices and places of work. After two years of employment, employees are eligible for the employer matching retirement plan. Paid time off includes one personal day each month in addition to fifteen days of vacation and twelve days of sick/medical leave annually, four weeks maternity-paternity leave (up to twelve weeks total, with option to use personal, vacation, and sick paid time off for unpaid portion), and bereavement leave, in addition to observing all federal holidays. After three years of employment with FIRRP, employees are eligible for an eight week paid sabbatical.

Qualifications:

- J.D. and admission to any state bar.
- Prefer 2+ years minimum experience providing direct representation to immigrants in removal proceedings. Extensive knowledge of immigration law, specifically deportation defense, asylum, and criminal-immigration law issues is strongly preferred.
- Prefer experience supervising staff or interns and demonstrated ability to inspire confidence in others and play supportive role, be a proactive and engaged supervisor without micromanaging, and be a clear and thoughtful decision maker. If no supervisory experience, must have leadership potential and excellent communication and interpersonal skills, as well as ability to learn a variety of job descriptions and capacity to be trained to be an effective manager.
- Demonstrated commitment to advocating for indigent immigrant clients in a respectful and empowering way and zealous support of the Florence Project’s mission.
- Highly organized with ability to be an innovative thinker and work in a high volume setting with limited resources.
- A hard working team player with a sense of humor who is flexible, patient, respectful, and comfortable in a busy nonprofit setting.
- Must be fluent or have advanced proficiency in Spanish.
- Prior experience working with trauma survivors or individuals with mental health issues is a plus, and must be comfortable working with people with criminal convictions.
- Travel is required for this position. Must have reliable transportation.

Application Process: This is an immediate opening. Applications will be considered on a rolling basis and applicants are encouraged to apply early. To apply, please send a cover letter, writing sample, and resume with 3 references [to jobs@firrp.org](mailto:to_jobs@firrp.org), with “Managing Attorney – Direct Rep” in the subject line. Only applicants selected for an interview will be contacted. The Florence Project values diversity in the

workplace and strongly encourages applications from people of color, LGBTQ individuals, individuals with disabilities, and members of under-represented communities.

**PROGRAM ASSOCIATE
CENTER ON IMMIGRATION AND JUSTICE
NEW YORK, NEW YORK**

The Vera Institute of Justice, founded in 1961, is an independent, non-partisan, nonprofit organization that combines expertise in research, technical assistance, and demonstration projects to assist leaders in government and civil society examine justice policy and practice, and improve the systems people rely on for justice and safety. Vera has offices in New York City, Washington, DC, Los Angeles, and New Orleans, and its projects and reform initiatives, typically conducted in partnership with local, state, or national officials, are located across the United States and around the world. Vera is an equal opportunity employer with a commitment to diversity in the workplace.

Vera's Center on Immigration and Justice seeks a Program Associate to work in its New York City office with its Legal Orientation Program (LOP) and Immigration Court Helpdesk (ICH).

The LOP was created to inform detained immigrants about their rights, and the immigration court and detention processes. Vera staff work with federal government partners at EOIR and nonprofit legal service agencies to provide detained people at 35 sites nationwide with basic information about forms of relief from removal, how to represent themselves in immigration court, and how to get legal representation.

The ICH is a program that serves non-detained respondents who are scheduled for Master Calendar hearings at five EOIR Immigration Courts. The goal of ICH is to improve the efficiency and effectiveness of immigration court proceedings by informing non-detained respondents appearing before the court about court practices and procedures, available legal options, and other relevant topics.

Vera staff is responsible for managing service provider networks, including monitoring compliance with subcontracts, providing technical assistance, and conducting program evaluation.

Responsibilities:

The Program Associate will work closely with the Program Director in carrying out the following duties:

- Provide technical assistance to program sites in the form of site visits, on-site training programs, conference calls, individual consultations, and other means as appropriate;
- Conduct site visits of program sites (expect to conduct 6-12 site visits a year) and draft site visit evaluations;
- Plan and execute peer-to-peer on-site training programs for new providers;
- Assist in the preparation of quarterly and annual reports to government partners;
- Prepare and deliver webinars about best practices, immigration law, and detention;
- Continuously identify promising practices among program sites and devise ways to disseminate information about such practices to encourage implementation elsewhere;
- Coordinate development and review of legal orientation materials (in English and Spanish) and provide meaningful feedback;
- Facilitate regular check-in conference calls; and
- Assist on other projects as assigned.

Qualifications:

- A JD degree;
- Working knowledge of Spanish;
- Willingness to travel outside of New York City frequently;
- Knowledge of immigration, criminal justice, or other justice areas;
- Experience representing detained immigrants strongly preferred;
- Ability to manage work on multiple projects simultaneously, efficiently and effectively;
- Ability to successfully balance travel responsibilities with office-based responsibilities in a fast-paced environment;
- Demonstrated interest in program administration and public policy;
- Strong interpersonal and communications skills;
- Ability to work collaboratively on a team and manage projects independently;
- A desire to effectuate change in partnership with government;
- Strong writing and research skills;
- Experience with “know your rights” or other community education initiatives strongly preferred;
- Ability to work with people of diverse experiences and backgrounds;
- A valid driver’s license.

To Apply: Please submit cover letter, resume, list of three references, and a brief original writing sample (no outside editing, 5 pages or less). Online submission in PDF format is preferred.

However, if necessary, materials may be mailed or faxed to:

ATTN: People and Culture / CIJ Program Associate Recruitment
Vera Institute of Justice
233 Broadway, 12th Floor
New York, NY 10279
Fax: (212) 941-9407

Please use only one method (online, mail or fax) of submission.

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

Vera is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.

Vera works to advance justice, particularly racial justice, in an increasingly multicultural country and globally connected world. We value diverse experiences, including with regard to educational background and justice system contact, and depend on a diverse staff to carry out our mission. For more information about Vera and CIJ’s work, please visit www.vera.org.

**EXECUTIVE DIRECTOR
INTERNATIONAL DETENTION COALITION
MELBOURNE, AUSTRALIA**

An exciting opportunity has recently become available for the pivotal role of the IDC Executive Director.

