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LEGAL POSITIONS

STAFF ATTORNEY
MARYLAND CENTER FOR LEGAL ASSISTANCE

The Maryland Center for Legal Assistance (MCLA) has an immediate opening for a Staff Attorney at our walk-in center in Upper Marlboro. MCLA provides no-cost legal advice and assistance to unrepresented litigants in Maryland. The Staff Attorney will be primarily assigned to our Self-Help Center in Upper Marlboro and may be called upon to work out of the Hyattsville District Court on occasion.

The Maryland Center for Legal Assistance, LLC (MCLA), a wholly-owned subsidiary of Maryland Legal Aid, announces the availability of a staff attorney position at the Maryland Courts Self-Help Center in Annapolis, Maryland.
Job Description:

The attorney will primarily provide legal assistance to self-represented litigants in connection with civil cases before the District Court of Maryland, including Landlord and Tenant Matters, Civil Claims, Expungement and Shielding of Records, Consumer Matters; Return of Property; and Domestic Violence/Peace Orders.

Hours and Location: The District Court Self-Help Center operates from 8:30am to 4:30pm, Monday through Friday.

Minimum Qualifications:

Admitted to the Maryland Bar with one-year or more civil litigation experience. Excellent organizational, communications, and interpersonal skills required. Fluency in Spanish strongly preferred.

To Apply:


Equal Opportunity Employer.

HOUSING LAW ATTORNEY
DC LAW STUDENTS IN COURT

DC Law Students in Court (LSIC) invites applications for a full-time Housing Law Attorney to begin immediately. The Attorney will be responsible for legal representation of low-income residents of Washington, DC in landlord-tenant disputes and housing-related cases.

About DC Law Students in Court:

Created in 1969, LSIC is the oldest and one of the most highly regarded clinical law programs in the city. LSIC is a nonprofit public interest law firm and clinical education program that draws students from area law schools in Washington, DC. Since our founding, LSIC has trained law students to provide free, high quality legal services to the District’s low-income community. We are on a mission to empower individuals to stand up against injustice and inspire the next generation of social justice advocates.

LSIC embraces diversity as a core value. We recognize that our success as an organization depends on creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.

Position Responsibilities:

Responsibilities include:

- Providing direct client representation to tenants in the Landlord Tenant Branch of the D.C. Superior Court;
- Conducting client intake interviews and providing advice and brief legal services at D.C. Superior Court three days per week;
- Coordinating with court-based and other legal services providers to streamline referrals and cooperation on systemic issues;
• Engaging in outreach and education at community-based organizations and building relationships with tenant and other community groups;
• Participating in case acceptance conferences, attending staff meetings, assisting with agency fundraising as needed, and ensuring the accurate and complete input of data in the office’s case management system.

Qualification Requirements:

The Housing Law Attorney must be a member of the D.C. Bar. He or she must have prior litigation experience, excellent communication skills, the ability to work independently and as part of a team, the ability to work in a fast-paced litigation environment and a desire to serve the community. Preferred qualifications include Spanish language skills, housing or consumer litigation experience, and prior poverty law experience. LSIC alumni are encouraged to apply. The ideal candidate will have practiced for two to three years in direct legal services, with a background in housing law.

Accountability:

Reports to the Co-Directors.

Hours and Salary:

This is a full-time position based on a 40-hour work week. Salary is commensurate with experience.

Benefits:

We offer an excellent benefits package for this full-time position including employer-paid medical, dental, and vision insurance; generous accrued sick leave, annual leave, and personal leave; and paid federal holidays.

To Apply:

Each candidate should submit a cover letter and resume by email to Tegan Peterson, Business & Operations Manager, tpeterson@dclawstudents.org. Please indicate “Housing Law Attorney” and your full name in the subject of the email.

Application Deadline:

Applications will be accepted until the position is filled.

DEPUTY DIRECTOR
LEGAL SERVICES CORPORATION

Established by Congress in 1974, the Legal Services Corporation (LSC) is the country’s single largest funder of civil legal aid for low-income Americans. LSC currently funds 132 independent, nonprofit legal aid organizations with nearly 800 offices throughout the nation. LSC’s mission is to promote equal access to justice and provide grants for high-quality civil legal assistance.

Basic Function:

Under the direction of the OPP Director, the Deputy Director assists in the management, administration and implementation of OPP programmatic functions. The Deputy Director will assist in supervising approximately twenty-eight (28) staff, including grant program counsel and analysts, other professional staff, support staff, and interns, and is responsible for the direct supervision of approximately ten staff members. Among other
duties, the Deputy Director will have direct supervision of approximately one-third of the program counsel responsible for programmatic oversight, support, and evaluation of LSC Basic Field grant recipients, as well as OPP program counsel and staff responsible for administering LSC’s disaster relief and recovery grants program.

Principal Duties and Responsibilities:

- Supervises the work of approximately one-third of the program counsel responsible for programmatic oversight, support, and evaluation of LSC Basic field grant recipients. Such supervision will include, but is not limited to:
  - Managing and reviewing the development and implementation of strategies for the oversight and support of grantees, including the planning and implementation of program quality assessment and engagement visits and technical assistance;
  - Managing and reviewing OPP written work products, including reports related to program quality and engagement visits, correspondence with grantees, and Program Planning and Assessment tools;
  - Reviewing and assisting in the development of grant award recommendations; and
  - Direct supervision of assigned program counsel.
- Oversees administration of the disaster relief and recovery grants program, including the competition process; supervision of disaster relief and recovery grants program counsel, analysts, and other personnel; review and approval of requests for payment, extensions, and program changes; and the development and review of written program procedural documents.
- As needed and based on experience, assists with managing the administration of LSC’s special grant programs, including the Pro Bono Innovation Fund (PBIF), the Veterans Pro Bono Program, the Loan Repayment Assistance Program (LRAP), the Technology Initiative Grants, and other special grant programs and initiatives.
- Plans, supervises, and assesses the work of OPP staff. Meets with staff to review work, create new strategies, implement projects, and advise on any work matter.
- Assists in the management, planning, revision, and implementation of ongoing processes, including those related to grants competition, program quality assessment visits, technical assistance for grantees, and others.
- Assists in the management, oversight, and coordination of internal LSC committees and work groups.
- Drafts updates to work manuals in accordance with established policy and implements and administers projects.
- Works with the OPP Director, the other Deputy Director, and LSC management to address OPP personnel issues, including, without limitation, performance evaluation reviews, personnel decisions, conflict resolution, new staff orientation, and basic administrative paperwork such as timesheets, leave requests, and travel expense report approvals.
- Coordinates with the OPP Director, the other Deputy Director, and other LSC staff to prepare and deliver presentations to LSC Grantees, LSC Board of Directors, the American Bar Association, and other outside organizations regarding LSC’s work.
- Consults with the OPP Director, the other OPP Deputy Director, the Vice President for Grants Management, and the LSC President in making recommendations on policy matters.
- Assists in the process of developing, implementing, monitoring, and administering the OPP budget.
- Responds to inquiries from LSC staff, grantees, and others, regarding OPP work.
- With the other OPP Deputy Director, supports the OPP Director in OPP supervisory operations and administrative functions.
- Performs other related duties as assigned.
Competencies Required:

General:

Strong leadership and management skills; able to make sound, well-informed and objective decisions; excellent written communication skills with demonstrated ability to produce professional, well-written work products that require minimal editing; excellent oral communication and interpersonal skills with demonstrated ability to effectively reach different audiences, including all levels of LSC management, and to manage conflicts; strong commitment to principles of diversity; high degree of flexibility, capacity for self-management, and attention to detail; understanding of, and commitment to, organizational mission and goals; strong organizational skills and ability to plan and manage multiple priorities and shifting priorities; ability to coach, influence, motivate, challenge, and inspire confidence among others; able to fairly and equitably apply LSC personnel policies; ability to develop and lead high performance and to foster high morale and teamwork; demonstrated experience working in and leading cross-functional teams in a mission-driven organization; unimpeachable integrity and personal ethics. Some travel may be required.

Technical/ Specialized:

A bachelor’s degree and a minimum of ten (10) years of experience, including a minimum of five (5) years managing and supervising staff. JD or other advanced degree preferred. Experience with the delivery of legal services to clients in non-profit, for profit, or government contexts. Able to design, recommend, and implement legal services program initiatives, as well as identify and comprehend trends that affect LSC, its grantees, and their clients. Able to interpret regulations, policies, law and proposals and ensure their effective administration, as necessary. Proficiency with Microsoft Office Suite and related technologies.

Salary and Benefits:

- Salary: $133,375
- Salary range: $133,375 -$148,248
- LSC has a competitive market-based salary structure that establishes a specific salary range for this position. The salary range has eight pay levels separated by seven steps. A new employee will be hired at Step 1 and must wait two years to advance to each of the next three steps (Steps 2 through 4), and one year to advance to each of the next four steps (Steps 5 through 8).
- Excellent benefits package.

Application Procedure:

Submit a complete application (provide ALL of the information requested and answer ALL of the questions) and attach a résumé and cover letter explaining why you are a good fit for this position. Incomplete applications will not be considered. Apply directly by clicking Apply for Job. Questions can be sent to: jobs@lsc.gov

Note: If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571 or jobs@lsc.gov.

LSC is an equal opportunity employer.

NATIONAL CAMPAIGN DIRECTOR
FINES & FEES JUSTICE CENTER

The Fines & Fees Justice Center (FFJC) is a national center for advocacy, information, and collaboration on effective solutions to the unjust and harmful imposition and enforcement of fines and fees in the justice system. FFJC’s mission is to create a justice system that treats individual’s fairly, ensures public safety and is funded
equitably. FFJC works with justice system stakeholders and affected communities to end abusive collection practices, eliminate fees in the justice system, and make fines proportional to the offense and the individual.

Reporting to the Co-Directors, the National Campaign Director will be principally responsible for working with and/or leading national coalitions that address fines and fees reform and for providing assistance to institutions, organizations and individuals who seek FFJC’s expertise on fines and fees reform across the country (outside of Florida and New York, where FFJC has staff). At present, FFJC participates in or is building national coalitions to: reform fines and fees in the juvenile justice system; abolish drivers’ license suspensions; and, explore the implementation of “day fines” or graduated economic sanctions. The National Campaign Director will also respond to the almost daily requests for assistance that FFJC receives from community organizations, advocates, courts, justice-system stakeholders and legislators – and to then work collaboratively with them. The National Campaign Director will be deeply involved in strategy discussions and policy formulation for all of FFJC’s national reform efforts.

This position will be based out of either New York City or Washington, D.C.

Essential Responsibilities and Tasks:

- Serve as FFJC’s representative on existing national coalitions, providing leadership on strategy, tactics and policy.
- Develop and build new national coalitions.
- Foster alliances with traditional and new organizations and groups.
- Work with state and local legislators and justice system stakeholders to develop and support appropriate policy, including developing strategic campaigns to support legislation.
- Represent FFJC at conferences, meetings, and legislative hearings, making presentations and participating in panel discussions.
- Coordinate research and policy analysis, including producing high-quality policy documents (e.g., white papers, and policy briefs).
- Working with the Co-Directors, develop a communications and media strategy to advance national reform efforts, including but not limited to:
  - Traditional media and digital advocacy, including social media and electronic action alerts.
  - Outreach materials, including talking points, fact sheets, fliers, and information packets.
  - Serving as a media spokesperson.

Required Education, Experience, Knowledge, Skills and Ability:

- Undergraduate degree. Graduate or law degree preferred.
- At least eight years of litigation, policy analysis, issue advocacy or comparable experience in criminal justice reform. Knowledge of and experience in fines and fees reform is preferred.
- Demonstrated ability to think strategically about political issues.
- Demonstrated leadership ability.
- Experience working with diverse coalitions and socioeconomically disadvantaged communities.
- Excellent written and oral communication skills and the ability to communicate with individuals from diverse backgrounds and in diverse positions.
- Ability to work both independently and collaboratively.

Attributes:

- Organized, diligent, proactive, and detail-oriented.
- Passionate about criminal justice reform.
- Flexible and adaptable.
- Excellent time management skills.
- Willingness to travel.
• Willingness to work occasional nights and weekends.
• Sense of humor.

How to Apply:

Submit a resume and cover letter explaining your interest in and qualifications for the position to:

Lisa Foster – Co-Director, Fines and Fees Justice Center
LFoster@finesandfeesjusticecenter.org

Applications will be accepted until the position is filled. Start date is flexible.

MANAGING ATTORNEY
U.S. COMMITTEE FOR REFUGEES AND IMMIGRANTS

The **U.S. Committee for Refugees and Immigrants** (USCRI) supports people who have lost or left their homes. For over 100 years, the unwavering commitment of our leadership, team, network of service providers, and advocates has helped redirect the destiny of countless vulnerable lives. In neighborhoods, in Washington, and around the world, we break down barriers and demand justice for refugees and immigrants as they successfully integrate into new communities. We provide essential social and legal services to rebuild productive lives, turning tragedy into prosperity. USCRI has 15 offices across the U.S. and a network of over 200 local non-profit agencies across all 50 states. USCRI Central America operates in El Salvador with 3 locations and several partner agencies. We are a purpose driven organization with a mission to protect the rights and address the needs of persons in forced or voluntary migration worldwide and supporting their transition to a dignified life. To learn more about our work, please visit our website at [www.refugees.org](http://www.refugees.org).

Overview:

USCRI’s Legal Services Program offers high-quality, affordable legal services, including consultations, direct representation, and information to refugees and immigrants. The Managing Attorney is responsible for managing department case load and supervision of case work. This position reports to the Associate Director – Legal Services based in our Washington, DC office.

**Essential Duties and Responsibilities:**

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

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job duties indicated is not be an exhaustive statement and other job-related duties may be assigned as required by the supervisor(s).

**Position Requirements:**

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

**Training Requirements:**

• Satisfactory completion of USCRI’s Orientation and Training;
• Complete additional training as identified by supervisor or Human Resources

**To Apply:**

Please submit a resume with cover letter describing your interest and qualifications with your online application.


**LITIGATION CONSULTANT**

**ASISTA**

The current administration is undermining the safety net Congress created to stop violence against immigrant women in the United States. To defend against these attacks and with support from Borealis Philanthropy, ASISTA seeks to hire a part-time Litigation Consultant who will work with Executive Director Gail Pendleton to focus on litigation and FOIA strategies that will (1) challenge policies that endanger immigrant survivors of domestic and sexual violence and human trafficking and (2) expand our technical assistance to impact litigators wishing to incorporate immigrant survivors and their issues into litigation efforts to advance the rights of immigrants generally.

The specific tasks below are the primary targets for this project, but we retain flexibility to address new issues as they emerge and to continue supporting other litigation in this area. Note that the focus of this project is coordinating litigation nationally, not necessarily filing litigation on behalf of ASISTA, although that remains an option as we craft aggressive challenges to governmental attacks on survivors.

**Targeted Projects:**

Explore and coordinate impact litigation and FOIA efforts to challenge:
USCIS plans to issue Notices to Appear (NTA) against VAWAs, Us and Ts who are denied status, often wrongfully;
- Fee waiver denials, and constructive case denials resulting from fee waiver denials, for VAWA, U and T applications.

Provide technical assistance and content expertise to:
- Immigration (and other) attorneys wishing to litigate individual survivor cases
- Impact litigators seeking to incorporate survivor-based arguments and plaintiffs into their immigrants' rights litigation
- Help both new and seasoned litigators frame/craft arguments for survivor-issue litigation

Oversee and facilitate the U litigation list serve and:
- Incorporate grassroots organizational allies into litigation campaign strategies
- Ensuring our litigation campaigns dovetail with other change strategies and efforts

Qualifications:
- Law degree (or DOJ recognition) plus five years' experience representing survivors on VAWA self-petitions and U visas
- Experience in immigration and federal court
- Demonstrated ability to work under remote supervision
- Demonstrated ability to work in a team leadership model
- Excellent analytic, advocacy and communication skills
- Bi- or multi-cultural and -lingual candidates favored but not required

The Details:
- $50/hour, 25 hours/week, 11-12 months

By Friday, Feb. 22, 2019 send to ahlam@asistahelp.org:
- Cover letter
- Resume
- Writing sample, and
- References

Final candidates will participate in individual phone/online interview, which may entail homework related to the job tasks. We hope to make the final hire by March 1.

Working for ASISTA:

ASISTA consultants may work anywhere in the US; all ASISTA staff work out of their homes. ASISTA’s mission is to advance the rights, dignity and liberty of immigrant survivors of violence. We are an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity. We strongly encourage people of color, women, and members of other groups subject to historic and/or current discrimination and under-representation in U.S. society to apply.
American University, Washington College of Law is seeking applications for Practitioners-in-Residence for academic year 2019-20 in three of our in-house clinics: Civil Advocacy Clinic, Criminal Justice Clinic, and the Glushko-Samuelson Intellectual Property Law Clinic. American University's in-house, "live-client" Clinical Program, comprising ten (10) in-house clinics and serving approximately 200 students per year, is respected for its leadership in scholarship, development of clinical methodology, contributions to increasing access to justice for under-served clients and breadth of offerings.

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

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

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

- Civil Advocacy Clinic:  [http://apply.interfolio.com/59808](http://apply.interfolio.com/59808)
- Criminal Justice Clinic:  [http://apply.interfolio.com/59816](http://apply.interfolio.com/59816)

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

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information or any other bases under federal or local laws (collectively "Protected Bases") in its programs and activities. American University is a tobacco- and smoke-free campus.

**HOUSING LAW ATTORNEY**

**DC LAW STUDENTS IN COURT**

DC Law Students in Court (LSIC) invites applications for a full-time Housing Law Attorney to begin immediately. The Attorney will be responsible for legal representation of low-income residents of Washington, DC in landlord-tenant disputes and housing-related cases.
About DC Law Students in Court:

Created in 1969, LSIC is the oldest and one of the most highly regarded clinical law programs in the city. LSIC is a nonprofit public interest law firm and clinical education program that draws students from area law schools in Washington, DC. Since our founding, LSIC has trained law students to provide free, high quality legal services to the District’s low-income community. We are on a mission to empower individuals to stand up against injustice and inspire the next generation of social justice advocates. LSIC embraces diversity as a core value. We recognize that our success as an organization depends on creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.

