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PUBLIC INTEREST JOBS CLEARINGHOUSE

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January 2019

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LEGAL POSITIONS

DEPUTY DIRECTOR
LEGAL RESOURCE CENTER ON VIOLENCE AGAINST WOMEN

Are you looking for a chance to make a difference in an organization committed to social change? The Legal Resource Center on Violence Against Women [LRC] is a small, nonprofit organization devoted to improving legal representation for domestic violence survivors in interstate custody cases. The LRC’s major initiatives include the following: providing training and technical assistance to attorneys, victim advocates, court personnel, and others; helping survivors find attorneys in interstate cases; developing a referral network of qualified attorneys to represent survivors in interstate cases; and providing legal information to the public. If you are a dynamic, positive person with a sense of initiative and an ability to get things done, we need your help!

The LRC’s Deputy Director will be involved in virtually every activity we undertake, working closely with the Executive Director, the Project Coordinator, board members, and volunteer staff. We are seeking a hard-working, organized colleague who would like to join our compassionate staff. Consider the following:

- Have you represented domestic violence survivors for at least three years in civil legal proceedings?
- Have you trained attorneys, judges, or victim advocates on a complex area of law?
- Have you drafted legal documents?
- Have you managed a non-profit or other organization and had experience with federal and foundation grants?
- Have you had experience with budgeting, accounting, and grant writing?
• Do you have the patience and good humor to complete administrative tasks efficiently and with attention to detail?
• Are you people-savvy and tech-savvy?
• Can you handle multiple tasks independently?
• Are you interested in a job that allows you to work as part of a committed team as well as autonomously on your own?
• Can you complete all of the tasks involved in non-profit management and deliver excellent customer service in a job share situation (working twenty hours a week)?

This is a part-time position located in Takoma Park, Maryland (near Washington, D.C. and accessible to the metro). J.D. required. The position has an approximate start date of October 1, 2019 and is contingent on grant funding.

We offer a generous benefits package including vacation leave, sick leave, health insurance, dental insurance, a 403(b) retirement plan, and a salary that is competitive for non-profit organizations. EEO employer.

Please send a cover letter, resume, and writing sample to us at lrcpcjobsearch@gmail.com by January 18, 2019 and indicate what languages you speak. Professional references will be required at a later stage of the hiring process.

ATTORNEY
OFFICE OF CONGRESSIONAL ETHICS

The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks an attorney with 1-3 years’ experience to serve as Investigative Counsel. The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of ethical standards of conduct by current Members, Officers and Staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

Core Responsibilities:

• Review information received by OCE, discern possible violations, and identify facts requiring further investigation
• Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases
• Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broader legal and policy issues involved in the operations of OCE

Qualifications:

• Experience auditing large sets of data and providing detailed analysis
• Advanced proficiency in development and use of electronic databases, and other computer skills including knowledge of current information technology tools related to investigations
• Investigative experience in high-profile and sensitive matters; experience with investigations involving public officials is desirable but not required
• Strong legal judgment
• Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise and persuasive manner
• Thoroughness and careful attention to detail
• Strong oral and written communication skills
Ability to:

- work independently or as part of an investigative team
- manage multiple tasks and projects
- work well under pressure and tight time deadlines
- exercise discretion and independent judgment

Duties:

- Reviewing large sets of data across multiple databases in order to analyze, develop, and provide detailed reports of findings
- Identifying information to substantiate or disprove allegations and assess the likely sources of that information
- Collecting and reviewing documents, electronic media and physical evidence
- Interviewing witnesses and subjects
- Preparing memoranda of interviews and reports of investigations
- Performing other duties as assigned

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Instructions:

Please send cover letter and resume (electronic submissions preferred) to: Omar S. Ashmawy Staff Director and Chief Counsel Office of Congressional Ethics United States House of Representatives P.O. Box 895 Washington, DC 20515-0895 OCEJOB@mail.house.gov

ATTORNEY
CHAIRMAN OF SENATE COMMITTEE

The Chairman of a Senate Committee is seeking an attorney with four or more years of litigation or policy experience to serve as an environmental counsel. Prior experience working on Capitol Hill or in the Executive Branch required. This is an exempt, full-time position, and salary will be commensurate with experience. Responsibilities include advising the Committee on one or more environmental statutes including the Clean Water Act and NEPA; developing legislative proposals and strategy, and planning and conducting hearings; following the policy activities of the Environmental Protection Agency, the Council on Environmental Quality, and state environmental agencies; and performing other duties as assigned. Qualifications: J.D. degree with top academic credentials; four or more years of litigation or policy experience; experience analyzing regulations, case law, and statutes; excellent oral and written communication skills; strong leadership and organizational skills; ability to work well under pressure and deadlines; strong interpersonal skills, team player; commitment to public service; thorough knowledge of the legislative process; and availability to work long hours when needed.

Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.

POLICY ANALYST OR STAFF ATTORNEY
NATIONAL EMPLOYMENT LAW PROJECT

The National Employment Law Project (NELP) seeks a dynamic and skilled person to join our Work Equity and Social Insurance teams to advance NELP’s programs and policy campaigns. We are seeking someone with 3-5 years’ experience in promoting work and racial equity, working in partnership with Black-led organizations, and
with an understanding of social insurance policies. The policy analyst or staff attorney will work within NELP to support racial equity through our work with Black-led and anti-racist organizations and through our social insurance proposals.

Who We Are:

NELP is a national non-profit with offices in New York, Washington, D.C., Seattle, and Berkeley, promoting federal, state, and local policies designed to ensure that all workers—particularly people of color, women and the unemployed—can achieve and sustain economic opportunity and security through their labor. These include policies to improve the quality of low-wage jobs, strengthen access to work and mobility within work, create and enforce strong labor standards and rights, and improve benefits and services for the unemployed. NELP believes that we will achieve our mission only when we have dismantled structural racism, addressed income inequality, and built worker power. In collaboration with national and grassroots partners, NELP advances its work through research, advocacy, litigation support and technical assistance designed to raise wages, end wage theft and workplace violations, ensure safe and healthy workplaces, strengthen unemployment insurance and workers’ compensation, secure employer accountability, expand employment of people with arrest and conviction records, and promote a comprehensive policy framework to build a good jobs economy. For more information, see www.nelp.org.

As advocates for workers’ rights, including the right to organize and bargain over working conditions, bargaining unit staff at NELP are members of Local 2320, UAW.

What You Will Do:

You will work in conjunction with NELP’s staff of lawyers, policy and program experts, researchers, and strategic communications experts. The Work Equity and Social Insurance teams partner with grassroots organizing groups and reformers to test new models and promote policies in the states and cities that will respond to the pressing issues of the U.S. labor market, laying the foundation for federal reform. Your work will include supporting the following:

- Deepening our racial equity framework and approaches, through cross-team participation and analysis of policies related to occupational licensing of people with arrest and conviction records, increasing access to quality jobs for Black workers, and social insurance programs.
- Researching work equity and social insurance policies through a racial equity lens;
- Providing state partners with technical assistance and capacity-building support;
- Exploring innovative social insurance and work equity policies that build worker power, dismantle structural racism, and address income inequality;
- Fighting back against rollbacks of core labor and employment rights at the federal, state and local level; and eliminating loopholes that exclude immigrants, people of color, and contingent and temporary workers from core protections.

You will be based in NELP’s Berkeley, CA, Washington, D.C., or New York City office and will be responsible for the following:

- Supporting NELP’s racial equity/social insurance policy work and campaigns with key constituencies, allied organizations, and policymakers;
- Assisting with research and advocacy related to unemployment insurance and other social insurance issues; occupational licensing of people with records; pre-apprenticeships and apprenticeships; occupational segregation;
- Drafting reports and educational materials;
- Collaborating to create strategic communications around policy work;
- Engaging in a workplace culture where all team members grow and develop professionally;
• Actively contributing to NELP’s work in becoming an anti-racist organization that reflects and embodies internally the values of social justice, diversity, and inclusion.

**Who You Are:**

Ideally, you have 3-5 years’ experience. We do not expect that candidates will have this full range of experience, but the ideal candidate would have the following experience:

- You have strong experience in developing and applying an equity framework to programmatic and policy work.
- You have real interest in and commitment to developing expertise in racial equity and social insurance policies, including unemployment insurance, retirement security, and home care and health coverage.
- You have demonstrable experience and knowledge in working in partnership with anti-racist and/or Black-led organizations.
- You have experience and a commitment to labor and employment rights, civil rights and racial justice, or other economic justice issues.
- You have excellent written and oral communication skills and are able to create materials for a wide-range of audiences.
- You are skilled at aggregating and synthesizing complex information and concepts.
- You are able to manage multiple projects simultaneously.
- You have experience working in the Deep South, and/or with worker centers or other community-based organizations.
- You have experience working in an advocacy organization or public agency focused on labor law and policy, labor unions, or workers’ rights.

**Start Date, Location, Compensation and Benefits:**

This is a two-year contract position that will be based in Berkeley, CA or Washington D.C. We will also consider candidates based in New York City. Start date will be as soon as possible. Classification and compensation for NELP bargaining unit positions is commensurate with relevant experience and education and based on NELP’s collectively bargained scales. The Staff Attorney salary range for 3-5 years’ experience is $69,200 - $75,200. The Policy Analyst salary range for 3-5 years’ experience is $58,100 – $67,450. Compensation also includes an excellent benefits package, including student loan repayment assistance for qualifying participants. This position is in NELP’s bargaining unit, represented by National Organization of Legal Service Workers, UAW Local 2320.

**To apply:**

Email cover letter, resume, writing sample and three references to jobs@nelp.org, noting “Work Equity and Social Insurance Policy Analyst or Staff Attorney” in the subject line. If you have questions regarding this announcement, please forward those to jobs@nelp.org, noting “Work Equity and Social Insurance Policy Analyst or Staff Attorney” in the subject line. No phone calls or other email inquiries please. We will consider applications on a rolling basis. **Applications due by January 9, 2019.**

NELP is a 501(c)(3) non-profit organization and an equal opportunity, fair chance, affirmative action employer, committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to 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.
The Asylum Seeker Advocacy Project at the Urban Justice Center (ASAP) seeks an Immigration Staff Attorney to join our team! The Immigration Staff Attorney will join ASAP to help grow our innovative online Community Legal Center for over 3,000 asylum-seeking families in deportation proceedings. The Immigration Staff Attorney will provide know-your-rights information in the community, develop *pro se* resources, and provide emergency legal assistance to asylum seekers at a distance. The Immigration Staff Attorney must be fluent in both English and Spanish, highly organized, and flexible.

This position is full-time with excellent benefits. Applicants available to work in Chicago, the DC/Northern Virginia area, and New York City are preferred, but interested candidates based elsewhere who wish to work remotely are also encouraged to apply!

**About ASAP:**

ASAP works to prevent the deportation of asylum-seeking families through community support and emergency legal aid. We provide rapid representation at a distance, reaching families who could not otherwise access legal services in the United States. Since our founding in 2015, ASAP has prevented the imminent deportation of more than 400 asylum seekers across the country, connected more than 3,000 asylum seekers through a supportive online Community Legal Center, and mobilized hundreds of volunteers. ASAP's clients and founders have been featured in numerous publications, including the New York Times, TIME Magazine, and the Chicago Tribune.

**Primary Responsibilities:**

- Provide know-your-rights information and referrals to asylum seekers in ASAP’s online Community Legal Center; communicate regularly with community members.
- Provide legal assistance to asylum seekers in removal proceedings, including filing motions to change venue, asylum applications, and notices of appeal.
- Draft motions, letters, and other legal documents.
- Develop *pro se* written and video resources.
- Develop and execute plans to grow and improve the online Community Legal Center.
- Maintain careful and accurate case management records.
- Supervise the legal work of paralegals, interns, and volunteers.
- Perform administrative tasks as necessary.

**Qualifications:**

- Spanish and English fluency required.
- Asylum or immigration law experience strongly preferred.
- Extreme attention to detail.
- Strong interpersonal skills.
- Ability to work independently and in high-pressure situations.
- Excellent writing.
- Ability to think creatively and be flexible.
- Comfort with technology and ability to problem-solve in the face of technical challenges.
- Must have a J.D. and be a member of a bar association or have an application pending.
- Commitment to ASAP’s mission of preventing deportations of asylum seekers across the United States.
Salary and Benefits:

Salary commensurate with experience. ASAP offers excellent benefits including health and retirement plans, a flexible work schedule, and vacation and sick leave. This is a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2230.

How to Apply:

Interested applicants should (1) answer a few short questions at the following link: https://goo.gl/forms/bMG9Ci6o5SWbTZZz1 and (2) send a cover letter, resume, two references, and a writing sample to info@asylumadvocacy.org. Applications will be considered on a rolling basis, and should be submitted no later than January 25, 2019. If you have questions, please email info@asylumadvocacy.org.

ASAP is an equal opportunity employer. ASAP is an affirmative action employer and strongly encourages immigrants, people of color, people with disabilities, LGBTQ people, women, and all qualified persons to apply.

SUPERVISING ATTORNEY
CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON

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

The Supervising Attorney will prepare cases for submission to the US Citizenship and Immigration Services (USCIS), Department of State, Immigration Court and Board of Immigration Appeals. She/he will represent clients before the USCIS Washington District Office, ICE Office of Enforcement and Removal Operations, Immigration Court and Board of Immigration Appeals (BIA), including removal proceedings. The Supervising Attorney will coordinate all aspects of a client's case, including client communication, relevant research, drafting personal statements, preparing immigration forms, writing briefs, drafting court motions and orders, and advocacy with law enforcement and other agencies.

Additionally, the Supervising Attorney will:

- Assist in the supervision of staff attorneys, DOJ-accredited representatives, volunteers, and student interns.
- Provide technical review (i.e., open and periodic single-blind peer review) of filings of legal staff; serve as point person for risk mitigation related to provision of legal advice and counsel.
- Provide in-service training to staff and volunteers on immigration-related skills and knowledge.
- Provide public education in the community, collaborating with other agencies.
- Advise the Program Director on legal issues pertaining to the Immigration Program (including recommendations for staff training opportunities).
- Participate as needed in agency and program-wide data collection, fundraising, training, and strategic planning.
- Participate in meetings with immigration legal service community-based organizations.
- Participate on a regular basis in day-long weekend naturalization workshops.

Prerequisites for the Position:

- Juris Doctor degree and admission to the Bar of any state.
- Three to five years of experience practicing immigration law, to include substantial experience representing individual clients before agencies of the Department of Homeland Security and the Immigration Court (EOIR).
- Advanced proficiency in Spanish and fluency in English (reading, writing and speaking).
- Ability to work both independently and with others to manage a substantial workload with deadline pressures.
- Competence in communicating and interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals experiencing substantial levels of emotional, physical, financial, or other hardship.
- Ability to use basic Microsoft Office programs and online database software.
- Commitment to the mission and goals of Catholic Charities Hogar Immigrant Services.
- Willingness to uphold Catholic moral and social teachings in the workplace.

To Apply:

Please submit your cover letter, resume and salary requirements to jobs@CCDA.net. Incomplete applications will not be considered. No phone calls, please. EOE.

STAFF ATTORNEY
NATIONAL VETERANS LEGAL SERVICES PROGRAM

The National Veterans Legal Services Program (NVLSP) is a high-impact national veterans service organization based in Washington DC. Our mission is to ensure that the government delivers to our nation’s 22 million veterans and active duty personnel the benefits to which they are entitled due to the disabilities that resulted from their military service. NVLSP’s Lawyers Serving Warriors® (“LSW”) program provides free legal representation, through a nationwide pro bono network of private law firms and corporate legal departments, to disabled active duty personnel and veterans and their families. LSW has assisted more than 2,000 disabled veterans through its pro bono network.

NVLSP seeks a full-time staff attorney to handle discharge upgrade cases. LSW’s discharge upgrade program helps veterans apply to upgrade their characterization of service from "Other Than Honorable" (OTH) to a more favorable characterization such as Honorable. The discharge upgrade may help veterans receive VA benefits and health care, improve employment opportunities, and restore reputation and self-esteem. The majority of the clients served through this project have Post-Traumatic Stress Disorder (PTSD), traumatic brain injuries (TBI), or other mental health conditions that are related to military service.

The attorney will review veterans' medical and personnel files to determine merit for pro bono placement, write screening memos for meritorious cases, train pro bono lawyers, mentor cases placed with pro bono law firms, and conduct outreach to veterans at clinics.

Qualifications and Experience:

J.D.; excellent research and writing skills; experience with veterans law and/or military service appreciated.

Opening/Closing Date:

Available immediately; closes when filled. NVLSP has a generous benefits program, with health and pension benefits provided.

Applications:

A cover letter, resume, writing sample, and a list of three references should be e-mailed to Rochelle Bobroff, Director of Pro Bono, at rochelle@nv lsp.org.

All applications will be reviewed in confidence.
NVLSP is an equal opportunity employer.

BILINGUAL ASSOCIATE ATTORNEY
WILKES LEGAL, LLC

Wilkes Legal, LLC, a dynamic, full-service immigration law firm located in Takoma Park, MD has an immediate opening for a Bilingual (Spanish-English) Associate Attorney. The Associate will work under the supervision of the firm’s owner on a wide variety of removal, family and humanitarian-based immigration matters, including, but not limited to, asylum, cancellation of removal, Special Immigrant Juvenile Status (SIJS), family petitions, adjustment of status, consular processing, inadmissibility waivers, naturalization, and T & U Visas. The ideal candidate will have a minimum of 1-2 years of experience in the field of immigration law and will be barred in Maryland. He/she must also be fluent in both oral and written Spanish.

Responsibilities:

- Represent clients before the Immigration Courts, U.S. Citizenship and Immigration Services, and Immigration and Customs Enforcement
- Represent clients before the Maryland Circuit Courts in custody and guardianship matters
- Meet with clients to prepare declarations and assist in gathering evidence to support their cases, as well as to prepare them for Court hearings and USCIS interviews
- Perform legal research and draft legal motions, memos, and briefs

Qualifications:

- Compassion for clients from all walks of life, including survivors of trauma
- Experience litigating before the Immigration Courts
- Superior legal research and writing skills
- Desire to engage with the broader community on advocacy initiatives
- Flexibility and willingness to be a team-player
- One to two years of experience in the field of immigration law
- Licensed to practice law in Maryland
- Bilingual in Spanish & English

Wilkes Legal, LLC is a family-friendly employer offering competitive pay and benefits.

Please send a cover letter and resume to Christina Wilkes at info@wilkeslegal.com. No phone calls please.

CHILDREN/FAMILY LAW STAFF ATTORNEY
AYUDA

Ayuda seeks a Staff Attorney to help low-income immigrant children and survivors of family violence, domestic violence or sexual assault achieve safety and stability in their lives. The Staff Attorney will provide legal representation and advice to children and their caregivers in obtaining predicate orders for those eligible for Special Immigrant Juvenile Status (SIJS). The Staff Attorney will also provide legal representation and advice to immigrant survivors of family violence, domestic violence or sexual assault in obtaining protective orders, custody of their children, third-party custody, child support and divorce. This position is for our soon-to-be opened MD office.

Organizational Profile:

Ayuda is a 501 (c)(3) nonprofit organization dedicated to providing direct legal, social and language access services; education; and outreach to low-income immigrants in the Washington, DC metropolitan area. Since 1973, Ayuda has provided critical services to immigrants and acquired nationally-recognized
expertise in immigration law, language access, domestic violence and human trafficking. Ayuda has office locations in Washington, DC, and Fairfax, VA, with plans to open an office in Montgomery County, MD.

**Why You Want This Job?**

Because, just like everyone at Ayuda, you believe:

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

**What Will This Job Entail?**

- Provide legal representation and advice to immigrant children and their caregivers in obtaining predicate orders in Maryland courts for those eligible for Special Immigrant Juvenile Status (SIJS);
- Provide legal representation and advice to immigrant survivors of family violence, domestic violence or sexual assault in protective orders and family law cases in Maryland courts;
- Advocate on behalf of clients in related criminal matters;
- Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws, regulations and court rules;
- Train area service providers and government agencies, including law enforcement;
- Represent Ayuda at local coalition meetings and participate in local and national advocacy initiatives;
- Conduct outreach presentations to potential clients and partner agencies;
- Collaborate with Ayuda's Social Services staff to ensure the provision of holistic services;
- Assist with preparation of Ayuda's Social Services staff to ensure the provision of holistic services; and
- Other duties as assigned.

**How Do You Know If You Can Do This Job?**

- J.D. or LL.M. from accredited law school required;
- Bilingual Spanish skills required;
- Member in good standing with the MD bar;
- Strong legal, organizational and time-management skills;
- Excellent oral and written communication skills;
- Ability to work independently and as part of a diverse, multidisciplinary team;
- Legal experience in family law a plus;
- Experience working with children or survivors of family violence, domestic violence, sexual assault or other trauma a plus; and
- Demonstrated commitment to social, racial and economic justice.

**Salary and Benefits:**

Commensurate with experience, plus a benefits package that includes medical and dental insurance, as well as an employer-provided retirement match. All federal holidays and closures observed and paid leave for the week of Christmas through New Year’s Day. This position is exempt for overtime purposes.
To Apply:

Interested candidates should send a resume and cover letter to: https://jsco.re/28qlm. Writing samples and unofficial law school transcripts may be requested.

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

Ayuda is an equal opportunity employer. We value a diverse workforce and inclusive culture. It is Ayuda’s policy to be fair and impartial in all relations with employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, marital status, gender identity or expression, disability, sexual orientation, or any other categories protected by federal, state, or local law. We encourage applications from members of underrepresented communities.

Ayuda’s dedication to social justice means that all positions will be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds.

DOMESTIC VIOLENCE/FAMILY LAW STAFF ATTORNEY
AYUDA

Ayuda seeks a Staff Attorney for its Domestic Violence/Family Law Program, which helps low-income immigrants who are survivors of domestic violence or sexual assault achieve safety and stability in their lives. The Staff Attorney will help survivors obtain protective orders, custody of their children, child support and divorce by providing legal representation and advice and will also conduct outreach and training on these topics to immigrant communities and partner organizations. This position is for our soon-to-be opened MD office.

Organizational Profile:

Ayuda is a 501 (c)(3) nonprofit organization dedicated to providing direct legal, social and language access services; education; and outreach to low-income immigrants in the Washington, DC metropolitan area. Since 1973, Ayuda has provided critical services to immigrants and acquired nationally-recognized expertise in immigration law, language access, domestic violence and human trafficking. Ayuda has office locations in Washington, DC, and Fairfax, VA, with plans to open an office in Maryland.

Why You Want This Job?

Because, just like everyone at Ayuda, you believe:

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

What Will This Job Entail?

• Provide legal representation and advice to low-income immigrant survivors of domestic violence, sexual assault or stalking in protective orders and family law cases (child custody, child support and divorce) in Maryland courts;
• Advocate on behalf of clients in related criminal matters;
• Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws, regulations and court rules;
• Train area service providers and government agencies, including law enforcement;
• Represent Ayuda at local coalition meetings and participate in local and national advocacy initiatives;
• Conduct outreach presentations to potential clients and partner agencies;
• Collaborate with Ayuda’s Social Services staff to ensure the provision of holistic services;
• Assist with preparation of grant applications and reports; and
• Other duties as assigned.

How Do You Know If You Can Do This Job?