The Role: The IDC Executive Director's role is to ensure the vision, tone and direction of the organization is anchored to IDC's mission to end immigration detention, particularly for children, through the use of more humane policies. The Executive Director is also responsible for securing continued funding for the organization's work.

This full-time position will suit an experienced and committed leader with proven high level advocacy experience in the human rights field. The role requires strategic thinking, expert stakeholder engagement and excellent staff empowerment skills, as well as a proven track record in managing relationships with funders and fundraising. This role reports directly to the IDC Governance Board. The role requires international travel, and flexibility of hours to support staff located over multiple time zones.

Responsibilities include supporting, motivating and mentoring a team of highly skilled advocates to implement national, regional and international multi-year strategies. The Executive Director will develop and oversee projects across various locations within sensitive contexts, and ensure delivery of high impact outcomes. The Executive Director will collaborate with the IDC team to provide technical support and advocacy, and expertly engage with multiple stakeholders to promote IDC vision of alternatives to immigration detention. The Executive Director will work with IDC staff to develop and implement funding strategies to secure continued funding for carrying out the organizations mission and goals.

Key Selection Criteria:

Technical Leadership: The Executive Director will be IDC's lead ambassador to promote alternatives to immigration detention. The Executive Director plays a core role in the development of tailored and persuasive advocacy arguments. The right person will be required to have:

- Experience providing high quality, internationally-recognized thought leadership on the issue of immigration detention
- Experience effectively persuading key actors to agree with and adopt a preferred position, including through negotiations and advocacy within various forums such as the UN, regional governance bodies, national governments, and stakeholders• The ability to develop and refine the organization's arguments in terms of framing, terminology and technical knowledge
- Knowledge of IDC's Community Assessment and Placement model (CAP)
- Post graduate qualifications in human rights, law or related fields

Relationships / Partnerships: The Executive Director will lead key relationships across all aspects of our work including with members, partners, stakeholders and funders. The right person will have:

- Significant experience in maintaining relationships with key partners, stakeholders and existing funders, and building relationships with potential funders and new stakeholders
- Experience providing inspiration and leadership to network members
- Experience effectively engaging stakeholders in politically sensitive and culturally diverse settings
- High level of inter-personal skills with internal and external stakeholders

Impact Success: The Executive Director will promote positive change and understand the importance of impactful project delivery. The right person will have:

- Experience managing the development and implementation of multi-year projects and strategic thinking of complex issues to ensure IDC's mission is fulfilled
- Experience with overseeing project monitoring and evaluation
- Experience managing the design and implementation of a theory of change process

- Experience with risk assessment and mitigation procedures

Management and Leadership: The Executive Director will provide inspiration and leadership to ensure staff achieve IDC's vision, and to effectively resource the organization to ensure its ongoing capacity. The right person will have:

- Proven leadership and management / people skills, with best-practice knowledge of supporting remote staff
- Proven ability to inspire others to share and remain committed to the vision of the organization
- Excellent financial understanding and budgeting knowledge / experience
- Ability to mentor, up skill and support staff to effectively achieve impact
- Experience leading an NGO to effectively utilize resources to achieve optimal impact
- Demonstrated record of ethical behavior / leadership and a commitment to the IDC Code of Conduct
- The ability to maintain a workplace culture of value, respect, dialogue, openness and trust
- The proven ability to collaborate with a Governance Board to ensure legal compliance and high quality governance
- Sophisticated communication and interpersonal skills in English, with Arabic, Spanish and/or French advantageous
- Proven ability to draft funding proposals and engage with high level funders to secure financial stability for the organization.

This position is currently based in Melbourne, Australia and will preferably remain there for an initial 6-12 month period. Relocation may be possible to other locations upon negotiation.

Salary is commensurate with qualifications and experience.

Applicants must be eligible to work in Australia or have the ability to meet Australian working visa requirements, while also being able to travel internationally. Possible IDC assistance in meeting visa requirements will be discussed at interview. A national (or international) police check is a requirement of this position.

Please apply by submitting your application to Mary Latham at admin@idcoalition.org. Applications must address the Key Selection Criteria and include a current resume to be considered.

Applications close Monday 5 February 2018, with interviews to be held during February. Initial interviews may be conducted via Skype.

**POLICY MANAGER
LEGAL SERVICES FOR PRISONERS WITH CHILDREN
SAN FRANCISCO, CALIFORNIA**

Policy is made up of the laws, rules and practices that impact our clients, their families, and communities. The Policy Manager is a member of LSPC's policy coordinating team, made up of the Executive Director, Sr. Staff Attorney, Development Director, and Policy fellowship participants.

Purpose: To further the policy work of Legal Services for Prisoners with Children and All of Us or None as well as further develop the Elder Freeman Policy Fellowship.

Duties and Responsibilities:

- Coordinate legislative and administrative policy activities of the entire agency
- Train, supervise, and mentor four Elder Freeman Policy Fellows with All of Us or None team
- Meet with management team, staff, and members to determine policy agenda and develop a plan to achieve policy agenda,
- Attend legislative hearings, administrative hearings, and meetings with supporters and opponents
- Train staff, members, and other allies on policy advocacy, budget process, and lobbying
- Convene and supervise the LSPC bill tracking committee
- Work with communications team to develop a communications strategy to support policy agenda
- Work with Communications team and allies to create media, including op-ed pieces, letters to the editor, and other support materials
- Represent LSPC in coalitions and serve as a liaison to policy makers and other organizations

Desired Qualifications and Skills:

- Three years minimum experience working on state level policies related to criminal justice, workforce development, or related field
- Experience doing policy work that centers people most impacted by the policy and incorporating a grassroots organizing approach
- Ability to work both independently with minimal daily supervision and as a team player
- Experience with supervision and managing a team
- Ability to write well and in a variety of styles
- Ability to work well with a diverse group of people
- Demonstrated commitment to racial, gender, and social justice
- Ability to think conceptually, strategically, and tactically
- A strong understanding of incarceration and its effect on the community and society as a whole
- Demonstrated professional and political aptitude
- Possess comprehensive discretion, independent judgment, and political acumen
- Knowledge of Word, Excel, Google Drive, E-mail/Internet, Twitter, Facebook, computer skills.
- Preference will be given to applicants with a personal history with communities disproportionately affected by the prison industry and/or experience with prisoners' rights movement or community organizing.