Responsibilities include:

- Providing direct client representation to tenants in the Landlord Tenant Branch of the D.C. Superior Court;
- Conducting client intake interviews and providing advice and brief legal services at D.C. Superior Court three days per week;
- Coordinating with court-based and other legal services providers to streamline referrals and cooperation on systemic issues;
- Engaging in outreach and education at community-based organizations and building relationships with tenant and other community groups;
- Participating in case acceptance conferences, attending staff meetings, assisting with agency fundraising as needed, and ensuring the accurate and complete input of data in the office’s case management system.

Qualification Requirements:

The Housing Law Attorney must be a member of the D.C. Bar. He or she must have prior litigation experience, excellent communication skills, the ability to work independently and as part of a team, the ability to work in a fast-paced litigation environment and a desire to serve the community. Preferred qualifications include Spanish language skills, housing or consumer litigation experience, and prior poverty law experience. LSIC alumni are encouraged to apply. The ideal candidate will have practiced for two to three years in direct legal services, with a background in housing law.

Accountability:

Reports to the Co-Directors.

Hours and Salary:

This is a full-time position based on a 40-hour work week. Salary is commensurate with experience.

Benefits:

We offer an excellent benefits package for this full-time position including employer-paid medical, dental, and vision insurance; generous accrued sick leave, annual leave, and personal leave; and paid federal holidays.
To Apply:

Each candidate should submit a cover letter and resume by email to Tegan Peterson, Business & Operations Manager, tpeterson@dclawstudents.org. Please indicate “Housing Law Attorney” and your full name in the subject of the email.

Application Deadline:

Applications will be accepted until the position is filled.

SENIOR STAFF ATTORNEY
HOUSING PRACTICE – EVICTION DEFENSE
NEIGHBORHOOD LEGAL SERVICES PROGRAM

Neighborhood Legal Services Program (NLSP) is a private, non-profit law firm that provides vigorous, high quality civil legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for the poor, combining direct representation to protect essential rights and opportunities for low-income individuals and families with efforts to achieve broad-based change. Its three offices are located in the poorest sections of the District, to maximize its visibility, accessibility and connections to the communities it serves.

NLSP’s housing practice includes representation of tenants in eviction cases, affirmative litigation to preserve affordable housing and protect tenant rights, representation of clients before administrative agencies on housing related cases, and advice and counsel on a variety of housing related matters. The senior staff attorney will handle an active docket of cases to prevent the eviction of low-income tenants in the District of Columbia while mentoring NLSP staff attorneys, volunteers, and other personnel.

Experience:

NLSP seeks a senior staff attorney with at least four years of practice experience representing clients in landlord/tenant matters. The experience must include representing tenants in the Landlord-Tenant Branch of the DC Superior Court in eviction proceedings. The senior staff attorney should also have experience in either mentoring or supervising the work of attorneys or volunteers.

Duties & Responsibilities:

- Maintain an active caseload of eviction defense cases.
- Mentor staff attorneys, paralegals and volunteers in eviction defense cases. Mentorship includes being available to answer substantive and procedural questions as well as occasionally conducting regular case and file reviews and assisting less experienced staff attorneys in court when appropriate.
- Identify and, with other NLSP staff, develop responses to recurrent housing problems.
- Identify training needs and support professional development of Housing Unit staff.
- Ensure adherence to program and case handling standards, funder requirements and the highest professional standards.
- Work with NLSP staff to support strategic community engagement, including off-site intake
- Actively participate as a member of the NLSP team, including but not limited to participation in cross-office activities and advocacy.
- Adhere to program and case handling policies, procedures and standards of practice, as well as the highest professional and ethical standards.
- Other duties as assigned.

Qualifications:

- JD from an accredited law school
• Member in good standing of the DC Bar
• Knowledge of federal and DC housing law
• Litigation experience in DC Superior Court – Landlord-Tenant Branch required
• Minimum of four years of experience as a practicing attorney in a legal services environment.
• Demonstrated commitment to serving low-income persons
• Prior management or supervisory experience or training highly desirable
• Excellent written and verbal communication skills
• Detail-oriented
• Strong interpersonal skills and the ability to work well with teams.
• Fluency in Spanish or another language frequently spoken by low-income DC residents desirable.

Salary And Benefits:

• Salary commensurate with experience. Starting salary for the position begins at $55,000 per year
• Generous benefits package.
• Paid vacation and personal leave

Reports To:

NLSP Managing Attorney, Bradford Voegeli

Application Process:

Submit letter of interest and resume to: bvoegeli@nlsp.org

Applications are due by February 18, 2019. The position will remain open until filled.

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

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

DIRECTOR OF EXTERNSHIPS
UNIVERSITY OF BALTIMORE

Position is open until filled, and applications received by February 15, 2019 will receive priority consideration.

The Director of Externships will hold the non-tenured faculty rank of Professor of the Practice. In this 12-month position, s/he manages and oversees the teaching and administration of the law school’s Legal Externship Program, in accordance with academic policies determined by the School of Law’s faculty. The Director provides supervisory and administrative support for the program and ensures compliance with academic policies and ABA standards. In addition, the Director regularly teaches the classroom components for the externship program and, as needed, other courses and related workshops. Under the supervision and in collaboration with the Associate Dean for Experiential Education, the Director ensures that students who fulfill their experiential learning requirement through the externship program have an academically rich experience that builds their skills and integrates their learning. In addition, the Director coordinates and collaborates with the Law Career Development Office (LCDO) to the extent that student externship placements fit with students’ career goals and
paths. The Director coordinates and collaborates with LCDO to develop relationships and robust options for student externships.

We look forward to receiving your electronic application with a cover letter and resume and learning about your interest in and qualifications for our vacancy. Please save your cover letter and resume as one document and attach it in the resume location.

**Key Responsibilities:**

**Teaching and Supervision**

**The Director will:**

- Design, organize, implement and teach the classroom component to help students synthesize their fieldwork experiences and further develop their lawyering skills, ethical awareness, and professionalism.
- Review and provide comments on student’s work, primarily journals and guided reflections of their experiences.
- Recruit, train, and supervise adjunct faculty as well as identify and recruit full-time faculty with substantive expertise to teach the other sections, ensuring quality and consistency in the classroom offerings.
- Maintain relationships with the offices where externs are placed and with the on-site supervisors at those locations.
- Evaluate and monitor the quality of the experience and the supervision, including intervening where problems arise and reviewing written evaluations at the conclusion of each placement.
- As part of the experiential education program, be an engaged member with the faculty who teach in the clinics regarding pedagogy, lawyering, and community service issues, including attending weekly “brown bag” faculty meetings in the clinic.

**Field Placements**

**The Director will:**

- Develop and maintain relationships with public and private sector employers as well as members of the judiciary.
- Establish and maintain externship placement opportunities for students throughout the year including all semesters.
- Advise and counsel students in selecting appropriate externship opportunities; and monitor, supervise and teach students throughout the externship experience.
- Provide oversight, logistics, marketing, document production, etc. in the promotion and execution of the program.
- Collect and maintain data regarding externship placements.
- Plan externship fairs and receptions for participating employers and judges.
- Collaborate and coordinate with the LCDO as appropriate.

**Program Policy Evaluation and Development:**

The Director oversees development and implementation of the externship programs. In this capacity, the Director will also:

- Create new externship programs or recommend externships for specific practice areas as the need arises.
- Serve as a contact person for students and the public at large for the externship programs.
- Collaborate with other faculty and administrators on the development and promotion of the law school’s legal skills, lawyering, and professionalism curriculum.
• Participate in the national academic community regarding externship programs through the AALS and other groups, attending and presenting at conferences, participating in listservs and other on-line discussions.

**Required Education and Experience:**

**Education:** Juris Doctor from an ABA accredited law school  
**Experience:** Five years post-JD legal work

**Preferred Experience:**

Clinical teaching experience

**To Apply please review the information at:**  

We appreciate your interest in our recruitment.

We need to receive your electronic application in our system by the vacancy closing date in order to consider you for the vacancy. Information follows about submitting the electronic application and attaching your cover letter and resume.

The University of Baltimore ("UB" or "University") does not discriminate on the basis of sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity, or other legally protected characteristics in its programs, activities or employment practices. UB is an Equal Opportunity/Affirmative Action/ADA Compliant Employer & Title IX Institution.

**STAFF ATTORNEY (POWER & DEMOCRACY) 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 in our Power & Democracy program.

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 voting rights 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 assist with legislative efforts, including analyzing and drafting language for bills.

Additional Functions:

- Collaborate with colleagues, internally and externally, in voting rights and other 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 grassroo ts 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.

Total Rewards:

Salary commensurate with experience. Generous benefits package included.

How to Apply:

Advancement Project is an Equal Employment Opportunity Employer

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.

LITIGATION STAFF ATTORNEY
NATIONAL VETERANS LEGAL SERVICES PROGRAM

Background:

The National Veterans Legal Services Program (NVLSP) is a national nonprofit public interest law firm founded in 1980 and recognized by the VA as a veterans’ service organization for purposes of representing VA claimants. NVLSP’s mission is to help ensure that veterans, service members, and their families receive the federal benefits to which they are entitled. To this end, NVLSP and its staff of 25 attorneys annually provide free legal representation to hundreds of veterans and surviving family members before the U.S. Court of Appeals for Veterans Claims and other federal courts, the Board of Veterans’ Appeals, VA regional offices, and military review boards. NVLSP often serves as amicus or lead counsel in impact litigation throughout the United States. In addition, NVLSP annually trains hundreds of lawyer and non-lawyer advocates in veterans’
law and publishes advocacy materials to assist advocates in their representation of veterans, service members, and their families. Among NVLSP’s advocacy publications is The Veterans Benefits Manual, the annually-revised, 2,200-page veterans’ law treatise published by LexisNexis.

**Responsibilities:**

NVLSP seeks a full-time appellate attorney to serve as lead counsel in representing appellants on appeals filed in the U.S. Court of Appeals for Veterans Claims, an Article I appellate court.

The attorney is responsible for reviewing the administrative record, conducting legal research, drafting legal memoranda and briefs, and conducting oral argument. Other responsibilities will include screening cases for appeal and mentoring other attorneys who represent appellants before the court.

**Qualifications and Experience:**

Attorney in good standing and admitted to practice law in any state; excellent research, legal analysis, and writing skills; and strong academic background. A minimum of 2 years of experience in veterans’ law is strongly preferred.

**Opening/Closing Date:**

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

**Applications:**

A resume, writing sample, salary requirements, and a list of three references should be e-mailed to personnel@nvls.org with the subject line of Appellate Attorney (CAVC).

All applications will be reviewed in confidence.

NVLSP is an equal opportunity employer.

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**STAFF ATTORNEY**

**MARYLAND CENTER FOR LEGAL ASSISTANCE**

The Maryland Center for Legal Assistance, LLC, (MCLA) a wholly-owned subsidiary of Maryland Legal Aid, announces the availability of a staff attorney position at the Maryland Courts Self-Help Center in Annapolis, Maryland.

**Job Description:**

The attorney will primarily provide legal assistance to self-represented litigants in connection with civil cases before the District Court of Maryland, including landlord and tenant matters, civil claims, expungement and shielding of records, consumer matters, return of property, and domestic violence/peace orders. The Staff Attorney will be primarily assigned to our Self-Help Center in Upper Marlboro but may be called upon to work out of the Hyattsville District Court on occasion.

**Hours and Location:**

The District Court Self-Help Center operates from 8:30am to 4:30pm, Monday through Friday.
Minimum qualifications:

Admitted to the Maryland Bar with one-year or more civil litigation experience. Excellent organizational, communications, and interpersonal skills required. Fluency in Spanish strongly preferred.

How to Apply:

Please apply here:  https://bit.ly/2bbeuz4 A resume and cover letter are required to apply for this position.

Equal opportunity employer.

STAFF ATTORNEY
COMMUNITY-BASED VICTIM ASSISTANCE CENTER

The Community-Based Victim Assistance Center (VAC) is seeking two Staff Attorneys (payroll title - Research Assistant) to provide direct representation to crime victims and conduct outreach to the community. Background: VAC is a newly created Center at the University of Maryland Francis King Carey School of Law that will be a “one-stop-shop” in Baltimore City where victims of crime can access the fullest possible range of wraparound legal, social, medical and mental health services - all in one place. All the staff will work closely and collaboratively with VAC's Executive Director, Lydia C. Watts, and four additional new hires (for a total of 3 attorneys, a social worker, a paralegal and a nurse) to provide support and advocacy to victims of crime in Baltimore City, and to conduct outreach to, and establish strong working relationships with, organizations with which we will partner, especially those working with people who are at higher-risk of victimization (such as people of color, LGBTQ individuals, living with a disability, immigrants - especially undocumented, suffering from a mental illness and/or a substance abuse disorder, engaging in sex work, living in poverty, or experiencing homelessness). Subjects for litigation matters arising from the victimization to include protection or peace orders; enforcing crime victims’; campus administrative Title IX proceedings; housing cases; employment law; and access to financial resources and public benefits. The ideal candidate will be comfortable working in a “start-up” environment in which programmatic priorities, processes and procedures are being formulated and adjusted. Additionally, s/he will share with VAC a commitment to working with people from diverse backgrounds, a dedication to social justice and access to justice for all victims of crime in Baltimore City, and an understanding of the intersectionality of violence, racism, sexism, poverty, and other forms of discrimination. This is a full-time, 12-month academic appointment that is grant funded for two years. VAC will be housed near our downtown Baltimore law school.

Essential Duties:

- Providing direct legal services to victims of crime, and maintaining accurate case records and data required for grant reporting
- Reaching out to, and meeting with, organizations in and around Baltimore City that work with people who are at higher-risk of criminal victimization
- Developing and presenting Victims’ Rights trainings
- With VAC’s Executive Director, recruit, train and mentor pro bono attorneys to assist VAC in meeting the clients’ needs

Qualifications:

Knowledge, Skills and Abilities:

- Experience working with crime victims or other marginalized and underserved populations
- Litigation experience, preferably in the context of public interest law
- Bi-lingual Spanish proficiency preferred
- Knowledge of local organizations that provide assistance to communities at high-risk of victimization preferred
• Excellent coordination and organizational skills and meticulous attention to detail
• Ability to work independently and collaboratively with colleagues
• Excellent oral communication skills
• Excellent research and writing skills
• A reputation for integrity, dependability, and professionalism.

Minimum Qualifications:

• J.D. Must be admitted to practice law in Maryland and be in good standing, or be eligible to waive into the Maryland bar and be in good standing in all jurisdictions in which currently barred
• 3 to 5 years practice experience. Salary: $65,000 to 75,000 plus benefits, based on experience.

This is a two-year grant-funded position. Online Applications only.

To Apply:

https://umb.taleo.net/careersection/jobdetail.ftl?job=19000035&lang=en#.XEYgNZ4-bBU.email

STAFF ATTORNEY HOGAR IMMIGRANT SERVICES
CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON

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

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

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

Prerequisites for the Position:

• Juris Doctor degree and admission to the bar of any state.
• Minimum of two-three years of experience practicing family-based immigration law.
• VA Bar preferred
• Advanced proficiency in Spanish and English (writing and speaking) required.
• Ability to work both independently to manage a substantial workload with deadline pressures.
• Competence in communicating and interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals
experiencing substantial levels of emotional, physical, financial, or other hardship.

• Ability to use basic Microsoft Office programs and online case management software.
• Commitment to the mission and goals of Catholic Charities Hogar Immigrant Services.

Catholic Charities pays for AILA fees and Bar dues. Benefits include, vacation, sick, holiday, medical, dental, vision, pension and mileage reimbursement where applicable.

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.

APPELLATE ATTORNEY
MACARTHUR JUSTICE CENTER

The MacArthur Justice Center (MJC) is accepting applications for an appellate staff attorney position in its Washington, D.C. office. MJC is a public interest law firm that litigates high-impact civil rights and systemic reform cases in courts around the country. Working in collaboration with four other MJC offices, the Washington D.C. office is part of the firm’s Appellate Project, which seeks to advance criminal and racial justice through litigation before federal and state courts of appeal and the Supreme Court of the United States. For more information about MJC and its past work, click here.

Role and Responsibilities:

MJC is looking for an attorney who is passionate about both criminal justice issues and appellate work. The successful candidate will work on appeals that concern a broad array of issues, including prisoner and detainee rights, police misconduct, constitutional rights of accused persons, and religious discrimination at the border. Specific responsibilities include:

• Participating in litigation of matters within the docket of MJC’s Appellate Project, including strategic decision-making for appeals and petitions for certiorari; conducting research, writing, and editing for appellate briefs; and preparation for oral arguments;
• Assuming primary responsibility for researching, drafting, and presenting oral argument before the court in some assigned appeals;
• Tracking the development of important criminal justice issues in lower courts and make recommendations as to new appellate matters for the Appellate Project;
• Supervising law students, including those involved in the Washington, D.C. office’s independent clinical program with Harvard Law School;
• Assisting with matters being litigated by MJC attorneys more broadly (including some non-appellate litigation);
• Professional consultation with clients;
• Traveling as required for litigation and client consultation;
• A commitment to working collaboratively.

Experience and Qualifications:

• Exceptional research, writing, and editing skills;
• Self-motivated, diligent, and able to meet strict deadlines while under pressure;
• Strong organizational skills, including the ability to follow-through on assignments independently, to manage several projects at once, and to be flexible in the event of changing priorities and deadlines;
• Experience as lead counsel on and in arguing appeals is a plus;
• Familiarity with criminal justice issues, such as prisoners’ rights issues, criminal procedure, and habeas corpus;
• Ability to work with a wide range of people and foster a team environment;
• J.D. degree and at least 1-3 years’ experience. Individuals with one or more years of experience in a federal clerkship are encouraged to apply;
• Admission to the District of Columbia Bar, or willingness to obtain admission within one year of hiring.

How to Apply:

Applications will be accepted until the position is filled.