• J.D. or LL.M. from accredited law school required;
• Bilingual Spanish skills required;
• Member in good standing with the MD bar;
• Strong legal, organizational and time-management skills;
• Excellent oral and written communication skills;
• Ability to work independently and as part of a diverse, multidisciplinary team;
• Legal experience in family law a plus;
• Experience working with survivors of domestic violence, sexual assault or other trauma a plus; and
• Demonstrated commitment to social, racial and economic justice.

Salary and Benefits:

Commensurate with experience, plus a benefits package that includes medical and dental insurance, as well as an employer-provided retirement match. All federal holidays and closures observed and paid leave for the week of Christmas through New Year’s Day. This position is exempt for overtime purposes.

To Apply:

Interested candidates should send a resume and cover letter to: https://jsco.re/28qlk. Writing samples and unofficial law school transcripts may be requested.

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

Ayuda is an equal opportunity employer. We value a diverse workforce and inclusive culture. It is Ayuda’s policy to be fair and impartial in all relations with employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, marital status, gender identity or expression, disability, sexual orientation, or any other categories protected by federal, state, or local law. We encourage applications from members of underrepresented communities.

Ayuda’s dedication to social justice means that all positions will be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds.

immigration staff attorney
ayuda

Ayuda seeks an experienced immigration staff attorney to serve its Maryland-based clients. The staff attorney will represent clients in removal proceedings, applications before USCIS, and in state court guardianship proceedings. This position is for our soon-to-be opened MD office.
Organizational Profile:

Ayuda is a 501 (c)(3) nonprofit organization dedicated to providing direct legal, social and language access services; education; and outreach to low-income immigrants in the Washington, DC metropolitan area. Since 1973, Ayuda has provided critical services to immigrants and acquired nationally-recognized expertise in immigration law, language access, domestic violence and human trafficking. Ayuda has office locations in Washington, DC, and Fairfax, VA, with plans to open an office in Montgomery County, MD.

Why You Want This Job?

Because, just like everyone at Ayuda, you believe:

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

What Will This Job Entail?

- Conduct consultations and provide advice to low-income immigrants seeking information about their immigration options;
- Provide legal representation to low-income immigrants seeking immigration benefits in the United States, including but not limited to representation in removal proceedings and in applications for immigration benefits filed with USCIS;
- Represent clients in guardianship petitions in Maryland state courts;
- Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws, regulations and court rules;
- Assist with Ayuda’s Pro Bono Program through providing mentorship at immigration consultation clinics and mentoring cases (usually for humanitarian relief) placed with pro bono attorneys for long-term representation; Represent Ayuda at local coalition meetings and participate in local and national advocacy initiatives;
- Conduct outreach presentations to potential clients and partner agencies;
- Collaborate with Ayuda’s Social Services staff to ensure the provision of holistic services;
- Assist with preparation of grant applications and reports; and
- Other duties as assigned.

How Do You Know If You Can Do This Job?

- J.D. or LL.M. from accredited law school required;
- Bilingual Spanish skills required;
- Member in good standing with the MD bar or recently passed the MD bar and awaiting admission;
- At least two years of immigration law experience;
- Strong legal, organizational and time-management skills;
- Excellent oral and written communication skills;
- Ability to work independently and as part of a diverse, multidisciplinary team;
- Experience working with survivors of domestic violence, sexual assault or other trauma a plus; and
- Demonstrated commitment to social, racial and economic justice.
Salary and Benefits:

Commensurate with experience, plus a benefits package that includes medical and dental insurance, as well as an employer-provided retirement match. All federal holidays and closures observed and paid leave for the week of Christmas through New Year’s Day. This position is exempt for overtime purposes.

To Apply:

Please apply with resume and cover letter via JobScore at the following link: https://jsco.re/293ww. Writing samples and unofficial law school transcripts may be requested. Applications will be considered on a rolling basis until the position is filled. Apply early for full consideration. No phone calls, please.

Ayuda is an equal opportunity employer. We value a diverse workforce and inclusive culture. It is Ayuda’s policy to be fair and impartial in all relations with employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, marital status, gender identity or expression, disability, sexual orientation, or any other categories protected by federal, state, or local law. We encourage applications from members of underrepresented communities.

Ayuda’s dedication to social justice means that all positions will be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds.

STAFF ATTORNEY
TAHIRIH JUSTICE CENTER

Tahirih Justice Center seeks an engaging and empathetic lawyer for a Staff Attorney role in our Baltimore, Maryland office. This role will provide critical legal counsel to our adult and minor clients seeking humanitarian immigration protection and related family law relief before the Department of Homeland Security, federal immigration courts and Maryland state courts. The successful candidate will be well-versed in immigration law and be adept at facilitating trauma-informed legal representation and have a thriving passion for social justice.

The ideal candidate is an activist-minded, self-starting professional with excellent oratory and written communication skills. We are seeking a dynamic individual that can seamlessly operate in a fast-paced environment, while maintaining their passion for our mission and supporting internal and external collaboration.

Holistic Legal Services

- Advise, counsel and represent immigrant women and children in their unique legal matters, including asylum, VAWA petitions, the U and T visas and special immigrant juvenile status, before the U.S. Department of Homeland Security, immigration courts, and Maryland state courts
- Conduct telephonic and in person screenings of potential clients and provide brief advice and counsel
- Recruit, train and mentor pro bono attorneys in Baltimore to co-counsel Tahirih cases
- Work with Tahirih’s social services department to provide holistic services to clients

Stakeholders Advocacy and Policy Support

- Conduct trainings and outreach activities to attorneys, law enforcement and service providers in the Baltimore area
- Attend coalition meetings and network with like-minded organizations
- Respond to technical assistance requests from attorneys
- Support Tahirih’s public policy advocacy by providing compelling case stories, reviewing potential amicus cases, contributing ideas for advocacy and occasionally engage with media
Fundraising and Communications

• Contribute to the development of grant proposals and reports
• Occasionally attend meetings with potential funders
• With client consent, provide client stories and draft articles for periodic Tahirih publications and newsletters
• Support periodic fundraising campaigns (i.e., individual giving campaign, special events)
• Generally promote Tahirih and its work

Minimum Qualifications:

• Current bar membership in good standing in any U.S. jurisdiction, Maryland bar membership strongly preferred
• Two to three years of experience working on asylum, U-Visa, T-visa, VAWA, and SIJS applications
• Excellent legal analysis, written and oral advocacy and presentation skills
• Cultural humility approach with strong interpersonal and cross-cultural communication skills
• Demonstrated commitment to legal services, public interest law, and/or social justice
• An engaging communicator that can effectively and independently communicate with diverse audiences and network collaboratively among a variety of stakeholder groups

Additional Desired Qualifications:

• Fluency in Spanish or another language in addition to English
• Experience in family law, particularly Maryland family law
• Experience mentoring attorneys
• Experience designing trainings and presenting to professional audiences
• Understanding of the law firm and pro bono culture and previous work experience with recruiting volunteer attorneys

Annual salary and benefits:

Competitive compensation depends on experience. Generous benefits include fully-paid employee health, vision and dental insurance; a 401(k) defined contribution retirement plan; flexible work schedules; professional development including in-house training programs, staff enrichment retreats and other growth opportunities. Employees have a very generous self-managed leave benefit inclusive of vacation, sick and holidays, including an office closure the week between Christmas and New Year’s.

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 80 employees work from offices in the DC metro area, Baltimore, Houston, Atlanta, and the San Francisco Bay Area.

Submissions:

Apply online
Please include a cover letter, resume, and a list of three references. Please note: Candidates must be authorized to work in the United States for any employer.

Tahirih Justice Center is committed to equal opportunity and promotes equity and transparency as core values. Tahirih practices inclusiveness in decision making through the use of consultation with employees throughout the organization. Tahirih does not discriminate against any person on the basis of actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, ability, gender, marital status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. Applicants committed to equity from all backgrounds, experiences, abilities and identities are encouraged to apply.

ATTORNEY
ECONOMIC JUSTICE PROJECT
LAWYERS’ COMMITTEE FOR CIVIL RIGHTS UNDER LAW

The Lawyers' Committee for Civil Rights Under Law, one of the nation's leading civil rights organizations, is seeking a talented, experienced attorney with a demonstrated commitment to racial justice to serve as Counsel in the Economic Justice Project. This is a full-time position based in Washington, D.C. Travel is required. The Counsel's primary supervisor will be the Director of the Economic Justice Project.

Through an inclusive lens, the Economic Justice Project engages in impact litigation and legal advocacy to ensure that communities of color can access equal opportunities and meaningfully engage in the economy to lead dignified and productive lives free from discrimination. Our work includes, but is not limited to:

- Eliminating barriers to equal opportunity for underrepresented employees, including individuals with criminal histories;
- Fighting for equal pay for employees of color;
- Advocating for administrative and legislative policies that protect communities of color, including in the areas of immigration, reproductive access and consumer protection; and
- Tackling discrimination in public accommodations.

Duties and Responsibilities:

The Counsel will be responsible for helping to expand the Economic Justice Project's current capacity by:

- Supporting the administration of the Project's national Records Assistance Program, which coordinates pro bono legal assistance for eligible individuals in every state to seal, expunge or correct their criminal records;
- Developing investigations of potential legal violations on behalf of Lawyers' Committee clients;
- Litigating all aspects of matters from inception through conclusion in collaboration with Lawyers' Committee staff, firm co-counsel and nonprofit partner co-counsel;
- Engaging in public education and public policy efforts supporting the Lawyers' Committee's work, including making presentations, attending and planning meetings and briefings with partners and stakeholders, and drafting written materials, including policy reports, briefing papers, and educational resources; and
- Drafting, in collaboration with Lawyers' Committee staff and/or firm or nonprofit co-counsel, amicus briefs in support of issues central to the Project's mission of advancing economic and equal opportunities for communities of color.
Skills and Experience:

- At least 5 years of legal experience, preferably with a strong background in employment discrimination matters. A background working on a broad range of civil rights and/or racial justice matters, particularly at the intersection of race and gender (e.g., access to reproductive justice and healthcare) is a plus.
- Active Bar Membership and eligibility to waive or be admitted to the D.C. Bar.
- Ability to manage a varied docket, and to work well with colleagues, pro bono counsel and partner advocacy organizations.
- Ability to develop, maintain and enhance relationships with diverse groups and coalitions.
- Excellent writing, interpersonal, communication and presentation skills.
- Comfort working in a diverse environment.
- Deep commitment to civil rights and racial justice, including the ability, desire, and curiosity to develop knowledge in a broad range of civil rights issues.

This is not an entry level position. Benefits are competitive for a nonprofit legal organization.

How to Apply:

Please submit a cover letter, resume, and desired salary range to https://podio.com/webforms/21783630/1519737.

No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis.

The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

We strongly encourage candidates of color and candidates from underrepresented communities to apply.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line "Applicant Accommodation" to kcoates@lawyerscommittee.org.

DIRECTOR
STOP HATE PROJECT
LAWYERS' COMMITTEE FOR CIVIL RIGHTS UNDER LAW

The Lawyers’ Committee for Civil Rights Under Law invites applications for the position of Director for its Stop Hate Project.

The Lawyers’ Committee is one of the nation’s leading private, non-profit national civil rights legal organizations, founded in 1963 by President John F. Kennedy to involve the private bar in the representation of victims of racial, national origin, and gender discrimination.

The Lawyer's Committee seeks a Project Director for the Stop Hate Project. The Stop Hate Project works to strengthen the capacity of community leaders, law enforcement, and organizations around the country to combat hate by connecting these groups with established legal and social services resources and creating new ones in response to identified needs. As a part of Communities Against Hate, a coalition of diverse national organizations and groups, we provide a safe place for survivors and witnesses to share stories of hate incidents through an online database. The Stop Hate Project has also launched a resource and reporting hotline: 1-844-9-NO-HATE.
Individuals and organizations that call the resource line or request follow up through the on-line database receive resources they need as we leverage our national network of pro bono attorneys, connect callers and individuals targeted by hate to community organizations, mental health services, and in appropriate cases, provide access to counsel.

- The Stop Hate Project’s national coordinators engage with a broad range of community organizations and seeks to engage organizations to ensure that (1) the resource and reporting hotline is accessible to a diverse range of community members, and (2) that we are developing resources that are most useful to communities on the ground.
- The Stop Hate Project’s legal team has developed innovative strategies for addressing hate on line, and has an active amicus practice to address issues identified as priorities by the work with community leaders and individuals. The Project also represents individuals in cases representing individuals targeted for hate with civil claims under state and federal law.
- The Project Director will implement and oversee an integrated infrastructure to support this work, and manage a diverse and dynamic team.
- The Lawyers’ Committee is looking for a Project Director with the knowledge, creativity, leadership, and drive to continue to develop and implement innovative approaches to confront incidents of hate and intolerance. The Stop Hate Project seeks a skilled manager and project director with experience in hate crimes or other related areas of law or public policy, and experience managing a team.

Applicants for this position must have a minimum of 7 years of legal experience, including substantial civil rights experience and experience in hate crimes or other related areas of law or public policy. Demonstrated excellence in legal writing, project management, and coalition building are required. Prior supervisory and management experience is necessary. The applicant must have strong interpersonal, diplomatic, and organizational skills. The applicant needs to possess the vision and drive necessary to develop and implement a strong programmatic agenda, and the ability to oversee and implement an extensive and significant program. The applicant must currently be a member in good standing of a state bar with the ability to waive into the District of Columbia bar.

The Project Director will report directly to the Vice President, Policy and Strategy, and will work closely with the Chief Counsel and the President and Executive Director. Some travel is required.

**To Apply:**

Please submit a cover letter, resume, and desired salary range to [https://podio.com/webforms/21574997/1501829](https://podio.com/webforms/21574997/1501829). No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization.

The Lawyers’ Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

We strongly encourage candidates of color and candidates from underrepresented communities to apply.

**Accessibility Assistance:** Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line “Applicant Accommodation” to kcoates@lawyerscommittee.org.
KIND was founded by the Microsoft Corporation and UNHCR Special Envoy Angelina Jolie and is the leading national organization that works to ensure that no refugee or immigrant child faces immigration court alone. We do this in partnership with over 531 law firms, corporate legal departments, law schools, and bar associations has served more than 16,380 children since 2009 and trained over 26,015 private sector attorneys to provide them with high quality representation in their deportation proceedings. KIND promotes protection of children in countries of origin and transit countries and works to address the root causes of child migration from Central America. KIND also advocates to change law, policy, and practices to improve the protection of unaccompanied children in the United States, by educating policymakers, the media, and the broader public about the violence that is driving children out of Central America and their need for protection.

Overview:

KIND seeks a Staff Attorney in Washington, D.C. to help provide, develop, and oversee the provision of pro bono legal representation to unaccompanied children through KIND's network of major law firms and corporate partners. This includes providing ongoing mentoring and technical assistance to pro bono attorneys handling children's cases and training volunteer attorneys to effectively represent individual child clients before immigration authorities and in D.C. family court proceedings. This role will also include the direct representation of unaccompanied immigrant children residing in D.C. in obtaining immigration relief through applications to U.S. Citizenship and Immigration Services and before the Arlington Immigration Court. This is a 30 hours per week position with the possibility to expand to 40 hours.

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

- Recruit, train, and provide hands-on mentorship to pro bono attorneys providing unaccompanied children full scope immigration representation and representation in related family law matters;
- Conduct outreach and know-your-rights presentations to the D.C. community as appropriate;
- Develop and maintain updated guidance materials, sample filings, and legal training presentations;
- Foster KIND's relationships with law firms and corporate counsel in coordination with the other legal services team members;
- Assist in office operations, including case management, data entry and maintenance, and reports;
- Represent children in seeking Special Immigrant Juvenile Status (SIJS) findings from D.C. family court, or other forms of humanitarian immigration relief including asylum, T visas or U visas as needed.
- Collaborate with KIND management in support of KIND's mission; and
- Participate in conferences, meetings, and trainings as needed.

Minimum Qualifications:

- Admission to practice law in the District of Columbia;
- One-to-three years of experience practicing immigration law in a professional or volunteer capacity, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- Spanish fluency;
- 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;
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders;
- Excellent oral and written communication skills;
- Excellent professional judgment;
- Ability to hit the ground working, multi-task, and work independently; and
- Ability to work collaboratively.

To Apply:

Applications, including a cover letter, resume, writing sample, and three references, should be submitted online at: https://supportkind.org/jobs/

Applications that do not contain all of the 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.

**IMMIGRATION STAFF ATTORNEY**
**TAHIRIH JUSTICE CENTER**

**Position Summary:**

Tahirih is seeking to hire a full-time Immigration Staff Attorney in the Greater DC Office. This is a one-year grant funded position with the option for renewal.

**Primary Responsibilities:**

- Provide intake, advice and counseling, and direct legal representation to clients in immigration legal matters before the DHS, Immigration Courts and BIA within the scope of Tahirih’s mission
- Provide hands-on mentorship and training to pro bono attorneys who co-counsel Tahirih cases
- Prepare and conduct outreach and education programs on immigration law and domestic violence to stakeholder groups
- Represent Tahirih in coalition meetings; network and build relationships with like-minded organizations
- Maintain accurate data entry and record-keeping for grant-funded projects
- Contribute to grant proposals, reports and periodic communications pieces
- Supervise paralegal, and train and oversee legal interns

**Requirements:**

- Current bar membership in good standing in any state in the US or District of Columbia
- At least 2-5 years of experience representing immigrant women and/or girls in asylum, VAWA, T visa, and/or U visa cases before the DHS, Immigration Courts and BIA strongly preferred; candidates with exceptional clinical or internship experience may also be considered
- Strong substantive understanding of U.S. immigration law; candidates with family-based immigration law and consular processing practice, are encouraged to apply
- Experience working with survivors of domestic violence and trauma
- Excellent legal analysis, written and oral advocacy and presentation skills
- Responsible, self-initiating, and focused, with proven ability to work independently and also collaboratively in a team-based decision-making environment
- Experience designing trainings and presenting to legal and non-legal audiences
- Demonstrated ability to be a respected and effective representative among stakeholders
- Meticulous organizational habits with an ability to manage large amounts of information, establish priorities, and meet deadlines
• Strong interpersonal skills and record of cultural competence and cross-cultural communication skills; experience working with clients, staff and interns of diverse backgrounds
• Fluency in Spanish
• Commitment to Tahirih’s foundational values and mission, and demonstrated commitment to legal services, public interest law, and/or social justice
• Understanding of the law firm and pro bono culture a plus.
• Able to travel on occasion and attend functions from time to time outside regular business hours.

**Annual salary and benefits:**
Competitive compensation depends on experience. Generous benefits include fully-paid employee health, vision and dental insurance; a 401(k) defined contribution retirement plan; flexible work schedules; professional development including in-house training programs, staff enrichment retreats and other growth opportunities. Employees have a very generous self-managed leave benefit inclusive of vacation, sick and holidays, including an office closure the week between Christmas and New Year’s.

**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 80 employees work from offices in the DC metro area, Baltimore, Houston, Atlanta, and the San Francisco Bay Area.

**Submissions:**
Please include a cover letter, resume, and a list of three references.
[Apply online](#)

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

Tahirih Justice Center is committed to equal opportunity and promotes equity and transparency as core values. Tahirih practices inclusiveness in decision making through the use of consultation with employees throughout the organization. Tahirih does not discriminate against any person on the basis of actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, ability, gender, marital status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. Applicants committed to equity from all backgrounds, experiences, abilities and identities are encouraged to apply.

**MANAGING ATTORNEY**
**COMMUNITY INCLUSION/HOUSING TEAM**
**DISABILITY RIGHTS MARYLAND**

DRM seeks a passionate, civil rights-oriented, full-time attorney to manage our Community Inclusion/Housing Team. The Managing Attorney serves as part of DRM’s management and directly supervises the legal work of the Community Inclusion/Housing Team. Responsibilities include mentoring, supervising and supporting the professional development of staff attorneys, paralegals and advocates. This individual also supports reporting and compliance requirements for DRM’s programs, including preparation and submission of grant reports with other members of the leadership team.
Disability Rights Maryland (DRM), a private, non-profit law firm, is a recognized leader in disability rights and the Congressionally-mandated Protection and Advocacy organization for individuals with disabilities in Maryland. We provide free legal services and advocacy to persons with disabilities in Maryland. DRM envisions a world where people with disabilities are fully included in the workplace, neighborhoods and all aspects of community life. We assist people with disabilities pursue opportunities to participate fully in all aspects of community life, and champion their rights to self-determination, dignity, equality, opportunity, and freedom from discrimination and harm.

Reports To: Legal Director and Litigation Director

Supervises: Approximately 3 attorneys and 1 advocate

Job Responsibilities:

Supervision of Legal Work

- Provide direct day-to-day supervision for attorneys, advocates and paralegals;
- Monitor and review the team’s work on a regular basis to ensure it is conducted pursuant to DRM program priorities and in conformity with DRM policies, client wishes, applicable professional standards, best practices, legal and other requirements;
- Provide substantive guidance, consultation, and technical assistance to staff as needed;
- Evaluate performance of staff pursuant to DRM personnel policies to ensure an adequate and professional standard of work within the team. Recommend action, as may be required, to the Executive Director; and
- In collaboration with the DRM management team and team members ensure the development and implementation of individual workplans.

Programmatic Management & Administration

- Participate as part of the DRM management team in the planning and execution of DRM goals and objectives, including long-range planning, legislative and administrative education and technical assistance, public and media relations, budgetary planning, and staffing;
- Maintain program information necessary for grant reports, audits, applications, etc., and have first and primary responsibility for writing and submitting all required grant applications and program performance reports within the team, and as may be assigned by the Executive Director;
- Collaborate with external coalitions, organizations, associations, etc., to advance DRM’s advocacy initiatives; and
- Perform other duties as assigned by the Executive Director or her designee.

Individual Casework

Managing Attorneys are expected to handle individual cases and perform advocacy work.

Required Qualifications:

- J. D. Degree from an accredited law school; licensed to practice law in Maryland or admission to practice in Maryland after sitting for the next available Bar Exam;
- Demonstrated commitment to DRM’s core mission of advancing the civil rights of people with disabilities to self-determination, dignity, community integration, equal opportunity, and freedom from discrimination;
- A minimum of five years’ legal experience in positions of increasing responsibility. At least one year of experience providing direct supervision of legal work preferred;
- Knowledge of federally subsidized housing law;
• Experience working on advocacy and policy initiatives and litigation;
• Excellent organizational and project management skills;
• Ability to work well under pressure and meet frequent deadlines;
• Demonstrated initiative and good judgment;
• Ability to communicate complex legal issues clearly and effectively both orally and in writing;
• Strong interpersonal skills. Ability to establish and maintain effective working relationships and collaborate with DRM staff and colleagues in a team environment. Ability to motivate and direct team staff; and
• Ability to travel within the State of Maryland.

Other Desirable Qualifications:

• Knowledge of landlord-tenant and fair housing law, public benefits and accommodations, public policy and legislative processes, including 2 years practicing federally subsidized housing law;
• Experience in Maryland State District and Circuit Courts;
• Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities;
• A demonstrated interest or background in public interest work, particularly related to disability rights issues;
• Life experience with a disability; and
• Fluency in Spanish.

Detailed position description can be found at https://disabilityrightsmd.org/careers/

Salary and Benefits:

Competitive, depending on experience. The salary range for an attorney with 5-7 years’ experience is approximately $65,826-$67,560. DRM offers an excellent, comprehensive package of benefits, including health, dental and vision insurance, and retirement plan contribution. DRM’s regular work week is currently 35 hours, from 9 am to 5 pm with a one-hour unpaid lunch break each day.