Salary Range: Depending on Experience.

Great benefits including health, dental, vision, acupuncture, chiropractor insurance, and 5- weeks' vacation.

Please submit a résumé and cover letter detailing your qualifications and why you want to work with LSPC. Please send your application to:

Hamdiya Cooks-Abdullah
Administrative Director
Legal Services for Prisoners with Children,
1540 Market Street, #490,
San Francisco, CA 94102
(415-255-7036 ext. 315)

To apply electronically or to ask further questions: hamdiya@prisonerswithchildren.org

LSPC is an Equal Opportunity Employer. All individuals regardless of race, religion, sex, disability, age, marital status, veterans' or other protected status, national origin, sexual orientation, or incarceration history are encouraged to seek employment with LSPC; and every effort will be made to insure that these are not discriminated against during their employment period.

EXECUTIVE DIRECTOR ANNIE'S LIST

Annie's List is a 15 year-old political action committee whose vision is to achieve equality for women by changing the face of power in Texas. Since we launched in 2003, Annie's List has raised and invested almost \$5 Million in our endorsed candidates' races and supported winning candidates in 107 out of 149 races across the State of Texas.

We recruit, train, support and elect pro-choice women who are dedicated to advancing the self-determination, health, safety and financial security of Texas women and their families.

By electing pro-choice women and changing the face of power in Texas, Annie's List promotes a progressive agenda that:

- Protects the full range of reproductive rights for women
- Provides affordable and accessible health care for all Texas families
- Creates equitable wages and working conditions for women
- Prevents violence against women and children and assists those who do become victims
- Supports quality public education for all children

Annie's List is currently recruiting for our next **Executive Director**. The organization is in an incredibly strong position and stands ready for the right new leader to work together to achieve truly audacious goals that change the face of power in Texas. The Executive Director has overall accountability, responsibility, and authority for the management of the business and affairs of Annie's List in accordance with the strategic plan and objectives adopted and approved by the Board of Directors (BOD).

Major Responsibilities:

- Work with the BOD to develop the strategic direction of Annie's List. Implement and ensure its effective operations, and keep the BOD informed in a timely manner of Annie's List progress towards or material deviation from the strategic goals.
- Develop Annie's List's annual business plan with approval of the BOD. This responsibility includes securing approval of financial and budget requirements to achieve the plan.
- Execute the Annie's List fundraising plan. Cultivate new and existing major donors and keep them apprised of Annie's List programs and activities. Build and strengthen a pipeline of donors for the organization.
- Working with all types of media to elevate the presence and brand awareness of Annie's List at the local, state and national levels.
- Manage organizational budget and ensure the efficient use of resources. Use fundraising and political metrics to adjust budgetary decisions as needed.
- Comply with applicable laws and regulations, as well as the Code of Business Conduct and Ethics.
- Design appropriate systems and controls to identify and mitigate risks, which may include financial, compliance, and reputational risks.
- Work effectively with the Board of Directors

- Supervise and evaluate staff performance and recommend the compensation levels for staff.
- Research, which may be commissioned and must be analyzed, should inform all work.
- Create and implement a communications plan, in partnership with staff, to promote the work of Annie's List and affiliated candidates.
- Build strong relationships with key allies across the state and nationally. Convene coalitions and serve as a liaison to ensure that Annie's List impact reaches as far as possible.
- Create a standard of cutting-edge campaigns in Texas by: (1) partnering with allied organizations and (2) training candidates on campaign tools and technology.
- Oversee the planning and implementation of programs.
- Establish strong relationships with BOD, committees, volunteers, staff, donors, and clients across the state of Texas.
- Convey a professional and positive image and attitude regarding Annie's List and the political and elected public service sectors.

Qualifications and Attributes:

- Demonstrated passion about reproductive rights and women's involvement as candidates, in campaigns, and throughout the political process
- Demonstrated donor cultivation and fundraising experience, budgeting and mentoring young professionals
- Political and/or campaign experience at the federal or state level
- Creative, strategic, visionary thinker who's also able to attend to detailed and complex problems.
- Excellent interpersonal and communication skills
- Organizing skills necessary to build and grow the organization's relationship with ally groups, elected officials, volunteers and donors
- Willingness and availability to travel for work
- At least 10 years of relevant experience
- College degree required; Master's degree preferred

This job description is not all-inclusive. This job description does not constitute a written or implied contract of employment.

To apply to become the next Executive Director at Annie's List, please send a cover letter and resume to AListEDSearch@gmail.com.

Annie's List is committed to diversity among staff, and recognizes that continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. Annie's List is an equal opportunity employer and people of color, LGBT individuals, veterans, and those with disabilities are strongly encouraged to apply. This is an exempt position.

**STAFF ATTORNEY
URBAN JUSTICE CENTER
NEW YORK, NEW YORK**

DVP seeks an attorney to join our legal team, focusing on both family and immigration law, while within a legal-psychosocial framework with survivors of domestic violence.

The Urban Justice Center (UJC) is a not-for-profit organization dedicated to advocating on behalf of NYC's most vulnerable citizens. The Domestic Violence Project (DVP) at the Urban Justice Center is seeking to hire an attorney to work with and on behalf of victims of domestic violence. The caseload will be split between

immigration and family law. Family law matters will consist of assisting survivors in Family and Integrated Domestic Violence Court on child custody/visitation matters, assistance obtaining orders of protection as well as advocacy on child/spousal support and uncontested divorce matters. Immigration matters will include advocacy on immigration matters including U and T visas, SIJS, adjustment of status, VAWA Self-Petitions, Battered Spouse Waivers and naturalization.