The salary is competitive and includes an excellent benefits package. To apply, please submit a cover letter, resume, and two references by e-mail to dc@macarthurjustice.org

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

IMPACT LITIGATION ATTORNEY
AARP FOUNDATION

Business Unit Description:

AARP is a nonprofit, nonpartisan organization, with a membership of nearly 38 million that helps people turn their goals and dreams into ‘Real Possibilities’ by changing the way America defines aging. With staffed offices in all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands, AARP works to strengthen communities and promote the issues that matter most to families such as healthcare security, financial security and personal fulfillment. AARP also advocates for individuals in the marketplace by selecting products and services of high quality and value to carry the AARP name. As a trusted source for news and information, AARP produces the world’s largest circulation magazine, AARP The Magazine and AARP Bulletin.

AARP Foundation is AARP’s 501 c3 charitable affiliate. We are a public charity with revenue from federal agencies, corporations, foundations and individuals. AARP Foundation’s vision is a country free of poverty where no older person feels vulnerable. Staff are located in Washington DC and throughout the US.

Every year, AARP Foundation helps millions of struggling older adults 50 and over win back opportunity by being a force for change on the most serious issues they face each day. Through the Foundation’s many groundbreaking and innovative programs and services, we create and advance effective solutions to meet their basic needs for nutritious food, safe and affordable housing, adequate income and much-needed personal connections.

Summary:

We are looking for a talented, mid-level litigator to help us expand economic opportunity and justice for older adults.

AARP Foundation Litigation (AFL), the litigating unit of AARP Foundation, engages in cutting-edge impact litigation and legal advocacy in federal and state courts nationwide to advance the legal rights and interests of people 50 and older. We take on unlawful government and industry practices to help older adults improve their well-being and stay connected to their communities.
Responsibilities:

You will work with senior attorneys to litigate and file amicus briefs in federal and state courts nationwide to promote elder justice and economic opportunity by protecting the earnings, savings, and benefits of older adults, particularly low-income older adults, including matters involving:

- age and disability discrimination in employment;
- pension rights under ERISA and other statutes;
- financial exploitation, including the deceptive marketing and sale of goods and services of particular interest to older Americans, including reverse mortgages, insurance, payday loans, college loans for grandchildren, and other financial instruments;
- other emerging practices threatening the economic security of older adults.

Requirements:

- Completion of a Juris Doctorate (J.D.) degree and at least five years of post-J.D. experience as a practicing attorney, with at least two years of experience handling complex litigation.
- Must be a member in good standing of the District of Columbia Bar or be eligible for admission to the District of Columbia Bar.
- Superior academic credentials.
- Experience in legal matters concerning low-income or older populations desirable.
- Experience with class or collective actions, especially on behalf of plaintiffs, desirable.
- Demonstrated ability to successfully litigate cases individually or in teams.
- Excellent oral, written, and interpersonal skills.
- Highly self-motivated and entrepreneurial.
- Ability to multi-task in a fast-paced professional environment.
- Discretion and respect for confidentiality essential.

Benefits Offered:

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

To Apply:

Apply online.

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

LITIGATION COUNSEL
TAHIRIH JUSTICE CENTER

The Tahirih Justice Center seeks to hire a Litigation Counsel to identify, implement, and run impact litigation in federal courts affecting Tahirih clients’ interests and rights. The Litigation Counsel will work independently, with other Tahirih attorneys, and with pro bono partners to manage affirmative litigation and amicus briefing to represent Tahirih’s interests.

The responsibilities for this position include, but are not limited to:

- Working with the Senior Litigation Counsel and the Public Policy team to identify goals and objectives to be addressed with litigation and advocacy, and to identify appropriate litigation to further Tahirih’s goals
• Collaborating with and assisting immigration staff attorneys in appeals cases that go to federal court
• Coordinating and managing litigation on Tahirih’s behalf with pro bono law firms, including both direct litigation and amicus matters
• Coordinating with Tahirih’s advocacy team and communications staff, and keeping abreast of developing issues and potential litigation solutions

Requirements:

• J.D. degree from accredited law school and member in good standing with a state bar association
• Excellent legal writing, research, and analysis skills
• Excellent written and spoken communication skills
• Minimum of 5 years of legal experience with at least 3 years of experience in federal court litigation and/or appellate practice, demonstrated experience in APA claims preferred
• Cultural humility and a demonstrated ability to work with diverse groups and individuals
• An understanding of the immigration system and a strong commitment to improve the rights of immigrants
• Experience and skill managing pro bono attorneys, preferred

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

Submissions:

Apply at: https://recruiting.paylocity.com/Recruiting/Jobs/Details/74725

Please include a cover letter, resume, writing sample 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.
YOUTH RIGHTS ATTORNEY  
WASHINGTON LAWYERS’ COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs seeks an experienced attorney to pursue litigation and advocacy to address a broad range of youth rights, with a particular focus on education, criminal justice and disability.

About the Washington Lawyers’ Committee for Civil Rights and Urban Affairs:

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs works to create legal, economic, and social equity through litigation, client and public education, and public policy advocacy with a primary focus on racial justice. For the last 50 years, the Committee has been on the cutting edge of civil rights advocacy in the region bringing precedent setting litigation to address discrimination. Our work focuses on injustices in housing, employment, the criminal legal system, education, public accommodations, and civil rights of immigrants. We partner with individuals and communities facing discrimination and with the legal community to achieve justice. For more information on the Washington Lawyers’ Committee, please go to www.washlaw.org.

Position Description:

The selected candidate will work with other Committee lawyers, law firm co-counsel, advocacy organizations, and affected individuals to develop and pursue cutting edge civil rights cases and policy initiatives. The focus of her or his work will be litigation to address systemic civil rights violations that affect children and youth transitioning to adulthood. We expect that this attorney will work on matters designed to overcome racial and disability-based inequities in education, address the criminalization of youth of color and interrupt the school to prison pipeline and conditions of confinement in juvenile detention facilities. We also expect that the attorney will establish close working relationships with community-based organizations to identify and pursue barriers facing youth of color, including immigrant children.

Responsibilities:

- Identify and develop with other WLC staff, matters appropriate for advocacy or litigation;
- Conduct complex class and individual impact litigation;
- Engage in policy advocacy with District, state, and federal agencies, as well as legislatures including the District of Columbia Council;
- Work effectively with organizational clients, and in partnership with policy and advocacy organizations; and
- Work in partnership with co-counsel law firms and attorneys.

Skills/Qualifications:

The ideal candidate will possess the following skills and qualifications:

- Demonstrated commitment to, and passion for, civil rights and racial equity advocacy;
- The ability to litigate complex individual and class action cases;
- DC bar membership (in good standing), or the ability to waive in to the DC Bar (membership in Maryland, Virginia, and federal district courts in the DC area a plus);
- Excellent interpersonal and oral and written communication skills;
- Experience directing interns and junior attorneys;
- Experience working in a non-profit environment and with private law firm volunteers is a plus; and
- Bilingual ability (professional fluency) preferred but not required.
Salary:

Based upon Washington Lawyers’ Committee pay scale. Pay scale available upon request.

How to Apply:

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

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

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

EMPLOYMENT JUSTICE ATTORNEY
WASHINGTON LAWYERS’ COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs seeks a civil rights attorney to pursue litigation and advocacy to eliminate discrimination and to address wage theft and other employment related matters.

About the Washington Lawyers’ Committee for Civil Rights and Urban Affairs:

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs works to create legal, economic, and social equity through litigation, client and public education, and public policy advocacy with a primary focus on racial justice. For the last 50 years, the Committee has been on the cutting edge of civil rights advocacy in the region bringing precedent setting litigation to address discrimination. Our work focuses on injustices in housing, employment, the criminal legal system, education, public accommodations, and civil rights of immigrants. We partner with individuals and communities facing discrimination and with the legal community to achieve justice. For more information on the Washington Lawyers’ Committee, please go to www.washlaw.org.

Position Description:

The Committee has an active docket of workers’ rights and employment justice litigation and operates seven workers’ justice clinics each month across the District. For more information on our docket see: www.washlaw.org. The selected candidate will work with other Committee lawyers, law firm co-counsel, advocacy organizations, and affected individuals to develop and pursue cutting edge civil rights cases and policy initiatives.

The attorney will be responsible to:

- Identify and develop with other WLC staff, workers’ rights and employment discrimination matters appropriate for advocacy or litigation;
- Conduct complex class and individual impact litigation;
- Support the work of the workers’ rights clinics;
- Engage in policy advocacy with District, state, and federal agencies, as well as legislatures including the District of Columbia Council;
- Work effectively with organizational clients, and in partnership with policy and advocacy organizations; and
- Work in partnership with co-counsel law firms and attorneys.
Skills/Qualifications:

The ideal candidate will possess the following skills and qualifications:

- Demonstrated commitment to, and passion for, civil rights and racial equity advocacy;
- The ability to litigate complex individual and class action cases;
- DC bar membership (in good standing), or the ability to waive in to the DC Bar (membership in Maryland, Virginia, and federal district courts in the DC area a plus);
- Five years of litigation experience preferred;
- Experience in employment and workers’ rights law;
- Excellent interpersonal and oral and written communication skills;
- Experience directing interns and junior attorneys;
- Experience working in a non-profit environment and with private law firm volunteers is a plus; and
- Bilingual ability (professional fluency) preferred but not required.

Salary:

Based upon Washington Lawyers’ Committee pay scale. Pay scale available upon request.

How to Apply:

Please send a letter detailing your interest, resume, and writing sample to: wlcjobs@washlaw.org. Please place “[your name] – Employment Justice Attorney” in the subject line.

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

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

LITIGATOR
GUN VIOLENCE PREVENTION
BRADY CAMPAIGN TO PREVENT VIOLENCE

No organization has a more comprehensive and systematic approach to ending America’s gun violence epidemic. Brady believes that Americans, working together, are more powerful than any problem and we invite those who feel the same way to join us in our work. We know our multi-pronged approach of education, litigation, and legislation will ensure that one day, every American can live free from the fear of being shot. Join us in creating that America.

Impact & Legacy:

We are looking for a creative, accomplished and dedicated litigator to join our team. This is a rare opening to join a small team in one of the nation’s most effective, cutting-edge public interest law practices.

For almost 30 years, the Brady Center has been the nation’s only public interest law group dedicated to fighting in the courts on behalf of victims of gun violence to reduce gun deaths and injuries to reform the gun industry through high-impact, cutting-edge liability actions.
The Work to be Done:

The Staff Attorney will represent victims of gun violence and others in high-impact civil litigation in trial and appellate courts across the country against negligent gun companies and other entities who contribute to gun violence. S/he can expect a variety of direct, hands-on experiences and challenging, exciting opportunities to affect the law and public policy in trial and appellate courts, from drafting arguing and briefs, to jury trials and appeals.

Responsibilities Include:

Actively litigating all phases of tort lawsuits on behalf of gun violence victims in courts throughout the country, including:

- taking and defending depositions;
- writing and arguing motions and briefs;
- preparing and conducting jury trials;
- drafting and arguing appeals;
- interviewing witnesses and experts;
- investigating facts of shootings and business practices to support litigation;
- Working with coalitions of law enforcement, public health, and other groups seeking to prevent gun violence to prepare amicus briefs;
- Speaking with lawyers about how to litigate gun violence prevention cases;
- Performing other legal and factual research and writing and administrative support as needed.

Your Skills & Expertise:

- Minimum of 7 years of litigation experience
- You are passionate about your work and your energy is contagious
- You are moved to work for an organization striving to prevent gun violence in our schools, on our streets and in our homes.
- Enjoy a reputation for your creative and able legal mind
- Confident in the courtroom, comfortable in depositions
- Significant, relevant civil litigation experience, preferably in plaintiff’s side tort suits, including in depositions, arguing motions, and trials
- Strong advocacy prowess
- Expert writing and research skills
- You bring a pleasant attitude to the office and fit in easily with our mission-driven team
- JD from a highly respected law school
- Salary expectations in alignment with a non-profit legal position

Apply:

Send your résumé along with a cover letter, law school transcript, and a short legal writing sample. Feel free to include any other information that would support your candidacy.

Email: search@bradymail.org
Subject Line: Accomplished Litigator: First & Last Name

Interviews will begin immediately.
The Legal Aid Society of the District of Columbia seeks a Staff Attorney for its Housing Law Unit. Legal Aid was formed in 1932 to "provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs." Legal Aid is the oldest and largest general civil legal services program in the District of Columbia. The largest part of our work is comprised of direct representation in housing, family law, public benefits, and consumer law. We also work on immigration matters and help individuals with the collateral consequences of their involvement with the criminal justice system. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. For more information about Legal Aid please visit our website, www.LegalAidDC.org, and our blog, www.MakingJusticeReal.Org.

Tasks and Duties:

Legal Aid has a broad and energetic housing practice. We give priority to cases that involve the prevention of an avoidable eviction, efforts to address dangerous or unhealthy housing conditions, and the preservation of affordable and subsidized housing. In addition to an active litigation docket, we engage in significant efforts to address issues of public policy. Our unit is staffed by four supervising attorneys, eleven staff attorneys, a senior project attorney, a Skadden fellow, three "loaned associates" from law firms, three legal assistants, and a case manager.

Housing attorneys work at Legal Aid's central office and its community office in Southeast DC. Attorneys also work on two projects: our Housing Preservation Project, which sites a legal services office in the Landlord and Tenant Branch of D.C. Superior Court to provide same-day and extended representation to low-income tenants facing eviction; and our Housing Justice Advocacy Project, which seeks to preserve and expand safe and affordable housing for low-income District residents through building-wide legal representation.

A Staff Attorney would be expected to handle a caseload of housing cases, including eviction defense and building-wide affordable housing preservation matters, as well as housing conditions cases, voucher termination cases, and other housing matters; perform intakes; and engage in community outreach, policy advocacy and systemic reform efforts. An experienced attorney also might assist in supervising volunteer interns and law firm loaned associates.

Qualifications:

The ideal candidate will have the following:

- Experience in legal services, preferably with a background in housing law;
- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively with other staff;
- A demonstrated commitment to social and economic justice; and
- Bilingual skills (in Spanish, Amharic, or another language prevalent in Legal Aid's client community) strongly preferred but not required.

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

The ideal Staff Attorney candidate will have practiced for two to three years in legal services, with a background in housing law.
Salary and Benefits:

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

To Apply:

Please submit a resume and cover letter here.

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

Applications will be reviewed as they are submitted. Position remains open until filled.

STAFF ATTORNEY
DOMESTIC VIOLENCE/FAMILY LAW UNIT
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks an energetic, self-motivated, detail-oriented individual for the position of Staff Attorney for the Domestic Violence/Family Law practice.

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

Tasks and Duties:

Legal Aid has a broad and energetic domestic violence/family law practice. Our unit is currently staffed by three supervising attorneys, eight staff attorneys, one rotating “loaned associate” from a law firm, and a legal assistant. The staff attorney will handle a caseload of custody, child support, and divorce cases for domestic violence survivors. In addition to an active litigation docket, the staff attorney will participate in community outreach, engage in systemic reform efforts, and be responsible for conducting interviews of prospective clients. Legal Aid’s domestic violence/family law attorneys primarily work out of our NW office and may also work and conduct initial applicant interviews out of Legal Aid’s community office in SE. They also help staff the District’s two Domestic Violence Intake Centers – in NW at the D.C. Superior Courthouse, and in SE at United Medical Center – and the Child Support Resource Center, which operates out of the Paternity & Support Branch of D.C. Superior Court.

Qualifications:

The ideal candidate will have the following:

- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively with other staff;
- A demonstrated commitment to social and economic justice;
- Ability to multi-task and prioritize assignments;
Experience in legal services preferred, ideally with a background in DV/family law; and
Bilingual skills (in Spanish, Amharic, or another language prevalent in Legal Aid’s client community) strongly preferred.

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

Salary and Benefits:

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

To Apply:

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

Applications will be reviewed as they are submitted. Position remains open until filled.

DEPUTY LEGAL DIRECTOR
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks a Deputy Legal Director to help lead, manage, and provide overall vision for the organization’s legal program, which consists of roughly 55 attorneys and fellows, 4 loaned associates, 9 legal assistants and intake coordinators, and a case manager. Legal Aid is the oldest and currently largest general civil legal services program in the District of Columbia. Since 1932, Legal Aid’s has worked to make justice real — in individual and systemic ways — for persons living in poverty in D.C. Legal Aid provides individual representation, advice, and brief services in a wide range of domestic violence/family, housing, public benefits, and consumer law matters. We also work on immigration matters and help individuals with the collateral consequences of their involvement with the criminal justice system. From our work with clients, we identify opportunities for—and engage in—law and court reform work, public policy advocacy, and appellate and impact litigation. In addition, Legal Aid maintains a robust pro bono program. For more information about Legal Aid, please visit our website, www.LegalAidDC.org, and our blog, www.MakingJusticeReal.Org.

Tasks and Duties:

Legal Aid has a broad, diverse, and expanding legal program consisting of individual representation and systemic advocacy. The Deputy Legal Director will work closely with the Legal Director, Executive Director, and the Supervising and Managing Attorneys at Legal Aid to provide leadership and vision for, and to oversee the day-to-day management of, all aspects of the legal program. His/her responsibilities may include the following:

- Providing legal, strategic, and ethical guidance to Legal Aid attorneys;
- Setting programmatic priorities and goals, and monitoring Legal Aid’s progress in meeting them;
- Reviewing and analyzing legal program case-handling and advocacy outcomes and data;
- Planning for, developing, leading, and managing large substantive projects and expansions;
- Overseeing grant and fellowship project development, implementation, and reporting;
- Providing supervisory support and guidance to Legal Aid’s Intake and Pro Bono Programs;
- Participating in priority-setting and the strategic planning of policy and appellate advocacy;
• Engaging in conceptualization and case development, and possibly leading or co-counseling, affirmative impact litigation;
• Coordinating trainings, outreach, and community engagement;
• Managing and participating in the hiring, onboarding, and departures of legal program staff;
• Providing ongoing professional development and training opportunities and ensuring the continued growth of legal program staff; and
• Coordinating and conducting performance evaluations of, and handling confidential personnel matters regarding, legal program staff.