To Apply:

E-MAIL resume, cover letter, a writing sample to jobs@DisabilityRightsMD.org with “Community Inclusion/Housing Managing Attorney Position” in the subject line. This position remains open until filled. We are looking for thoughtful, personalized cover letters that demonstrate the applicant’s qualifications, work style and interest in being part of a team working to advance the civil rights of persons with disabilities in Maryland.

DRM is an equal opportunity employer. DRM values diversity. People of color, individuals with disabilities, LGBTQIA+ individuals are especially encouraged to apply.

STAFF ATTORNEY
ADVANCEMENT PROJECT

Advancement Project seeks a creative problem solver, strong advocate, and skilled attorney in its Washington D.C. office to serve as a Staff Attorney to work across various programs.

Advancement Project is a next generation, multiracial civil rights organization. Rooted in the great human rights struggles for equality and justice, we exist to fulfill America’s promise of a caring, inclusive, and just democracy. We use innovative tools and strategies in conjunction with strong community alliances to strengthen social movements and achieve high impact policy change. We combine law, communications, policy, and technology to create workable solutions and achieve systemic change. We change the national discourse on race to provide opportunities for breakthroughs on racism. We aim to inspire and strengthen movements that expand opportunity for all.
The staff attorney focuses on planning including identifying and recommending how to respond to legislative and legal developments in the issue area they are assigned to. Through research, analysis and writing, the staff attorney will provide support to grassroots partners and collaborate with and across teams to do so.

Description of Role:

The staff attorney is part of a team or teams of attorneys who research and analyze policies, laws and regulations on assigned issues in support of grassroots partners and Advancement Project’s overall mission. The work will entail the investigation of racial justice issues, including through data, anecdotal, and other factual collection and analysis. The attorney prepares legal memoranda and drafts other associated policy-related and legal documents. This role also assists with investigations, litigation efforts, including discovery and motion writing when appropriate. The attorney may also assists with legislative efforts, including analyzing and drafting language for bills.

Additional Functions:

• Collaborate with colleagues, internally and externally, in various program areas to develop and implement strategies;
• Cultivate external relationships with national and regional organizations and allies;
• Provide guidance to team members and interns on work product;
• Assist with legal and policy work cross-program, as needed;
• Use a variety of legal, policy, communications, organizing and coalition-building strategies to assist our community partners.

Minimum Qualifications:

• State bar membership (must be willing to become a member of or able to waive into DC Bar);
• Three to eight years legal experience;
• Demonstrated commitment to racial justice;
• Excellent written, verbal, analytical, interpersonal, and organizational skills;
• Interest in working with grassroots organizations;
• Willingness to travel;
• Experience in voting rights or related civil rights experience is preferred;
• Willingness to work in multiple program areas, as needed;
• Fluency in Spanish, organizing experience, litigation experience, and coalition-building experiences are pluses;
• Advancement Project seeks a goal-oriented, creative, energetic, and committed professional to occupy this role in our progressive, multi-racial non-profit environment. This position is based in Advancement Project’s National Office in Washington D.C. and operates under the direct supervision of the Program Directors.

Compensation:

Salary commensurate with experience. Generous benefits package included.

How to Apply:

Interested applicants should submit a cover letter with salary expectations, their resume, two writing samples, and a list of three references to jobs@advancementproject.org. Reference “Staff Attorney” in the subject line.

Advancement Project is an Equal Employment Opportunity Employer.
Advancement Project seeks a creative problem solver, strong advocate, and skilled attorney in its Washington D.C. office to serve as a Staff Attorney to work in the Justice Project. The Justice Project provides support to grassroots racial justice campaigns seeking not simply to reform, but to wholly dismantle systems that criminalize and incarcerate people of color. We aim to help impacted communities define the terms and control the means by which peace is realized in their streets and neighborhoods, and to re-imagine public safety for themselves.

Advancement Project is a next generation, multiracial civil rights organization. Rooted in the great human rights struggles for equality and justice, we exist to fulfill America’s promise of a caring, inclusive, and just democracy. We use innovative tools and strategies in conjunction with strong community alliances to strengthen social and racial justice movements and achieve high impact policy change. We combine law, communications, policy, and technology to create workable solutions and achieve systemic change. We change the national discourse on race to provide opportunities for breakthroughs on racism. We aim to inspire and strengthen movements that expand opportunity for all.

The staff attorney focuses on developing relationships with racial justice organizations to support their campaigns and build power in their community. That work may include identifying and recommending how to respond to legislative and legal developments, providing legal research, litigation, analysis and writing. The staff attorney will provide support to grassroots partners and collaborate with and across teams to do so.

**Description of Role:**

The staff attorney is part of a team or teams of attorneys that researches and analyzes policies, laws and regulations on assigned issues in support of grassroots partners and Advancement Project’s overall mission. The work will entail the investigation of racial justice issues related to the wholesale transformation of the criminal legal system, including through data, anecdotal, and other factual collection and analysis in the communities where our partners work. The attorney prepares legal memoranda and drafts other associated policy-related and legal documents. The attorney will work closely with our partners to support their campaigns and build their base in coordination with our communications and organizing departments. This role also assists with investigations, litigation efforts, including discovery and motion writing when appropriate. The attorney may also assist with legislative efforts, including analyzing and drafting language for bills.

**Additional Functions:**

- Collaborate with colleagues, internally and externally, in various program areas to develop and implement strategies;
- Cultivate external relationships with national and regional organizations and allies;
- Provide guidance to team members and interns on work product;
- Assist with legal and policy work cross-program, as needed;
- Use a variety of legal, policy, communications, organizing and coalition-building strategies to assist our community partners.

**Minimum Qualifications:**

- State bar membership (must be willing to become a member of or able to waive into DC Bar);
- Three to eight years legal experience with a strong preference for class action and civil rights litigation;
- Demonstrated commitment to racial justice;
- Excellent written, verbal, analytical, interpersonal, and organizational skills;
- Experience working with grassroots organizations or demonstrated commitment to movement lawyering model;
• Frequent travel required;
• Experience in Section 1983 litigation or related civil rights experience is strongly preferred;
• Willingness to work in multiple program areas, as needed;
• Fluency in Spanish, organizing experience, litigation experience, and coalition-building experiences are pluses;
• Advancement Project seeks a goal-oriented, creative, energetic, and committed professional to occupy this role in our progressive, multi-racial non-profit environment. This position is based in Advancement Project’s National Office in Washington D.C. and operates under the direct supervision of the Program Directors.

Compensation:

Salary commensurate with experience. Generous benefits package included.

How to Apply:

Interested applicants should submit a cover letter with salary expectations, their resume, two writing samples, and a list of three references to jobs@advancementproject.org. Reference “Staff Attorney” in the subject line.

Advancement Project is an Equal Employment Opportunity Employer.

DIRECTOR, PRIVATE ATTORNEY INITIATIVE
NEIGHBORHOOD LEGAL SERVICES PROGRAM

Neighborhood Legal Services Program of the District of Columbia has an immediate opening for an experienced attorney to oversee its “Private Attorney Involvement” program and to manage all of the firm’s pro bono initiatives and partnerships.

Position Description:

Neighborhood Legal Services Program (NLSP) is a federally-funded, non-profit, civil legal aid law firm that provides free legal information, advice and representation to low-income District of Columbia residents. We help with problems involving housing, family, domestic violence, public benefits and barriers to employment. We also provide advice on some consumer issues and assist with preparing wills and advance directives. Volunteers play a critical role in helping us to provide access to counsel and justice. Our neighborhood-based, service delivery model -- which includes three offices in Wards 5, 7 and 8 -- allows us to bring volunteers into low-income communities across the city to provide legal help while they learn first-hand the myriad, daily challenges faced by residents living in poverty.

The Director of the Private Attorney Initiative is the senior attorney in the firm who is responsible for identifying and managing the rich range of pro bono resources that are generously provided to the firm by members of the private bar, government attorneys, law school students, in-house legal departments and paralegal programs in the District of Columbia. The Pro Bono Counsel serves as a member of the firm’s Senior Management Team, reports directly to the Executive Director and is actively involved in firm management including setting case acceptance priorities, attorney hiring, budgeting, development and long-term, strategic planning.

Primary Responsibilities:

• Responsible for managing the firm’s “Private Attorney Involvement” program (45 C.F.R § 1614) which was designed to ensure that recipients of federal, Legal Services Corporation grants involve private attorneys in the delivery of legal assistance to eligible clients.
• Develop and manage relationships with private law firms, in-house counsel, government attorneys and law schools to identify and recruit potential volunteer attorneys and law students.
• Collaborate closely with the firm’s Managing Attorneys to identify opportunities to innovatively involve volunteers in the firm’s work and to better support their existing practices.
• Deliver trainings and, as-needed, directly supervise the legal work of the pro bono attorneys. Design all operational controls, training materials, and administrative processes used to track, monitor and coordinate pro bono legal work.
• Partner with the Executive Director and Development Manager to provide funders and other stakeholders with statistical analyses and other data related to the firm’s use of volunteers as part of the firm’s development initiatives and grant-reporting responsibilities.
• Build and maintain relationships and partnerships with community-based organizations, government agencies, and other entities that serve the District’s low-income community to raise awareness about NLSP’s services and to foster collaborations to better address the needs of our shared client community.
• Work closely with NLSP’s Litigation and Advocacy Director to promote community engagement strategies and use of volunteers in a manner that furthers NLSP’s overall advocacy goals and strengthens its capacity to serve clients.
• Identify opportunities for NLSP to join local and national conversations around poverty, removing barriers to access to justice, challenges facing the District’s low-income residents and the use of volunteers to deliver legal services.
• Actively participate in the District’s growing community of pro bono professionals.

Experience and Qualifications:

• Must be an active member of the District of Columbia Bar or eligible to seek admission.
• At least 5 years of legal experience with preference shown to candidates with experience supervising attorneys in a litigation setting.
• Excellent communication skills (written and oral), strong interpersonal skills, and ability to work independently.
• Demonstrated commitment to pro bono legal service; experience lawyering in the public interest; and a familiarity with the local, legal services community.

Compensation:

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

Application Process:

Applications will be considered on a rolling basis. For first consideration, please submit your application by December 27, 2018, but applications are still being accepted. Interested persons should submit a current resume and a cover letter (no longer than one page single-spaced) expressing your qualifications and interest in this position.

Submit all requested documents to Karen Newton Cole, Executive Director at KNewtonCole@nlsp.org or by mail to Neighborhood Legal Services Program, 64 New York Avenue NE, Washington D.C. 20002, Attn: Karen Newton Cole, Executive Director.

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER
Many of the statements in the document regarding employment or housing are protected by law. Discrimination based on 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.

STAFFER
HOUSE DEMOCRATIC COMMITTEE

House Democratic Committee seeks a staffer to work on issues related to federal small business procurement policy. Expertise in Small Business Administration programs, particularly the 8(a) Business Development program and HUBZone program, is required. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation. This is not an entry level position. A graduate degree is strongly preferred. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector or policy think tank experience is preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Please send cover letter and resume to hsbcdez@gmail.com with the position name in the subject line.

MILITARY LEGISLATIVE ASSISTANT
SENATOR TAMMY DUCKWORTH

Senator Tammy Duckworth (D-IL) is seeking a Military Legislative Assistant to serve as principal policy advisor on matters of National Security/Defense and Veterans Affairs. Responsibilities include staffing the Senator for all matters related to her Senate Armed Services Committee assignment; advising the Senator on all matters under the issue portfolio; developing and advancing legislative proposals and a long-term, strategic framework for advancing the Senator’s legislative priorities within issue portfolio; analyzing legislation and drafting vote recommendations and talking points for floor proceedings; representing the Senator before constituents and stakeholders; managing work of Legislative Aide, Fellows and interns and reviewing legislative correspondence. The ideal candidate will have experience advising a Member of Congress on the issues in this portfolio, including managing a Member’s work for several cycles of the annual National Defense Authorization Act (NDAA); have proven experience advancing policy proposals; be an excellent writer and communicator; and enjoy working in a fast-paced, collaborative environment. Military experience, Senate experience and Illinois ties are strongly preferred. The Office of Senator Tammy Duckworth is an equal opportunity employer. Please contact us for any accommodations needed in the application process.

Interested applicants should send a cover letter, resume and references to senate_employment@saa.senate.gov indicating job referral number 224710 in the subject line.

LEGISLATIVE ASSISTANT
SENIOR DEMOCRATIC

Senior Democratic member is seeking a highly motivated individual with extensive legislative, management, and political experience. Responsibilities include coordinating the Senator’s agenda w/ Senate Leadership and floor staff, overseeing floor activity, and managing an aggressive legislative staff. Qualified candidates should have an in-depth knowledge of the legislative process, coalition building, and have the ability to maintain strategic relationships with constituent organizations. This position requires the ability to maintain, update and advance
the Senator’s legislative priorities both short and long term. Candidates must be able to meet short deadlines and juggle many priorities in a fast-paced environment. This is not an entry level position. Political experience is highly desired.

Interested applicants should send a cover letter, resume, writing sample (no more than 2 pages), and references to senate_employment@saa.senate.gov indicating job referral number in subject line.

LEGISLATIVE ASSISTANT
REPRESENTATIVE DEBBIE WASSERMAN SCHULTZ

The office of Representative Debbie Wasserman Schultz is seeking an experienced Legislative Director/Counsel to oversee and support the Member’s legislative priorities and all other relevant legislative and policy work. Responsibilities include advising the Member on all matters in the issue portfolio and advancing legislative proposals; analyzing legislation and drafting vote recommendations and talking points for floor and committee proceedings; staffing the Member in relevant meetings; representing the Member before constituents and stakeholders; and supervising the legislative staff. The ideal candidate will have a law or advanced degree; significant foreign policy and Jewish Community experience; experience advising a Member of Congress, experience managing staff; experience advancing policy proposals; excellent written and verbal communication skills; and enjoy working in a fast-paced, collaborative environment. Prior work in another Congressional or Senate office with Florida ties is a plus.

Interested parties should e-mail a cover letter and resume to FL23Resume@mail.house.gov with the subject line “Legislative Director/Counsel.” Please save cover letter and resume in a single file (pdf preferred) and name the file “Last name, First name.” This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

PROFESSIONAL STAFF MEMBER
ENERGY & COMMERCE COMMITTEE

The Energy & Commerce Committee, Democratic Staff seeks dedicated, organized and enthusiastic candidates to join the Communications and Technology Subcommittee staff as Professional Staff Member or Counsel. The jurisdiction of the subcommittee includes traditional and emerging communications technologies generally and as they relate to emergency and public safety communications, consumer protection, cybersecurity, privacy, and data security. The subcommittee oversees the Federal Communications Commission, the National Telecommunications and Information Administration, the Office of Emergency Communications in the Department of Homeland Security, and all aspects of the above-referenced jurisdiction related to the Department of Homeland Security. The position requires the handling of substantive legislative and administrative tasks, including staffing hearings and markups, conducting oversight, and drafting legislation. Qualified candidates must have strong writing, analytical, legislative, and organizational skills; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; a willingness to work long hours and weekends; and sound political judgment. Candidates should have experience working with relevant public interest groups, the FCC, Congress, and industry. Law degree preferred but not required.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Please submit a cover letter, resume, writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line C&T PSM/Counsel Candidate.
LEGISLATIVE CORRESPONDENT
OFFICE OF SENATOR MIKE ROUNDS

The Office of Sen. Mike Rounds is receiving resumes for a Legislative Correspondent. The main responsibilities include drafting substantive responses to constituent correspondence and assisting with research, meeting memos, and legislative memos. Candidates must have excellent writing skills, the ability to manage multiple tasks with attention to detail, and a self-starter attitude. South Dakota ties are preferred. The office is an equal opportunity employer and salary is commensurate with experience.

Please submit a resume and cover letter to Mark_Johnston@Rounds.Senate.Gov with “Legislative Correspondent Position” in the subject line.

SENIOR POLICY ANALYST
AMERICAN ASSOCIATES OF SCHOOL ADMINISTRATORS

The incumbent monitors, evaluates and influences the legislative and regulatory actions of the federal government and maintains AASA policy analysis and research efforts

Accountabilities:

- Represents AASA members and policy positions to influence congressional legislative decisions and the regulatory decisions of federal agencies on select federal issues.
- Leads AASA advocacy on relevant policy issues pertaining to higher education, child nutrition and early childhood among others.
- Works with the Legislative Committee of the AASA Executive Committee and Governing Board to develop AASA legislative positions.
- Assists with the identification, planning and development of emerging federal education issues to ensure a well-informed membership.
- Writes articles and papers for AASA publications to provide information that helps AASA members take positions and influence federal policy decisions.
- Supports coordination and communication of federal education policy information (including updates and mobilizations) with AASA state affiliates and members.
- Contributes to large projects and goals of AASA’s policy and advocacy team and works collaboratively with AASA staff on association goals and activities and performs other duties as assigned.
- Generates analysis and content for major AASA survey projects.

Specific Duties:

- Monitors and analyzes legislation, best practices and federal funding streams in selected policy areas and for potential impact on education and matches it with AASA positions.
- Prepares recommendations for consideration of supervisor and AASA leadership to make decisions regarding opposition or support for legislation or specific provisions within legislation.
- Establishes/maintains reliable contacts in appropriate congressional offices and in United States Department of Education (and other federal agencies) based on issues assigned.
- Informs AASA members using electronic networks, advisory memos or alerts of legislative events and trends in the law.
- Develops policy positions related to policy portfolio and serves as point of contact to related policy coalitions and appropriate Hill staff.
- Writes articles and content for AASA publications as requested, including Legislative Corps Weekly Report.
- Prepares reports and other presentations that assist AASA in its policy and research initiatives.
- Directs major AASA member survey work including the annual superintendent salary and decennial study of superintendents.
- Serves as point of central contact for all AASA surveys.
• Travels to AASA affiliates and other related organizations to present on relevant federal policy issues.
• Produces written education policy analysis and research to support both the organization’s federal policy priorities as well as its research needs.

Qualifications:

• Master’s degree preferred; Bachelor’s degree required.

Experience:

• Previous work with Congress providing familiarity with and understanding of Congressional process, including building and maintaining Hill relationships and working in coalitions.
• Three plus years of related policy experience, education policy preferred.

For more information about the position and to apply, please click on below:

https://policyjobs.net/us-vacancies-browse-by-location-551/19-no-password-required/51350-senior-policy-analyst-usa-4

LEGISLATIVE CORRESPONDENT
SENATOR MAGGIE HASSAN

Senator Maggie Hassan (D-NH) seeks a legislative correspondent. Policy portfolios are not yet finalized and applicants could ultimately cover a range of topics; candidates with a diverse range of backgrounds and interests are encouraged to apply. Responsibilities would include managing constituent correspondence within the portfolio, meeting with constituents, and assisting legislative assistants and other policy staff with research, writing and administrative tasks. Other projects may arise as well. Qualified candidates will have excellent writing, research and communication skills; strong organizational capabilities; flexibility and the ability to work in a fast-paced environment; and a background and interest in policy and the legislative process. Candidates with New Hampshire ties preferred

To apply, please email your resume to demsenatorjob@gmail.com with the subject line “LC resume.”

The office is an equal opportunity employer.

STAFFER
SENIOR NORTHEAST DEMOCRATIC SENATOR

Senior Northeast Democratic Senator is seeking a highly motivated individual with experience and interest in immigration, civil rights, voting rights, judicial nominations, gun violence, consumer protection, and other issues in the judiciary portfolio. Qualified candidates should have knowledge of the issues. A law degree and hill experience is preferred but not required. Other duties include processing incoming mail and drafting outgoing constituent mail. Candidates must be able to meet short deadlines and juggle many priorities in a fast-paced environment.

Interested applicants should send a cover letter, resume, writing sample (no more than 2 pages), and references to senate_employment@saa.senate.gov indicating job referral number in subject line.

This office is an equal opportunity employer.
LEGISLATIVE ASSISTANT
REPUBLICAN SENATOR

Republican Senator seeks a Legislative Assistant with strong writing, research, and oral communications skills to advise the Senator on issues related to agriculture, energy, natural resources, environment, and trade. Responsibilities include staffing the Senator in meetings and hearings, providing policy and vote recommendations, drafting talking points and memos, and organizing and managing diverse coalitions of interested stakeholders. Ideal candidates will be self-motivated, possess a strong attention to detail, work well under pressure in a fast-paced environment, and have the ability to effectively function both independently and as a member of a team. Capitol Hill experience is preferred. This is not an entry level position.

Please send a resume and a cover letter to senategopla@gmail.com.

LAW CLERK
SENATE JUDICIARY COMMITTEE (REPUBLICAN)

The Senate Judiciary Committee (Republican) is seeking a law clerk to assist the Committee’s crime team in Washington, DC. Law clerks assist with legislative research, hearing and memo preparation, and related tasks. Qualified applicants must be enrolled in law school or have a law degree and have strong research and writing skills. Part-time or full-time applicants welcome. This is an unpaid position.

Please email resume, writing sample, and three references for consideration to judiciaryclerkship@gmail.com.

LEGISLATIVE ASSISTANT
NEW YORK DEMOCRAT

New York Democrat seeking Legislative Assistant Seeking a Legislative Assistant to develop and plan legislative initiatives and monitor legislative developments within Committees and on the House floor on assigned issues.

The Legislative Assistant:

- Tracks legislation and other developments in his or her assigned issue areas and briefs the Member for floor work, work in the district, and outside House related activities;
- Monitors legislative developments within relevant committees; o Plans and coordinates co-sponsorship and support of other legislation; o Monitors legislation on the House floor, providing the Member with information on each vote;
- Writes Floor speeches for the Member;
- If assigned to issues pending before a specific committee, prepares for and attends committee meetings and hearings with or without the Member (i.e., keeps in contact with committee staff and meets with interest groups and constituents with interests in such meetings);
- Acts as a liaison with committee and agency staffs;
- Performs special projects assigned by the Member or Chief of Staff/Legislative Director;
- Meets with constituents and interest groups;
- Provides information on and generates ideas for press, mass mailings, and newsletters;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends; and
- Performs other duties as assigned.

Three years of congressional staff experience is preferred and/or some period of related experience or training in legislation or equivalent is beneficial. Ties to New York preferred, Upstate New York ties and knowledge beneficial. Background in committee work preferred, legislative work in the areas of defense, homeland security, agriculture, and healthcare is beneficial. A bachelor’s degree is required for this position, advanced degree beneficial.
Please include resume, writing sample, and three references when replying to nyresume2@gmail.com please put title of position applying for in the subject line of the email.

**SENIOR LEGISLATIVE ASSISTANT**  
**SENIOR MEMBER ON THE HOUSE COMMITTEE ON TRANSPORTATION & INFRASTRUCTURE**

Senior Member on the House Committee on Transportation & Infrastructure is seeking qualified candidates to staff the Member’s committee assignment in addition to managing a diverse legislative issue portfolio. Candidates should be accomplished at drafting, advancing, and analyzing legislation, monitoring legislative developments, conducting research, and drafting vote recommendations. Ideal candidates will have strong organizational and time management skills, excellent written and verbal communication skills, and a positive attitude. Paramount is a solid knowledge of the legislative process as well as an ability to work under pressure and meet deadlines in an unpredictable work environment, all while keeping a sense of humor. This is not an entry-level legislative position. 2-3 years of Hill experience strongly preferred. Mid-south ties are a plus but not required. Women and minority candidates are strongly encouraged to apply.