DVP's mission is to help victims of domestic violence and their children live free of violence and abuse. We consider domestic violence in any type of relationship, regardless of gender or sexual identity, to be a human rights violation. Our work focuses on providing legal and social work services to promote justice and vigorously defend and protect victims' human rights. To accomplish this, our attorneys, social workers and advocates provide legal representation in NYC Family, Integrated Domestic Violence Courts and Immigration Court, mental health services, advocacy, case management, and on-going domestic violence education and outreach activities throughout the five boroughs of New York City.

Other responsibilities includes training, oversight of interns and volunteers on family and immigration law matters and relief; conduct outreach and education throughout NYC; work closely with DV shelters to build a continuum of care post abuse; maintain and foster collaborative relationships with other CBOs; maintain statistics and funding requirements as needed.

Requirements and Qualifications:

- 2-4 years of experience in family law and/or immigration law
- **Admission to NY State bar mandatory. Candidates awaiting bar results need not apply.**
- Fluent in Spanish or another language preferred.
- Knowledge and understanding of domestic violence and trauma.
- Proficiency working with individuals of diverse backgrounds and lifestyles.
- Comfortable with public speaking and highly motivated to cultivate new linkages.
- Strong organizational and administrative skills.
- Aptitude for intense and thorough negotiation and advocacy.
- Ability to work evenings if necessary.
- Ability to respond sensitively to clients' urgent needs.
- Exceptional interpersonal, speaking, and writing skills and the ability to apply these skills in diverse situations.
- Demonstrated ability to be flexible and work as a team member.
- Demonstrated ability to work independently.
- Must be able to travel between boroughs.
- Interest and proclivity in working within a multi-disciplinary framework.

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

Please submit a (1) cover letter, (2) resume and (3) references via email to Atossa Movahedi, Esq., Director of Legal Services & Development [at amovahedi@urbanjustice.org](mailto:amovahedi@urbanjustice.org). Please write "**STAFF ATTORNEY-FAMILY + IMMIGRATION LAW**" in the subject heading.

We regret that due to high volume, we are unable to respond to inquiries and will only contact those candidates selected for consideration. Please do not contact us via telephone or fax. People of color, LGBTQ individuals, and individuals with disabilities are encouraged to apply. The Urban Justice Center is an equal opportunity employer.

**ASSOCIATE ATTORNEYS
SOUTHERN ENVIRONMENTAL LAW CENTER
ASHEVILLE, NORTH CAROLINA
BIRMINGHAM, ALABAMA**

The Southern Environmental Law Center is currently accepting applications for associate attorney positions in four of its offices. This entry-level position is open to third-year law students, recent law graduates, and practicing attorneys, and we are considering candidates who can start any date between now and early fall 2018. The office locations are:

Asheville, NC
Birmingham, AL

This is an excellent opportunity to be part of an organization that is successfully addressing some of the most important and challenging environmental and public health issues in the Southeast and the nation. Associates gain valuable experience and knowledge working with more senior attorneys on litigation and legal advocacy in state and federal courts and before regulatory agencies. The term for these associate positions is two years with the option for a third year.

About SELC: SELC is celebrating its 30th anniversary this year. With nine offices across the region (Charlottesville, VA; Chapel Hill, NC; Atlanta, GA; Charleston, SC; Washington, DC; Birmingham, AL; Nashville, TN; Asheville, NC; and Richmond, VA), SELC is widely recognized as the Southeast's foremost environmental organization and regional leader. SELC works on a full range of environmental issues to protect the South's natural resources and the health and well-being of its people. Although its regional focus is the Southeast, much of its work is national in scope and impact.

SELC works in Congress and state legislatures to inform environmental laws; in regulatory agencies to implement environmental laws and policies; and in the courts to enforce the law, stop the worst abuses, and set important precedents. The organization works collaboratively with more than 100 national, state, and local groups to enhance their efficacy and achieve common conservation goals. It currently has a staff of over 130 individuals, with over 70 attorneys, including some of the nation's leading experts in their respective fields. Additional information regarding our work and staff is available at www.southernenvironment.org.

SELC prides itself on collegiality, teamwork, and mutual respect among its staff and board. We seek to bring these same values to our work in partnership with organizations, communities, and people of all backgrounds that share our mission to protect the environment of the South. The South has a rich natural diversity and an equally rich cultural diversity. To better fulfill its mission, SELC is committed to broadening the diversity of its staff. We believe this will strengthen our organization and our effectiveness in responding to the many environmental challenges affecting the South and its people.

Qualifications and Compensation: These entry-level positions are open to recent law graduates and practicing attorneys. A strong academic background and commitment to SELC's mission are required. Litigation experience or background in environmental law is preferred. Salary is \$67,000 – 73,000 depending on experience and includes an excellent benefits package. Interested persons should apply now.

To Apply: If you have these qualifications and are seeking one of the most interesting, challenging, and rewarding environmental advocacy positions available, please send your letter of interest, résumé, law school transcript (with date of birth and social security number redacted), and at least three references to each of the offices in which you are interested:

Asheville, NC Office: Laura LaFleur, Southern Environmental Law Center, 48 Patton Avenue, Suite 304, Asheville, NC 28801, or email to WNCJobs@selcnc.org. Please include “NC-Asheville Associate Attorney Application” in the subject line.

Birmingham, AL Office: Nicole Daly, Southern Environmental Law Center, 2829 2nd Ave. S., Suite 282, Birmingham, AL 35233 or email to ALjobs@selcal.org. Please include “AL Associate Attorney Application” in the subject line.

SELC is an Equal Opportunity Employer and strongly encourages applications from persons of all backgrounds.

**SENIOR ATTORNEY
SOUTHERN ENVIRONMENTAL LAW CENTER
CHARLOTTESVILLE, VIRGINIA**

The Southern Environmental Law Center is seeking a senior attorney with seven or more years of experience for its Charlottesville, Virginia office. This is an excellent opportunity to join an organization that is successfully addressing some of the most important and challenging environmental issues facing the Southeast and the nation.