**Qualifications:**

The ideal candidate will have the following:

- Substantial relevant legal experience in civil legal services or other public interest law practice, with expertise in one or more of the areas in which Legal Aid practices, a plus;
- Substantial managerial, administrative, and/or supervisory experience, preferably in a civil legal services or public interest law office;
- A demonstrated commitment to social, economic, and racial justice;
- Excellent legal, organizational, interpersonal, oral and written communication skills;
- Excellent project management, creative and strategic thinking, judgment, and leadership skills;
- The ability to work collaboratively with Legal Aid staff, legal and social services providers in other organizations, and representatives of federal and District government agencies;
- An affable, supportive personality and deep commitment to the professional development of Legal Aid’s programmatic staff;
- Proficiency or fluency in Spanish, or in another language used by a large segment of Legal Aid’s client community, preferred but not required.

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

**Salary and Benefits:**

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

**To Apply:**


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

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**ATTORNEY DETAINED ADULT PROGRAM CAIR COALITION**

The Capital Area Immigrants’ Rights (CAIR) Coalition is the only non-profit organization in the Washington, D.C. area with legal services programs focused exclusively on assisting immigrants detained by Immigration and Customs Enforcement in Virginia and Maryland, and unaccompanied immigrant children held in the custody of
the Office of Refugee Resettlement in Virginia. We are seeking a attorney to join our Detained Adult Program and assist our team provide quality legal services to adults detained in the DMV. We seek a committed advocate who will enhance our team’s ability to provide empathetic legal services to detained immigrants hailing from a wide variety of countries and who speak many different languages. Responsibilities will include providing know your rights and intake services to adults detained in custody as well as providing direct representation.

**Description of Position:**

CAIR Coalition is hiring an Attorney to represent and safeguard the rights of detained immigrants found mentally incompetent by an Immigration Judge. Through the National Qualified Representative Program (NQRP), CAIR Coalition has been appointed counsel for detained immigrants determined to be legally incompetent in immigration court. Incompetency is a legal standard that an Immigration Judge determines after reviewing indicia that an immigrant has mental health disability that affects her ability to represent herself without counsel in court.

Once appointed, the attorney would represent clients on a range of defenses from asylum, cancellation of removal, voluntary departure, and even deportation. An attorney in this position provides direct representation to detained adult men and women with mental health conditions and/or intellectual disabilities in immigration removal proceedings.

**Duties Include:**

- Representation in removal proceedings before the Arlington or Baltimore Immigration Courts on requests for custody redetermination (bond) and/or individual merits hearings;
- Representation may also include appellate proceedings before the Board of Immigration Appeals (BIA) and case-related work involving the services described above before United States Citizenship and Immigration Services (USCIS);
- Representation may also include pursuing post-conviction relief directly related to the above services;
- Advocacy and assistance with other holistic services reasonably necessary to prepare a “post-release plan” for release from Department of Homeland Security (DHS) custody (ex., efforts to connect the respondent to community-based mental health care, housing, or other community resources once out of DHS custody);
- Comply with data and program reporting requirements to keep track of case progress.

**Qualifications:**

- Juris Doctorate degree required;
- A valid driver’s license;
- Proficiency in Spanish is preferred, but applications for non-Spanish speakers will be considered;
- Experience working with detained immigrants or other incarcerated populations;
- Experience and/or interest working with individuals with mental disabilities preferred, our organization will also provide training on working with this population;
- Strong litigation experience and/or oral advocacy skills;
- Strong legal research and writing skills;
- Demonstrated ability and/or willingness to zealously pursue new and untested legal theories; and
- Demonstrated ability to take initiative and work under pressure.

**How to Apply:**

Please send resume and cover letter to HR@caircoalition.org with the title “NQRP Attorney.”
CAIR Coalition is the only non-profit organization in the Washington, D.C. area with a legal services program focused exclusively on assisting detained immigrant adults and children. We are seeking a staff/senior attorney in our Detained Children’s Program. The Attorney will focus on the provision of direct legal services to unaccompanied immigrant children being held in facilities in Virginia and Maryland, as well as those reunified locally to DC, Maryland and Virginia, recruitment and mentoring of pro bono attorneys, and training and outreach.

**Job Responsibilities:**

**Detention work**

Conducts regular visits with unaccompanied immigrant children detained in Virginia and Maryland. Perform Know-Your-Rights presentations and conduct individual intakes with unaccompanied immigrant children at the detention facilities. Provide necessary follow-up after intakes to evaluate eligibility for relief. Follow-up may include performing legal research, securing criminal/juvenile delinquency records and obtaining additional information from family members.

**Direct legal services**

Manage a caseload of in-house and pro bono mentorship cases including Special Immigrant Juvenile Status, asylum, U and T visa cases. This includes representation before USCIS and the Arlington and Baltimore Immigration Courts. Appear as “friend of the court” for minors appearing on the juvenile docket at the Immigration Court in Arlington, Virginia and Baltimore, MD. Maintain and develop relevant stakeholder relationships and represent CAIR Coalition in meetings with stakeholders.

**Pro Bono Services**

Provide training to pro bono attorneys and conduct relevant outreach. Mentor teams of pro bono attorneys on cases through the life of the case. Assist in the development and maintenance of resources for pro bono teams.

**Supervisory responsibilities**

Supervise legal assistants, staff attorneys, and legal interns on a regular basis. Review written work product and provide feedback. Conduct weekly supervisory meetings with supervisees to review workload, case questions and provide administrative supervision.

**Job Requirements:**

- JD and relevant experience in family law and/or immigration law. Must have experience in representing immigrant youth.
- 1-3 years of experience for staff attorney candidates, 3-5 years for senior attorney candidates
- Must be licensed to practice law in Maryland or Virginia
- Written and oral Spanish fluency required.
- Driver’s license required
- Must be able to pass a required background check.
- Prior supervisory experience.
Salary and Benefits:

Salary commensurate with experience. A generous benefits package that includes medical, dental and vision insurance, four weeks’ vacation plus all federal holidays.

Application Process:

Please submit a cover letter, resume, and writing sample to hr@caircoalition.org. Applications will be considered on a rolling basis; early submissions are encouraged as the position is open immediately. No phone calls please.

PRO BONO COORDINATING ATTORNEY
CAIR COALITION

CAIR Coalition is the only non-profit organization in the Washington, D.C. area with a legal services program focused on assisting detained immigrant adults and children. We are seeking a pro bono coordinating attorney to join our team.

The pro bono coordinating attorney will work with each of our programs, with a particular focus on detained children. In addition to being part of the pro bono team, the pro bono coordinating attorney will also work with the detained children’s program.

The ideal candidate for this position will be dedicated to deploying innovative and creative solutions to increase legal services to immigrant children.

Job Responsibilities:

Liaison with pro bono community

In coordination with the Associate Director, serve as a point of contact with law firms, corporations, and law schools to recruit, train, and interface with pro bono attorneys.

Pro bono systems

Work with internal and external stakeholders to update, refine, and innovate pro bono mentoring resources, training, and systems.

Legal services

Manage a caseload of in-house and pro bono mentorship cases including Special Immigrant Juvenile Status, asylum, U and T visa cases.

Communications

Develop relevant stakeholder relationships and represent CAIR Coalition in meetings with stakeholders.

Job Requirements:

- JD and relevant experience in family law and/or immigration law.
- Must be licensed to practice law in Maryland or Virginia or be willing to obtain such license as soon as practicable
- Written and oral Spanish fluency required.
- Driver’s license required
- Must be able to pass a required background check.
Salary and Benefits:

Salary commensurate with experience. A generous benefits package that includes medical, dental and vision insurance, four weeks’ vacation plus all federal holidays.

Application Process:

Please submit a cover letter, resume, and writing sample to hr@caircoalition.org. Applications will be considered on a rolling basis; early submissions are encouraged as the position is open immediately. No phone calls please.

DIRECTOR OF POLICY
FREEDOM FOR IMMIGRANTS

About the Position:

Freedom for Immigrants works with partners to build a movement to abolish immigration detention and implement community-based alternatives to detention. Working in close partnership with Freedom for Immigrants staff, directly impacted members, and visitation programs as well as state and national partners, the Policy Director will lead an effort to reform our immigration laws at the federal level and provide support to staff in state-based legislative reforms.

The Policy Director will report to the Executive Director. The ideal candidate will be someone who has personal experience with the immigration system, and experience in policy, movement building, organizing and coalition building, as well as a track record of strategic development of long-term advocacy goals.

Essential Duties & Responsibilities:

- Work with the Executive Director and the Director of Advocacy and Strategic Communications to develop and manage the implementation of Freedom for Immigrants’ nationwide and state-based campaigns to achieve policy agenda
- Meet regularly with Congressional legislators in D.C. to educate them on immigration detention and the community-based alternatives to detention that exist
- Organize lobby visits in district for visitor volunteers, preparing material and talking points
- Play a leadership role in national coalitions; develop relationships with allies and other organizations to further advocacy goals
- Work with national and local media to brief them on state and local immigrants’ rights advocacy priorities
- Speak publicly at national, state, and local forums, conferences, and meetings
- Use the data and stories gathered from people in immigration detention to push for local policy changes, which may include organizing to support statewide legislation

Qualifications:

A minimum of five years of experience developing and leading community organizing, legislative advocacy, political, electoral, and/or issue campaigns.

- Experience advancing a political program at the Congressional level preferred
- Experience writing bill language, even if not successful, is a plus
- Familiarity and experience applying an expansive toolbox of strategies to move decision-makers and voters, including paid and earned media, message testing, field organizing, online activism, constituent engagement, etc.
- Understanding of campaign planning, roles, communications, and coordination
- Experience in building and successfully managing coalitions
- Excellent communications skills, including public presentation skills and meeting facilitation skills
- Strong media relations skills is a plus
- Strong writing skills, including ensuring reports and other public communications are written in a clear and cogent manner.
- Willingness to travel, as needed
- Bachelor’s degree preferred. Master’s degree, particularly in law, a plus
- Past experience working in a decentralized start-up nonprofit is a plus
- A sense of humor, flexible nature, and willingness to be a bit of a jack of all trades at times
- Fluency in Spanish or another language is a plus
- Personal experience with the immigration system preferred;
- Candidates who have been directly affected by immigration detention or the mass incarceration system are highly encouraged to apply

Benefits:

We offer a competitive salary and generous benefits package commensurate with experience.

To Apply:

https://www.freedomforimmigrants.org/job-openings/

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 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 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://jisco.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://jso.co/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.

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 (1-844-966-4283)**. 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.

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.

JD/BAR NOT REQUIRED

DIRECTOR OF POLICY
FREEDOM FOR IMMIGRANTS

About the Position:

Freedom for Immigrants works with partners to build a movement to abolish immigration detention and implement community-based alternatives to detention. Working in close partnership with Freedom for Immigrants staff, directly impacted members, and visitation programs as well as state and national partners, the
Policy Director will lead an effort to reform our immigration laws at the federal level and provide support to staff in state-based legislative reforms.

The Policy Director will report to the Executive Director. The ideal candidate will be someone who has personal experience with the immigration system, and experience in policy, movement building, organizing and coalition building, as well as a track record of strategic development of long-term advocacy goals.

**Essential Duties & Responsibilities:**

- Work with the Executive Director and the Director of Advocacy and Strategic Communications to develop and manage the implementation of Freedom for Immigrants’ nationwide and state-based campaigns to achieve policy agenda
- Meet regularly with Congressional legislators in D.C. to educate them on immigration detention and the community-based alternatives to detention that exist
- Organize lobby visits in district for visitor volunteers, preparing material and talking points
- Play a leadership role in national coalitions; develop relationships with allies and other organizations to further advocacy goals
- Work with national and local media to brief them on state and local immigrants’ rights advocacy priorities
- Speak publicly at national, state, and local forums, conferences, and meetings
- Use the data and stories gathered from people in immigration detention to push for local policy changes, which may include organizing to support statewide legislation

**Qualifications:**

- A minimum of five years of experience developing and leading community organizing, legislative advocacy, political, electoral, and/or issue campaigns.
- Experience advancing a political program at the Congressional level preferred
- Experience writing bill language, even if not successful, is a plus
- Familiarity and experience applying an expansive toolbox of strategies to move decision-makers and voters, including paid and earned media, message testing, field organizing, online activism, constituent engagement, etc
- Understanding of campaign planning, roles, communications, and coordination
- Experience in building and successfully managing coalitions
- Excellent communications skills, including public presentation skills and meeting facilitation skills
- Strong media relations skills is a plus
- Strong writing skills, including ensuring reports and other public communications are written in a clear and cogent manner.
- Willingness to travel, as needed
- Bachelor’s degree preferred. Master’s degree, particularly in law, a plus
- Past experience working in a decentralized start-up nonprofit is a plus
- A sense of humor, flexible nature, and willingness to be a bit of a jack of all trades at times
- Fluency in Spanish or another language is a plus
- Personal experience with the immigration system preferred; Candidates who have been directly affected by immigration detention or the mass incarceration system are highly encouraged to apply

**Benefits:**

We offer a competitive salary and generous benefits package commensurate with experience.

**To Apply:**

Apply online.
SPECIAL ASSISTANT
SOUTHERN DEMOCRATIC MEMBER

Southern Democratic Member seeks a Special Assistant for D.C. office. Successful applicants will have strong organizational and communication skills, an impeccable work ethic, and the ability to juggle multiple tasks simultaneously. Daily tasks staffing at various events and assisting with other duties as assigned by the Member. Candidates must have access to a car and the ability to work long hours while the Member is in Washington, D.C.

Interested applicants should send a cover letter and resume to nchousejobs@gmail.com. No drop-ins or phone calls, please.

The office is an equal opportunity employer, and female, minority, and LGBTQ+ candidates are strongly encouraged to apply.

OUTREACH REPRESENTATIVE
PROGRESSIVE U.S. MEMBER OF CONGRESS

Progressive U.S. Member of Congress has an immediate opening for a highly motivated Outreach Representative to join their District Office. This is a full-time position. Duties for this position include, but are not limited to: attending community outreach events on behalf of the Member and District Office; working with local businesses, merchant associations, community organizations, and agencies to assist them in navigating the services provided by the federal government; organizing and participating in community projects and events; and developing and executing outreach strategies with the Outreach Director. Other qualifications include strong communication, writing and presentation skills, event planning experience, and knowledge of the District and the greater Brooklyn area. The Outreach Representative will also serve as liaison to Community Boards, Precincts Councils and Block Associations. Valid driver’s license preferred. Fluency in Haitian Creole or Russian is highly preferred. Availability for Evening and Weekend assignments is required.

Please send resume and cover letter to NYDemocrat@mail.house.gov

We are an equal opportunity employer that is committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.

LEGISLATIVE ASSISTANT
MODERATE FRESHMAN MIDWEST DEMOCRAT

Moderate Freshman Midwest Democrat in competitive district seeks Legislative Assistant to handle a diverse slate of policy areas. Responsibilities of this position include drafting and analyzing legislation, working closely with district and DC stakeholders and district staff, meeting regularly with constituents, including travel to the district, preparing written and in-person briefings for a very active Member, and tracking timely developments in issue areas. Issue areas may include but are not limited to financial services, budget, tax, foreign policy, defense, veterans’ affairs, immigration, criminal justice and civil rights, and democracy reform. This is not an entry-level position. Previous policy experience on the Hill is preferred. We are an equal opportunity employer.

To apply, please send a cover letter and resume to Michigan11Jobs@gmail.com with Legislative Assistant Application in the subject line. No phone calls or walk-ins, please.
A Texas Democrat seeks an experienced Military Legislative Assistant to oversee a wide-ranging policy portfolio including Armed Services Committee work. This is not an entry-level position and a minimum of 3 years of legislative or equivalent experience is required. Responsibilities include staffing member in committee, drafting bills, tracking legislation, writing talking points, providing vote recommendations, and meeting with constituents and interest groups. Ideal candidates will have excellent research and writing skills, and the ability to work under pressure and meet deadlines. Women and minorities are encouraged to apply. Former military service, Texas ties, and an active security clearance are a plus.

To apply, please send a cover letter, resume, and writing sample to TX16Resumes@gmail.com and write “Military Legislative Assistant” in the subject line. No phone calls, faxes, or walk-ins, please.

InterAction is the largest U.S. based coalition of international nongovernmental organizations (NGOs) with nearly 190 members working around the world in low- and middle-income countries, fragile and post-conflict states, and emerging/growth economies. Member organizations are large and small, secular and faith-based, with a focus on people living in the world’s most poor and vulnerable places. The U.S. public, foundations, and governments support the work of our member NGOs that collectively invest and manage more than $15.4 billion a year. InterAction revenues come from dues, government grants, private foundation and corporate grants, and a growing fee-for-service program portfolio. Using its collective voice and convening power, InterAction seeks to shape important policy decisions and actions across a wide range of issues – including foreign assistance, humanitarian relief, development, economic equity, food security, and climate change – that advance human dignity, human potential, and self-determination.

Position Description:

InterAction intends to hire a new full time Senior Associate for Public Policy in support of our overall advocacy program. This work is funded through 2020, with potential for renewal, and is designed to leverage a broad coalition of international non-governmental organizations (INGOs) and civil society organizations (CSOs) to preserve U.S. official development assistance and the prioritization of development and humanitarian issues, including a focus in Water and Sanitation programs.

This position will reside within InterAction’s Public Policy Team, report to the Director of Policy & Government Relations and collaborate with the Public Policy Team’s staff. This individual will provide support to the overall program and management of InterAction’s Public Policy Committee system and spearhead InterAction’s advocacy engagement around Water, Sanitation and Hygiene programs. Additionally, this position is expected to contribute to writing and editing materials for team publications, supporting InterAction Working Groups as needed, as well as representing InterAction in various fora.