Interested individuals should e-mail a resume and 2 recent writing samples (no longer than 2 pages each) to tn09jobs18@mail.house.gov with the following subject line: [First name] [Last Name] – Senior Legislative Assistant. Please be aware this office has a dog. No phone calls, faxes, or walk-ins, please.

**LEGISLATIVE DIRECTOR**  
**NEW JERSEY REPRESENTATIVE-ELECT**

New Jersey Representative-Elect seeks Legislative Director to join his D.C. office. The Legislative Director provides policy background and advice to the Member on all legislative areas, manages the legislative staff, helps develop policy positions, prepare for Committee hearings, execute legislative strategy, monitor floor activity and coordinate responses to all legislative mail. Ideal candidates will have prior Hill experience doing policy work, possess strong writing and organizational skills, work well with others, understand the legislative process and be comfortable working under pressure and on tight deadlines. New Jersey ties are a plus. This is not an entry-level position.

Please send resume and writing sample to nj03resume@gmail.com with the position name in the subject line. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Phone calls and drop-ins not accepted.

**LEGISLATIVE ASSISTANT**  
**SENIORATOR ANGUS KING**

Senator Angus King is looking for a Legislative Assistant to handle Tax, Trade, Financial Services and Commerce issues. Applicant should be creative, have strong briefing skills, Hill experience, and comfortable taking the initiative. Regional connections are a plus. Please email a cover letter and resume to senate_employment@saa.senate.gov and include job referral number 224687 in the subject line.

**LEGISLATIVE ASSISTANT**  
**CONSERVATIVE SENATOR**

Conservative Senator is reviewing candidates for legislative and policy work in the DC office. Successful candidates will possess diverse skills, training, and experience. Advanced legal training is a plus but not required. Advanced business and technical training or certifications welcomed. Candidates should passionately support First Amendment freedoms, individual dignity, and the power of free markets and the price system. Senate experience is a significant plus but not a requirement. All candidates should be demonstrably effective communicators in written and oral formats. Please include a cover letter with any submitted resumes that
discusses significant experience in Congressional oversight, international trade, commerce, market, financial services, government reform, cyber security, and the Constitution. Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.

GOVERNMENT AFFAIRS POLICY ADVOCATE
PUBLIC KNOWLEDGE

The Government Affairs Policy Advocate/Counsel will play a key role in implementing Public Knowledge's government affairs strategy through advocacy, strategy development, and relationship building in Congress, at Federal agencies, within the Executive Branch, and across the public interest field.

Essential Duties:

• Assist in developing and implementing Public Knowledge's legislative and outreach strategy
• Analyze legislative and regulatory proposals and obtain up-to-date information on legislative/regulatory matters
• Represent Public Knowledge at relevant conferences, events, coalition meetings, and before policy-making bodies such as Congress, the Federal Communications Commission, the Federal Trade Commission, and the Copyright Office'
• Draft and edit agency comments and/or congressional testimony for legislative hearings on telecommunications/technology policy, intellectual property, and other issues
• Serve as a resource to allies and other non-D.C. based groups in building advocacy strategy and relationships with policymakers
• Organize events to advance policy positions, including Congressional advocacy days and field events
• Coordinate development of Public Knowledge advocacy materials
• Mentor legal and policy fellows.
• Serve as a spokesperson and resource to the media within areas of expertise

Qualifications:

• A college graduate with a passion for public policy, knowledge and interest in technology, and a demonstrated interest in the political process and advocacy in the public interest
• Graduate degree preferred
• Three or more years of experience with Capitol Hill, Federal agencies, or other relevant policy-related experience
• Familiarity with legislative matters regarding technology policy preferred
• Experience conducting outreach and developing partnerships with a wide range of organizations and constituencies
• Strong oral and written communications skills
• A creative self-starter who can devise new, innovative outreach strategies
• A willingness and ability to learn complex technological and legal issues quickly
• Ability to translate complex technical and legal issues for consumption by policymakers and the general public
• The ability to produce high-quality results on tight deadlines and with little oversight

Compensation: Public Knowledge provides competitive compensation, excellent benefits, and opportunities for professional growth.

To Apply:

Send a resume including salary history, cover letter stating your interest in Public Knowledge, and at least one writing sample (max. 5 pages each) to: jobs@publicknowledge.org, with the subject line “Government Affairs Policy Advocate/Counsel.” The deadline for applications is January 7, 2019.
GOVERNMENT RELATIONS REPRESENTATIVE
WILDERNESS SOCIETY

Reporting to the Senior Managing Director, this position will oversee the efficient operations of TWS’ legislative advocacy work, ensure effective coordination of the Government Relations team internally and across the organization, and support priority campaigns by managing special projects, developing written advocacy and communications materials, and directly engaging and lobbying congressional offices. This position will also support the Senior Managing Director and the President’s Office in leading coalitions of conservation groups and engaging VIPs, as well as serving as a regular liaison for the Government Relations team with Conservation, Communications, Philanthropy, and other staff teams.

In a variety of capacities and assignments, this position will support the organization’s highest priority campaigns. These include defending special places from drilling or mining, preserving bedrock conservation laws and policies, and advancing permanent protections for wild landscapes, solutions to climate change, and equitable opportunities for all Americans to enjoy our public lands. The role will involve a wide range of responsibilities, including a mix of administrative work, research, writing, coordination and project management, coalition building, and direct engagement and communication with congressional staff.

Through internal and external communications, facilitation of team meetings and collaborations, and participation in strategic planning and other team activities, this position will play an important role in supporting an inclusive organizational culture that is grounded in trust and accountability to shared goals and outcomes. TWS has made diversity, equity, and inclusion strategic priorities for the organization and the Government Relations Representative will integrate these priorities throughout their work. For example, the Representative will work with the Government Relations team to identify opportunities to engage new diverse partners in shared advocacy work and pursue policy outcomes that advance equity, such as enhancing opportunities for all people to experience our public lands, regardless of race, background, or socioeconomic status. Across our team, we aspire to be campaign oriented, nimble, collaborative, innovative, transparent, and supportive of staff – our greatest asset.

Essential Duties & Responsibilities:

- Support priority public lands campaigns by directly engaging and educating congressional staff through emails, phone calls, and in-person meetings. As needed, support constituent lobby days by scheduling congressional meetings, attending meetings, supporting lobby trainings, and otherwise facilitating these fly-in events.
- Work with the Senior Managing Director and other senior management to support TWS leadership of national coalitions and other partnerships. This may include representing TWS with coalition partners, facilitating meetings, drafting coalition materials, and/or managing special projects.
- Effectively manage the core operations of the Government Relations team, including managing legislative tracking systems, compiling weekly team updates, tracking and overseeing the budget, and facilitating or leading regular team meetings, cross-cutting initiatives, and strategic planning exercises.
- Ensure effective coordination of the Government Relations team with regional/field, communications, philanthropy, and other program staff. Proactively identify and address opportunities to improve the efficiency and effectiveness of the Government Relations team and TWS’ legislative advocacy.
- Manage the Government Relations intern program, including leading the recruitment and hiring process, overseeing the workloads of interns with managing staff, and generally ensuring interns are well-deployed and provided with a rewarding experience.
- Develop and author communications materials, talking points, correspondence, short written reports, and other advocacy materials, as needed, partnering with policy and communications staff.
- Gather news and other information relevant to priority campaigns, Congress, and the Administration and regularly share with team members and other staff.
- Perform other duties as assigned
Qualifications:

- Minimum of 2 years (3 or more years preferred) of experience working in politics, government, issue advocacy/campaigns, or policy.
- Track record working successfully in teams representing a rich mix of talent, backgrounds, and perspectives—across race and gender.
- Excellent research, writing, and verbal communications skills.
- Superb organizational skills.
- Attention to detail, and proven ability to manage projects, balance multiple assignments and priorities, and meet deadlines with consistently high-quality products.
- Solid understanding of the legislative process at the federal level.
- Experience engaging with elected officials, coalitions, political campaigns, or federal agencies is helpful.
- Proficiency in Microsoft Office suite

To Apply:

For consideration, please submit your resume and cover letter through our online application system.

Apply Link

ADVOCACY DIRECTOR
GENDER JUSTICE

The Advocacy Director is a member of Gender Justice’s senior leadership team and provides vision and direction for our policy, legislative, and social change advocacy program – and the organization overall in partnership with the Executive Director. The Advocacy Director will work to advance gender justice through policymaker education, legislative policy development and lobbying (within the limits of our 501c3 status), development of strategic partnerships, coalition-building, and administrative advocacy. Priority issue areas include: gender-based violence and harassment, LGBQ rights, transgender rights, women’s rights, reproductive rights and justice including abortion access and maternal health. The Advocacy Director will serve as a passionate and visible spokesperson and as a prominent leader throughout the organization, among stakeholders, in the community, and nationally where appropriate.

Legislative Program Leadership

- With the Executive Director, identify legislative priorities for each session of the Minnesota Legislature and develop and execute strategies to further the priorities.
- With Legal Director and Staff Attorney, analyze bills; prepare Gender Justice comments, draft testimony, fact sheets or related materials in support of or opposition to proposed legislation.

Coalition and Campaign Leadership

- Co-lead the Minnesotans for Trust, Respect, Access Campaign and help to build and manage the coalition, develop campaign strategies, and coordinate collaborative activities.
- Develop policy, issue education, and movement-building strategies and activities that integrate communications, public engagement, and strategic partnerships in collaboration with Executive Director, Communications and Engagement Manager, and consultants.
- Help to identify opportunities for policy change related to Gender Justice litigation.
- Participate in other coalitions, task forces, and other groups aligned with Gender Justice on legislative issues within subject areas.
- Establish and maintain relationships with national, local and regional social, economic, and racial justice partners, LGBTQ, women’s, and civil rights organizations to expand and enhance the movement for expanding gender equity through; as appropriate, participate in national coalitions. In addition to working
with Minnesota-based advocates, the Advocacy Director will work with national social justice allies and campaigns such as the Equal Pay Today! Campaign, as well as with our colleagues in the Alliance, a consortium of four other state/regional law centers in Washington, Pennsylvania, California, and New Mexico.

Please email info@genderjustice.us or call Megan Peterson, Executive Director, at 651-789-2090 with questions about this opportunity or the hiring process. We know it takes time to apply for a job and are happy to help you determine if this opportunity might be a good fit for you.

Gender Justice is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBQ and trans people, immigrants, and others living in marginalized communities.

MANAGER
FEDERAL AFFAIRS
PEOPLEFORBIKES COALITION

The PeopleForBikes Coalition is seeking a full-time manager of federal affairs whose primary responsibility will be monitoring, tracking, and advocating for policies in key sectors, including infrastructure, transportation, public lands, tax, environment, and trade. Additionally, this person will assist in managing relationships with Capitol Hill, federal agencies, the White House, and partner organizations.

The PeopleForBikes Coalition is the U.S. bicycle industry association that works to unite millions of Americans, thousands of businesses, and hundreds of communities to make bicycling better for everyone. PeopleForBikes works to increase government bike project investments, improve bike infrastructure and related policy, support bike industry initiatives, award grants to support innovative local bike projects, promote bicycling and its benefits, and back crucial local and state bicycling initiatives. We are a member-based organization whose constituents consist of companies in the bicycle industry and 1.3 million grassroots supporters.

This position supports the implementation of PeopleForBikes’ aggressive and comprehensive legislative and regulatory agenda, which includes outreach to policymakers and staff, research and analysis, document production (letters, formal comments, talking points, one-page summaries, handouts, etc.), and constant monitoring of policy developments.

The ideal candidate will be able to focus on a diverse range of policy issues, become well-versed in the policy portfolio, and leverage strong organizational skills to provide the broader public policy team with timely information on developments, and relevant research and analysis.

Our Desired Qualifications Include:

- Excellent Writing Skills – The ability to write clearly and concisely, including the skill to condense public policy language into terms that non-experts can easily understand.
- Strong Communication Skills – The ability to communicate to both large groups and individuals around often complicated policy issues.
- Bipartisanship – A willingness to engage with all policymakers and staff, including those that stand in opposition to the PeopleForBikes agenda.
- Research and Analysis – The ability to perform comprehensive research and policy analysis, including federal regulations, legislation and legislative histories, committee reports, and public laws.
• Strong Organizational Skills – This position will involve a significant amount of multi-tasking, project management and tracking. The ideal candidate will be self-motivated and able to jump seamlessly from one project and topic area to another.
• A Love for Bikes – PeopleForBikes is a dynamic non-profit that operates like a business. We are a fun group of hardworking professionals who also love bikes, and the ideal candidate will too.

**Responsibilities of This Position Include:**

• Attending and representing PeopleForBikes at regular coalition meetings and hearings to forward the bike industry policy agenda and drive key platform initiatives.
• Supporting Signal Group DC in policy development, strategy, and meetings.
• Managing a federal Political Action Committee.
• Coordinating conference calls and meetings will stakeholders, partner organizations, and PeopleForBikes members.
• Participating in regular updates (by phone and in writing) to highlight the work our organization does in Washington, DC.
• Developing regular written reports and memos on policy developments and activities related to advancing the PeopleForBikes agenda.
• Regular travel will be required.
• Other duties, as assigned.

The ideal candidate will have 2-4 years of experience with advocacy, lobbying, or related policy work. Experience on Capitol Hill or implementing policy initiatives at another industry trade association is highly desirable.

**Compensation and Benefits:**

This "at will" full-time employee position offers a competitive salary commensurate with experience, as well as a generous benefits package.

**To Apply:**

Interested applicants should submit a resume and cover letter via email with “Manager, Federal Affairs“ in the subject line to jobs@peopleforbikes.org.

The position will remain open until filled. Telephone inquiries will not be accepted. Interested applicants are encouraged to visit PeopleForBikes.org for more general information and organizational background. PeopleForBikes Coalition is an equal opportunity employer.

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**STAFFER**

**HOUSE COMMITTEE ON SMALL BUSINESS (DEMOCRATIC STAFF)**

The House Committee on Small Business (Democratic staff) seeks a staffer to work on issues related to Small Business Administration Entrepreneurial Development programs. Expertise with SBA programs, including Small Business Development Centers, SCORE, Women’s Business Centers, and Veteran’s Business Outreach Centers, is required. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation. The ideal candidate will have strong communication, writing, and research skills. A graduate degree is strongly preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.
COUNSEL
HOUSE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM

The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives. Ranking Member Elijah Cummings seeks to fill a Counsel position on the Democratic staff. The ideal candidate will be an attorney with several years of investigative or litigation experience. Responsibilities include depositions, transcribed interviews, briefings, and congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to oversightjobs@mail.house.gov, with “Counsel” in the subject line. No unsolicited calls, emails, or drop-ins, please.

HEALTH POLICY ADVISOR
CONGRESSMAN ROGER MARSHALL

Congressman Roger Marshall, M.D. (KS-01) seeks an experienced, results oriented Health Policy Advisor to work on health policy. This is not an entry level position. Expertise in health care pricing, transparency, and insurance markets preferred. Responsibilities include staffing congressional hearings, work with health-related federal agencies, conducting policy research, drafting health care legislation, and coalition building. Successful candidate will be detail-oriented, possess strong strategic thinking skills and have the ability to identify and prioritize opportunities to influence health care policy. Minimum of four years professional experience in health policy required. Please send resume, cover letter, and at least two professional references. Use subject in email “Health Policy Advisor” to Dalton.henry@mail.house.gov.

ECONOMIC POLICY STAFFER
HOUSE SMALL BUSINESS COMMITTEE (DEMOCRATIC STAFF)

House Small Business Committee Democrats seek an Economic Policy Staffer to manage a broad policy portfolio including, tax, health, retirement, and other economic issues. Core responsibilities include developing and advancing legislation, planning events on key policy priorities, coordinating hearings, staffing Member, and drafting reports. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector or policy think tank experience is preferred. An advanced degree is a plus. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

SMALL BUSINESS TECHNOLOGY STAFFER
HOUSE SMALL BUSINESS COMMITTEE (DEMOCRATIC STAFF)

The House Small Business Committee (Democratic staff) seeks a staffer to work on issues related to small business technology, telecommunications, and trade policy. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation. This is not an entry level position. A graduate degree is strongly preferred. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector or policy think tank experience is preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

OVERSIGHT & REGULATORY COUNSEL
HOUSE SMALL BUSINESS COMMITTEE (DEMOCRATIC STAFF)

House Small Business Committee (Democratic Staff) is looking for a proactive, experienced oversight and regulatory counsel. Responsibilities include planning and conducting congressional oversight and advising in policy matters related to oversight of issues within the committee’s jurisdiction. Additional duties include reviewing and monitoring regulatory issues across the federal government as it pertains to small businesses and
drafting comments and official correspondence as necessary. Candidates must possess relevant legal experience, excellent research and writing skills, and strong analytical and communication skills. Must also be a team player and able to work well under pressure and with quick deadlines. Experience with congressional oversight and regulations preferred; Hill experience is a plus. J.D. is required; please no recent graduates. This is not an entry level position. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdez@gmail.com with the position name in the subject line.

POLICY DIRECTOR
HOUSE SMALL BUSINESS COMMITTEE (DEMOCRATIC STAFF)

The House Committee on Small Business (Democratic staff) seeks a Policy Director to assist in the daily operations and management of policy staff and assist in coordinating committee activities, such as hearings and roundtables. This position involves day-to-day management responsibilities and requires significant management experience. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, the proven ability to work under pressure and tight deadlines, and sound judgment necessary to evaluate matters that arise before the committee. Only candidates with experience and a comprehensive knowledge in the substantive policy areas within the Committee’s jurisdiction will be considered. This is not an entry level position. Previous hill experience is required and an advanced degree is a plus. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdez@gmail.com with the position name in the subject line.

LEGISLATIVE ASSISTANT
SENIOR HOUSE DEMOCRAT

Senior Democrat seeks Legislative Assistant, or Senior Legislative Assistant depending on qualifications, to handle work on the Financial Services Committee and other issues. Candidates should have substantial experience with financial services issues and substantial Congressional experience. The successful applicant will possess strong writing and oral communication skills, work well with others, be comfortable in a fast-paced environment, and understand the legislative process. To apply, please e-mail a cover letter, resume, and three writing samples to financeservicesla@gmail.com. No phone calls or drop-ins please.

MANAGER OF LEGAL RECRUITMENT
COLUMBUS SCHOOL OF LAW OF THE CATHOLIC UNIVERSITY OF AMERICA

Overview:

The Manager of Legal Recruitment administers all recruitment programs for the benefit of all current part- and full-time students; conducts employer outreach to expand job opportunities; manages the Career Services Management (CSM) database for all positions posted, as well as facilitates programs and data collection utilizing the system; prepares materials and presents to students as needed; performs other duties as assigned by Director.

Responsibilities:

• Administer all on- and off-campus recruitment programs. This includes serving as primary contact for legal employers, scheduling employer visits to campus and assisting students with all aspects of participation in recruitment programs (from initial registration, through the bidding and interview process).
• Administer and promote all regional interview programs including those related to law specialties as well as those designed to increase diversity in the legal profession. Facilitate student participation in employer sponsored events such as networking opportunities and skills-based workshops. Manage OCPD’s participation in the law schools Externship Fair.
• Conduct regular employer outreach to expand and develop externship opportunities, permanent job opportunities, and paid law clerk positions. Cultivate and locate positions for posting. Promotes opportunities to students and alumni.
• Manage Career Services database for all positions; this includes updating current data and contacts, inputting jobs, assisting students and employers, and running reports.
• Survey all student and employer participants for data reporting outcomes for on- and off-campus recruitment programs. Prepare periodic reports for Assistant Dean based on data collected.
• Utilize Career Service Management system to create and manage student experience data for summer positions. Create resources for students based on data, including summer experience binder.
• Develop appropriate programming regarding employment and recruiting; present to students as needed.
• Prepare instructional materials for students as it relates to on- and off-campus recruiting, Career Services Management database and job fairs.
• Utilize Career Services Management system to facilitate mock interview program and other programs as needed.
• Prepare and update marketing materials to publicize and promote the Office of Career and Professional Development, includes assisting with maintenance of OCPD website, utilizing social media, and determining effective ways to communicate with students and employers.
• Attend conferences and other programs as needed. Represent the Office of Career and Professional Development at national, regional and local meetings of appropriate professional organizations and associations.
• Create newsletters, weekly emails, and other materials for students and alumni to promote opportunities.
• Work with Assistant Dean and Associate Director on projects as required.

Qualifications:

Bachelor’s Degree with at least two (2) years previous experience in career services, legal recruitment field, or working with legal employers preferred. Computer skills (Word, PowerPoint, Excel), previous experience with Symplicity Career Service Management system preferred.

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

NATIONAL SECURITY LAW FELLOWSHIP
GEORGETOWN CENTER ON NATIONAL SECURITY AND THE LAW

The Georgetown Center on National Security and the Law hosts a two-year National Security Law Fellowship designed for a highly-qualified law school graduate specializing in national security law who intends to pursue an academic career. We seek applicants who have demonstrated an aptitude for independent scholarly research, as demonstrated by their scholarly work in law school, research related to other graduate degree programs, and/or their professional activities after law school. The Fellow's time will be spent producing significant scholarship for publication. The Fellow can propose to teach a seminar, which will be handled on a case by case basis. The Fellow also will contribute to the intellectual life of the Center, and will have the opportunity to take part in the Georgetown Law Fellows' Collaborative in preparation for the academic job market. The position is designed for individuals intending to go onto the legal academic job market within two years.

All applications will be reviewed after the postmark deadline of Friday, January 11, 2019. The Fellowship term is from September 2019 to August 2021.
INTERN
OFFICE OF CONGRESSMAN-ELECT DAVID TRONE

The Office of Congressman-Elect David Trone (MD-06) is currently seeking highly qualified students or recent graduates for the position of Intern. Opportunities will be available in our Capitol Hill Office or one of our District Offices, located in Gaithersburg, Frederick, Hagerstown, and Cumberland. Interns are an integral part of the team and are given substantial opportunities to learn and grow in a fast-paced and active office. Interns will gain experience in constituent outreach, casework, legislative research, and office management. The ideal candidate will be professional, responsible, and friendly. Candidates should be organized, eager to learn, able to work both individually and as part of a team, perform well under pressure, and adapt to rapidly changing situations. Qualifications: -Proficiency in Microsoft Windows and Office Suite -Good written and oral communication skills -Ability to work cooperatively and courteously in a team environment -Commitment to providing excellent constituent service -Be able to complete Internet-based research on a variety of topics -Knowledge of voter or constituent databases a plus -A positive, can-do attitude and a willingness to learn We encourage anyone to apply, but preference will be given to applicants who live in or go to school in Maryland's 6th Congressional District. We ask candidates to work a minimum of 16 hours per week and give a 10-week minimum commitment. Specific start and end dates as well as the weekly schedule are negotiable.

To apply, send resume and cover letter to MD06.Intern@gmail.com. Please indicate in the subject line which office is preferred.