About SELC: SELC is celebrating its 30th anniversary this year. With nine offices across the region (Charlottesville, VA; Chapel Hill, NC; Atlanta, GA; Charleston, SC; Washington, DC; Birmingham, AL; Nashville, TN; Asheville, NC; and Richmond, VA), SELC is widely recognized as the Southeast’s foremost environmental organization and regional leader. SELC works on a full range of environmental issues to protect the South’s natural resources and the health and well-being of its people. Although its regional focus is the Southeast, much of its work is national in scope and impact.

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The Position and Qualifications: SELC’s work is focused in five program areas: energy and healthy air, transportation and land use, clean water, coast and wetlands, and forest protection. This attorney will have significant responsibility, commensurate with experience, for work in one or more of these program areas. Work will include development and pursuit of litigation in state and federal courts, advocacy in state and federal administrative proceedings, and policy analysis and development in various settings at the state and federal levels.

We seek an attorney with strong litigation skills, strong work ethic, and a sense of initiative. The ideal candidate will be a skilled and multi-faceted lawyer with excellent academic credentials, litigation experience, a background in environmental law, strong communication and interpersonal skills, a demonstrated ability to work well in a collegial setting, and a strong personal commitment to SELC’s

mission. We particularly seek candidates with extensive litigation experience. A background in environmental law is desired but not essential for this position.

Compensation: SELC offers salaries competitive with leading national environmental non-profits, and an excellent benefits package.

To Apply: If you have these qualifications and are seeking one of the most interesting, challenging, and rewarding environmental advocacy positions available, please send your letter of interest, résumé, law school transcript (with date of birth and social security number redacted), and at least three references to Katie Storer, Southern Environmental Law Center, 201 West Main Street, Suite #14, Charlottesville, VA 22902 or email VAjobs@selcva.org. PLEASE INCLUDE "VA SENIOR ATTORNEY APPLICATION" IN THE SUBJECT LINE.

SELC is an Equal Opportunity Employer and strongly encourages applications from persons of all backgrounds.

**STAFF ATTORNEY
COMMISSION ON IMMIGRATION/PROBAR
HARLINGEN, TEXAS**

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

Education: Doctoral Degree (JD, PhD)

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

To Apply, please go to:

https://www.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&job_id=11928

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

**LEGAL OFFICER
TRUSTLAW
SAN FRANCISCO or LOS ANGELES, CALIFORNIA**

The **Thomson Reuters Foundation** stands for free, independent journalism, human rights, women's empowerment, and the rule of law. We expose corruption worldwide and play a leading role in the global fight against human trafficking. We use the skills, values, and expertise of Thomson Reuters to run programmes that trigger real change and empower people around the world, including free legal assistance, journalism and media training, coverage of the world's under-reported stories, and the Trust Conference.

We have offices in 14 countries. We speak 35 languages. We work in partnership with journalists, law firms, social enterprises, NGOs and human rights leaders to foster socio-economic progress and strengthen the rule of law around the world.

TrustLaw is the Thomson Reuters Foundation's global pro bono service that connects NGOs and social enterprises with the best law firms around the world. Launched in 2010, TrustLaw has grown to include over 4,000 members in 175 countries, including over 750 law firms and in-house legal teams and over 3,250 NGO and social enterprise members. Our mission is to spread the practice of pro bono worldwide to drive social change.

Requests from our members for pro bono legal advice range from everyday commercial matters (corporate structuring, IP, non-profit governance or employment advice) to large scale, cross-border research programmes on complex social or policy issues. See our publications [here](#) on issues such as human trafficking and slavery, domestic violence, health and social innovation.

The Foundation is seeking a highly skilled lawyer, to work as part of a global team, to help further expand and strengthen our award-winning TrustLaw programme in North America.

The successful candidate will:

- Handle pro bono requests from our community of NGOs and social entrepreneurs from start to finish: working with our members to scope their legal needs and define their requests for advice and assistance, placing projects with lawyers and following up with the parties involved.
- Scope, structure and help to manage cross-border legal research programmes that address the complex social and policy issues our NGO and social enterprise members work to tackle.
- Develop TrustLaw's relationships with our law firm and in-house legal team members, particularly those based in North America, and facilitate their engagement with the service.
- Support the growth of our legal membership by helping to recruit the strongest law firms and corporate in-house legal teams in the region.
- Represent TrustLaw and the Thomson Reuters Foundation by speaking publicly about our work to diverse audiences at conferences and other speaking engagements.
- Support the team on thought leadership projects including the **TrustLaw training courses** and **TrustLaw Index of Pro Bono**.
- Support the legal team to advise on the Foundation's internal legal matters.

Key requirements:

- A qualified lawyer with at least 1 year of legal experience and a good understanding of the commercial legal industry in North America.
- An excellent communicator, fluent in English, with first-class written and verbal communication skills who will confidently present the TrustLaw service to professionals from diverse cultures. Additional proficiency in Spanish is strongly preferred.
- Experience and/or a demonstrated interest in the legal pro bono sector, with knowledge of key global pro bono trends.
- A highly motivated self-starter with an ability to work independently, contribute ideas to the team and drive projects to completion.
- A confident public speaker and strong networker.
- An ability to work quickly and to a high standard under pressure and to juggle multiple tasks to meet tight deadlines.

Desirables:

- Experience working on social or policy issues.
- Experience with social entrepreneurship.
- Proficiency in Spanish.

At Thomson Reuters, we believe what we do matters. We are passionate about our work, inspired by the impact it has on our business and our customers. As a team, we believe in winning as one - collaborating to reach shared goals, and developing through challenging and meaningful experiences. With more than 45,000 employees in more than 100 countries, we work flexibly across boundaries and realize innovations that help shape industries around the world. Making this happen is a dynamic, evolving process, and we count on each employee to be a catalyst in driving our performance - and their own.

To apply and for further information on the role is available [here](#).

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under country or local law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

**STAFF ATTORNEY
CENTRAL AMERICAN RESOURCE CENTER
REMOVAL DEFENSE - LA LEGAL DEPARTMENT
LOS ANGELES, CALIFORNIA**

The Central American Resource Center (CARECEN) seeks a bilingual staff attorney to represent adult detainees in their removal proceedings. This is a full-time position based in CARECEN's Los Angeles Office.