Key Responsibilities:

- Manage InterAction’s WASH working group and advocacy efforts, including (but not limited to) establishing and maintaining working relationships with working group members; building consensus around advocacy strategy and common messaging; tracking, analyzing and reporting on pertinent policy and legislative developments; and coordination of advocacy activities;
- Management of InterAction’s Public Policy Committee and its advocacy efforts, including (but not limited to) establishing and maintaining working relationships with Committee members; building consensus around advocacy strategy and common messaging; tracking, analyzing and reporting on pertinent policy and legislative developments; and coordination of advocacy activities;
• Assist the Director of Public Policy and Government Affairs with the management of the Public Policy Committee’s Policy Advisory Committee and Steering Committee;
• Key liaison with InterAction’s Communications team, drafting initial drafts of advocacy/policy press statements, blogs, etc;
• Coordinate Capitol Hill and in-house briefings, lobby days, and other special projects;
• Respond to urgent requests for information from InterAction members, congressional staff, and administration officials;
• Build and maintain relationships with members of the administration, Congress, and strategic partners;
• Represent InterAction on a range of issues;
• Administrative and other duties in support of the Public Policy Team as assigned by the Director of Public Policy and Government Affairs.

Qualifications:

• Work experience on Capitol Hill and/or legislative advocacy for a non-profit organization, association, or US federal agency;
• The ability to meet deadlines and work well under pressure, remain focused in a rapidly changing environment and be proactive, as well as responsive, to the needs of members of InterAction;
• Highly motivated, team player, with excellent organizational skills, and strong written and verbal communications skills;
• Knowledge of or experience working directly on global development issues;
• Demonstrated experience taking initiative to solve problems;
• Experience planning and executing logistics for internal and external meetings;
• Attention to detail and accuracy;
• Proficiency with Microsoft Office;
• Demonstrated commitment to InterAction’s core values and mission.

Salary & Benefits:

The salary range for this position is $50,000 - $55,000 and provides excellent benefits.

To Apply:

Please email your resume, writing sample and cover letter to jobs@interaction.org with subject line containing: Senior Associate for Public Policy. Materials must address the requirements listed. Position will remain open until filled, but applications will be reviewed as received.

All applicants must be able to provide documentation that they are legally eligible to work in the United States for an extended period of time. No phone calls please.

DIRECTOR  
MAYOR’S OFFICE OF PUBLIC POLICY  
MAYOR’S OFFICE OF TALENT AND APPOINTMENTS

During her first term, Mayor Bowser took bold steps to fight for 15 and expand employment opportunities; to make homelessness rare, brief & non-recurring and to invest in programs and policies to give all residents a fair shot. Washington, DC is a diverse and inclusive city, a leader in tech and innovation, and a place where residents of all backgrounds can thrive. The newly created Mayor’s Office of Public Policy will be responsible for generating the fresh ideas that allow us to better serve our residents, create forward-thinking change, and support a city that is as innovative as it historic. The Director of the Mayor’s Office of Policy is responsible for developing and executing strategic initiatives to give more District residents a fair shot, and to develop innovative solutions to common challenges. The Director will develop policies and legislation around the big ideas that cut across agencies and clusters.
Duties and Responsibilities:

- Provide staff support to the Chief of Staff on initiatives and efforts on the Mayor’s priorities.
- Prepare or oversee research projects which support the Mayor’s advocacy platform and initiatives.
- Lead stakeholder engagement to promote the big ideas that are translated into policies and legislation.
- Develop work plans and plans of action for policies and legislation consistent with the Mayor’s vision.

Minimum Background and Requirements:

- Strong background in public policy, community organizing, and constituent engagement.
- An upper level degree in public policy, health, public administration or a related field is preferred.
- A minimum of five (5) years’ experience in public policy and/or program development.
- Demonstrated knowledge of the constituent, programs and services provided by and for residents of the District of Columbia.
- Demonstrated organizational and strategic leadership.
- Strong and demonstrated knowledge of the District's government and private sector groups such as civic organizations and ANC's with direct connections/engagement to each.

Domicile Requirement:

There is a legal requirement that each new appointee to the Excepted and Executive Service either: (1) be domiciled in the District of Columbia at the time of appointment; or (2) establish District domicile within one hundred eighty (180) days of appointment. The law also requires that Excepted and Executive Service employees maintain District domicile during the period of the appointment. Failure to maintain District domicile during the period of the appointment will result in forfeiture of employment.

To apply and for further details about this position, check the website: https://mota.dc.gov/page/apply-job

POLICY ANALYST
COMMITTEE ON ENERGY AND COMMERCE MAJORITY

The Committee on Energy and Commerce Majority seeks an organized and enthusiastic Policy Analyst to assist with a legislative portfolio focusing on energy and environment issues. The position requires handling administrative tasks, but it also entails assisting with substantive legislative tasks and member services. Qualified candidates must have excellent research, writing, analytical, and organizational skills; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and sound political judgment. This is not an entry-level position; relevant Hill, academic, and professional experience preferred.

Please submit a cover letter, resume, and short writing sample to ecdjobs@mail.house.gov. The Committee is an equal opportunity employer. Diverse candidates, women, and veterans are strongly encouraged to apply.

LEGISLATIVE DIRECTOR
CONGRESSWOMAN LISA BLUNT ROCHESTER

Congresswoman Lisa Blunt Rochester (DE-At Large) is seeking a highly motivated individual with extensive legislative, management, and political experience to join her team as Legislative Director. Responsibilities include overseeing and executing the Congresswoman’s legislative agenda, including her four Energy & Commerce subcommittee assignments, overseeing floor activity, and managing a talented 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 Congresswoman’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. Ties to Delaware are a
plus. This is not an entry level position and this is an Equal Opportunity Employer. Salary commensurate with experience.

Interested candidates should send a cover letter and resume to lbr.jobposting@gmail.com with “Legislative Director” in the subject line by **COB Wednesday, February 20, 2019**. No phone calls, drop-ins, or emails please.

**DISTRICT OFFICE MANAGER**
**PENNSYLVANIA CONGRESSMAN**

Pennsylvania Congressman seeks proactive District Office Manager to implement outreach objectives, strategies and operating plans for the Congressman's district office and direct all activities and staff of the district office. The District Office Manager will represent the Congressman and will assign appropriate staff to do so in the district office as needed and will travel throughout the district at regular intervals to meet with local constituents and stakeholders. The ideal candidate must be strategic and must work well under pressure and handle stress, and work a flexible schedule including long hours, nights and weekends. Prior managerial experience, experience with constituent casework, and coalition-building is essential. This is not an entry level position.

Interested applicants should send a resume to pa01joblisting@gmail.com

**LEGISLATIVE ASSISTANT**
**NORTHEAST FRESHMAN DEMOCRAT ON THE AGRICULTURE AND EDUCATION AND LABOR COMMITTEES**

Northeast Freshman Democrat on the Agriculture and Education & Labor Committees seeks legislative assistant to handle diverse policy 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; positive attitude and disposition suited to the work environment; solid knowledge of the legislative process; and an ability to work under pressure and meet deadlines in an unpredictable work environment. Connecticut ties are a plus but not required. Women and minority candidates are strongly encouraged to apply.

Interested parties should e-mail a cover letter, resume and two writing samples in a single PDF to CT05employment@gmail.com with the following subject line: First name Last Name - Legislative Assistant. No phone calls or walk-ins, please.

**EXECUTIVE DIRECTOR**
**PARTNERSHIP FUND**

The Partnership Fund (TPF), a grant-making collaborative made up of leading local, state, and national funders that work toward greater and sustained philanthropic investment in states and organizing, seeks applications and nominations for the position of Executive Director. The Executive Director works with this collaborative to implement a strategy that includes grant-making, program evaluation, shared learning programs, and philanthropic organizing.

The Partnership Fund equips multi-racial, multi-issue, cohorts of state-level organizations and leaders to become stronger, more influential and more likely to achieve lasting change. TPF operates under a theory of change that philanthropy is most effective when funders act hand-in-hand with local leaders to lift up the expertise of grassroots organizations and in-state strategists. Therefore, TPF supports community-based organizations through an ecosystem approach where groups operate in deep relationship to identify, enact, implement, and sustain meaningful change in people's lives. TPF likewise believes that intentionally sharing lessons and
experiences across states and between leaders and funders improves outcomes, strengthens the field and generates lasting resources.

Building on the foundation laid by the Partnership Fund’s founding Executive Director, TPF’s next leader will have the unique opportunity to deepen and expand the ways in which funders support the development of independent political power—a concept that the Partnership Fund has translated from top-notch field organizations into a philanthropic practice that TPF has successfully piloted for five years. Independent political power refers to a theory and practice of organizing communities to contest for governing influence outside of the two dominant political parties and includes the development of a variety of capacities: the ability to mobilize and organize people, the ability to drive a message and craft a worldview among supporters, and the ability to access and influence decision-makers. The Executive Director will develop and implement collaborative strategies to improve and sustain those independent political power capacities through grantmaking and learning. They will work with TPF’s network to communicate key lessons for a broader funding community to increase alignment and financial support for TPF, its grantees and the field.

Together with the Advisory Board, the ED will set and implement organizational and strategic growth plans—including recruiting new funders to the network and directing fundraising strategy. They will build and oversee a team that supports the expansion of the Fund’s work and that ensures excellence throughout TPFs operations, programs finance and fundraising.

The ideal candidate will be a dynamic, strategic, and self-driven leader with exceptional collaboration, synthesis, and communication abilities. They will have demonstrated success in developing and driving efforts to achieve policy change and develop political strategy that is focused on—and driven by—community priorities. The ED will have a sophisticated analysis of politics and power—particularly with regards to race, class, gender, and the dynamics inherent in the grant-making-grantee relationship. They will clearly articulate the role funders can play in effectively supporting movements, organizations and leaders while building out TPF’s grant-making portfolio that has more than $10M in grants since its founding. The successful candidate will be highly flexible, adaptable and able to collaboratively bring people along in a shared vision. They will have success raising funds and experience in organizational management in a small, nimble operation. The ideal candidate will be energetic, humble, and self-motivated with a demonstrated commitment to and nuanced understanding of TPF’s mission and work.

The Partnership Fund is a project of New Venture Fund, a 501c (3) organization incorporated in Washington, DC. As its fiscal sponsor, NVF provides a range of services that support the Partnership Fund including human resources and financial management, administrative services, and legal and governance oversight. The Executive Director also oversees the strategy and implementation of the Partnership Action Fund, an affiliated 501c (4) grant-making entity sponsored by the 1630 Fund.

This search is being assisted by Carolyn Ho and Callie Carroll of the national search firm, NPAG. To learn more, please visit: https://nonprofitprofessionals.com/current-searches-all/tpf-ed.

To Apply:

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Applications including a cover letter describing your interest and qualifications, your resume, and where you learned of the position should be sent to: tpf-ed@nonprofitprofessionals.com. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) as the only contents in the subject line of your e-mail.

The Partnership Fund is a project of New Venture Fund (NVF), a 501(C)(3) organization incorporated in Washington, DC. NVF is an equal-opportunity employer. NVF and the Partnership Fund proudly value diversity, equity and inclusion in our external work and internal practices. Candidates of all backgrounds are encouraged to apply.
INVESTIGATIVE COUNSEL
COMMITTEE ON ETHICS

Investigative Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for an investigative counsel position. The Committee’s investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding analytical and written/oral communications skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; criminal law; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations and adjudications; depositions; and financial accounting. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “Investigative Counsel” in the subject line.

SENIOR LEGISLATIVE ASSISTANT OR LEGISLATIVE DIRECTOR
DEMOCRAT

Democrat seeks Senior Legislative Assistant or Legislative Director depending on qualifications to handle financial services, tax, economic issues, and other domestic policy issues. Candidate must have substantial Congressional experience and understand the legislative process. A successful applicant will possess strong writing and verbal communication skills, work well with others, and be comfortable in a fast-paced environment.

To apply, please e-mail a resume and cover letter to financeservicesla@gmail.com. No phone calls or drop-ins please.

LEGISLATIVE AIDE
TEXAS DEMOCRAT

A Texas Democrat seeks a hardworking Legislative Aide to oversee the mail program and handle a small policy portfolio. Responsibilities include managing a high-volume mail program, researching legislative issues, and drafting timely responses. Ideal candidates will have excellent research and writing skills, and the ability to work under pressure and meet deadlines. Women and minorities are encouraged to apply. Texas ties, knowledge of Fireside 21, and Spanish fluency are a plus, but not required.

To apply, please send a cover letter, resume, and writing sample to TX16Resumes@gmail.com and write “Legislative Aide” in the subject line. No phone calls, faxes, or walk-ins, please.

DIRECTOR, LATIN AMERICA AND THE CARIBBEAN
FREEDOM HOUSE

This position is responsible for providing strategic leadership and vision for all Freedom House (FH) activities in and related to Latin America, including policy research, advocacy, and on the ground programming activities in line with FH’s mission and strategic framework. The position requires a candidate with deep knowledge of democracy and governance issues throughout the region, relationships there (including with civil society organizations (CSOs), government entities, the diplomatic community, etc.), and relationships with relevant USG executive and congressional branch entities (including USG donors supporting democracy programs in the region). These qualifications must be combined with a proven record of designing and carrying out successful policy research and policy advocacy initiatives before the U.S. Congress and executive branch; designing and implementing innovative USG-funded democracy programming throughout the region that produce verifiable results; and effectively leading and managing diverse staff, including overseas operations.
Job Qualifications:

Education:

- Bachelor’s degree in political science, international relations, or related field
- Master’s degree or equivalent in political science, international relations, or related field strongly preferred

Experience:

- Mastery of democracy principles and governing domestic and international institutions, instruments, and processes
- Expertise in democracy challenges in the Latin America region and in-depth understanding of socio-political, economic, and anthropological factors affecting these challenges in that region
- Fifteen or more years of experience working in support of democracy in the Latin America region, including conducting and publishing research and advocacy, and designing, procuring funding for, and implementing donor-funded democracy programs in the region
- Proven ability to clearly communicate complex concepts verbally and in writing
- Fluency in spoken and written English and Spanish
- Existing relationships of trust and collaboration with peer organizations working on democracy issues, local actors across assigned region, and USG agencies and entities
- Eight or more years of experience leading and managing staff, including minimum of two years managing senior staff. Proven ability to recruit highly capable staff, manage and motivate personnel, and lead diverse teams. Strong ability to lead by example, with integrity, purpose, and commitment to attainment of FH goals

To Apply:

https://chj.tbe.taleo.net/chj04/ats/careers/requisition.jsp?org=FREEHOUS&cws=1&rid=970

Applicants are required to complete our online application form and to submit a resume and a cover letter that outlines interests and qualifications for this position and desired salary range.

Physical Requirements:

Sedentary, regularly required to sit for extended periods of time. Constantly talk, hear, and understand speech at normal levels using a telephone. Occasionally required to stand, walk, and bend over; reach overhead; use hands, wrists, and fingers to grasp, push, pull, move, handle, feel, and type. Constantly required to use close vision and distance vision for regular computer work. Occasionally required to lift and/or move up to 25 lbs. to waist height.

General Working Conditions:

General working office environment. Some long hours, including evenings and/or weekends as reasonable, to complete essential tasks or attend important events and to be responsive in a timely manner to emergency assistance requests. Travel to event and meeting sites. Exposed to outside weather conditions when required to attend event venues or travel.

Freedom House is an Equal Opportunity Employer and does not discriminate in its selection and employment practices. Read more about the application process and search answers to common questions here. Freedom House offers competitive compensation and a comprehensive benefits package including health and wellness benefits, retirement, and professional development.
STAFFER
MODERATE DEMOCRATIC SENATOR

Moderate Democratic Senator seeks an experienced, energetic individual to handle the legislative portfolio covering labor and workforce issues and healthcare policy with a focus on addressing the opioid epidemic. Responsibilities will include constant monitoring of legislative developments, professionally representing the Senator, formulating strategic policy agenda, preparing materials for meetings, briefings, and hearings, working closely with state offices and ensuring senior staff and the Senator are abreast of important developments. This position requires excellent communication, research and writing skills, as well as the ability to work well under pressure and in a fast-paced environment. Additionally, qualified candidates should be experienced in the issue areas assigned. Prior Hill experience is required. Preference will be given to applicants with strong Appalachian ties.

Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number 224736 in the subject line.

LEGISLATIVE DIRECTOR
PROGRESSIVE NEW YORK CITY MEMBER

Progressive New York City Member seeks Legislative Director to oversee and support the Member’s legislative priorities. Responsibilities include providing the Member with vote recommendations, setting legislative priorities and managing staff to achieve them, planning dynamic events to raise awareness of the Member’s actions, writing talking points, liaising with community leaders, and spearheading legislative initiatives within their own portfolio. Ideal candidates will have a strong understanding of housing and immigration policy, an advanced degree, and 3-5 years of legislative experience on Capitol Hill. Strong written and verbal skills are essential as is the ability to work collaboratively in a fast-paced, dynamic environment. This is not an entry-level position and New York City ties are a plus. Interested parties should email a cover letter and resume to Kendall.Mitchell@mail.house.gov with “Legislative Director” in the subject line. 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.

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 hsbcddems@gmail.com with the position name 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
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.

**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.
SPRING 2019 CONGRESSIONAL INTERNS
CONGRESSWOMAN SUSAN WILD

Congresswoman Susan Wild (PA-07) has Spring 2019 openings for full and part-time congressional interns for her Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning immediately, and a preference for those who can stay at least three months. Pennsylvania ties are a plus but are not required. Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply.

To apply, please e-mail a resume and cover letter including desired start date and availability to wild.interns@gmail.com.

SPRING INTERNSHIP
CONGRESSMAN JOHN RATCLIFFE

Congressman John Ratcliffe’s office is seeking intelligent and hardworking individuals for their Spring internship program. Responsibilities would include giving Capitol tours, greeting visitors, answering the phone, sorting and logging constituent mail, and assisting in various administrative tasks. The internship is unpaid. Texas ties are preferred but not required.

Interested candidates should email their resume to tx04internship@gmail.com.

INTERNSHIP
OFFICE OF CONGRESSWOMAN ELEANOR HOLMES NORTON

The Office of Congresswoman Eleanor Holmes Norton is currently accepting applications for our internship program. Potential candidates should be interested in gaining congressional work experience in Congresswoman Norton’s Capitol Hill Office and must be able to work full or close to full time. Responsibilities of congressional interns include, but are not limited to, answering telephones, opening and sorting mail, giving Capitol tours to constituents, tracking legislation, attending community events, assisting with constituent casework, coordinating press-related activities, attending hearings, and preparing constituent correspondence. These tasks give interns valuable, direct interaction with the inner workings of Capitol Hill and the legislative process.