MILITARY/NATIONAL SECURITY INTERN
OFFICE OF CONGRESSMAN MATT GAETZ

The Office of Congressman Matt Gaetz (R-FL) is seeking a Military/National Security Intern for immediate placement/spring semester in Washington, DC office. Although this internship is unpaid, students gain invaluable national security experience. A national security intern’s responsibilities are varied but substantive. They will be asked to answer phones, research national security legislation for the MLA, and attend hearings and briefings. Congressman Gaetz serves on the Armed Services Committee and represents the largest military district in the country. Interns will be able to get a broad perspective on the Air Force, The Army, The Navy, The State Department, and other national security related appendages of the government. As a result, interns learn about the legislative process and the many other functions of a congressional office. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. Students will leave the internship with a greater understanding of how a Congressional office works, how constituent relationships are forged and maintained, and how the legislative process works. Students should be highly motivated, ready to learn, and eager to work in a fast-paced environment.

Please apply by emailing your resume cover letter to fl.1st.intern.applications@gmail.com

FELLOW
SENIOR MEMBER OF THE FINANCE COMMITTEE

A Senior Member of the Finance Committee seeks a part-time or full-time graduate or law student to work on health care issues. The fellow will assist the Senator's health care staffer on all areas of the portfolio with a focus on mental health, access, women, and minority health care issues.

Interested parties should submit their resume, writing sample, unofficial transcript, hours available to work and references to senate_employment@saa.senate.gov indicating job referral number in subject line.
SPRING & SUMMER 2019 LEGAL INTERNSHIPS
ASYLUM SEEKER ADVOCACY PROJECT
URBAN JUSTICE CENTER

The Asylum Seeker Advocacy Project (ASAP) at the Urban Justice Center is currently accepting applications for Spring and Summer 2019 legal internships. Legal interns may assist in various aspects of client representation, including emergency legal assistance to asylum seekers at a distance and filings at immigration courts, the Board of Immigration Appeals, and Courts of Appeal. In addition, interns may prepare public education materials and support ASAP’s private online community, which provides thousands of refugee families with legal information and emergency support.

Legal interns must be currently enrolled in law school and pursuing a U.S. law degree. Please note that a high degree of Spanish proficiency is a plus.

Applicants available to work in New York, Chicago, and Washington, D.C. are preferred, but interested candidates based elsewhere are also encouraged to apply! While internships are unpaid, ASAP is happy to support interns in their efforts to receive school credit and/or outside funding.

How to Apply:

Interested applicants should send a cover letter, resume, and a writing sample to: info@asylumadvocacy.org. Please use the subject lines “Summer 2019 Legal Internship Application” or “Spring 2019 Legal Internship Application”.

Applications will be considered on a rolling basis.

HOWARD C. WESTWOOD FELLOW
NEIGHBORHOOD LEGAL SERVICES PROGRAM FOR THE DISTRICT OF COLUMBIA

Neighborhood Legal Services Program for the District of Columbia will have an opening for one Westwood Fellow, who will start in the fall of 2019. All third-year law students and those who graduated in 2017 or 2018 from accredited law schools in the District of Columbia (American, Catholic, UDC-DCSL, George Washington, Georgetown and Howard) and the University of Maryland's School of Law are eligible to apply for this Fellowship.

About NLSP:

Since 1964, Neighborhood Legal Services Program for the District of Columbia ("NLSP") has provided free legal services in civil cases to low-income residents of the District of Columbia. NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents that have retained their vitality and relevance. NLSP remains embedded in D.C.’s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual, and passionate staff embraces an explicitly anti-poverty mission and shares a deep commitment to securing meaningful access to justice.

Brief Description of Position:

The law firm of Covington & Burling LLP ("Covington") funds annual Fellowships for graduates of Washington, D.C. law schools and the University of Maryland's School of Law to work as NLSP staff attorneys. The Westwood Fellowship Program was established and named in honor of Covington's former partner, Howard C. Westwood, who helped found and preserve NLSP and legal services programs nationally.

Each graduate awarded a Westwood Fellowship must commit to serve as an NLSP staff attorney for at least one year, with an option to apply for renewal of the Fellowship for a second year. This year's fellow will practice in
the area of family law. The fellow will be supervised by the Managing Attorney for the Family Law Unit. The fellow will be placed in one of our three neighborhood offices (Headquarters in the NO-MA neighborhood, the Deanwood/ Far Northeast Office, or the Southeast Office).

Covington provides funding through NLSP to cover salaries and other benefits for Fellowship recipients, as described below. Renewal eligibility for the second year is conditional upon the fellow’s job performance, membership in a State Bar, and at least a pending application to the DC Bar.

The Fellowship expands Covington’s long-standing relationship with NLSP. In 1969, Covington decided to make a formal commitment to help meet the enormous need for civil legal assistance among DC’s poor by sending two of its lawyers and support staff members to work at NLSP’s neighborhood offices on a full-time basis for six-month shifts. Started in 1991, the Westwood Fellowship adds another dimension to that 48-year relationship. It helps ameliorate a shortage of funding and staff for NLSP and offers an opportunity for local law school graduates to dedicate their talents and energies to providing legal services to the poor.

Primary Responsibilities:

The Westwood Fellow will:

- provide direct representation for clients in family law (custody, divorce, child support) and domestic violence cases.
- represent clients in all stages of the litigation process, including interviewing clients, drafting complaints and motions, filing and responding to discovery, preparing for hearings and trials, and attending hearings and trials.
- receive internal trainings about relevant substantive law, litigation, and NLSP’s approach of using the law to fight poverty.
- attend external substantive law and litigation trainings.
- contribute to NSLP’s sense of community by participating in committees and organizing periodic office events.
- attend monthly staff meetings and regular practice area and supervision meetings.

Experience and Qualifications:

All third-year students at the accredited law schools in the District of Columbia (American, Catholic, UDC's David A. Clarke School of Law, George Washington, Georgetown and Howard) and the University of Maryland's School of Law are eligible to apply for the Westwood Fellowship. Lawyers who have graduated from those schools in 2017 or 2018 are also eligible. Recipients of a Westwood Fellowship will be eligible to reapply for a second year.

Primary Selection Criteria Include:

- a commitment to serving low-income residents of the District of Columbia;
- a passion for public interest law and civil legal services;
- strong academic performance, including excellent research and writing skills;
- clinical and/or other relevant substantive legal experience;
- exceptional communication skills (written and oral) and strong interpersonal skills;
- outstanding problem-solving skills and creativity; and
- an ability to work independently.

Compensation:

Westwood Fellows are currently paid $45,500 for law school graduates. Once barred, compensation is consistent with NLSP staff attorney salaries. They receive all employment benefits available to NLSP staff attorneys including: employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage;
paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; and 403(b) Thrift Plan (voluntary retirement savings program). Additionally, the Fellowship will reimburse fellows for expenses incurred in taking the bar examination and a bar review course up to $2,000. Reimbursement is not retroactive and is not available to candidates who are already licensed in any jurisdiction. Recipients of the Westwood Fellowship are employees of NLSP, not Covington & Burling.

Application Process:

Those interested in applying for a Covington & Burling LLP Westwood Fellowship should email the application materials by 5:00 pm on Tuesday, January 22, 2018.

The application should include:

- A cover letter explaining why you want to work at NLSP and why you are specifically interested in the Westwood Fellowship. The cover letter should be addressed to the "Fellowship Committee."
- Recent law school transcript.
- Resume (including whether or not you speak any languages other than English and your level of fluency in these languages).
- Three letters of recommendation from law school professors, judges, practicing lawyers or others in a position to comment on the applicant's qualifications for a position at NLSP.
- A relevant and substantive writing sample of original work product 5 pages in length.

Application materials and any questions should be directed to:

Leah Quaile Curran, Managing Attorney, Family Law Unit
Email: lquaile@nlsp.org
Phone: 202-832-NLSP (6577) with a copy to knewtoncole@nlsp.org.

NLSP will interview candidates in late-February 2019.

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

DETENTION OVERSIGHT FELLOW - POLICY TEAM
NATIONAL IMMIGRATION JUSTICE CENTER

The National Immigrant Justice Center (NIJC) Seeks a Detention Oversight Fellow (1 year, DC Office).

The United States government currently jails more than 44,000 individuals daily in a secretive system of jails and prisons, solely on the basis of their place of birth and immigration status. The Department of Homeland Security's (DHS) detention system is riddled with corruption and abuse. Local governments and private prison operators profit richly from the system, leading to perverse incentives for expansion and for cutting corners on health and safety precautions. The Trump administration has advanced a rhetorical framework characterizing all migrants as a public safety threat, a gambit designed to convince elected officials and the public that jails are the only appropriate placement for immigrants undergoing immigration court proceedings.

The DefundHate campaign, of which NIJC is a member, works toward the goal of, in the short term, cutting funds for immigration detention and enforcement and, in the long term, legislatively ending immigration detention. NIJC seeks a Detention Oversight Policy Fellow to develop and implement a project designed to cultivate a large group of elected officials to become champions for these shared goals.
Position Summary:
The Detention Oversight Policy Fellow will develop and implement the project described above. This role will include domestic travel. High proficiency or fluency in Spanish is preferred.

Essential Duties and Responsibilities:

- Develop and maintain systems to support enhanced oversight of the full ICE detention system.
- Develop and maintain a non-public but shared platform for campaign members.
- Strengthen and expand NIJC’s existing toolkit for members of Congress visiting ICE detention facilities.
- Develop and launch a targeted campaign to identify, develop and support members of Congress willing to make specific commitments toward pursuit of DefundHate goals, with a focus on encouraging members to engage in unannounced visits to Immigration and Customs Enforcement jails.
- Engage in human rights visits and monitoring to ICE and CBP facilities; supplement visits with targeted public records request and research; and draft policy briefs outlining the human rights issues identified during the site visits.
- Adheres to professional standards as outlined by governmental bodies (and/or other appropriate professional associations), private funding sources, organization plans/policies and unit guidelines. Participates in periodic evaluative reviews and/or in-house and external staff training to ensure that she/he understands and continues to adhere to such standards. Initiates requests for assistance or guidance from supervisor to address new issues or complex concepts affecting adherence to professional standards.
- Other duties may be assigned.

Education and/or Experience:

- Bachelor’s Degree
- At least three years’ experience in immigration policy / advocacy.
- Experience in human rights law; self-motivated and committed to civil liberties advocacy; experience advocating with federally elected lawmakers preferred; demonstrated ability to work cooperatively on a variety of projects with lawyers, other staff members, and diverse community organizations and coalitions.

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

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

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

- The noise level in the work environment is usually moderate.
To Apply:

Apply for the Detention Oversight Policy Fellow position on Heartland Alliance’s Job Board.

SUMMER 2019 INTERNS
OFFICE OF CONGRESSMAN RALPH NORMAN

The Office of Congressman Ralph Norman (SC-5) is currently seeking interns for Summer 2019 in our Washington D.C. office. Applicants must be motivated, professional, dependable and hold strong written and verbal communication skills. Responsibilities include, but are not limited to, answering phones, corresponding with constituents, leading U.S. Capitol tours, attending Congressional hearings, assisting the legislative staff, and participating in a legislative project. Internships are unpaid. Successful candidates will be mature, personable, detail-oriented, and self-starters. Interns will have the opportunity to learn more about the legislative process and work in a fast-paced congressional office. South Carolina ties preferred.

Interested applicants should send resume, cover letter, and availability to Kimberly.Hammond@mail.house.gov

CONGRESSIONAL FELLOW
U.S. CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

The U.S.-China Economic and Security Review Commission is seeking a Congressional Fellow, a position that will include duties split roughly 50/50 between Congressional Affairs and Research and Analysis. Responsibilities include executing congressional outreach, development of outreach strategies, research and analysis of developments in the U.S.-China relationship, and research and analysis of legislation (both pending and enacted) relevant to the Commission’s mandate.

Further responsibilities, qualification requirements, and information on how to apply can be found here. All application materials are due January 15, 2019 at 5:00 pm.

SPRING 2019 INTERNSHIPS
MINORITY STAFF OF THE U.S. SENATE COMMITTEE ON BANKING, HOUSING AND URBAN AFFAIRS

The Minority Staff of the U.S. Senate Committee on Banking, Housing & Urban Affairs seeks part-time or full-time undergraduate, graduate, or law students to work with the Minority Staff during Spring 2019. These unpaid internships offer current students an opportunity to observe and work closely with Committee professional and oversight staff on a variety of policy and oversight projects. Interns will assist with legal and fact research, preparation for hearings and meetings, and administrative tasks.

Please email a cover letter addressing your qualifications and the time commitment you can make (i.e. start/end dates and number of days/hours per week), as well as your resume, to internships_democratic@banking.senate.gov.

SPRING 2019 INTERN
SENATE COMMITTEE ON VETERANS’ AFFAIRS

The Senate Committee on Veterans’ Affairs (Democratic Staff) seeks a full-time, unpaid intern for Spring 2019. The duties of the position include assisting Committee staff in managing the front office, administrative work, researching, writing correspondence to veterans, and participating in the preparation for hearings, and other legislative work. The internship provides an opportunity to gain firsthand knowledge about how a Senate Committee works to pass legislation, conducts oversight on federal agencies and programs, and implements policy. Interns will also be exposed to the inner-workings of a Senator’s personal office; they will have the
opportunity to interact with interns and staffers from the personal office. The ideal intern should be an excellent writer, with the ability to write clearly and concisely; self-motivated; adaptable; and passionate about issues facing our nation’s veterans. Veterans and those with military connections are especially invited to apply, but applications will be reviewed equally. Applications are reviewed on a rolling basis, and interns are expected to start in mid-January.

Interested applicants should email a cover letter, resume, and brief writing sample (1-2 pages) to svacdemgs@gmail.com.

SPRING 2019 INTERNS
MINORITY STAFF OF THE U.S. SENATE COMMITTEE ON RULES AND ADMINISTRATION

The Minority Staff of the U.S. Senate Committee on Rules and Administration seeks part-time or full-time undergraduate, graduate, or law students to work with the Minority Staff during the Spring 2019 semester. Interns, law clerks, and fellows will assist Committee staff with research and drafting legislation, memos, talking points, and letters. Projects will focus on a variety of areas within the Committee’s jurisdiction, including election administration, campaign finance, and oversight issues.

Please email a resume, cover letter, writing sample, unofficial transcript, and the time commitment you can make (i.e. start/end dates and number of days/hours per week) to Lindsey_Kerr@Rules.senate.gov. No phone calls or drop-ins please.

SPRING 2019 CLERKSHIP
SENATE PERMANENT SUBCOMMITTEE ON INVESTIGATIONS MAJORITY (REPUBLICAN)

The Senate Permanent Subcommittee on Investigations majority (Republican) staff seeks current law students or recent law school graduates for an unpaid clerkship for the 2019 Spring Semester. Applicants must be motivated and hard-working and have strong written and oral communication skills. Responsibilities include conducting research, preparing memoranda for professional staff, participating in preparation for hearings, and handling various administrative tasks including answering phone calls and directing meetings to staff. Full-time applicants strongly preferred; part-time applicants welcome.

Please email a resume and cover letter to SenateJobOpenings@gmail.com with the subject line Spring 2019 Clerkship Application. Please state your preferred start date and the days and times you are available to work each week in the email.

SPRING 2019 INTERN
CONGRESSMAN JIM LANGEVIN

Congressman Jim Langevin (D-RI) is seeking full-time and part-time interns for spring 2019. Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include providing constituent services, attending policy briefings and committee hearings, performing legislative research, and supporting staff members on various projects of interest. Rhode Island ties are preferred but not required. Qualified candidates are organized and detail-oriented; responsible, willing to learn, able to work cooperatively in a team setting; possess strong oral and written communications skills; and are committed to public service.

To apply: send a resume, cover letter, and a brief writing sample to john.swords@mail.house.gov. Please also indicate your dates of availability and whether you are interested in a full-time or part-time position.
SPRING 2019 INTERNSHIP
OFFICE OF CONGRESSWOMAN ROSA L. DELAURO

The office of Congresswoman Rosa L. DeLauro is accepting applications for the Spring 2019 internship program in the Washington, DC office. Applicants should have an ability to work in a fast-paced environment, possess excellent writing skills, and an enthusiastic attitude. Intern responsibilities include supporting legislative and press staff, attending hearings and briefings, answering constituent phone calls, leading US Capitol tours, organizing constituent mail, greeting office visitors, and various ad hoc projects.

For application information, please visit https://delauro.house.gov/services/internships. Please email your completed application to Lisa.Ghaaffari@mail.house.gov.

Applicants and employees shall not be discriminated against with respect to compensation, terms, conditions, or privileges of employment, because of such person’s race, color, religion, sex, age, national origin, service in the military, disability or sexual orientation.

2019-2021 CLINICAL TEACHING FELLOWSHIP
GEORGETOWN UNIVERSITY CENTER FOR APPLIED LEGAL STUDIES

The Center for Applied Legal Studies (CALS) at Georgetown Law announces that it is now accepting applications for its annual fellowship program in clinical legal education. CALS will offer one lawyer a two-year teaching fellowship (July 2019-June 2021), providing a unique opportunity to learn how to teach law in a clinical setting.

At CALS, our two fellows and faculty members work as colleagues, sharing responsibilities for designing and teaching classes, supervising law students in their representation of clients, selecting and grading students, administering the clinic, and all other matters. In addition, the fellow will undertake independent legal scholarship, conducting the research and writing to produce a law review article of publishable quality.

This fellowship is particularly suitable for lawyers with some degree of practice experience who now want to embark upon careers in law teaching. Most of our previous fellows are now teaching law or have done so for substantial portions of their careers.

Since 1995, CALS has specialized in immigration law, specifically in asylum practice, and our docket focuses on presenting asylum claims in immigration court. Applicants with experience in U.S. immigration law will therefore, be given preference. The fellow must be a member of a bar at the start of the fellowship period.

The fellow will receive full tuition and fees in the LL.M. program at Georgetown University, and a stipend of 57,000 in the first year and 60,000 in the second year. On successful completion of the requirements, the Fellow will be granted the degree of Master of Laws (Advocacy) with distinction.


To apply, send a resume, an official or unofficial law school transcript, a writing sample, and a detailed statement of interest (approximately 5 pages). The materials must arrive by January 7, 2019. The statement should address: a) why you are interested in this fellowship; b) what you can contribute to the Clinic; c) your experience with asylum and other immigration cases; d) your professional or career goals for the next five or ten years; e)
your reactions to the Clinic's **goals** and **teaching methods** as described on its website, https://www.law.georgetown.edu/experiential-learning/clinics/center-for-applied-legal-studies/; and f) anything else that you consider pertinent. Address your application to Directors, Center for Applied Legal Studies, Georgetown Law, 600 New Jersey Avenue, NW, Suite 332, Washington, D.C. 20001, or electronically to lawcalsclinic@georgetown.edu.

Georgetown University is an **equal opportunity affirmative action employer**. We are committed to diversity in the workplace. If you have any questions, call CALS at (202) 662-9565 or email to lawcalsclinic@georgetown.edu.

**SUMMER CLERKSHIP**

**PUBLIC DEFENDER SERVICE**

Public Defender Service has summer positions available in our general Civil Legal Services Division. Below is the link to apply for clerkships at our office.

https://lawcruit.micronapps.com/sup/lc_supp_app_frm.aspx?lawfirm=168&id=0

**2019 SUMMER LEGAL INTERNSHIP**

**CAMPAIGN LEGAL CENTER**

Summer legal interns at CLC have the opportunity to work across all of CLC’s issue areas—campaign finance, ethics, voting rights, and redistricting—and across our methods of advocacy, including litigation, state and local reform, and regulatory agency practice. Summer legal interns will work under the close supervision of senior CLC attorneys.

**Responsibilities:**

- Draft legal pleadings, motions or briefs
- Research and write memoranda on complex legal issues for pending and potential litigation
- Conduct factual investigations
- Draft regulatory or statutory language
- Draft complaints to regulatory agencies
- Write advocacy letters, FOIA requests, blog posts, testimony, and other programmatic documents

**Qualifications and Experience:**

- Must be a current 1L or 2L (rising 2L or 3L) at an accredited law school
- Strong research and writing skills
- Ability to work effectively and collaboratively as part of a team
- Commitment to the nonpartisan nature and mission of CLC
- Availability for at least ten weeks in the summer of 2019

**To Apply:**

Please submit a cover letter, resume, current transcript, and writing sample in a single pdf with “2019 Summer Intern” in the subject line to info@campaignlegalcenter.org. CLC values a diverse workforce and encourages qualified applicants of all races, ethnicities, physical abilities, genders and sexual orientations to apply.

Applications will be accepted and reviewed on a rolling basis until January 15, 2019. Students are encouraged to apply early. If a transcript is not yet available, students can submit applications without it and supplement their application when available.
In addition to the program’s focus on legal education, CLC guarantees summer legal interns a wage of $560.00 per week during the summer but requires all interns to apply for any available public interest summer funding available through their educational institution. That funding may be applied toward the salary guarantee.

**SUMMER 2019 INTERNSHIPS**

**FAIR ELECTIONS CENTER**

Fair Elections Center is seeking current law students with strong academic credentials and a demonstrated commitment to civil rights for an internship next summer. Primary responsibility will be to support the work of the legal counsel to identify and respond to legal and administrative obstacles to voter participation, as well as election administration. Duties will include performing legal research for litigation, legislative advocacy, and reports; investigating relevant legal, rulemaking or legislative proceedings for legal violations; and interacting with election reform organizations and key elections officials to advocate for changes that will protect the right to vote. Additional responsibilities may include assisting with legal research, outreach, and organizing for our Campus Vote Project.

This is a great opportunity for exposure to election law and voting rights litigation for someone who is a self-starter and comfortable handling significant responsibility. Must possess strong research, analytical, and written and oral communication skills. The ability to meet deadlines is required.

Interns are required to work 10 weeks and 40 hours per week during summer 2019. Flexible start and end dates. Fair Elections Center will assist students in obtaining academic credit for the internship. Fair Elections Center is an Equal Opportunity Employer (EOE). Applicants from diverse backgrounds are strongly encouraged to apply.

To apply, send a resume and cover letter to jobs@fairelectionscenter.org.

**SUMMER INTERNS 2019**

**CONSTITUTIONALITY ACCOUNTABILITY CENTER**

Constitutional Accountability Center (CAC) is a think tank, law firm, and action center dedicated to fulfilling the progressive promise of our Constitution’s text, history, and values. As the Trump Administration ignores the Constitution and attempts to dismantle progress, our mission has never been more important. At this pivotal moment in our country, we are seeking Summer Interns to be immersed in all aspects of our substantive legal work.

We are accepting 2019 summer internship applications from first, second, and third year law students. Our 10-week internships provide a stipend of $3,500. To apply, please send a cover letter and a copy of your resume and transcript to Brian Yourish: byourish@theusconstitution.org.

Summer Interns report to CAC’s Chief Counsel.

For more information about CAC, please visit our web site: www.theusconstitution.org.
DETENTION ATTORNEY
(MULTIPLE OPENINGS)
AMERICAN FRIENDS SERVICE COMMITTEE
NEWARK, NEW JERSEY

Summary of Principal Responsibilities:

The Detention Attorney will be part of AFSC’s Friends Representation Initiative of New Jersey (FRINJ), a publicly-funded project that will provide representation for immigrants who are detained by ICE at immigration facilities in New Jersey and facing removal hearings at either the Newark or Elizabeth Immigration Courts. The Detention Attorney is responsible for direct legal representation of immigrant detainees in removal proceedings.