Organizational Background: CARECEN was founded in 1983 by Salvadoran refugees and other human rights activists who worked to secure legal status for the thousands of Central Americans fleeing civil war. Today, CARECEN's mission is to promote the human and civil rights of Central Americans and all immigrant communities through legal and educational services, and by advocating and organizing to transform immigration and education policies. CARECEN is committed to coordinating a community response to serve the needs of unaccompanied minors fleeing violence in Central America.

The CARECEN Legal Department offers a dynamic work environment for passionate, social justice-oriented advocates. Our legal program provides direct legal representation to thousands of clients each year seeking family-based immigration assistance, citizenship, asylum, Special Immigrant Juvenile Status (SIJS), VAWA, T and U visas, Deferred Action for Childhood Arrivals, Temporary Protected Status, NACARA, and other relief, both affirmatively and in immigration court. In addition to direct representation, CARECEN engages in advocacy at the local and national levels on the issues of immigration reform, combating *notario* fraud, and advocating for the legal and non-legal needs of the Pico-Union community of Los Angeles.

Job Summary: The Staff Attorney represents adult detainees in removal proceedings before the Adelanto Immigration Court. This includes representation in bond and merits hearings before the Immigration Court and affirmative applications before USCIS. The Staff Attorney will work under the supervision of a managing attorney, handling all aspects of client's cases, including appeals to the

Board of Immigration Appeals if necessary. The Staff Attorney will assist in coordinating referrals for medical, mental health or educational services for clients, as necessary. The Staff Attorney is responsible for complying with data and program reporting requirements and supervising legal assistants and their assignments.

Job Requirements:

- Juris Doctor degree with active bar membership (California strongly preferred)
- Fluency or high proficiency in Spanish (testing administered)
- Minimum 2 years removal defense experience
- Strong case management, legal research, and writing skills
- Ability to manage time-intensive caseload
- Competence in and dedication to working with others of diverse cultural, geographic, and economic backgrounds, including children with a history of severe trauma
- Commitment to immigrants' rights and the mission of CARECEN

Salary and Benefits: Salary DOE. This is a full-time, salaried position. The position includes a generous benefits package including, medical, dental, and vision.

Application Deadline: Candidates are encouraged to apply immediately.

To Apply: Please email cover letter, resume, three references, and brief writing sample (maximum 10 pages) to Camila Alvarez (calvarez@carecen-la.org). Candidates are urged to be specific regarding level of Spanish fluency in the cover letter. Only those applicants selected for interviews will be contacted. Principals only; no search firms or legal recruiters (no exceptions). No inquiries.

CARECEN is an Equal Opportunity Employer. All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, or sexual orientation, in accordance with requirements of Federal and State laws.

**STAFF ATTORNEY
CENTRAL AMERICAN RESOURCE CENTER
CARCEN - LA LEGAL DEPARTMENT
LOS ANGELES, CALIFORNIA**

The Central American Resource Center (CARECEN) seeks a bilingual staff attorney to represent unaccompanied children in removal proceedings. This is a full-time position.

Organizational Background: CARECEN was founded in 1983 by Salvadoran refugees and other human rights activists who worked to secure legal status for the thousands of Central Americans fleeing civil war. Today, CARECEN's mission is to promote the human and civil rights of Central Americans and all immigrant communities through legal and educational services, and by advocating and organizing to transform immigration and education policies. CARECEN is committed to coordinating a community response to serve the needs of unaccompanied minors fleeing violence in Central America.

The CARECEN Legal Department offers a dynamic work environment for passionate, social justice-oriented advocates. Our legal program provides direct legal representation to thousands of clients each year seeking family-based immigration assistance, citizenship, asylum, Special Immigrant Juvenile Status (SIJS), VAWA, T and U visas, Deferred Action for Childhood Arrivals, Temporary Protected Status, NACARA, and other relief, both affirmatively and in immigration court. In addition to direct

representation, CARECEN engages in advocacy at the local and national levels on the issues of immigration reform, combating *notario* fraud, and advocating for the legal and non-legal needs of the Pico-Union community of Los Angeles.

Job Summary: The Staff Attorney represents unaccompanied minors in removal proceedings before the Los Angeles Immigration Court. This includes representing children in state court to obtain predicate orders related to Special Immigrant Juvenile Status, as well as representation in Immigration Court and before USCIS. The Staff Attorney will work under the supervision of a managing and supervising attorney, handling all aspects of client's cases, including appeals to the Board of Immigration Appeals if necessary. The Staff Attorney will assist in coordinating referrals for medical, mental health or educational services for clients, as necessary. The Staff Attorney is responsible for complying with data and program reporting requirements and supervising legal assistants and their assignments.

Job Requirements:

- Juris Doctor degree with active bar membership (California strongly preferred)
- Fluency or high proficiency in Spanish (testing administered)
- Experience in immigration law
- Strong case management, legal research, and writing skills
- Ability to manage time-intensive caseload with numerous
- Competence in and dedication to working with others of diverse cultural, geographic, and economic backgrounds, including children with a history of severe trauma
- Commitment to immigrants' rights and the mission of CARECEN

Salary and Benefits: Salary DOE. This is a full-time, salaried position. The position includes a generous benefits package including, medical, dental, and vision.

Application Deadline: Candidates encouraged to apply immediately.

To Apply: Please email cover letter, resume, three references, and brief writing sample (maximum 10 pages) to Camila Alvarez (calvarez@carecen-la.org). Candidates are urged to be specific regarding level of Spanish fluency in the cover letter. Only those applicants selected for interviews will be contacted. Principals only; no search firms or legal recruiters (no exceptions). No inquiries.

CARECEN is an Equal Opportunity Employer. All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, or sexual orientation, in accordance with requirements of Federal and State laws.

**STAFF ATTORNEY
BROOKLYN DEFENDER SERVICES FAMILY DEFENSE PRACTICE
BROOKLYN, NEW YORK**

Brooklyn Defender Services Family Defense Practice (BFDP) seeks a staff attorney to begin immediately. BFDP represents low-income parents in child welfare and related family court cases in Brooklyn Family Court. Through holistic representation in an interdisciplinary setting, BFDP helps families obtain the benefits and services they need to keep their families safe and stable. BFDP also advocates for parents' due process rights by fighting unwarranted state intervention in their lives. The office also advocates for systemic change in the family court and child welfare systems.