If you would like to be considered for an internship in Congresswoman Norton's office, please submit a cover letter, resume, and writing sample to Marquis.Woods@mail.house.gov, with "Norton Internship" in the subject line of the email.

LEGAL ADVOCACY SUMMER INTERN
AMERICAN DIABETES ASSOCIATION

The mission of the American Diabetes Association is to prevent and cure diabetes and to improve the lives of all people affected by diabetes. To that end, our Legal Advocacy team is committed to ending discrimination against people with diabetes. We are seeking two full-time summer interns to join this critical effort. This is a paid position.

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

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

In addition, Legal Advocacy contains a litigation program which engages in impact litigation in matters involving or affecting people with diabetes. This work includes authoring and signing onto amicus briefs, assisting outside attorneys who are representing people with diabetes in matters involving discrimination, and involvement as plaintiff in select cases.

**Expectations for Summer Intern:**

The summer intern will report jointly to the Director of Legal Advocacy and to the Director of Litigation. The intern will receive training in the science of diabetes and on disability discrimination law, and will assist in the provision of legal services to people affected by diabetes discrimination. He or she may provide the following services:

**Intake for people affected by diabetes discrimination**

- Conduct detailed legal intake based on training
- Help with issue-spotting and identifying potential urgencies
- Produce written or verbal case analyses and participate in strategy decisions
- Connect on a human level with people who are often in distress

**Coordinate Advocacy Attorney Network referrals**

- As needed, find available network attorneys and contact them to explain details of case that is being referred
- Report back attorney availability and connect the client with the attorney

**Perform research projects**

- Perform case specific legal research for people with diabetes
- Where appropriate, synthesize the legal research into public-facing fact sheets
- If interested, design and complete a personal legal research project. *The project must be connected to diabetes discrimination.*

**Assist with litigation activities:**
While litigation activities can be unpredictable, some examples may include:

- Drafting discovery requests
- Assisting with editing and drafting briefs, settlement agreements, or other court filings
- Conducting legal research on discrete issues related to the litigation
- Participating in litigation strategy calls
- Performing outreach to outside attorneys litigating on behalf of people with diabetes

**Perform substantive administrative duties on time:**

- Track projects and hours worked
- Attend staff meetings
• Complete case notes and reports

**Convey legal information under supervision of Program attorneys:**

*This is only available for interns who have demonstrated success in conducting legal intakes and comprehension of the law and essentials of diabetes.*

**Summer Intern Skills and Requirements:**

• Completed at least one year at an accredited law school, or recent graduate
• Interest in creative problem solving, conflict resolution and nontraditional legal work
• Ability to adapt communication to widely different audiences
• Superior phone and email/written communication skills
• Ability to conduct broad legal research, not just case law (informal guidance, agency directives, websites)
• Clear, simple, professional legal writing
• Strong organizational and time management skills for a high-volume caseload
• Coordination skills for interacting with a large and passionate volunteer network
• Emotional intelligence
• Positive and collaborative disposition
• Professional attitude and strong work ethic

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

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

**To apply:**

Please send a cover letter and resume to Sarah Fech-Baughman at sfech@diabetes.org.

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

**LAW CLERK FOR SUMMER 2019**

**FIRST SHIFT**

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

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

First Shift also provides limited helpline services to support low-income women in exercising their right to be free from sexual harassment in the workplace.
We are happy to work with bright and motivated students and recent law grads who are passionate about our issues! (Note: Funding options are particularly limited for recent grads.) Our law clerks conduct legal research; draft legal memoranda; meet with clients; and help us reach out to organizations and their clients who might benefit from our services.

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

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

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

SUMMER INTERNSHIP  
MACARTHUR JUSTICE CENTER’S APPELLATE PROJECT

The MacArthur Justice Center’s Appellate Project is accepting applications from students who are interested in spending the summer working on appellate litigation and are passionate about criminal justice issues.

Students will work from the organization’s Washington, D.C. office. Students will work principally on appeals before the U.S. Supreme Court, federal circuit courts, or state courts of appeal, which raise important issues related to civil rights and the criminal justice system. Students will also likely be involved in trial court litigation over the summer. Students will have the opportunity to make a substantial contribution to the office’s ongoing appellate cases, including performing research and drafting legal analysis for briefs that will be filed in federal court. Students will gain exposure to the broader appellate process, which may include participation in client interaction and strategic decision-making, analysis of factual records, and participation in moot oral arguments (depending upon the stage of their assigned matters).

MJC is one of the nation’s premier civil rights organizations and champions criminal justice reform through litigation, in areas that include police misconduct, rights of the accused, issues facing indigent prisoners, the death penalty, and the rights of detainees. The organization’s Appellate Project and Washington, D.C. office focus specifically on appellate litigation as a vehicle for achieving change in these areas. Examples of issues raised in MJC appeals include:

- Unsettled questions of criminal procedure under the Fourth, Fifth, and Sixth Amendments (search & seizure, privilege against self-incrimination, right to a jury, right to counsel);
- Issues facing indigent prisoners, including the constitutional rights of prisoners to be free from cruel and unusual treatment by prison officials and access to courts;
- Constitutional challenges to the use of solitary confinement in the prison system;
- Challenges to certain discriminatory executive actions outside of the criminal justice system, including discriminatory practices of Immigrations and Custom Enforcement and discrimination against Muslim travelers at the border.

Compensation may be available for students unable to obtain summer funding from their law schools.

Students interested in this opportunity should submit a cover letter, resume, transcript, and an unedited writing sample to dc@macarthurjustice.org as soon as possible. We will begin hiring on a rolling basis immediately.
The Attorney General is the chief executive officer of the Commonwealth of Virginia’s Department of Law. He and his staff represent the interests of the Commonwealth in all civil cases naming the Commonwealth or any of its agencies or officials as a party, and in criminal cases on appeal to the Court of Appeals of Virginia and the Supreme Court of Virginia. In cases involving federal law, the Attorney General represents the Commonwealth's interests before the federal courts.

The Attorney General is also the legal advisor to the Governor and more than 200 state agencies, boards, commissions and institutions. He renders official opinions on the application of the law upon the written request of the Governor, members of the General Assembly, members of the judiciary, state officials, and local constitutional officers.

The Office of the Attorney General is one of the largest law firms in the Commonwealth of Virginia. The Office is organized into five legal Divisions: Civil Litigation; Criminal Justice and Public Safety; Government Operations and Transactions; Health, Education, and Social Services; and the Solicitor General's Office. Each is headed by a Deputy Attorney General reporting directly to the Chief Deputy Attorney General, an appointee of the Attorney General.

Generally, each staff attorney advises and represents one or more state agencies. In this capacity, he or she will be involved in representing the agency in litigation and before various legislative and administrative bodies; in drafting and reviewing legislation and regulations; and in providing day-to-day legal advice and counsel to agency staff. Staff attorneys have significant responsibilities for the conduct of the matters to which they are assigned. Our goal is to develop and maintain a staff of highly-skilled professionals dedicated to serving the public interest. Law student interns are assigned to various staff attorneys within the legal divisions and can expect to participate fully in the day-to-day activities of the Division.

Interns who qualify under the Third-Year Practice Rule may have the opportunity to participate in that program and should include a copy of the Certificate in their applicant package.

Our intent is for the intern to become an extension of the staff attorney or Section staff and to make a vital contribution to the functioning of the Office. We offer a Volunteer Summer Intern Program for which we ask a commitment of one month full-time, or two months full time or part-time volunteer service, and a Clinical Intern Program in which students earn credit towards their law degree.

Civil Litigation Division:

This Division includes the following Sections: Consumer Protection, Health Professions, Human Rights, Insurance and Utilities Regulatory, Trial, Employment Law, Workers’ Compensation, and Division of Debt Collection

Criminal Justice and Public Safety Division:

This Division includes the following Sections: Correctional Litigation, Criminal Appeals, Health Care Fraud and Elder Abuse, Major Crimes and Emerging Threats, Sexually Violent Predators, Tobacco Enforcement, and Computer Crimes.

Government Operations and Transactions:

This Division includes the following Sections: Construction Litigation, Environmental Law, Financial Law and Government Support, Real Estate and Land Use; Technology and Procurement; and Transportation.
Health, Education and Social Services Division:

This Division includes the following Sections: Education, Health Services, Medicaid and Social Services, and Division of Child Support Enforcement.

Solicitor General's Office:

This small division handles appellate matters in which the constitutionality of a state statute, regulation, or policy is challenged, manages the Office’s process for filing and joining amicus briefs, and assists other divisions of the Office with regard to constitutional and appellate issues.

How to Apply:

Please apply online at https://virginiajobs.peopleadmin.com, and attach to the application an expression of interest for summer placement (including areas of interest and work availability), résumé, writing sample and law school transcript. Applications will be accepted on a rolling basis from September 1st to March 1st.

For more information on the program please contact Sara Martin at (804) 225-3733 or smartin@oag.state.va.us.

Applications must be received by March 1st each year in order to receive full consideration for summer placement.

2019 IMMIGRATION LAW INTERNSHIP
TAHIRIH JUSTICE CENTER

We are seeking an immigration law intern in our Greater DC office to help women and girls achieve justice. Internships at Tahirih Justice Center are unpaid, but many interns receive academic credit for work completed. This internship is for Summer 2019.

Responsibilities:

- Interview clients
- Prepare client affidavits
- Prepare immigration filings for U.S. Citizenship Immigration Services and/or Executive Office for Immigration Review
- Research and draft briefs and other documents
- Research country conditions
- Provide support to supervising immigration attorney with pending cases as needed

*Joint internships between the Immigration and Family Law departments may be available. Please indicate your interest in your cover letter.

Requirements:

- Enrollment in law school
- Excellent research, writing, and analytical skills
- Commitment to public interest law
- Language skills highly desired, particularly French and Spanish
- Applicants must be authorized to work in the United States
- Candidates must be available for at least 15 hours/week with 10 hours worked on-site
- Additional Hiring Criteria
- Participation on law journal and moot court/trial team/trial advocacy is preferred but not required.
To Apply:

https://recruiting.paylocity.com/Recruiting/Jobs/Details/80403

Please include a cover letter demonstrating how you meet the above qualifications, a resume, and a list of three references. Applications will be reviewed on a rolling basis.

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.

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.

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.

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 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”.

Applications will be considered on a rolling basis.

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

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.

OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)

STAFF ATTORNEY
TAHIRIH JUSTICE CENTER
ATLANTA, GEORGIA

Tahirih Justice Center, a non-profit legal services organization, seeks an engaging, enterprising, and empathetic lawyer for the Staff Attorney position in our new Atlanta, GA office. This role will provide critical legal counsel to our clients, immigrant women and girls fleeing gender-based violence, who seek asylum and related relief before the Department of Homeland Security, federal immigration courts, and appellate courts. The successful candidate will be well-versed in immigration law, be adept at facilitating trauma-informed legal representation, and have a thriving passion for social justice.

Key Areas of Responsibility:

• Advise, counsel, and represent immigrant survivors of gender-based violence in their legal matters before the Department of Homeland Security, immigration courts, and appellate courts
• Represent immigrant women detained in Georgia’s immigration detention centers
• Mentor and train pro bono attorneys
• Coordinate a broad range of legal services to support asylum seekers in removal proceedings before the Atlanta Immigration Court
• Represent Tahirih in coalition efforts to expand networks of legal and social services support for clients, rooted in Tahirih’s holistic model of representation
• Participate in community outreach events and substantive trainings
• Contribute to grant proposals, reports and periodic policy pieces

Requirements
Minimum Qualifications:

• Current bar membership of any state in good standing
• Minimum two years of direct legal services experience, ideally in immigration law
• Ability to communicate effectively in Spanish
• 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 environment
• Meticulous organizational habits and exemplary time management skills
• Strong interpersonal skills, cultural competence, and cross-cultural communication skills
• Flexibility to meet with key stakeholders outside of standard office hours
• Demonstrated commitment to legal services, public interest law, and/or social justice
• Must be committed to nonpartisanship
• Availability for monthly travel to detention centers in Georgia

Desirable Qualifications:

• Experience working on asylum, U-Visa, T-visa, VAWA, and SIJS applications
• Experience representing immigrants who are detained
• 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 a plus

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.

To Apply:

Click on Apply. Please include a cover letter, legal writing sample, resume, and a list of three references.

Deadlines:

We will begin reviewing applications on rolling basis. We hope to identify a candidate who can start work as soon as possible. Candidates from all regions are encouraged to apply, and relocation assistance will be provided.

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

Tahirih Justice Center is committed to diversity, equity and unity as core values. We practice inclusiveness in decision making through consultation with employees throughout the organization. Tahirih seeks to hire and
retain employees whose diversity reflects the communities we serve. We encourage candidates who are committed to equity and who are from all backgrounds, experiences, abilities and identities to apply.

**IMMIGRATION PRACTICE STAFF ATTORNEY**  
**BROOKLYN DEFENDER SERVICES**  
**BROOKLYN, NEW YORK**

Brooklyn Defender Services (BDS) is one of the largest public defense providers in the United States. We defend more than 35,000 indigent clients per year in New York City in criminal, family, and immigration proceedings. BDS represents clients who have diverse, complex, and multi-faceted needs in a high-volume, fast-paced setting.

**We seek to fill a staff attorney position on the NYIFUP team of the Immigration Practice at BDS.**

BDS’s Immigration Practice is a robust team of over thirty-five attorneys, three BIA accredited representatives, three social workers, twelve paralegals and administrative staff, and three legal fellows. Our Immigration Practice’s “Padilla” team advises our criminal defense colleagues and helps devise strategies to minimize the immigration impact of our clients’ criminal and family court proceedings. The Padilla team and our Immigrant Youth and Communities team also screen clients for relief and help clients apply for citizenship, permanent residence, visas for domestic violence or trafficking victims, and other immigration benefits, and represents clients in non-detained removal proceedings. Finally, since 2013, our New York Immigrant Family Unity Project (NYIFUP) team has been serving as assigned counsel under NYIFUP, a first-in-the-nation program that provides legal representation for indigent New Yorkers in detained removal proceedings at the Varick Street Immigration Court and in New Jersey. BDS is a pioneer in federal court habeas corpus practice and has a robust federal court and appellate docket of immigration cases. Our teams work collaboratively and frequently train and learn together. We are committed to professional development, sustainability, and self-care in this critical time to stand up for the rights of immigrants in our community.

**Qualifications:**

We seek dynamic lawyers with at least one year of experience in immigration law, criminal law, or other demonstrated relevant experience (including law school clinics). Candidates must have a clear commitment to immigrant rights, criminal justice, and/or social justice issues. Applicants must be strong legal writers, clear communicators, team players, have the strong organizational skills necessary to manage a fast-moving docket, and have the passion and compassion necessary to defend immigrants from deportation in an increasingly hostile environment for noncitizens. NYIFUP attorneys are in court and visiting clients at jails several days a week and will argue cases, write briefs, interview clients, and have a diverse, challenging docket supported by close supervision and peer collaboration.

**Salary:**

Salary will be within the parameters of BDS’s compensation scale and commensurate with experience. BDS is an equal opportunity employer which supports a policy of non-discrimination in all employment practices including, but not limited to, hiring, transfer, promotions, training, compensation, benefits, lay-offs, and terminations.

**How to Apply:**

Applicants should email a cover letter, resume, at least two references, and a writing sample to immigrationjobs@bds.org. Include “BDS Immigration Attorney” in the subject line. No phone calls, please. Only applicants invited for interviews will be contacted.
Deadline (if applicable):

Applications will be reviewed on a rolling basis until the position is filled. BDS highly recommends submitting your application no later than February 22, 2019.

CLINICAL FACULTY
IMMIGRATION CLINIC
GEORGIA STATE UNIVERSITY’S COLLEGE OF LAW
ATLANTA, GEORGIA

Georgia State University’s College of Law seeks highly qualified applicants for a full-time clinical faculty position for an Immigration Clinic. This is a new clinic reflecting the College of Law’s commitment to clinical offerings that meet the interests of students and the needs of the community. Appointment could begin as early as fall 2019. The position is a twelve-month clinical faculty track appointment, with faculty status, a renewable contract, and job security commensurate with tenured faculty. Clinical faculty have voting rights and serve on faculty committees at the College of Law. Clinical faculty also teach non-clinic courses consistent with their expertise and interests.

Responsibilities of the position include:

- Designing and teaching in the new clinic;
- Supervising law students in casework and clinic projects;
- Performing responsibilities related to the administration of the clinic;
- Teaching a non-clinic course after the first year.

Qualifications for the position include:

- A J.D. degree from an ABA-accredited law school and a strong academic record;
- Excellent experience in legal practice and lawyering skills;
- Membership in or ability to become a member of the State Bar of Georgia;
- 5 plus years of post-J.D. legal experience;
- Experience in immigration matters;
- Demonstrated commitment to social justice and an interest in clinical teaching;
- A proven record of (or clear demonstrated potential for) successful teaching and professional engagement.

Part of a comprehensive research university, the College of Law is a dynamic urban-centered law school located in the heart of Atlanta with approximately 650 full- and part-time law students. The clinic is located in the Center for Clinical Programs, an in-house suite of clinic offices located in the new college of law building.

We encourage applications from candidates who would diversify our faculty. Georgia State University, a unit of the University System of Georgia, implements affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, national origin, sex, age, veteran status or disability. As required by Georgia State University, an appointment is contingent upon successful completion of a criminal background investigation.

Applications will be reviewed until the position is filled.

Required Documents:

- Letter of interest
- Curriculum Vitae
- Complete law school transcript
Please submit applications to:

Professor Lisa R. Bliss
Associate Dean for Experiential Education and Clinical Programs
Chair, Clinical Faculty Recruitment Committee
College of Law, Georgia State University
P.O. Box 4037
Atlanta, GA 30302-4037
Telephone: 404-413-9131
E-mail: lbliss@gsu.edu

SENIOR DETENTION ATTORNEY
(MULTIPLE OPENINGS)
AMERICAN FRIENDS SERVICE COMMITTEE
NEWARK, NEW JERSEY

Summary of Principal Responsibilities:

The Senior 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 Senior Detention Attorney is responsible for: direct legal representation; mentoring detention attorneys and staff; and participation in statewide and nationwide detention-related advocacy activities.