Essential Functions/Responsibilities:

- The key responsibilities of the Detention Attorney include the following:
- Provide in-depth individual consultations and representation to indigent unrepresented immigrant detainees before the Elizabeth and Newark Immigration Courts, the Board of Immigration Appeals, and federal District Courts and Courts of Appeals.
- Participate in meetings with Department of Homeland Security representatives, jail staff and service providers on detention issues.
- Monitor conditions and access at the detention center and jails for use in reports and advocacy activities.
- Assist in the documentation of the project’s experiences and in the preparation of AFSC quarterly reports and reports to funding sources.
- Work with AFSC’s Social Worker to meet clients’ social services’ needs.
- In collaboration with AFSC staff and other stakeholders, engage in policy and advocacy work concerning issues raised by clients and constituents.
- Participate in AFSC staff meetings and case reviews.

Minimum Qualifications:

- A minimum of two years’ experience (including law school clinical experience) with immigration law and procedures, with detained removal defense preferred.
- Excellent legal skills and understanding of movement lawyering principles.
- Bilingual English/Spanish or English/French highly desirable.
- Strong written and oral communication skills including public speaking.
- Self-motivated, detail oriented, well-organized, able to prioritize assignments and work load.
- Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, the public and donors.
- Familiarity with software applications in a Windows environment, including Microsoft Word and LawLogix.
- Ability to work some evenings and weekends; ability to travel out of state.
- Admission to a state bar required.

Other Required Skills and Abilities:

- Commitment to Quaker values and testimonies.
- Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
• Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities.
• Demonstrated ability to work and communicate with diverse staff.

Compensation:
Salary Range 15 - Exempt – Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker’s compensation and social security.

To Apply:
Please click below and submit a cover letter and resume in the application.
Detention Attorney

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

AFSC’s Central Office and some of its offices in the U.S. are unionized workplaces. This position is represented under the Northeast Region’s Collective Bargaining Agreement.

The American Friends Service Committee is a smoke-free workplace.

IMMIGRANTS’ RIGHTS SUPERVISING ATTORNEY
COMMUNITY DEVELOPMENT PROJECT
URBAN JUSTICE CENTER
NEW YORK, NEW YORK

The Community Development Project (CDP) at the Urban Justice Center seeks applicants for the position of supervising attorney. The position will focus on advocacy on behalf of low-wage immigrants connected to organizing campaigns. The supervising attorney will join an existing immigrants’ rights team that partners with community-based organizations in all five boroughs of New York City.

Background:
CDP provides legal, participatory research and policy support to strengthen the work of grassroots and community-based groups in New York City to dismantle racial, economic and social oppression. CDP employs a unique model of partnership with grassroots and community-based groups. Our partners take the lead in determining the priorities and goals for our work, and advance our understanding of justice. Applicants are encouraged to learn more about the CDP’s work by looking at our website: http://cdp.urban.justice.org/

Job Summary & Qualifications:
• Admission to the New York Bar or equivalent;
• Significant experience representing immigrants in a variety of settings: including with humanitarian and family-based petitions and defensively before EOIR and the BIA;
• Experience providing substantive supervision, mentorship, and/or supporting professional development to a diverse team of motivated attorneys and paralegals;
• Practice with complex and/or federal litigation, such as petitions for review, writs of mandamus, or habeas petitions;
• Experience developing and coordinating legislative and/or policy advocacy campaigns;
• Experience working with or supporting community-based organizing;
• Familiarity with consensus-based decision making and participatory governance is preferred; and
• Fluency in a foreign language is a plus, but not required.

Responsibilities:

• Supervise, mentor, and grow the talent of a diverse team of motivated attorneys, paralegals, and interns in the immigrants’ rights practice area;
• Work together with CDP partners to develop and implement creative litigation strategies that support and respond to the needs of CDP’s community partners and their members;
• Provide technical assistance and supervision to staff with a large and diverse docket of direct representation, which includes applications for T/U/VAWA, Waivers of Inadmissibility, Motions to Reopen, Cancellation of Removal, affirmative and defensive Asylum, and some immigration-related federal litigation;
• Assist with grant compliance and fundraising;
• Collaborate with CDP’s six other practice areas to expand cross-disciplinary support for community-based partners;
• Approach immigration advocacy with a racial justice lens;
• Advocate to legislative and regulatory bodies on behalf of immigrants and community-based organizations, primarily at the city and state level; and
• Participate in CDP’s internal governance and decision-making bodies.

Benefits/Compensation:

A salary competitive in the NYC legal services community and excellent benefits package is available, including generous vacation, personal, and sick time, along with strong medical and dental coverage.

How to Apply:

Interested applicants should send a cover letter and resume by e-mail only (no hard copies please) with the subject line “Supervising Immigrants’ Rights Attorney” to cdpjobs@urbanjustice.org, Attn: HaQuyen Pham. Applications must be received no later than January 30, 2019 and will be considered on a rolling basis.

Project Description:

CDP provides legal, participatory research and policy support to strengthen the work of grassroots and community-based groups in New York City to dismantle racial, economic and social oppression.

UJC Description:

The Urban Justice Center serves New York City’s most vulnerable residents through a combination of direct legal service, systemic advocacy, community education and political organizing. Our 12 Projects assist clients on numerous levels, from one-on-one legal advice in soup kitchens, to filing class action lawsuits to bring about systemic change, to pushing social justice legislation forward.

SENIOR MANAGING ATTORNEY
IMMIGRATION LEGAL CENTER
OMAHA, NEBRASKA

Organizational Description:

The Immigrant Legal Center (ILC) is a 40+ employee non-profit law firm welcoming immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC operates throughout Nebraska and southwest Iowa and is part of the national Justice For Our Neighbors (JFON) network.
Responsibilities of the Position:

The Senior Managing Attorney is responsible for ensuring the continued success of various assigned ILC programs by providing leadership, guidance, oversight, and technical legal support to managing and/or supervising attorneys. The Senior Managing Attorney position will be located in Omaha and will work in coordination with established community partners to provide direct legal services and promote community education and advocacy of immigrants’ rights.

Major Duties of the Position:

• Provide leadership and strategic direction for at least three key ILC programs
• Manage, mentor, and supervise the senior legal staff within each of these programs
• Provide legal counsel, advice, and direct representation to ILC clients in complex case matters before the U.S. Courts of Appeals, U.S. District Court, Board of Immigration Appeals, Immigration Courts, United States Citizenship and Immigration Services, and Immigration and Customs Enforcement
• Provide support, guidance, and mentorship to other program teams within ILC
• Compile and analyze programmatic statistical information for reports as needed
• Steer outreach and education programs

Qualifications:

• Must have a J.D. and be admitted (or willing to seek admission) to practice in Nebraska
• Preferred candidate will have 3-5 years of experience in immigration law and/or complex litigation
• Spanish language proficiency is preferred, but not required
• Ability to work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines
• Excellent oral and written communications skills
• Ability to work sensitively with clients having diverse personalities, lifestyles, cultures, and faiths
• Strong commitment to public interest legal services

Application:

Salary range: $65,000 to $75,000 based upon experience
Medical, vision, and dental insurance and 403(b) retirement plan

Include in application:

• resume, cover letter, references, and writing sample.
• Submit application to Charles Ellison at charles@immigrantlc.org

Positions will remain open until filled; Interviews will begin after January 14, 2019

SUPERVISING ATTORNEY
TEXAS PROBAR
HARLINGEN, TEXAS

The ABA recruits employees seeking opportunities for challenging and substantive work defending liberty and pursuing justice in the U.S. and around the world. The ABA offers competitive employment benefits which include medical, dental, vision, life and disability insurance, flexible spending accounts, a 401(k), commuter benefits, and more.
Accountable for hiring, training, and overseeing the work of Attorneys, Accredited Representatives, Paralegals and Legal Assistants. Ensure compliance with current funding contract(s) as to provision of legal services.

Coordinates and mentors volunteer attorneys. Hires, trains, and oversees the work of Attorneys, Accredited Representatives, Paralegals and Legal Assistants. Ensures compliance with current funding contract(s) as to provision of legal services. Seeks and develops opportunities for trainings on relevant issue areas to inform work of legal staff. Seeks and develops opportunities for team building and other staff retention measures.

Provides coaching, counseling, leadership, performance feedback, and, where appropriate, applies discipline to and through subordinates. Reports regularly to Project Director regarding issues related to provision of legal services and develop strategies to address challenges. Maintains and develop materials and documents necessary for support of legal staff. Performs other related duties as required.

**Basic Qualifications & Interests:**

Possession of a Juris Doctorate degree from an ABA-accredited law school. Licensed to practice law and member in good standing of any state bar. At least one-year experience in practicing immigration law related to respondents in removal proceedings. Fluency in English and Spanish in written and spoken forms. Intermediate proficiency in both the Microsoft Office Suite of products and with Google tools and products.

**Preferred Qualifications & Interests:**

Prior volunteer, community, or work experience regarding immigration or detention Prior pro bono coordination experience. Work experience with asylum seekers. Prior non-profit experience, particularly involving field work or work in remote locations. Prior leadership or management experience.

**To Apply:**

Apply online.

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

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

**STAFF ATTORNEY**

**PROBAR**

**HARLINGEN, TEXAS**

The ABA recruits employees seeking opportunities for challenging and substantive work defending liberty and pursuing justice in the U.S. and around the world. The ABA offers competitive employment benefits which include medical, dental, vision, life and disability insurance, flexible spending accounts, a 401(k), commuter benefits, and more.

- Accountable for facilitating pro bono representation of detained unaccompanied adult respondents in immigration removal proceedings, including by providing direct representation as required or permitted by current funding contract(s). Serves as mentor and leader to staff attorneys, legal interns, and volunteers, including by maintaining current materials and trainings on legal services.
- Implementation of the legal orientation program including conducting group rights presentations, screening detainees and providing individualized orientations and consultations after the group presentations, and providing pro se workshops
• Directly representing clients in immigration proceedings
• Promoting pro bono representation before review boards and appeal boards representing detained aliens’ cases; referring cases of persons in the rights presentation with potential relief to pro bono attorneys
• Supervising the immigration paralegal and assisting in the organization of, and participating in, substantive immigration law trainings
• Providing assistance to the project director, including supervision and training of volunteers, recruiting volunteers, monitoring detention conditions, preparing reports and helping with proposals
• Performs other related duties as required.

Basic Qualifications & Interests:

• Possession of a Juris Doctorate degree from an ABA-accredited law school.
• Licensed to practice law in a U.S. state or territory or Accreditation, as required in order to appear as representative before immigration court.
• Fluency in English and Spanish in written and spoken forms.
• 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.

To Apply:

Apply online.

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

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

DEPUTY STATE DIRECTOR
FEDERAL ELECTED DEMOCRAT
CLEVELAND, OHIO

Federal elected Democrat seeks highly motivated, detail-oriented, and energetic individual for open Deputy State Director position. Responsibilities include having the knowledge of and ability to remain current on all legislative and non-legislative issues in Ohio and nationwide; updating the Senator, State Director and other appropriate staff on state, regional, and local issues; managing regional office staff, acting as liaison with federal, state, and local agencies/community organizations; acting as liaison with city, county, township, state and federal officials; developing an outreach plan and represent Senator at local events and meetings; and other duties as assigned. Qualified candidates should be familiar with the state of Ohio, particularly Cleveland, be resourceful, personable, have people and project management experience and be willing to travel throughout the region and state. Prior political experience preferred.

This job is based in Cleveland.

Send resume and cover letter to ohfederaljob@gmail.com with “Deputy State Director” in the subject line. Deadline to apply is January 15, 2019.

We are an equal opportunity employer and highly value diversity and veterans.
As the nation’s oldest legal organization focusing on the civil rights of Asian Americans and Pacific Islanders, Asian Americans Advancing Justice-Asian Law Caucus (“Advancing Justice-Asian Law Caucus”) is a leader in defending the interests of low-income immigrants. Since 1972, Advancing Justice-Asian Law Caucus has litigated high-profile cases and provided an array of services including community education, advocacy, and direct client representation. Our current program areas include National Security and Civil Rights, Immigrant Rights, Criminal Justice Reform, Voting Rights, Workers’ Rights, ASPIRE, and Housing Rights.

Our National Security and Civil Rights Program addresses structural racism and discrimination affecting Arab, Middle Eastern, Muslim, and South Asian (“AMEMSA”) communities, including but not limited to surveillance, Federal Bureau of Investigation (“FBI”) and Joint Terrorism Task Force (“JTTF”) harassment, and discriminatory immigration policies. We tackle abuses in these areas utilizing a combination of direct legal services, community outreach and education, community organizing, impact litigation, and state and local policy work.

Position Summary: Located in San Francisco, California, Advancing Justice-Asian Law Caucus seeks a passionate, enthusiastic, creative, detail-oriented, culturally competent, and self-motivated individual to join our National Security and Civil Rights Program. This staff attorney position will involve significant legal research and writing, direct legal services, impact litigation, policy advocacy, and Know Your Rights work with AMEMSA communities. The staff attorney will participate in all aspects of the Program’s work. The successful candidate will ideally start as soon as possible.

The Staff Attorney works closely with the Program Manager and two Community Advocates in the Program to maintain close relations with AMEMSA communities, identify broad patterns of abuse or other systemic civil rights violations, and address these violations through litigation, direct client services, education outreach, and policy advocacy. Attorneys work closely with the community advocates to develop and implement community outreach and programming.

Responsibilities:

- Provide direct legal services to AMEMSA clients on complex national security cases that have immigration and criminal law components
- Litigate impact cases that safeguard civil rights and liberties for AMEMSA communities
- Engage in public policy and administrative advocacy on profiling and discrimination issues
- Conduct community education and Know Your Rights events
- Participate in a range of local, state-wide, national, and international coalitions, committees, and task forces
- Supervise law clerks and other volunteers

Qualifications:

- B.A./B.S. and J.D. degrees with membership in good standing with the California State Bar
- Relevant legal experience including direct legal services and impact litigation (1 to 5 years preferred)
- Excellent legal research and writing skills
- Strong oral communication skills
- Ability to work in a fast-paced, rapid-response environment with a highly diverse group of mission-driven lawyers and staff with a range of substantive law knowledge, experience, and expertise
- Ability to work both independently and in collaboration with other attorneys, community advocates, and community-based organizations
- Demonstrated commitment to advancing the rights of low-income, AMEMSA, Asian and Pacific Islander (API), people of color, and/or immigrant communities
• Preferred experience in organizing and/or working in coalition spaces to advance the rights of low-income, AMEMSA, API, and other people of color, and/or immigrant communities
• Preferred experience in supervising non-attorney staff
• Preferred bilingual skills in Arabic, Farsi, Hindi, Urdu, or other relevant languages

Application Process:

Interested candidates should e-mail to jobs@advancingjustice-alc.org a resume; cover letter summarizing interest, qualifications and experience; writing sample; and three references. Kindly put “Application – Staff Attorney NSCR Program” in the subject line of the e-mail. Please submit materials in PDF format. No phone calls, please.

Asian Americans Advancing Justice – ALC is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation.

IMMIGRATION STAFF ATTORNEY
MAKE THE ROAD NEW YORK
WHITE PLAINS, NEW YORK

Make the Road New York seeks a bilingual (Spanish & English) immigration staff attorney. The position will be based in our Westchester office in White Plains.

The Organization:

Make the Road New York builds the power of immigrant and working-class communities to achieve dignity and justice through organizing, policy innovation, transformative education, and survival services. Make the Road operates neighborhood-based community centers in Bushwick, Brooklyn; Jackson Heights, Queens; Port Richmond, Staten Island, Brentwood, Long Island and White Plains, Westchester. With a membership of more than 23,000 low-income New Yorkers, Make the Road tackles the critical issues facing our community: workplace justice, tenants’ rights, immigrant rights, language-access, LGBTQ justice, public education, health care access, and immigration reform.

Our Education Department offers ESOL, Spanish-language literacy, and computer literacy; and in-school and after-school youth programs. Our Community Organizing Projects help New Yorkers to implement strategies to combat shared problems and develop leadership and the capacity for civic participation. And our Department of Legal & Support Services provides direct legal representation, case management, facilitated enrollment into public health insurance programs, training, and strategic support for members and organizers. Our attorneys and advocates specialize in labor and employment law, public benefits, disability benefits, housing law, healthcare and health insurance access, immigration law, public education, and LGBT (Lesbian, Gay, Bisexual, and Transgender) civil rights issues.

Legal and Support Services at Make The Road New York:

The Department of Legal and Support Services at Make The Road New York (MRNY) works to strengthen Make the Road’s organizing work by (1) helping to envision and implement leverage strategies (including strategic litigation) that help win our organizing campaigns; (2) providing technical legal support for policy work; and (3) providing legal and support services to high-need immigrant communities and help meet immediate needs of community members. The Department currently employs seventeen attorneys, five advocates and three case managers. Our legal team is integrated into all aspects of the organization’s work.
Current Opening:

We are hiring an Immigration Staff Attorney to join our dynamic immigration team. The attorney in this position will provide affirmative and defensive legal representation to immigrants from the Westchester area. The attorney will also have the opportunity to participate in impact litigation projects, as well as support our community organizing and policy work serving our communities.

Benefits:

Generous package of vacation, personal and sick days. Excellent health, dental, FSA, vision, 401K, STD, LTD and life insurance and family leave policies

How to Apply:

Forward a cover letter, resume, and writing sample by email to Jessica Young, Westchester Supervising Attorney, at jessica.young@maketheroadny.org. Applications will be considered on a rolling basis.

Make the Road New York is an equal opportunity and affirmative action employer and seeks to insure equal opportunity and equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, religion, color, citizenship, national origin, sex, age, disability, marital status, gender identity, genetic information and sexual orientation, in all employment decisions including but not limited to hiring, compensation, benefits, training, termination, and all other terms and conditions of employment.

ATTORNEY, IMMIGRATION SPECIALIST
JUSTICE IN MOTION
BROOKLYN, NEW YORK

Justice in Motion is a non-profit organization with the mission of protecting migrant rights across borders. At the core of this mission is the belief that all migrants should be treated fairly and should have access to justice, and that in today's globalized world, cross-border partnerships within civil society are essential to fair treatment and justice for migrants. To this end, Justice in Motion has designed an innovative model which partners US and Canadian lawyers with members of Justice in Motion's Defender Network to collaborate on employment, civil rights, and humanitarian immigration cases for migrants. The Defender Network is comprised of human rights organizations and individual lawyers in Mexico, Guatemala, El Salvador, Honduras, and Nicaragua. Justice in Motion's legal action, capacity building, and policy programs provide advocates throughout the region with the necessary skills, knowledge, and connections to ensure migrants have access to justice wherever and whenever they need it.

We seek a mid-level immigration lawyer to lead our legal action program's focus on ensuring migrants have access to cross-border justice in humanitarian immigration cases. The Immigration Specialist will manage cases, develop new projects, and design improvements to ensure that the legal action program responds to the growing demand on our services in an effective and sustainable manner. We are looking for someone who will be a positive team-player and an active problem solver to help things run smoothly and in alignment with Justice in Motion's theory of social change. The Immigration Specialist will report to the Legal Director.

Responsibilities Include:

Manage the execution of cross-border case facilitations with support from Justice in Motion's Legal Assistant. These are cases for clients represented by lawyers in the United States or Canada that require action by the Defender Network in Mexico and Central America. Specific tasks may include: analyzing and screening cases with Defenders and US and Canadian lawyers; reviewing contracts; troubleshooting issues with communication; tracking challenges and their solutions, and creating systems to ensure success; and reporting on outcomes. This job does not include client representation or direct services.
Engage in special project program design, implementation, and management under the guidance of Justice in Motion’s Legal Director to address foreseen and unforeseen challenges in the immigration landscape. This includes strategic thinking about the role of international collaboration within civil society in advancing justice for migrants generally, and the added value of Justice in Motion’s model and Defender Network in immigration cases specifically.

Develop and sustain collegial working relationships with the Defenders in Mexico and Central America and with the Advocates in US and Canadian who represent migrants needing the Defenders' assistance. Deliver trainings (virtual and in-person) to both constituencies as needed.

 Maintain knowledge of immigration law and procedure and US migration policy, particularly as it relates to immigrant detention, due process, removal defense, and humanitarian migration benefits (e.g., T/U/VAWA, asylum, SIJ).

Participate in Defender Network events, meetings, stakeholder convenings, and present at conferences throughout the region. This is expected to be about 3-4 trips (domestic and international) per year.

**Core Competencies:**

- **Education/Experience:** JD from accredited law school. 3+ years working as a direct services and practicing immigration lawyer in applications for humanitarian migration benefits (e.g., T/U/VAWA, asylum, SIJ) and/or in removal defense proceedings.
- **Fluent in English and Spanish (speaking and writing with comprehension at professional level).**
- **Experience public speaking and delivering trainings or legal presentations.**
- **Excellent interpersonal and intercultural communication skills. Ability to demonstrate tact and consistent professional demeanor in a variety of cultural settings.**
- **Excellent organizational skills. Answers email timely and adept at managing follow up with little oversight. Manages deadlines on different projects with competing priorities. Pays close attention to details.**
- **Willingness and ability to travel nationally and internationally.**
- **Work Habits: Self-starter attitude with the ability to work independently and as part of a team. Ability to listen to and learn from critical feedback. Smart, patient, and curious problem-solver.**
- **Sense of humor.**

**Preferred:**

- **Experience using case management databases (Salesforce)**
- **Experience working, traveling, or studying, in Mexico or Central America**
- **Experience public speaking in Spanish**
- **Interest in migration, cross-cultural collaboration, or international work**
- **Demonstrated commitment to justice for migrants and sustainable social change for marginalized communities**

**How to Apply:**

Justice in Motion values diversity in our workforce and encourages candidates of diverse backgrounds to apply. Please email a resume, cover letter, and three references to apply@justiceinmotion.org in the subject line, please write: "IMMIGRATION SPECIALIST -- [Your Name]."

Work will begin as soon as possible. Candidates will be considered on a rolling basis. No phone calls please.
DETENTION ATTORNEY
AMERICAN FRIENDS SERVICE COMMITTEE
NEWARK, NEW JERSEY

Summary of Principal Responsibilities:

The Detention Attorney will be part of AFSC’s Friends Representation Initiative of New Jersey (FRINJ), a publicly-funded project that will provide representation for immigrants who are detained by ICE at immigration facilities in New Jersey and facing removal hearings at either the Newark or Elizabeth Immigration Courts. The Detention Attorney is responsible for direct legal representation of immigrant detainees in removal proceedings.

Essential Functions/Responsibilities:

The key responsibilities of the Detention Attorney include the following:

- Provide in-depth individual consultations and representation to indigent unrepresented immigrant detainees before the Elizabeth and Newark Immigration Courts, the Board of Immigration Appeals, and federal District Courts and Courts of Appeals.
- Participate in meetings with Department of Homeland Security representatives, jail staff and service providers on detention issues.
- Monitor conditions and access at the detention center and jails for use in reports and advocacy activities.
- Assist in the documentation of the project’s experiences and in the preparation of AFSC quarterly reports and reports to funding sources.
- Work with AFSC’s Social Worker to meet clients’ social services’ needs.
- In collaboration with AFSC staff and other stakeholders, engage in policy and advocacy work concerning issues raised by clients and constituents.
- Participate in AFSC staff meetings and case reviews.