BFDP has a high volume and litigation-focused practice. Attorneys spend most of their days in court and frequently conduct hearings and trials, often on an emergency basis. Staff attorneys are expected to provide high-quality and vigorous representation at all court appearances and throughout the course of a case. Staff attorneys work closely with staff social workers and parent advocates to provide interdisciplinary representation that includes assistance on related legal matters, such as housing, immigration, public benefits and domestic violence.

Candidates are expected to be admitted to the NYS Bar or awaiting admission and have excellent litigation and written and oral communication skills. Bi-lingual attorneys are encouraged to apply; in particular BFDP seeks Spanish speaking attorneys.

How to Apply: Please send a resume and cover letter to jobs.bfdp@bfdp.bds.org including **Staff Attorney** on the Subject Line

SOCIAL WORKER
BROOKLYN DEFENDER SERVICES FAMILY DEFENSE PRACTICE
BROOKLYN, NEW YORK

Brooklyn Defender Services is an interdisciplinary law office that represents almost 40,000 indigent clients arrested each year with specialized legal services for young clients and those with immigration issues. The Family Defense Practice (BFDP) represents parents in child welfare cases in Brooklyn Family Court. BFDP advocates for clients who have diverse, complex and multi-faceted needs in a high volume and very face-paced setting. BFDP seeks a social worker to become part of the out of court advocate team of social workers and parent advocates.

Social workers team up with attorneys and parent advocates to provide comprehensive legal representation to our clients. They advocate for clients at agency case conferences, conduct client assessments, do crisis intervention management, develop service plans for clients, work closely with attorneys to determine case strategy, refer clients for services, communicate with service providers about clients' needs, and conduct home visits.

Qualifications: Applicants must have a Master's Degree in Social Work and be licensed or willing and eligible to become licensed. Applicants should possess excellent interpersonal, analytical, writing, and organizational skills and be willing to work as part of a team in a very fast-paced environment. Strong preference will be given to applicants who have experience in mental health issues, family court and/or the child welfare system. Bi-lingual social workers are strongly encouraged to apply; in particular BFDP seeks Spanish speaking applicants. BFDP seeks applicants with 2-5 years' experience.

How to Apply: Salary and benefits are determined based on years and level of experience. Please send a resume and cover letter to Gittel Kagan at jobs.bfdp@bfdp.bds.org. Please include social work position in the subject line.

Candidates selected for interviews will be contacted.

Brooklyn Defender Services is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, gender identity, gender expression, national origin, age, disability, socio-economic status, marital or veteran status, or sexual orientation.

**REMOVAL DEFENSE ATTORNEY
LATIN AMERICAN ASSOCIATION
ATLANTA, GEORGIA**

The attorney is responsible for interviewing and screening non-detained clients in removal proceedings, assessing eligibility for relief from removal, and representing clients before the Executive Office of Immigration Review.

Essential Duties and Responsibilities:

- Interview and screen non-detained clients in removal proceedings, assess eligibility for relief from removal and conduct follow-up and advise as needed
- Interview and screen clients not in removal proceedings, to assess eligibility for affirmative immigration benefits
- Research immigration law, statutory and case law
- Monitor changes in immigration laws as they affect Project clients
- Research country conditions for countries of removal
- Draft and file appropriate court pleadings, including motions and briefs
- Prepare appropriate immigration applications
- Prepare clients and witnesses for hearings
- Represent clients in removal proceedings in Immigration Court
- Supervise paralegal, administrative staff, law student interns and volunteers
- Maintain accurate and orderly records and files
- Maintain statistics of applications and pleadings filed, hearings attended, case outcomes
- Maintain and protect client confidentiality
- Participate in community outreach programs, including conducting presentations to community groups and organizations
- Interface with other immigration advocates, attend meetings as assigned and represent the Project as directed
- Plan, develop, and expand Project services and resources
- Assist in developing funding sources
- Create reports as required by grant
- Comply with all Project grant and Department policies and procedures
- Be sensitive to the needs of low income and culturally diverse clients
- Perform other related duties and tasks as necessary or as assigned

Qualifications:

- **Fluency in English AND Spanish is REQUIRED.**
- J.D. degree from an accredited law school is REQUIRED.
- Member in good standing of bar of U.S. State
- Previous supervisory experience
- Minimum 2 years of experience in immigration law desired
- Strong written and oral advocacy skills
- Good communication and interpersonal skills
- Sensitive to the needs of low-income and culturally diverse clients
- Previous experience working in a non-profit or pro bono setting or with a legal services organization
- Demonstrated dedication to working in a non-profit setting or pro bono capacity
- Must have reliable transportation.

Applicant may be required to successfully pass a background check, including education verification, licensure verification, criminal history and DMV history, as a condition of employment.

Interested candidates should send a cover letter, writing sample and resume to Jessica Daman at jdaman@thelaa.org.

**STAFF ATTORNEY
CATHOLIC LEGAL IMMIGRATION NETWORK, INC.
LOS ANGELES, CALIFORNIA**

The Catholic Legal Immigration Network, Inc. (CLINIC), a nonprofit legal services organization, has an opening for a staff attorney in Los Angeles. The attorney will provide technical assistance and conduct trainings on issues relating to relief from removal for persons in immigration proceedings. The trainings and technical assistance will be targeted to nonprofit agency staff and pro bono attorneys who are representing low income immigrants, including those in detention. Applicants should have prior experience in removal defense and be familiar with court proceedings, bond hearings, asylum, cancellation of removal, and waivers. The attorney will work with other staff in CLINIC's Defending Vulnerable Populations project and will report to Project Manager Michelle Mendez.

Requirements:

- Law degree (J.D.)
- Admission to practice law in any state and/or the District of Columbia
- 4+ years immigration law practice experience with specialty in removal defense
- Excellent English oral and written communication skills
- Prior experience in public speaking

This is a two-year position. The location is Los Angeles.