Essential Functions/Responsibilities:

The key responsibilities of the Senior 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.
- Provide support and mentorship to AFSC Detention Attorneys and Legal Assistants on substantive legal issues.
- Manage caseload and maintain client files in good order, including photocopying applications, letters, supporting documentation, and follow up work. Maintain client and case information in Law Logix.
- 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.
- Compile quarterly narrative and statistical reports regarding case consultation and case representation. Assist in the documentation of FRINJ’s experiences and in the preparation of AFSC quarterly reports and reports to funding sources.
- Conduct presentations on immigration and detention issues to the general public.
- Respond to the media to publicize detention practices and policies and the impact of detention on immigrants and their families.
- Participate in AFSC staff meetings and case reviews.

Education:

Admission to a state bar required.
Experience:

- A minimum of three years’ experience with immigration law and procedures preferred, especially detained removal defense.
- 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 Law Logix.
- Ability to work some evenings and weekends; ability to travel out of state.

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:

For consideration, please submit a cover letter and resume in the application. Rolling deadline until positions filled. Click on below:

https://recruiting.ultipro.com/AME1068/JobBoard/34b788f5-e07e-3fb3-8e73-08c36602a07b/OpportunityDetail?opportunityId=5d876c76-a818-4fd3-92d1-1deb3f984fc6

2019 SUMMER SIFI BILINGUAL LEGAL INTERN
SOUTHERN POVERTY LAW CENTER
ALEXANDRIA, LA; LUMPKIN, GA; OCILLA, GA AND FOLKSTON, GA

The Southern Poverty Law Center’s Southeast Immigrant Freedom Initiative (SIFI) provides high-quality, holistic pro bono legal representation to immigrants detained in the southeastern United States by ensuring that skilled staff, pro bono attorneys, and bilingual advocates are available to protect detained immigrants’ due process rights.

The SIFI serves detainees in five immigration detention centers in the southeast: Stewart Detention Center in Lumpkin, GA, Irwin Detention Center in Ocilla, GA, and the Folkston Detention Center in Folkston, GA. In Louisiana, the SIFI currently has an office in Alexandria, LA to serve those detained in the LaSalle Detention Center in Jena, La, and Pine Prairie Detention Center in Pine Prairie, LA.

SIFI’s offices are managed by on-the-ground staff who, in conjunction with volunteers, provide detention center-based interviews, represent those in detention during bond proceedings and merits cases, and prepare parole
requests. Through the SIFI’s efforts to release immigrants from detention and larger advocacy efforts, the SPLC aims to provide direct services representation and high impact legal advocacy to protect the due process rights of detained immigrants and disrupt the immigration detention system. To learn more, visit our webpage here.

This is a Legal position. Only students who are still in law school will be considered.

**Position Summary:**

Bilingual (English-Spanish) Legal Externs will join a team of civil rights advocates at a SIFI office. Externs will be thoroughly trained in individualized direct services representation through casework focused on bond motions and hearings, parole requests, and merits proceedings (i.e. asylum, cancellation of removal, U visa). Externs will also participate in and/or conduct intakes and client meetings within the detention center, work with pro bono attorneys, observe immigration court proceedings, assist with communications to clients’ family members, collect documents in support of filings, and will support all aspects of the SPLC’s broader advocacy efforts to end immigration detention.

Currently, all SIFI offices are accepting applications. If you have a preference of where you would like to work, either based on geography or a desire to work with immigrants in a specific detention center, let us know. We will be accepting applications for all terms.

**Primary Job Functions:**

- Support legal filings including bond motions, parole requests and filings for merits cases;
- Make appearances before the Immigration Courts to support bond and merits hearings, and other related proceedings, if applicable;
- Lead Immigration Court watching programming, if applicable;
- Support the SIFI staff’s provision of legal services in conjunction with volunteers working remotely and on the ground;
-Independently conduct legal intakes and client meetings within a detention center, and support communications with family members of actual and potential clients;
- Assist the SIFI staff with all aspects of SPLC’s advocacy on behalf of detainees, including with civil rights litigation;
- Timely input information into SIFI’s case management software in accordance with relevant policies and procedures; and
- Perform other duties as assigned.

**Qualifications:**

- Proficient English and Spanish speaking-skills required, and written proficiency preferred;
- Strong academic background with excellent legal writing and research skills;
- Willingness to live in the rural Deep South or approximately 45 minutes from a SIFI office in larger cities such as Jacksonville, FL, Columbus, GA, and Alexandria, LA for the duration of an externship;
- Excellent communication skills including strong listening, written, and verbal skills, and the ability to show empathy and professionalism towards those who have or are currently experiencing trauma;
- Previous experience working with non-English speakers and/or low-income immigrant clients strongly preferred;
- Ability to juggle and prioritize multiple responsibilities daily in a fast-paced environment;
- Commitment to serving immigrant clients in detention; and
- Committed to the values and mission of the SPLC.
**Other Special Considerations:**

This job is performed under general office conditions and is not subject to any strenuous physical demands or dangerous conditions.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**To Apply:**

Please email SIFISchedulers@splcenter.org with a (1) cover letter including the whether you have any preference to work at a specific SIFI office either based on geography or desire to work with individuals at a specific detention center, (2) resume/CV, (3) writing sample (maximum 10 pages), (4) law school transcript, and (5) list of three references.

**Application Deadline:**

We will stop accepting applications at 5:00 PM Central, March 1st.

An Equal-Opportunity Employer with a Commitment to Diversity

**POLICY AND ADVOCACY ASSOCIATE**
**CITIZENS’ COMMITTEE FOR CHILDREN**
**NEW YORK, NEW YORK**

The Policy and Advocacy Associate will report to the Associate Executive Director for Policy and Advocacy and will be a key member of a team of associates. CCC’s core advocacy areas include early childhood education, education and youth services; children’s health and mental health; income and housing security; child welfare and juvenile justice. The Policy and Advocacy Associate will be responsible for managing a portfolio of multiple child advocacy areas and analyzing policy, financing and systems across issue areas.

Members of the policy and advocacy team focus on three components of work: documenting the facts; community education; and advocacy. This includes analyzing policy, budget and legislative proposals; testifying at budget and legislative hearings; drafting memos of support or opposition to specific legislative proposals; coordinating large-scale advocacy efforts including building, leading and participating in coalitions; coordinating rallies and advocacy days in NYC and Albany; meeting year-round with elected and appointed government officials; and participating in government workgroups.

**Skills & Qualifications:**

- Excellent writing and communication skills.
- Highly motivated self-starter with capacity to multi-task and ability to work both independently and collaboratively across teams.
- At least 5 years of work experience in government or advocacy arenas and on issue areas related to children including a demonstrated record of success in effectively advancing budget, policy and legislative priorities.
- Knowledge of and interest in advocacy areas listed above preferred; ability to engage and work with a diverse set of stakeholders across government, philanthropy, advocacy and social services sectors.
- Strong research and analytic skills.
- Master’s Degree or equivalent in related field of public policy, social welfare, or law.
Salary Range:

Commensurate with experience. Competitive benefit package.

To Apply:

Please send resume, cover letter, three references, and writing sample to Lorraine Tate, Executive Assistant, ltate@cccnewyork.org

Citizens’ Committee for Children is an equal opportunity employer and does not discriminate on the basis of national or ethnic origin, gender, sexual orientation, or disabling condition.

PUBLIC POLICY COORDINATOR
JANE DOE INC.
BOSTON, MASSACHUSETTS

Jane Doe Inc. (JDI) is a vibrant and effective statewide social justice coalition that is working to create a world free of abuse. With our 56-member programs, other state and territorial sexual and domestic violence coalitions and key local and national partners, JDI strives to create social change by addressing the root causes of violence and promoting justice, safety, and healing for survivors. At its core, our work includes public policy and systems advocacy, prevention and movement building, messaging and communications, membership services, training, and education. JDI’s member programs provide advocacy and support to tens of thousands of survivors each year in the Commonwealth. Guided by the voices of survivors, JDI brings together organizations and people committee to ending sexual and domestic violence.

Position summary:

The Public Policy Coordinator position is a unique opportunity for an individual committed to advancing survivor focused public policy through a lens of social justice. This full-time position (35 hours/week) works to advance the policy and advocacy mission of Jane Doe Inc. The Coordinator works under the direction of the JDI Policy Director to develop and implement JDI’s policy agenda and program efforts related to public policy and systems analysis and change.

Responsibilities:

- Assist in development, implementation, and communication of JDI’s public policy agenda, including but not limited to:
  - Researching, analyzing, and monitoring public policy issues and data affecting sexual and domestic violence survivors within the context of JDI’s public policy framework
  - Tracking the state budget process as well as legislative bills and hearings
  - Creating summaries, reports, and materials including policy position statements, legislative testimony, fact sheets, action alerts and website updates
  - Coordinating and staffing activities of the JDI public policy advisory committee
  - Facilitating member program engagement in public policy work
  - Engaging external stakeholders and coalition group working on similar public policy goals including, but not limited to, those working on anti-poverty efforts, housing and homelessness, immigration, and human rights
  - Facilitating member program participation in public policy work
- Coordinate JDI State House and/or regional advocacy events and trainings.
- Represent JDI on related task forces, workgroups and committee as assigned; Represents JDI at statewide and national meetings, events and conferences.
• Provide training and technical assistance on topics such as understanding the legislative process and role of advocates and survivors as activists, laws impacting S/DV programs and survivors, and legislative and policy changes.
• Participate in and contribute to JDI organizational activities.
• Collaborate with communications staff to drive media advocacy on strategic issues relevant to JDI’s work.

Qualifications:

• Commitment to ending gender-based violence, social justice and anti-oppression activism; experience working with marginalized communities preferred.
• In-depth knowledge of sexual and domestic violence dynamics and root causes; experience working directly with survivors of sexual assault and/or domestic violence preferred.
• Experience with non-profit organizations and program development; demonstrated experience with organizing and advocacy.
• Working knowledge of the laws of Massachusetts as they pertain to sexual and domestic violence survivors as well as more broadly around the systems that impact survivors.
• Substantive experience and knowledge in one or more of the following areas:
  o Housing/homelessness
  o Economic justice
  o Human rights
• Ability to work in a fast-paced environment with multiple priorities to manage; analytical and detail oriented; must be comfortable working on a team as well as independently and demonstrate expertise in multi-tasking.
• Knowledge of MA communities in rural, urban and suburban environments, their similarities and differences and the related resources related to sexual and domestic violence programming.
• Excellent verbal and written communication skills.
• Commitment to ethical communication, organizational excellence, developing quality working relationships. Demonstrated history of exercising good judgement and understand boundaries and confidentiality.
• Must have a valid driver’s license and ability to travel statewide and nationally as needed. Flexible schedule required at times.
• Competency in Microsoft office software and familiarity with online communications and training platforms.
• Bachelor’s degree in related field preferred; relevant life and work experience may substitute for degree.

Compensation:

• This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act.
• Compensation is commensurate with experience and competitive in the field; generous benefits package.

To apply:

Please send resume and a thoughtful cover letter to jobs@janedoe.org. No calls please.

DIRECTOR
INSTITUTIONAL GIVING
DELORES STREET COMMUNITY SERVICES
SAN FRANCISCO, CALIFORNIA

About the Organization:

Dolores Street Community Services (DSCS) nurtures individual wellness and cultivates collective power among low-income and immigrant communities to create a more just society. As a multi-issue, multi-strategy
organization, we work to improve lives on an individual level as well as affect broader social change by engaging in advocacy and community organizing. We work on a wide range of issues—from homelessness to housing to immigration to employment—and provide services ranging from shelter to tenant rights outreach to residential care, from deportation defense and immigrant rights education to workforce development for day laborers and domestic workers.

The Director of Institutional Giving, in partnership with the Executive Director, sets the vision for Dolores Street Community Services’ institutional funding relationships and contributes to building a culture of philanthropy. The Director of Institutional Giving is responsible for the management and achievement of the Institutional Giving program, including all public and private funding which includes federal, city, state, foundation and corporate revenue. The Director of Institutional Giving reports to and works closely with the Executive Director along with various stakeholders, including the Associate Director, Fund Development Associate, Program Directors and Bookkeeper to secure foundation, government and corporate foundation grants and contracts. The Director of Institutional Giving works with the Executive Director to develop a comprehensive strategy to grow Dolores Street Community Services' funding base through strategic prospect identification, research, and cultivation. The Director of Institutional Giving also manages the execution of agency contracts/grants, the renewal of contracts/grants, compliance of contracts/grants and the key relationships with these funders. This position has a key role in revenue generation and cultivation for the organization.

**Duties and Responsibilities:**

- Develops and executes plans to meet revenue goals and other metrics of Dolores Street Community Services' Strategic Plan. Works in concert with key internal stakeholders (Executive Director, Associate Director, Fund Development Associate, Program Directors and Bookkeeper).
- Develops and institutes policies to run the Institutional Funding program effectively.
- Manages a portfolio of institutional prospects.
- Produces well-written, compelling, and research-based narratives, letters of inquiry, grant proposals, and reports.
- In collaboration with the Executive Director, Program Directors and Program Managers, leads program innovation including leadership role in conceptualizing program strategy and innovation, program planning, development and sustainability. Assists program management in developing and maintaining collaborative efforts and relationships with partners and institutional funders. Assists Program Directors and Program Managers with the development of program goals and objectives.
- Systematically researches, cultivates, secures and stewards grants (from existing and new funders) to meet institutional funding goals.
- Identifies relevant Requests for Proposals, Letters of Intent, and other funding activities and generates competitive applications.
- Executes the timely writing, editing, and completion of all proposals and funding applications, both for general operating and project-specific support.
- Leads and manages the stewardship and reporting processes for all institutional funding sources.
- Cultivates long-term relationships with corporate, foundation and other institutional officers responsible for making funding decisions, to ensure continued funding and funder engagement.
- Creates and maintains positive relationships with program staff and works effectively with them to achieve the goals in the organization's Fund Development Plan, including funder relationship management and reporting.
- Creates ongoing reports on contract management, including information on the execution of agency contracts/grants, the renewal of contracts/grants, compliance of contracts/grants and the key relationships with these funders.
- Creates ongoing Institutional Funding reports.
- Assists in developing revenue projections as part of the annual budget process. Collaborates with Executive Director, Associate Director, and Program Directors and Program Managers to develop project budgets for proposals and project financials for funding reports.
• Works with the Executive Director to support the reporting of essential impact data for reports and funding proposals.

Qualifications for Successful Employment:

• Experience working with people from diverse backgrounds including multiply-diagnosed low-income populations, people who are marginally housed, LGBTQ individuals, people of color and persons with disabilities.
• At least ten years of professional fundraising experience, five as a Grants Officer with significant and increasing fundraising responsibility.
• Extensive knowledge of the institutional funding landscape.
• Experience writing high-quality, successful grant proposals leading to new institutional funders.
• Proven ability to bring together staff from different parts/levels of the organization in order to prepare and produce key deliverables.
• Attend organizational and departmental meetings and trainings as needed.

Knowledge, Skills and Abilities Required:

• Corporate and foundation development and proposal writing experience, with a proven ability to secure grants and contracts, familiarity with the corporate funding community and knowledge of government (federal, state, city and private) funding sources.
• Excellent verbal, interpersonal and group communications skills.
• Exceptional administrative, organizational, and time management skills.
• Proven ability to manage complex information and budgets.
• Ability to write effectively in a fast-paced and changing environment.
• Successful track record of collaboratively working with a wide range of constituents, both internal and external.
• Ability to exercise independent judgment when appropriate; strong decision-making skills.
• Proficiency in all programs of the current Microsoft Office suite.

Compensation:

Part-time, Exempt with a salary of $40,000-$45,000 plus medical, dental, vision, long-term disability, life insurance and optional retirement, flexible spending account, and commuter benefits. Generous paid time off.

To Apply:

Please submit cover letter, resume and writing sample to Frances Miriam Kreimer fkreimer@dscs.org or Ana Herrera aherrera@dscs.org.

Commitment to social justice issues, and to Dolores Street Community Services’ mission and values. Strong commitment to serving low-income and underserved communities, with an ability to relate to and communicate with a broad range of clients and colleagues.

Dolores Street Community Services is an equal opportunity employer and seeks applicants of the greatest diversity possible, including women, people of color, queer individuals, persons with disabilities, including HIV, and formerly incarcerated individuals.
Washington and Lee University School of Law seeks to hire a Visiting Assistant Director of the Immigrant Rights Clinic, commencing July 1, 2019. The individual will also hold the title of Professor of Practice.

Clinic Description:

The Immigrant Rights Clinic (IRC) at Washington & Lee University (W&L) Law School enlists student attorneys as the primary legal representatives for noncitizen clients in immigration matters. The W&L IRC has the dual goal of helping student attorneys develop the skills, values, and knowledge necessary to succeed in the practice of law, and to provide much needed legal services to the underserved immigrant population in the Shenandoah Valley of Virginia. The W&L IRC currently provides legal services to persons in removal proceedings, both detained and non-detained, and with a particular focus on vulnerable populations such as refugees, unaccompanied minors, and survivors of gender violence.

The W&L IRC receives referrals from local partners in the Shenandoah Valley, and from partner organizations in the DC Metro area. As the only provider of pro bono representation for immigrants in removal proceedings in the Shenandoah Valley, which is the home to substantial immigrant communities in and around Harrisonburg and Roanoke, Virginia, there is tremendous demand for the clinic’s services. The W&L IRC endeavors to meet this need by prioritizing those cases where the clinic’s intervention will have the biggest impact, while balancing this goal with the need to provide students with high quality learning experiences as lawyers for their clients. The IRC has developed some project-based work at the request of its local partners and aspires to continue to develop this aspect of the clinic docket.

Description of the Position:

The Assistant Director will work in collaboration with the Director of the W&L IRC, as the Director steps into the role of Associate Dean for Academic Affairs at W&L Law. The Assistant Director will be hired at the Professor of Practice level for a two-year term, renewable for an additional two years.