Minimum Qualifications:

- A minimum of two years’ experience (including law school clinical experience) with immigration law and procedures, with detained removal defense preferred.
- Excellent legal skills and understanding of movement lawyering principles.
- Bilingual English/Spanish or English/French highly desirable.
- Strong written and oral communication skills including public speaking.
- Self-motivated, detail oriented, well-organized, able to prioritize assignments and work load.
- Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, the public and donors.
- Familiarity with software applications in a Windows environment, including Microsoft Word and LawLogix.
- Ability to work some evenings and weekends; ability to travel out of state.
- Admission to a state bar required.

Other Required Skills and Abilities:

- Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
- Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.
Compensation:

Salary Range 15 - Exempt – Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker’s compensation and social security.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

AFSC’s Central Office and some of its offices in the U.S. are unionized workplaces. This position is represented under the Northeast Region’s Collective Bargaining Agreement.

The American Friends Service Committee is a smoke-free workplace.

STAFF ATTORNEY
IMMIGRATION PROGRAM
ERIE COUNTY BAR ASSOCIATION VOLUNTEER LAWYERS PROJECT
BUFFALO, NEW YORK

The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking a full-time attorney to join its Immigration Program, in Buffalo, NY. Immigration work handled by our Buffalo Office includes representation of immigrant victims of crime, refugees and asylum seekers, unaccompanied minors, and other low-income individuals in need of immigration assistance.

Duties/Responsibilities:

- Handle immigration matters for immigrant victims of crime in Western New York through a recently added source of funding
- Handle a variety of immigration work primarily before the Buffalo Immigration Court and U.S. Citizenship and Immigration Services
- Train/supervise student interns and community volunteers
- Some regional travel will be required between our Buffalo office and Batavia office, and occasionally to different locations in the eight counties of Western New York, as needed
- Variety of other duties and projects

Requirements/Skills - Required:

- Admitted to practice law in NY
- Organizational skills to track and report required data about the work in a timely and accurate manner
- Ability to work cooperatively with fellow staff and supervisors
- The means and willingness to travel (a driver’s license and regular access to a vehicle are required)
- Strong oral and written advocacy skills
- Willingness to work independently while also taking direction and operating as part of a team
- Organizational ability required to juggle many cases efficiently
- Flexibility to handle other tasks which the attorney may be called upon to handle at VLP, such as community outreach and education

Requirements/Skills – Preferred:

- 1 year of experience in immigration law
- Fluency in Spanish
- Demonstrated commitment to representing low income immigrants
Those without previous experience but possessing the desire and language skills are encouraged to apply. Candidates possessing Spanish language fluency who are pending admission to the New York Bar in January 2019 are also encouraged to apply.

**To Apply:**

Please send a resume, a brief writing sample (no more than ten pages), a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Emma Buckthal, Supervising Attorney, ECBA Volunteer Lawyers Project, Inc. at ebuckthal@ecbavlp.com

Applications will be reviewed as received.

VLP is an equal opportunity employer. Salary depends upon experience. Excellent benefits including fully paid health insurance, a cafeteria plan for dependent care and transportation costs, long term disability insurance, life insurance, 403b plan, Simple Employee Pension Plan, and generous leave time. The work atmosphere is congenial, respectful and flexible.

For information on VLP, see [www.ecbavlp.com](http://www.ecbavlp.com)

**LEGISLATIVE MANAGER**

**EQUALITY CALIFORNIA**

**SACRAMENTO, CALIFORNIA**

Equality California (EQCA) is the nation’s largest state-wide lesbian, gay, bisexual, transgender and queer (LGBTQ) civil rights organization with over 800,000 members. Equality California brings the voices of LGBTQ people and allies to institutions of power in California and across the United States, striving to create a world that is healthy, just, and fully equal for all LGBTQ people. We advance civil rights and social justice by inspiring, advocating, and mobilizing through an inclusive movement that works tirelessly on behalf of those we serve. Through its legislative work, EQCA has successfully sponsored 140 pieces of pro-equality legislation cementing California as the state with strongest LGBTQ-civil rights protections in the country.

Equality California Institute (EQCAI) is a 501(c)3 organization that has a parallel mission statement to EQCAI, its 501(c)4 counterpart. EQCAI educates the broader community on important LGBTQ issues such as transgender equality, violence and hate crimes, healthcare, health disparities, the needs of LGBTQ seniors and youth, homelessness and immigration. Over the last five years, EQCAI has spearheaded successful programs to tackle these issues, including multiple public education campaigns, such as Transform California, Equality4All, #Take It, I’m PrEPed, Let California Ring, Fair Share for Equality, the Breakthrough Conversations Project, and Health Happens with Equality.

**Position Overview:**

The Legislative Manager will have the opportunity to spearhead Equality California’s legislative advocacy both substantively and administratively, as well as potentially participate in electoral work for pro-LGBTQ candidates and community engagement throughout California.

The Legislative Manager will work directly under the supervision of the Outside Legislative Director and Managing Director while providing assistance to other departments based on need. May be called upon to attend meetings or events outside of the office as needed.

**Responsibilities:**

The Legislative Manager’s essential functions may include any or all of the following:
• Independently identify and develop the organization’s sponsored bill ideas.
• Draft and advocate for up to ten priority bills and/or budget items, including EQCA-sponsored legislation.
• Represent EQCA through the legislative process: advocate, consult, and negotiate with legislators and their staff, committee consultants, administrative department heads and their staff, and other stakeholders involved in the legislative process including other LGBTQ organizations.
• Analyze and develop policy position on complex legislative and budget proposals that may impact LGBTQ people. Testify as appropriate at legislative committee hearings.
• Provide presentations on LGBTQ issues to the EQCA Board of Directors, at policy conferences, and in the community.
• Assist with planning and execution of EQCA’s annual lobby day and grassroots lobbying events at the Capitol.
• Organize, train, and develop easy to understand materials on complex legislative matters for grassroots constituencies.
• Represent EQCA with selected agencies, task forces, committees, coalitions, and community-based organizations related to areas of responsibility.
• Represent EQCA in the media on areas of expertise and work with Communications Director to identify legislative matters for the media, assist with developing press releases, and other press related materials.
• May supervise and mentor legislative assistant and interns.
• Other duties as assigned.

**Qualifications:**

• B.A. required. J.D. or advanced degree in relevant fields such as public policy, public administration, or other subjects that provide foundation in legal analysis, lobbying, and drafting of legislation is preferred.
• At least two years of experience working in legislative advocacy, legislative staffing, or public policy development required.
• Working knowledge of the legislative process and budget process in California required.
• Experience and ability to work effectively with a variety of organizations and individuals with diverse perspectives, the public, elected and appointed officials, community members, and governmental agencies, especially at the state and local levels required.
• Strong research, writing, and oral communication skills required.
• Demonstrated ability to independently analyze complex legislative proposals and develop organizational positions regarding proposed legislation required.
• Knowledge of LGBTQ issues and/or experience working with the LGBTQ community strongly preferred.
• Contacts with LGBTQ organizations or within LGBTQ communities strongly preferred.

Salary will be based on experience. This position will be based out of the Sacramento office and may require evening and weekend work time on occasion.

**To Apply:**

Email resume (including names and contact of three references), cover letter and salary requirements to Tony Hoang at jobs@eqca.org. Please be sure to put “Legislative Manager” in the subject line of your email.

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**CHILDREN’S LEGAL PROGRAM STAFF ATTORNEY**

**AMERICANS FOR IMMIGRANT JUSTICE**

**MIAMI, FLORIDA**

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

**Duties:**

AI Justice is seeking a qualified, full-time Staff Attorney for its work with unaccompanied immigrant children. Job responsibilities include: Legal representation in immigration proceedings before the Immigration Court; appellate proceedings before the Board of Immigration Appeals; proceedings before the U.S. Citizenship and Immigration Services, and proceedings in state family and juvenile courts within the Miami Immigration Court jurisdiction. The Staff Attorney will represent clients seeking immigration benefits, including asylum, Special Immigrant Juvenile (SIJ) status, and/or T or U nonimmigrant status, and state court orders necessary to support SIJ applications. The Staff Attorney also will be required to conduct legal screenings of detained and non-detained unaccompanied minors to determine eligibility for legal relief and representation by AI Justice, provide advice and counsel to unaccompanied minors, and comply with other program reporting.

**Qualifications:**

- Preference for two years' experience in immigration law, including experience with Special Immigrant Juvenile, asylum, VAWA, T and/or U visa cases
- Preference for experience in family, child welfare and/or juvenile law related matters
- Preference for experience working with children, domestic violence victims and/or other victims of trauma
- Strong writing, research and analytical skills; strong communication and group leadership skills
- Interest in policy advocacy at the national level
- Excellent presentation skills for community outreach, education and training
- Ability to work independently and under pressure
- Ability to work well with people of diverse educational, cultural and professional backgrounds
- Experience with immigration and/or child dependency legal clinics in law school would be especially helpful
- Fully bilingual, including reading and writing, in English and Spanish required
- Must have own transportation
- Must be willing to submit to an extensive background check, including FBI, statewide repository, and sex offender registry checks
- JD degree required. Florida Bar membership required.

**Application deadline:**

Open until filled. Must be ready to begin employment immediately.

Interested Applicants should send a cover letter, resume, and references to info@aijustice.org

**MISDEMEANOR ATTORNEY**

**SALT LAKE LEGAL DEFENDER ASSOCIATE**

**SALT LAKE CITY, UTAH**

The largest public defense firm in Utah is looking to hire members of the Utah bar in good standing who are self-directed, creative, client-centered, and passionate about defending our clients and the fundamental rights guaranteed by the constitution. We seek attorneys with a diversity of experience, perspectives, and personalities. Our staff includes members of the patent bar, former carpenters, park rangers, marines, librarians, and teachers. While trial experience is a plus, our office offers professional development opportunities, including mentoring, internal training, as well as continuing legal education that is amongst the most diverse and robust opportunities in the state. Misdemeanor attorneys can expect to learn advanced litigation skills while teaming with our experienced felony attorneys, who will mentor you through the process of litigating complex felony cases, including homicides. Applicants can expect to handle a demanding caseload and should be prepared to write
and argue a variety of motions, interact with a diverse clientele, become familiar with substance abuse and mental health issues, and will have the opportunity to develop excellent trial skills. We offer competitive salaries and excellent benefits.

Some experience (including clinical intern or externships) is preferred. Starting salary is $64,000. Great healthcare, generous 401K, and excellent training are also provided.

Interested attorneys should submit a cover letter and resume to the attention of Rich Mauro at the e-mail address admin@sllda.com.

SENIOR STAFF ATTORNEY
BRONX FAMILY JUSTICE CENTER
SANCTUARY FOR FAMILIES
BRONX, NEW YORK

Sanctuary for Families is New York’s leading service provider and advocate for survivors of domestic violence, sex trafficking and related forms of gender violence. Every year, Sanctuary empowers thousands of adults and children to move from fear and abuse to safety and stability, transforming lives through a comprehensive range of services. We provide a range of wrap-around services to help survivors rebuild their lives in the aftermath of abuse, and work to end gender violence through three key strategies: direct services, outreach and training, and systems-change advocacy. Our services are available in 11 locations throughout New York City.

Sanctuary for Families seeks a seasoned attorney with domestic violence and/or family law experience to provide legal representation to victims of domestic violence who come to the Bronx Family Justice Center seeking assistance with family offense, custody/visitation, and child/spousal support proceedings, as well as matrimonial matters. The attorney will also conduct community outreaches and trainings, will screen clients at the Bronx Family Justice Center, and will collaborate with other agencies to advocate for systemic change. The Senior Staff Attorney will provide leadership and expertise within a team of family law staff attorneys, and will mentor and supervise junior staff attorneys, pro bono attorneys, interns, and volunteers. The attorney will work out of the Bronx Family Justice Center and will report to Sanctuary’s Bronx and Manhattan Family Justice Center Legal Director and Deputy Director.

Responsibilities:

- Represents victims of domestic violence in Bronx Family Court and Supreme Court in family offense, custody, visitation, child support, spousal support, and matrimonial matters.
- Screens, advises, and advocates for clients who enter the Bronx Family Justice Center seeking services.
- Develops and conducts outreaches to underserved communities.
- Trains law students, pro bono attorneys, social service providers, health care professionals, and community-based organizations on domestic violence and the legal needs of victims.
- Represents Sanctuary for Families on task forces and other policy and advocacy committees outside the agency.
- Recruits and supervises pro bono attorneys on all aspects of litigation in family law matters.
- Supervises and mentors junior legal staff, volunteer attorneys and interns, and project assistants.
- Facilitates clients’ access to intra-agency and outside resources and administers provision of direct financial assistance and donations to clients.
- Builds relationships/partnerships with law firms, law schools, and other agencies to increase visibility of Sanctuary for Families in the legal and domestic violence communities.
- Participates in interagency conferences and legal/bar association committee meetings to keep abreast of developments in the areas of pro bono representation, family law, and domestic violence.
- Performs any other department or agency-related duties or special projects as directed by supervisor.
Qualifications:

- J.D. and Admission to the New York State Bar.
- At least five years of relevant legal experience.
- Ability to handle all aspects of complex family law matters.
- Experience working in the domestic violence field.
- Ability to work independently.
- Knowledge of the dynamics of gender-based oppression and a strong motivation to combat gender-based violence.
- Fluency in a second language an asset.

How to Apply:

Apply online.

STAFF ATTORNEY
IMMIGRATION INTERVENTION PROJECT
SANCTUARY FOR FAMILIES
MANHATTAN, NEW YORK

Sanctuary for Families is New York’s leading service provider and advocate for survivors of domestic violence, sex trafficking and related forms of gender violence. Every year, Sanctuary empowers thousands of adults and children to move from fear and abuse to safety and stability, transforming lives through a comprehensive range of services. We provide a range of wrap-around services to help survivors rebuild their lives in the aftermath of abuse, and work to end gender violence through three key strategies: direct services, outreach and training, and systems-change advocacy. Our services are available in 11 locations throughout New York City.

The Immigration Intervention Project (IIP) is the nation’s largest immigration legal service program exclusively dedicated to survivors of domestic violence, sex trafficking, and related forms of gender violence. IIP represents clients in the full spectrum of immigration remedies available, including removal defense, petitions for U and T status, Violence Against Women Act self-petitions, battered spouse waiver applications, petitions for Special Immigrant Juvenile Status cases, and applications for asylum, DACA (Deferred Action for Childhood Arrivals), employment authorization, green cards, and naturalization. IIP is committed to providing the highest quality legal representation to achieve positive outcomes for some of the City’s most vulnerable abuse survivors.

Sanctuary currently has openings for two (2) Staff Attorneys within our Immigration Intervention Project. The Staff Attorney under the Office of Victims Services (OVS) grant is a key, full-time position within Sanctuary for Families’ Immigration Intervention Project (IIP), a legal services project that represents thousands of survivors of domestic violence, other forms of gender-based violence, and human trafficking in a broad range of immigration matters. IIP represents clients in affirmative cases and in removal proceedings with claims for a full spectrum of immigration remedies, including U and T status, Violence Against Women Act (VAWA) self-petitions, battered spouse waivers, petitions for Special Immigrant Juvenile Status (SIJS), asylum applications, DACA, adjustment of status, and naturalization. IIP is committed to providing the highest quality legal representation to achieve positive outcomes for some of the City’s most vulnerable abuse survivors.

The Staff Attorney provides consultations and application assistance to immigrant victims of gender-based violence in New York City. Other responsibilities include conducting community outreach and education, and collaborating with other agencies, including those at the New York City Family Justice Centers, to best assist and empower immigrant survivors of domestic violence, other forms of gender-based violence and human trafficking. The IIP operates from 5 different locations in New York City; this Staff Attorney works out of the Manhattan office.
Responsibilities:

- Represent immigrant survivors of gender-based violence, including by preparing and filing applications for U visas, VAWA-based adjustment of status, asylum, SIJS, naturalization, and/or other forms of immigration status;
- Accept referrals of potential clients from the New York State Crime Victims Legal Network (CVLN), screen their cases for eligibility for immigration benefits, and provide limited scope or full legal representation, as appropriate;
- Communicate, coordinate, and collaborate with the CVLN to ensure victims are receiving the most comprehensive response. Within the first year of their hiring, complete 15 hours of training on holistic Victim Law, including the neuroscience of trauma and its implications for legal representation of crime victims.
- Collaborate with district attorney’s offices, other local, state, and federal law enforcement agencies, and community-based organizations to improve responses to immigrant victims of gender-based violence and human trafficking and educate and provide technical assistance on issues relating to immigrant clients.
- Refer victims of domestic violence and gender-based violence to appropriate legal and social services within and outside of Sanctuary for Families;
- Maintain accurate records in electronic database of current and potential clients;
- Attend CVLN meetings and collect, maintain, and report data and statistics, as needed, to CVLN administrators;
- Perform other duties as directed by Director.

Qualifications:

- Admitted to practice law in a U.S. jurisdiction, preferably New York State
- Minimum of two years of experience in immigration law;
- Fluency in English and a relevant community language (e.g. French, Spanish, Mandarin, Urdu, Bengali, Arabic, Russian)
- Experience working with immigrant survivors of gender-based violence and/or human trafficking;
- Excellent judgment and attention to detail;
- Strong writing and analytical skills;
- Strong communication skills;
- Excellent interpersonal skills;
- Ability to work independently and under pressure;
- Energetic and passionate about Sanctuary’s mission of ending gender based violence and human trafficking;
- Deep understanding of and ability to work well with people of diverse ethnic, cultural, religious, educational, and socioeconomic backgrounds;

How to Apply:

Apply online.

TWO STAFF ATTORNEYS
NORTHEAST JUSTICE CENTER
LOWELL/LAWRENCE, MASSACHUSETTS

The Northeast Justice Center, a subsidiary of Northeast Legal Aid, seeks two staff attorneys for its Immigration Unit. Bilingual (Spanish-English) required; experience working with children seeking legal status in U.S. helpful. Part of their work will be to staff the new JFON clinics in Lowell/Lawrence, Massachusetts.
Please send a cover letter, resume and two references to creardon@nla-ma.org.

Equal Opportunity Employer.

IMMIGRATION ATTORNEY
URBAN JUSTICE CENTER DOMESTIC VIOLENCE PROJECT
NEW YORK, NEW YORK

The Urban Justice Center 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 seeks to hire an immigration attorney to work with and on behalf of victims of intimate partner violence. Our mission at the Domestic Violence Project (DVP) is to help victims of intimate partner violence and their children live free of violence and abuse. We consider intimate partner violence, regardless of gender, sexual identity, religion, immigration or other status, to be a human rights violation. Our work focuses on providing legal, advocacy and social work services to promote justice, vigorously defend, and protect victims’ human rights.

DVP seeks an Immigration Attorney to work within a legal-psychosocial framework with survivors of intimate partner violence to provide legal representation and advocacy on immigration matters including U and T visas, SIJS, adjustment of status, VAWA Self-Petitions, Battered Spouse Waivers, naturalization and removal defense.

Other responsibilities include training, oversight and mentorship of interns, volunteers, and pro bono attorneys; conduct outreach and education throughout NYC; maintain and foster collaborative relationships with other CBOs; provide legal clinics in the community; and, maintain statistics and funding requirements as needed.

Requirements and Qualifications:

- 2-5 years of immigration experience required
- Admission to US State or DC bar mandatory. Candidates awaiting bar results need not apply
- Fluency in Spanish, Arabic or Mandarin strongly 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 provided. This is a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2230.

Please submit a cover letter, resume, writing sample and references via email to Joy Ziegeweid, Esq., Supervising Immigration Attorney at jziegeweid@urbanjustice.org. Please write “IMMIGRATION ATTORNEY” in the subject heading.

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

SENIOR ATTORNEY
IMMIGRATION
NATIONAL CENTER FOR YOUTH LAW
OAKLAND, CALIFORNIA

The National Center for Youth Law (NCYL) is a nonprofit law firm that for over four decades has worked to ensure marginalized children have the resources, support, and opportunities they need for healthy and productive lives. We weave together a variety of strategies – including research, policy advocacy, and litigation – to ensure the systems intended to support marginalized children do so effectively. As a national organization we advocate and bring litigation in state and federal court.

NCYL’s mission includes advancing social, economic, and racial justice for children, and we are committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion. We embrace and encourage the collective sum of individual differences, life experiences, knowledge, innovation, self-expression, unique capabilities, and talent our employees invest in their work that represents a significant part of not only our culture, but our reputation and organization's success.

Immigration and Legal Advocacy Teams:

NCYL’s immigration team works to defend the rights of immigrant children and youth. This includes serving as Flores counsel, through which we represent the class of over 13,000 immigrant children in federal custody, and as counsel in Lucas R., a more recent lawsuit brought on behalf of a similar class of children. Additionally, we recently filed new litigation aimed at addressing some of the underlying factors that have led to the dramatic increase in the number of children in federal immigration custody.

Position:

NCYL seeks a Senior Attorney/Attorney to join our growing Immigration team. Our team is focused on ensuring immigrant children are not indefinitely detained, separated from their families, or denied their due process rights. The Senior Attorney/Attorney will report to NCYL’s Director of Immigration and will work closely with NCYL’s Legal Advocacy team.

Essential Functions:

• Supporting and helping to lead immigration impact litigation.
• Case development, including on-site interviews and investigations and analysis of potential legal claims.
• Legal research and analysis.
• Collaborating with other NCYL staff and with co-counsel.
• Litigation, and post-litigation enforcement of judgments/settlements, including drafting complaints, motions, memoranda, and briefs; and engaging in discovery.
• Collaborating with immigrant children’s advocates throughout the country on litigation and policy efforts.

Required Qualifications:

• J.D. degree and admitted to practice law.
• Excellent analytic and writing skills.
• Strong leadership skills and ability to manage complex projects.
• Strong interpersonal skills.
• Outstanding oral communication skills.
• Knowledge of immigration law.
• Fluency in Spanish.
• Creative problem solving and ability to stay focused on the big picture.
• Commitment to NCYL’s overarching goals and objectives.
• Ability and willingness to travel.
• Senior Attorney: At least six years’ experience at a public interest law firm or government agency with a focus on litigation OR seven years’ experience at a law firm with significant pro bono experience.
• Attorney: At least three years’ experience at a public interest law firm or government agency with a focus on litigation OR four years’ experience at a law firm with significant pro bono experience.

**Salary, Benefits and Location:**

This is a full-time, exempt, position. Salary is competitive with a range of $65,000 - $80,000 annually for Attorneys and $85,000 - $97,000 for Senior Attorneys. NCYL provides health, dental, life, short-term and long-term disability insurance, vacation and sick benefits, and an employer contribution to a retirement plan.

Position will be located in Oakland, CA, Los Angeles, CA, or Washington D.C.

**How to Apply:**

Applications will be accepted through January 7, 2019. Submit a cover letter and resume to apply. No phone calls or emails please.

Apply at: [https://recruiting.paylocity.com/recruiting/jobs/Details/74180/National-Center-For-Youth-Law/Senior-AttorneyAttorney-Immigration](https://recruiting.paylocity.com/recruiting/jobs/Details/74180/National-Center-For-Youth-Law/Senior-AttorneyAttorney-Immigration)

Applicants with personal experience within the immigration system, applicants of color, and those who will increase the diversity of NCYL are strongly encouraged to apply.

NCYL is an affirmative action / equal opportunity employer and does not discriminate on the basis of race, religion, age, ethnic background, sex, disability, size, sexual orientation, gender identity, gender expression, color, marital status, personal appearance, family responsibilities, matriculation, or genetic information.