Salary and Benefits: Salary is commensurate with experience. Benefits include health, dental, vision, and life insurance, retirement plan, and generous leave benefits.

To Apply: Qualified and interested candidates should submit a resume, cover letter, writing sample, and salary requirements. Submit materials to: CLINIC, Attn: Fanette Jones, at https://workforcenow.adp.com/jobs/apply/posting.html?client=clinicinc&jobId=214226&lang=en_US&source=CC3 No phone calls please.

Visit our webpage at: www.cliniclegal.org to review other job openings. Only candidates selected for interview will be contacted directly.

CLINIC is an Equal Opportunity Employer; women, minorities, immigrants are encouraged to apply.

**SUMMER 2018 LEGAL/POLICY INTERNSHIP
CAMPAIGN FOR SMART JUSTICE
NEW YORK, NEW YORK**

For nearly 100 years, the ACLU has been our nation's guardian of liberty, working in courts, legislatures, and communities to defend and preserve the individual rights and liberties guaranteed by the Constitution and laws of the United States. Whether it's ending mass incarceration, achieving full equality for the LGBT community, establishing new privacy protections for our digital age, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach. With more than a million

members, activists, and supporters, the ACLU is a nationwide organization that fights tirelessly in all 50 states, Puerto Rico, and Washington, D.C., for the principle that every individual's rights must be protected equally under the law, regardless of race, religion, gender, sexual orientation, gender identity or expression, age, disability, national origin, record of arrest or conviction.

Internship Overview: The ACLU's Campaign for Smart Justice is committed to realizing a new criminal justice system – one that is substantially smaller than its current size while also keeping communities safe, advancing racial justice, treating people fairly, and using fiscal resources wisely. The ACLU's Campaign for Smart Justice works with partners to build a movement for social change and win state-based reforms needed to cut the size of our nation's incarcerated population by 50 percent. The Campaign is committed to advancing both decarceration and racial justice. The issue of mass incarceration is ripe for bipartisan involvement, and the ACLU works collaboratively with groups across the political spectrum to achieve our goal of ending mass incarceration.

The ACLU's Campaign for Smart Justice seeks interns for the Summer of 2018. The internship is full-time and requires a 12-week commitment. A modest stipend is available for those students who do not receive outside funding and/or course credit.

Roles and Responsibilities:

- Conduct legal and policy research;
- Research and analyze opportunities for decarceration in states and localities across the country;
- Participate in discussions with the Campaign team on building and supporting strategic legislative and advocacy campaigns;
- Conduct research on state legislation, including the impact of previously passed legislation;
- Develop advocacy materials including reports and briefers, for use by the Campaign.

Experience and Qualifications:

- Passion for and demonstrated commitment to criminal justice reform and racial justice.
- Personal experience being incarcerated or in other ways entangled with the criminal justice system, preferred;
- Excellent analytical, research and communication skills;
- Ability to clearly and succinctly memorialize research in writing;
- Must be self-motivated and demonstrate the initiative to see projects through to completion;
- Experience with criminal justice issues, policy advocacy, public education, community organizing, and/or legislative lobbying, preferred;
- Strong commitment to civil rights and civil liberties issues.

How to Apply: Please send a cover letter and resume to hrjobsCSJ@aclu.org. Reference **[Summer 2018 Legal/Policy Internship Campaign for Smart Justice at ACLU]** in the subject line.

Applications will be accepted until the position is filled. Please indicate where you learned of this job posting.

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 reserves the right to change the job description and/or posting at any time without advance notice.

ACLU is an equal opportunity employer.

**2018-2020 NEW YORK PRO BONO FELLOWSHIP
HUNTON & WILLIAMS
NEW YORK, NEW YORK**

The law firm of Hunton & Williams invites qualified individuals to apply for a two year pro bono fellowship based in its New York office. Applicants must have a demonstrated commitment to a career in public interest law and be admitted to the New York State Bar. The fellow will focus on representing immigration clients through two referral organizations, Kids in Need of Defense (KIND) and the Legal Aid Society of New York. The fellow will also be asked to partner with lawyers in the firm's New York office on pro bono cases. We expect that the fellow will work two days per week in each of KIND's and the Legal Aid Society's offices and one day per week at Hunton & Williams.

The firm intends to fully integrate the fellow into Hunton & Williams, with opportunities available to the fellow for legal training, professional development and social participation that are open to associates at the firm.

Length of Fellowship Program: Two year program (March 2018–April 2020)

Location: Offices of Hunton & Williams LLP, New York office (MetLife Building at 200 Park Avenue), Kids in Need of Defense (KIND) (252 W. 37th Street, Suite 1500), Legal Aid Society of New York (199 Water Street)

Reporting: Assigned to Hunton & Williams Litigation Team, reporting to a Litigation Team partner

Compensation: Salary competitive with the entry level for legal aid and public interest staff attorneys; school loan repayment program; benefits comparable with those afforded to Hunton & Williams' associates.

[Click here to apply to this position.](#)

Job #18-0014 (If you wish to submit an application, this number will be necessary for your online submission.)

Interested applicants should apply online and upload a resume, include a law school transcript, a cover letter explaining your interest in the position and desire to pursue a career in public interest law, and a list of at least three references. Admission to the New York bar and prior experience representing immigration clients is required. Spanish language proficiency is strongly preferred. Applications should be submitted no later than February 15. Interviews will be scheduled in February in the offices of Hunton & Williams, New York.

If you have questions about this position or the application process, please contact [Elizabeth Sarguez](#), Lawyer Recruiting and Development Administrator.

If you require accommodation or assistance to complete the online application process, please contact [Heidi Leathers](#), Regional Lawyer Recruiting and Development Manager, +1 214 871 4672, and 1445 Ross Avenue, Suite 3700, Dallas, TX 75202-2799. When you contact Heidi Leathers, please identify the type of accommodation or assistance you are requesting. We will assist you promptly.

EEO/drug-free workplace/E-Verify participant/Female/Minority/Veteran Disability.

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