**MANAGER**

**IMMIGRATION BOND FUND**

**BROOKLYN COMMUNITY BAIL FUND**

**BROOKLYN, NEW YORK**

In an era of raids, rampant deportations, and retaliatory enforcement of immigration laws, New York City must fight back against an immigration system that tears apart families and serves to harm, not protect, immigrant communities. Building upon the groundbreaking work already under way to end the disparate impact of money bail in the criminal justice system, the Brooklyn Community Bail Fund ("BCBF") has partnered with a coalition of community-based organizations, legal service providers, and advocates to launch the New York Immigrant Freedom Fund ("NYIFF"). BCBF began operations in April 2015 and pays bail for New Yorkers who cannot afford even the modest amounts, and who would be jailed or forced to plead guilty just to go home. The Fund partners with every public defender agency in Brooklyn, Manhattan and Staten Island. We also work with reentry specialists and social service providers to connect clients in need with resources in the areas of employment, education, housing and counseling. We work with allies here in New York and across the country in the fight to end cash bail.

NYIFF is a new project to pay immigration bond for non-citizen New Yorkers who otherwise would be imprisoned in immigration detention because they cannot afford their freedom. NYIFF is committed to the principle that no human being should be imprisoned because of immigration status. In an effort to affirm people’s dignity and agency, shorten the duration of their time in detention, and to stop the cycle of abusive imprisonment, the NYIFF
will pay immigration bond for community members who are unable to afford it themselves. Beyond paying individual bonds, NYIFF will serve as a model of the importance of liberty during the pendency of removal proceedings and will harness our results to strategically and opportunistically influence the larger national policy conversation on immigration bond reform.

**Position Summary:**

Brooklyn Community Bail Fund seeks a Manager of NYIFF. This is an exciting opportunity to launch a large-scale immigration bond fund, and it is an entirely new position. Reporting to the Executive Director, the ideal candidate will be creative and able to help shape this new role to ensure the successful management, operation and growth of NYIFF. The Manager will work in collaboration with senior leadership at BCBF and will be the principal point of contact for our coalition of community partners and service providers. The Manager will be the primary lead in all aspects of NYIFF (programmatically; advocacy and communications; and fundraising).

**Responsibilities and Duties:**

**Referrals:**

- Accept referrals from immigration legal services providers, community organizations, and the public;
- Refer clients to additional services as identified during the pendency of the case;
- Create and/or implement procedures with respect to client referrals;

**Data Collection and Evaluation:**

- Create and/or implement data collection and reporting procedures;
- Coordinate with partner organizations around data collections and analysis;

**Bond Payment and Administration:**

- Create and/or implement procedures with respect to bond payments and data collection;
- Liaise and coordinate referrals from lawyers and community-based organizations for bond payment; actual payment of immigration bond;
- Post immigration bonds for NYIFF clients, or supervise such posting;
- Client follow-up, administration and paperwork to manage the bond fund corpus, and some data collection;

**Monitor Evaluation and Impact:**

- Coordinate data collection with other partners to conducting quantitative and qualitative data analysis about the impact of the Bond Fund on people served, including legal case outcomes as well as impact on family reunification, employment, and other measures of stability and well-being;

**Partnership and Collaboration:**

- Represent BCBF with various external stakeholders, including press and funders;
- Manage the programmatic budget;
- Work with development and finance teams on grant proposals and reporting;
- Lead strategic advocacy and communications to leverage NYIFF’s results to push for systems change;

**Program Administration:**

- Strategize with leadership to develop programmatic goals and priorities;
- Create and manage the program, including strategic development, evaluation, and operational planning;
• Act as main point of contact with coalition partners;
• Potentially lead efforts to build out program through staff hiring and training;
• And any other duties as assigned.

Qualifications:

• Deep knowledge of immigration detention system, as shown by at least 3 years’ experience working with non-citizen communities in one of these capacities: as a defense attorney, advocate or organizer;
• Understanding of the overlap between mass criminalization and immigration enforcement;
• Experience working in and/or leading coalitions;
• Experience in a leadership role and/or starting a new initiative;
• Excellent and persuasive written and verbal communication across varied media – including comfort with facilitating meetings and speaking publicly;
• Ability to work with many different stakeholders (from grassroots coalition partners to elected officials) and experience working with coalitions;
• Strong analytical skills and deep critical thinker;
• Proactive and operates with a sense of urgency;
• Ability to develop and execute work plans;
• Proven experience managing and collaborating;
• Strong organizational skills and attention to detail;
• Strong preference for proficiency or fluency in a language in addition to English.

How to Apply:

Email a cover letter, salary requirement, resume, and writing sample to jobs@brooklynbailfund.org. Please use "Immigration Bond Manager" in subject line. No phone calls please.

Brooklyn Community Bail Fund is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, veteran or active military service member status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.

Brooklyn Community Bail Fund values diverse experiences. People with criminal justice involvement and detention history are encouraged to apply. We depend on a diverse staff to carry out our mission.

ASSISTANT CONSUMER ADVOCATE I, II OR III
PENNSYLVANIA OFFICE OF CONSUMER ADVOCATE
HARRISBURG, PENNSYLVANIA

The Pennsylvania Office of Consumer Advocate (OCA) seeks full-time attorneys. The OCA is the statutory representative of Pennsylvania’s consumers of regulated electric, gas, telephone, water and wastewater services. Assistant Consumer Advocates work with a staff of dedicated professionals in the public interest. The scope of work will include, but is not limited to, complex litigation before the Public Utility Commission and federal regulatory commissions, appellate practice primarily before the Commonwealth Court, issue analysis, legal research and writing, consumer education and legislative outreach throughout the Commonwealth.

Qualifications:

• Career objective or experience in consumer protection or public interest field.
• Licensed to practice law in Pennsylvania (or awaiting PA bar results).
• Ability to work independently in a fast-paced and challenging environment.
Strong oral and written communication skills.
Interest in complex litigation before administrative agencies and appellate courts.

**Essential Functions of the Position:**

- Analyze, research and provide legal opinions on complex regulatory filings.
- Coordinate the preparation of witness testimony and exhibits.
- Prepare witnesses for cross-examination.
- Conduct cross-examination of expert witnesses in contested proceedings.
- Prepare prehearing and post-hearing motions and briefs.
- Prepare comments in rulemakings and other policy proceedings.
- Prepare appellate motions and briefs.
- Travel to and represent the OCA in public hearings throughout the Commonwealth.
- Represent the OCA in settlement negotiations and alternate dispute resolution processes.
- Assist consumers, both formally and informally, in complaint proceedings before the PUC.

**Salary and Benefits:**

The salaries for these positions will generally depend on qualifications and experience level; however, the minimum salary is:

- Assistant Consumer Advocate I - $57,272 (Graduates awaiting bar results - $50,074)
- Assistant Consumer Advocate II - $65,506
- Assistant Consumer Advocate III - $74,876

Full-time employees receive all Commonwealth health (including dental and vision), pension and other benefits for management personnel.

To apply, send cover letter, résumé, transcript, three references, and writing sample (1) by first-class mail to JoAnn Spiroff, Office of Consumer Advocate, 555 Walnut Street, 5th Floor, Forum Place, Harrisburg PA 17101-1923, and (2) by electronic mail to attorneyposting@paoca.org.

**STAFF ATTORNEY**

**THE CHILD IN NEED CARE UNIT**

**ACADIANA LEGAL SERVICE CORPORATION**

**ALEXANDRIA AND LAKE CHARLES MONROE, LOUISIANA**

Staff Attorney the Child In Need of Care Unit (CINC) is looking for licensed, full time Staff Attorney to represent children in abuse, neglect, and abandonment cases. Several positions are available in the CINC Unit in the Alexandria and Lake Charles Monroe, Louisiana offices. Legal experience in child welfare law is preferred, but not required. Extensive local travel is required. These positions offer a competitive salary, depending on experience, and great fringe benefits. For the attorney positions, federal law prohibits an outside practice of law. The staff attorney must be a LSBA licensed attorney AA/EEO Employer. Salary DOE with great benefits provided by employer. Send all resumes to jobs@la-law.org.

**FAMILY LAW STAFF ATTORNEY**

**ACADIANA LEGAL SERVICE CORPORATION**

**SHREVEPORT, LOUISIANA**

The staff attorney must be a LSBA licensed attorney and is expected to provide quality family law legal services to our low-income client population in a manner that is both compassionate and efficient. The attorney will handle domestic violence, uncontested adoptions, divorces, custody, and support matters that covers eight parishes. The attorney must be a self-starter and have a demonstrated commitment and understanding of the
legal problems and needs of low-income clients. He/She must have excellent written and verbal communication skills and have the ability to meet deadlines and perform multiple tasks while maintaining attention to detail. Previous Family Law experience is preferred. The successful candidate should have good people skills and the ability to maintain positive relations with a diverse population. The position offers a competitive salary, depending on experience, and great fringe benefits. Federal regulations also prohibit the outside private practice of law. Send resumes to jobs@la-law.org. An EEOC/AA Employer with great benefits.

STAFF ATTORNEY
LITIGATION UNIT
ACADIANA LEGAL SERVICE CORPORATION
MONROE, LOUISIANA

Acadiana Legal Service Corporation, a non-profit legal services organization, announces the following position: Staff Attorney for Litigation Unit. Must be licensed to practice law in Louisiana.

Staff Attorneys – The Litigation Unit is looking for licensed, full time Staff Attorneys to represent our clients. Two positions are available in Monroe office. These positions offer a competitive salary, and great fringe benefits. For the attorney positions, federal law prohibits an outside practice of law. AA/EEO Employer. Please e-mail resumes to jobs@la-law.org or taugustine@lalaw.org immediately.

MANAGING ATTORNEY
HUMAN RIGHTS FIRST
NEW YORK, NEW YORK

The managing attorney in the New York City (NYC) office will provide high-quality legal guidance to Human Rights First’s pro bono attorneys and oversee the day-to-day management of Human Rights First’s Refugee Representation work in the New York-New Jersey metropolitan area. The managing attorney will ensure that the NYC Refugee Representation team’s values, vision, strategies, projects, and activities align with the team’s overall mission.

Primary Responsibilities:

Leadership:

- Lead the NYC office’s day-to-day operations and serve as a Refugee Representation team leader, which includes modeling leadership, contributing to the development and implementation of team-wide strategic and operational plans, and helping implement team-wide policies and procedures;
- Work with the legal director and other members of Refugee Representation’s leadership team to continuously develop and refine a vision and strategic direction for ongoing operations;
- Manage and lead the NYC Refugee Representation team to ensure that team produces high-quality work, functions as a cohesive interdisciplinary team, and is responsive to the needs of clients, pro bono partners, and others that we serve;
- Supervise staff by mentoring, coaching, and providing professional development opportunities; oversee team selection and supervision of volunteers and interns; develop and retain a high-performing staff; and
- Monitor and ensure staff caseloads are manageable and equitably divided to avoid strain on staff;

Case Selection, Placement, and Management:

- Ensure that clients accepted into Human Rights First’s pro bono representation program receive high quality legal representation from Refugee Representation staff and pro bono attorneys by providing comprehensive legal training, guidance, advice, and updates on asylum and immigration law;
- Review and supervise case management and quality-control systems for pro bono cases;
• Identify cases appropriate for pro bono and in-house representation and manage the placement of those cases;
• Spot, analyze, and respond to legal or procedural changes that affect asylum seekers, including statutory changes, proposed regulations, and decisions of the Board of Immigration Appeals or federal courts;
• Oversee pro bono attorney recruitment and assignment of cases to volunteer attorneys;
• Play a leading role in expanding and maintaining strong relationships with local law firms, law school clinics, volunteer attorneys, and legal-service organizations;
• Provide support to pro bono attorneys and Refugee Representation staff in other offices as needed, and work with the entire Refugee Representation team to ensure inter-office support and team collaboration; and
• Sustain caseload of mentored and direct representation cases.

Operational Planning and Management:

• Ensure effective systems to qualitatively and quantitatively track progress and regularly evaluate program components;
• Oversee and assist with development of training materials for volunteer attorneys, including the online Pro Bono Attorney Library, and other manuals, memoranda, videos, and training media;
• Partner with the legal director and Human Resources team to source and staff open positions.

Advocacy:

Participate in national advocacy efforts relating to asylum seekers and refugees through engagement with the media and participation in meetings with government officials;

Fundraising and Resource Development:

• Assist in efforts to secure and maintain funding for the organization and Refugee Representation team;
• Collaborate with the legal director and the development team, as necessary, to write and submit proposals, letters of intent, case statements, and acknowledgement letters;
• Promote the organization’s mission by participating in local community events, promotional events, and other professional networking events to elevate the organization’s community profile; and
• Other duties as requested based on the team and/or organization’s need.

Required Knowledge, Skills, and Experience:

• A U.S. law degree (J.D.) and active bar membership;
• At least five years of experience in representing asylum applicants at all levels of the process;
• Excellence in organizational management with the ability to coach staff; develop and manage high performance teams; and set and achieve strategic objectives;
• Experience mentoring other attorneys, preferably on immigration law matters;
• Excellent and engaging written and oral communicator with ability to communicate patiently, respectfully, and empathetically with individuals and diverse audiences of varying backgrounds, including survivors of trauma or torture;
• Ability to manage numerous tasks simultaneously; work under pressure and meet deadlines; devise, entertain, and embrace creative solutions; and identify and analyze legal issues;
• Fluency in one or more relevant second languages—particularly Spanish, French, Arabic, or Mandarin—is highly desirable; and
• Experience working with or on interdisciplinary teams.

Prospective Candidates:

Please apply online at www.humanrightsfirst.org/careers. No phone calls, please.
Texas Advocacy Project (the “Project”) is a statewide nonprofit, legal organization based in Austin. Our mission is to prevent domestic and dating violence, sexual assault, and stalking throughout Texas through free legal services, access to the justice system, and education. Our attorneys, staff, volunteers, and Board of Directors are committed to advancing our vision that all Texans live safely in hope, not fear.

The Project is seeking a full-time staff attorney who will provide a range of legal services to the Project’s clients, including providing legal advice and counsel, drafting legal pleadings for use by pro se clients, directly representing clients, participating in statewide advocacy efforts, and performing a range of other civil legal services as required.

The staff attorney also works state-wide with domestic violence and sexual assault victims, law enforcement, as well as arraignment judges in Travis County to help victims of family violence understand their legal options after the batterer has been arrested, and when needed assists with processing MOEPs.

The staff attorney is responsible for planning and implementing trainings to members of the judiciary, law enforcement, advocates, and others in order to expand our services and ensure best practices throughout Texas.

Requirements:

Applicants must be able to assist callers with legal issues relating to all areas of civil law as it pertains to domestic violence and sexual assault. They should be able to provide information to clients in crisis and be able to help individuals in a compassionate and respectful manner. Applicants must also be able to provide pro se litigants with legal advice and limited representation in all matters relating to domestic violence and sexual assault and draft pleadings and related documents. They must be able to travel across the state and work some weekends. Must be proficient in spoken and written Spanish.

Applicants must have graduated from an accredited law school and be licensed to practice law in Texas. Knowledge of legal issues relating to domestic violence and/or sexual assault is required. Strong verbal and writing skills appreciated.

Strongly Preferred:

At least one year of litigation experience in family, civil, and/or criminal law; working knowledge of the Texas Rules of Civil Procedure, Texas Family Code, Texas Code of Criminal Procedure, and Texas Penal Code. Texas Advocacy Project is a smoke-free workplace.

Salary:

Commensurate with experience, including health insurance, malpractice insurance, CLE and State Bar dues paid, and the opportunity to participate in the Project’s matching retirement plan. Generous paid vacation, personal leave, and holidays.

If interested, please send a cover letter and a detailed resume to jobs@texasadvocacyproject.org (link sends e-mail). Please type “Staff Attorney” in the subject line. No telephone inquiries, please. Open until the position is filled. Please indicate how you heard about the opening.
A Better Balance ("ABB") is a national legal advocacy organization with offices in Nashville, TN and New York, NY dedicated to promoting fairness in the workplace and helping workers care for their families without sacrificing their economic security. Through nationwide policy advocacy, legal services and strategic litigation, and enforcement and education, ABB is fighting back and improving workers’ lives at the local, state and federal levels. The organization has fought for and won victories in improved paid leave, equal pay, pregnancy and caregiver protection, breastfeeding accommodations, LGBTQ rights protections, and other economic justice issues throughout the country. Our advocacy work and legal efforts have gained national recognition in dozens of outlets including *The New York Times*, *Washington Post* and *The Wall Street Journal*. We are dedicated to lifting up the voices of our clients and those most directly affected by our policy work and we have a particular focus on centering gender and racial justice. Our free and confidential helpline provides legal assistance and information to low-wage workers, especially those in the South and in New York.

The ABB Southern Office opened in 2014 and focuses on the plight of working families in the Southeastern United States, where poverty rates are some of the highest in the country and progressive legal protections are scarce.

**Qualifications:**

- 1-3 years of legal experience preferred.
- JD and admitted to practice law.
- Demonstrated commitment to work/family law and policy, reproductive health, women’s rights, civil rights, racial justice, LGBTQ rights, disability rights, or advocacy for low-income individuals.
- Excellent written and oral communication, advocacy, research, and analytic skills.
- Self-motivated with demonstrated ability to thrive in fast-paced environment.
- Great attention to detail and organizational skills.
- Experience with direct services and applying complex legal analysis.
- Ability to travel as needed.

**Salary and Benefits:**

Salary range is $55,000-$60,000, depending on qualifications and experience. A Better Balance has an excellent benefits package, including health and dental insurance; flexible spending account; paid vacation, sick and personal time. We are committed to “walking our talk” and encourage a health work/life balance for all employees.

**How to Apply:**

Please e-mail a resume, tailored letter of interest, and writing sample to: Elizabeth Gedmark, egedmark@abetterbalance.org. Applications will be reviewed on a rolling basis.

Note that ABB is also currently hiring a policy associate, we encourage any applicants interested in both positions to make that indication in their cover letter.

ABB is an equal opportunity employer. We value a diverse workforce and an inclusive culture. ABB encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, family status, citizenship, disability, and veteran status.
Organization Background:

Juvenile Law Center is a national public interest law firm located in Philadelphia that advocates for rights, dignity, equity, and opportunity for youth in the child welfare and justice systems. Juvenile Law Center plays a leadership role nationally and in Pennsylvania in shaping and using the law on behalf of children in the child welfare and justice systems to promote fairness, prevent harm, secure access to appropriate services, and ensure a smooth transition from adolescence to adulthood. Our strategies include litigation, appellate advocacy and submission of *amicus* briefs, policy reform, public education, training, and strategic communications. We strive to ensure that laws, policies, and practices affecting youth are rooted in research, consistent with children’s unique developmental characteristics, applied fairly, and reflective of international human rights values.

Juvenile Law Center seeks law and graduate school students to work with us during the summer of 2019. Interns assist Juvenile Law Center attorneys in researching children's rights issues, writing legal and policy memoranda, preparing training materials, supporting ongoing litigation and legislative initiatives, and responding to requests for assistance.

Time Commitment and Stipend:

Summer interns generally are expected to work full-time (40 hours/week) for 10 weeks over the summer. Anticipated start date is late May.

Students who are interested in splitting their summers with Juvenile Law Center and another organization—such as a law firm or a direct-services public interest organization—are also encouraged to apply. Juvenile Law Center will maintain flexibility to work with interns to accommodate their personal and professional circumstances during the internship.

Summer interns will receive a summer stipend of up to $5,000. We hope to offer additional funding for moving expenses, pending fundraising. Internships for college credit are not eligible for a stipend.

Stipends are intended to make the internship accessible to all individuals who may be interested in working with us. To expand the pool of stipend funding available, interns are encouraged to seek funding from other sources; Juvenile Law Center can assist with applications for outside funding, including from the federal work study program. Hiring decisions are made independently of your ability to secure outside funding.

Internship Programming:

Interns are invited to learn more about Juvenile Law Center and our work during the course of the summer. Interns participate in brown bag lunches with staff at Juvenile Law Center and other Philadelphia public interest law firms. They are also invited to visit and learn about other organizations that serve youth in the juvenile justice and child welfare systems.

To Apply:

Please submit your resume, a writing sample, two references with email addresses and phone numbers, and a cover letter indicating your interest in the position to *internships@jlc.org* with the subject line “Summer Law and Policy Internship.”

We want to know why you are applying for an internship with Juvenile Law Center. In your cover letter, please discuss your interest in working with Juvenile Law Center; any personal, professional, or academic
experience or interest in the juvenile justice or child welfare systems; and/or how you will support Juvenile Law Center’s commitment to diversity.

As an equal opportunity employer, Juvenile Law Center strives to be an inclusive space that affirms and celebrates the diverse backgrounds, learned and lived expertise, and individual perspectives of our staff. We are committed to building a diverse staff and are dedicated to uplifting the voices of under-represented communities as it pertains to race, color, ethnicity, sex, sexual orientation, gender identity or expression, pregnancy, marital or parental status, disability, religion, national origin, and/or child welfare or justice system involvement. We do not discriminate or exclude prospective employees based on criminal backgrounds or ex-offender status.

Applicants striving to advance equity for youth in the child welfare and justice systems, who fit into any underrepresented group, are encouraged to apply and self-identify during the application process.

**Applications for summer internships will be reviewed on a rolling basis until February 8, 2019.**

Interested candidates are encouraged to apply early, as hiring decisions may be made before February 8. 1Ls may begin applying on December 1, 2018. All other applicants may begin applying now.

**SUMMER LEGAL INTERNSHIPS**
**ELAW**
**EUGENE, OREGON**

ELAW hosts a summer legal intern program in our Eugene, Oregon office for students studying for a J.D. or equivalent degree. Legal interns assist the Staff Attorneys in responding to requests for assistance from overseas advocates. Projects may include obtaining information about multinational companies; identifying model statutes and regulations; researching U.S. and foreign case precedents; or evaluating legal doctrines and theories. Interns prepare memoranda and communicate directly with these lawyers. Interns also have the opportunity to meet with and assist advocates participating in ELAW’s Fellowship program. The Staff Attorneys work directly with the interns and oversee all projects.

Applications should be submitted by February 25th. ELAW interviews selected candidates on a rolling basis, starting in late January.

**How to Apply:**

To apply for a summer legal internship in Eugene, Oregon, please email a cover letter, resume, writing sample (less than 10 pages), and a list of three references (including phone numbers) to: summerlaw@elaw.org (no calls, please).

Successful applicants generally possess excellent research and writing skills and a strong dedication to public interest environmental law. Proficiency in a language or languages other than English is preferred, but not required. ELAW actively seeks applicants with diverse backgrounds.

The ELAW summer legal internship involves considerable English-language research and writing, plus frequent research of U.S. laws. If you are an applicant from a non-English speaking country, ELAW requires the following proficiency scores to be considered for an internship:

- Paper-based TOEFL: 600
- Computer-based TOEFL: 245
- Internet-based TOEFL: 100
- IELTS: 8
At ELAW's discretion, we will work with summer internship applicants who wish to provide alternative proof of English language proficiency. This may include a telephone conversation with a member of ELAW staff to evaluate an individual's level of fluency.

Due to limited resources, we are unable to provide funding for interns. We encourage interested applicants to look for alternate sources of funding, including their law school. Previous legal interns have obtained academic credit through educational institutions for their work at ELAW.

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

We hope to see you soon!

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