The Assistant Director will lead efforts to develop the clinic docket in consultation with the Director, s/he will be the principal supervisor of eight students, working in four teams of two, and s/he will be the primary teacher in a weekly, two-hour clinic seminar on lawyering skills, values and knowledge, in collaboration with the Director. Specifically, the Assistant Director will:

- Directly represent detained and non-detained noncitizen clients in removal proceedings;
- Supervise student attorneys in casework and clinic projects serving this client population;
- Design and teach the clinic seminar in collaboration with the Director;
- Manage the clinic docket in consultation with the Director;
- Collaborate with local organizations to design projects to advance immigrant rights; and
- Assist in the design and promotion of immigration-related events at the Law School.

This is not a tenure-track position, nor is it designed to lead to permanent employment at W&L Law School. Rather, this is an opportunity for an experienced practitioner who is interested in exploring a career in clinical teaching, or a new clinical teacher who hopes to enter the market for a clinic director position in the future. This position has year-round case management responsibilities, with no teaching obligations in the summer, leaving some time to pursue a scholarly agenda. Additional teaching responsibilities are possible after the first year should the Assistant Director desire.
Salary Range:

The expected salary range for this position is $70,000-$80,000, depending on experience, and the salary will be accompanied by the range of employee benefits provided by the University.

Qualifications:

The Assistant Director should have:

- A J.D. from an ABA-accredited Law School, where s/he excelled academically;
- Three years or more of relevant practice experience representing noncitizens in immigration matters, with specific experience in removal proceedings;
- Membership in a State Bar -- Virginia bar membership preferred;
- Ability to speak Spanish -- complete fluency strongly preferred;
- Experience with non-profit, immigrant services organizations strongly preferred; and
- Demonstrated commitment to immigrant justice and immigrant rights.

Application Instructions:

Please submit a letter of interest, résumé/CV, a list of at least three references, and a legal writing sample to http://apply.interfolio.com/59813 by Friday, March 1, 2019. Applicants will be interviewed on a rolling basis and may be called for a preliminary round of Skype interviews, possibly followed by an on-campus, call back interview. If you have any questions please contact David Baluarte, Director of the W&L Immigrant Rights Clinic, at baluarted@wlu.edu.

Washington and Lee University is an Equal Opportunity employer that makes special efforts to employ faculty with diverse experiences and backgrounds.

BILINGUAL IMMIGRATION STAFF ATTORNEY
LEGAL SERVICES FOR CHILDREN
SAN FRANCISCO, CALIFORNIA

About Legal Services for Children:

Founded in 1975, Legal Services for Children ("LSC") is one of the country's first non-profit law firms dedicated to providing free legal representation and social work services to children. Our mission is to ensure that all children in the San Francisco Bay Area are raised in a safe environment with equal access to a meaningful education and other services that are necessary to thrive and grow. We believe that our youth deserve positive alternatives to unnecessary placement in foster care, juvenile justice facilities, and immigration detention. LSC pioneered the interdisciplinary approach that is considered a best practice in juvenile law today. We deploy attorney-social worker teams to assist at-risk children who need to access the legal system to stabilize or improve their lives. LSC's attorneys represent children in legal matters that involve guardianship, dependency, school discipline, immigration, and other civil legal matters. Our social workers provide crisis intervention, case management, counseling, and psychosocial assessments. LSC staff also engage in policy and advocacy projects aimed at advancing the rights of children.

About the Position:

LSC seeks an attorney to represent children in immigration proceedings. Clients will be living in the community in the Bay Area or in the Federal Foster Care program in Solano county. Clients are primarily monolingual Spanish speakers. We welcome applicants at all levels and provide opportunities for training and leadership.
Duties include:

- Conducting legal screenings, client interviews, and factual and legal investigations, counseling clients, developing case strategies and case plans, and engaging in oral and written advocacy as part of representing children in immigration matters (primarily Asylum, SIJS, and T & U visa cases)
- Representing children in immigration matters, including Immigration Court proceedings and related state court matters (probate and dependency as needed), as well as applications before U.S. Citizenship & Immigration Services (USCIS)
- Engaging in advocacy efforts on behalf of children, including conducting community presentations for children, families, schools, and community organizations
- Supervising legal interns

Requirements:

- Member in good standing of the State Bar of California
- Spanish fluency is required

Desired Qualifications:

- Experience in the practice of immigration law
- Demonstrated commitment to the rights of children and experience working with children who have experienced trauma
- Ability to work efficiently and effectively under pressure and in crisis situations
- Well-organized, motivated, creative, and independent, yet also able to work in a team-oriented environment
- Commitment to providing culturally competent services
- Excellent verbal, interpersonal, writing, and interviewing skills

Salary & Benefits:

Salary range: $52,000-$70,000, commensurate with experience. Benefits include fully paid health insurance (medical, dental, and vision) and generous paid leave (vacation, sick, holiday, and sabbatical). LSC offers a flexible spending account for qualified health expenses.

Application Process:

Please send cover letter, resume, brief writing sample, and contact information for three references to jobs@lsc-sf.org, with “Immigration Staff Attorney” in the subject line. In your cover letter, please address the following in order for your application to be considered: LSC’s clientele is extremely diverse, and the majority of our clients are low income youth of color. To ensure that our agency is best serving these children, LSC strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

Application Deadline:

Review of candidates will begin immediately and continue until the position is filled.
To promote social justice and best serve our clients, LSC is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including People of Color and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

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.

How to Apply:

Apply online.

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.

MANAGING ATTORNEY
DILLEY PRO BONO PROJECT
AMERICAN IMMIGRATION COUNCIL
SAN ANTONIO, TEXAS

We Are:

The Dilley Pro Bono Project (Project) is a collaborative effort among the American Immigration Council (Council), the American Immigration Lawyers Association (AILA), Catholic Legal Immigration Network, Inc. (CLINIC), and Texas Rio Grande Legal Aid Inc. (TRLA). The Project provides legal services to women and children detained in the South Texas Family Residential Center in Dilley, Texas. It also is committed to advocating for the end of family detention and a fair process for women and children seeking protection in the United States.

Supervision:

The Managing Attorney will be hired by TRLA and will report to the Director of the Dilley Pro Bono Project. The Managing Attorney also will work in close collaboration with the Project’s partner organizations.

Your Role:

The Dilley Pro Bono Project seeks a Managing Attorney based in San Antonio, Texas to manage a team of full-time on-the-ground staff and volunteers, provide legal advice and representation to clients in accordance with the best practices and rules of conduct of the profession, strategize with the Director and project leadership, and participate in regular program management and government liaison meetings.

To fully understand the operations and the key stakeholders, the Managing Attorney must spend the first few months commuting to Dilley, TX.
The responsibilities for this position include, but are not limited to:

- Working with staff, the Director, and organizational partners to run on-the-ground operations of the project in Dilley, Texas.
- Providing direct representation to eligible families detained in Dilley.
- Overseeing staff.
- Liaising with government officials to raise issues that arise.
- Overseeing volunteers’ legal work.
- Coordinating with Project’s partners’ advocacy and communications staff.
- Other functions necessary to ensure successful completion of the project.

Your Background:

- Law Degree (J.D.)
- Admission to practice law in any state and/or the District of Columbia.
- 3+ years immigration law practice experience (removal defense and asylum).
- 1+ years of experience in supervising staff, students, or volunteers.
- Bi-lingual, English/Spanish (conversational, speaking and writing.
- Demonstrated knowledge and skill in managing pro bono programs, preferred.

To Apply: please click on Managing Attorney, Dilley Pro Bono Project

STAFF COUNSEL
IMMIGRATION IMPACT UNIT
COMMITTEE FOR PUBLIC COUNSEL SERVICES
SOMERVILLE, MASSACHUSETTS

The Committee for Public Counsel Services (CPCS) is seeking an attorney to provide immigration advice, training and litigation support to court-appointed attorneys throughout Massachusetts and to engage in systemic litigation on the interplay between federal immigration enforcement and the Massachusetts criminal justice system. CPCS is the statewide agency that provides representation to indigent clients in criminal and civil cases in which there is a right to counsel. The attorney will work under the direction of the Director of the Immigration Impact Unit.

Diversity and Inclusion Mission Statement:

CPCS is committed to protecting the fundamental constitutional and human rights of its clients by providing zealous advocacy, community-oriented defense, and excellent representation. In fulfilling its mission, CPCS is committed to fostering diversity at all levels of the agency. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. In striving always to achieve those goals, CPCS embraces diversity and inclusion as core values and is steadfast in our commitment to: (1) ensuring that CPCS management and staff members represent a broad range of human difference and experience; (2) providing a work climate that is respectful and that supports success; and (3) promoting the dignity and well-being of all staff members. CPCS's leadership is responsible for ensuring excellence, diversity, and inclusion. Our ability to achieve these goals depends on the efforts of all of us.

Position Overview:

The Staff Counsel will work closely with others in the CPCS Immigration Impact Unit to fully implement the U.S. Supreme Court's decision in *Padilla v. Kentucky*, which requires criminal defense attorneys to advise clients about potential immigration consequences prior to resolution of their cases. The attorney will provide immigration analysis and advice on individual cases, provide litigation support on post-conviction motions, and draft amicus
briefs in relevant cases. The attorney will also engage in litigation on matters that impact noncitizen indigent defendants in Massachusetts, such as the legality of immigration detainers, of civil immigration arrests at Massachusetts courthouses, and of local and state law enforcement officials performing immigration enforcement duties pursuant to agreements under 8 U.S.C. 1357(g).

**Minimum Entrance Requirements:**

Candidates for this position must be committed to serving a culturally diverse, low income population and must be eligible to practice law in Massachusetts, either as a member of the Massachusetts bar in good standing or as the member of the bar of another jurisdiction eligible to engage in limited Massachusetts practice under Supreme Judicial Court Rule 3:04. Access to an automobile is required in order to travel to courts, clients, and training locations.

**Qualifications/Skills:**

Candidates should possess the following attributes for this position:

- Experience in the interplay between criminal and immigration law is required.
- Prior experience in both criminal and immigration law is strongly preferred.
- Candidates must have excellent analytic and writing skills.
- Prior appellate experience is strongly preferred.
- Candidates must be able to work independently and collaboratively, and must be comfortable working with culturally diverse, indigent clients.
- Foreign language skills, particularly candidates who are fluent in oral and written Spanish, strongly preferred.

**Responsibilities:**

The primary responsibilities of this position include the following:

- Providing immigration advice and support on individual cases to court-appointed attorneys throughout Massachusetts.
- Providing litigation support to court-appointed attorneys on post-conviction motions filed to minimize adverse immigration consequences; monitoring immigration-related issues before the Massachusetts appellate courts and filing amicus briefs when necessary.
- Litigating cases on behalf of indigent clients that involve the impact of Massachusetts criminal convictions on immigration status and the role of the state criminal justice system in the enforcement of immigration law.
- Drafting written resources, training materials and practice advisories on relevant immigration law. Developing and presenting training programs for Massachusetts court-appointed attorneys on relevant immigration issues, including the immigration consequences of criminal cases.

**To Apply:**

Please supply a resume, a personal statement of interest, and a writing sample online.

The Committee for Public Counsel Services (CPCS) is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation as required by Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and other applicable federal and state statutes and organizational policies. Applicants who have questions about equal employment opportunity or who need reasonable accommodations can contact the Director of Human Resources Management, Lisa Bacon, at lbacon@publiccounsel.net
Vera’s Center on Immigration and Justice seeks a Senior Program Associate to work in its New York City office with the Legal Orientation Program (LOP) and Immigration Court Helpdesk (ICH). Vera staff is responsible for managing service provider networks, including monitoring compliance with subcontracts, providing technical assistance, and conducting program evaluation. The examples of core responsibilities provided below are illustrative and other responsibilities may be added over time.

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

About You:

You have a JD degree, removal defense experience, and at least four years of relevant immigration representation, government, or policy work experience. You are willing to travel outside of New York City frequently and have a valid driver’s license.

- Spanish proficiency;
- A demonstrated interest in program administration and public policy,
- A desire to effectuate change in partnership with government;
- Ability to successfully balance travel responsibilities with office-based responsibilities;
- Strong interpersonal and communications skills;
- Ability to manage work on multiple projects simultaneously, efficiently and effectively;
- Ability to work collaboratively on a team and manage projects independently;
- Strong writing and research skills;
- Experience with “know your rights” and other community education initiatives preferred;
- Ability to work with people of diverse experiences and backgrounds.

Salary:

High 70s, plus excellent benefits

How to apply:

Please submit a cover letter, writing sample, and resume online. The cover letter should outline the minimum and additional qualifications possessed by the candidate and address how the candidate will use those qualifications to excel at the position’s responsibilities.
Candidates will be considered on a rolling basis until the position is filled. Online submission of materials in PDF format is preferred.

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

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

Please use only one method (online, mail or fax) of submission. No phone calls, please.

Only applicants selected for interviews will be contacted.

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

Vera works to advance justice, particularly racial justice, in an increasingly multicultural country and globally connected world. We value diverse experiences, including with regard to educational background and justice system contact, and depend on a diverse staff to carry out our mission.

SENIOR STAFF ATTORNEY
NORTHERN MANHATTAN COALITION FOR IMMIGRANT RIGHTS
NEW YORK, NEW YORK

For over 35 years, the Northern Manhattan Coalition for Immigrant Rights (NMCIR) has been providing high quality, trustworthy immigration-related legal services to the immigrant community. NMCIR is a non-profit organization founded in 1982 to educate, defend and protect the rights of immigrants, through direct services legal services, civic engagement, community organizing and advocacy.

Position Description:

The Senior Staff Attorney will oversee a team of staff attorneys and paralegals (the “Legal Team”). They will provide oversight and guidance for straightforward and complex immigration matters that are being represented by the Legal Team. They will provide direct representation for immigrants seeking affirmative benefits and for those in removal proceedings. The Senior Staff Attorney will work closely with the Director of Programs and Development to ensure that we are in compliance with grant deliverables. They will participate in the organization’s Community Outreach Program, overseeing and/or providing Know Your Rights presentations and community workshops as needed. Persons of color, persons with disabilities, and gay, lesbian, bisexual, transgender and queer individuals are encouraged to apply.

Essential Duties and Responsibilities include but are not limited to:

• Oversee and manage the Legal Team ensuring that clients are receiving the highest quality and professional legal representation;
• Provide oversight and guidance to members of the Legal Team on their cases;
• Provide legal representation to clients in straightforward and complex immigration matters/cases, including but not limited to affirmative benefits (i.e.: naturalization, family-based petitions, TPS) and removal proceedings, bond hearings, guardianship proceedings;
• Oversee and coordinate organization-wide caseload;
• Participate in community awareness and outreach efforts as needed, including group processing events;
• Ensure grant reporting data on clients and services is being shepherded properly to the Program Coordinator;
• Identify and ensure that they and Legal Team participate in relevant immigration training in order to keep current with immigration laws and regulations;
• Maintain professional contacts in local and national immigration community, as well as attend immigration taskforce and USCIS meetings (as needed);
• Be responsible for ensuring strict client confidentiality; and
• Other duties as assigned.

Education, Experience & Certifications:

• Education: J.D. from an accredited American Bar Association institute;
• Preferred Experience: at least two to three years of general immigration law practice experience – law school clinic work, externships, or other similar training may be counted towards the minimum requirement. However, experience with criminal defense or litigation and willingness to learn immigration law will also be considered;
• Certification/Licensure: License to practice law in the United States is required;
• Experience in a multi-cultural setting or familiarity with multi-ethnic cultures is preferred.

Required Skills & Abilities:

Language: Must be at least bi-lingual in English and one other language to appropriately serve the diversity of immigrants in key areas of New York.

• Excellent and fluent verbal and writing skills in English;
• Excellent and fluent verbal and writing skills in Spanish;
• You will be tested for fluency during the interview in the second targeted language you identify;
• Excellent analytical and organizational skills;
• Excellent interpersonal skills and cultural sensitivity;
• Ability to work in a diverse environment;
• Capacity to work both independently and as a member of a team in a fast-paced environment;
• Ability to prioritize and manage multiple tasks simultaneously and meet deadlines;
• Strong collaboration and facilitation skills to establish and maintain good relationships with colleagues and external stakeholders.

Reports to:

Executive Director

Annual Salary & Benefits:

Commensurate with experience, plus health, and vacation benefits

How to apply:

Send cover letter and resume to team@nmcir.org with “Senior Staff Attorney – LDF” in the subject line of the email.

ASYLUM ATTORNEY
GEORGIA ASYLUM & IMMIGRATION NETWORK
ATLANTA, GEORGIA

Education/Qualifications:

JD with 3-5 years of experience in immigration law - with a focus on asylum. Bar admission required.
Salary: Commensurate with experience.

Type: Full-Time/Exempt

The Georgia Asylum & Immigration Network (GAIN), is a nonprofit organization that provides free legal representation in immigration matters to asylum seekers and immigrant victims of human trafficking, domestic violence and sexual assault. We are seeking an immigration attorney to manage the daily operations of GAIN’s Asylum Program and to provide critical legal representation to asylum seekers in the State of Georgia.

This is a very unique opportunity for someone who is passionate about expanding the delivery of pro bono services while continuing to provide quality legal representation for immigrants fleeing crime and persecution.

Responsibilities include:

• Provide direct legal representation and advocacy for detained and non-detained asylum seekers
• Prepare affirmative and defensive asylum cases, and appeals before the Board of Immigration Appeals (BIA) and the 11th Circuit Court of Appeals (as needed)
• Conduct client consultations, screen for immigration relief, and place eligible cases with pro bono volunteers
• Provide training, education, and outreach to law firms, corporations, and other community partners.
• Mentor and provide ongoing technical assistance to pro bono attorneys volunteering with the Asylum Program
• Assist with the expansion of GAIN’s pro bono network
• Supervise legal support staff, including: GAIN’s legal assistant and law student externs
• Collaborate with community partners and other legal services providers to coordinate and improve the delivery of services
• Work with GAIN’s Navigator and other legal and social service partners to meet the holistic needs of GAIN’s asylum clients.
• Assist (as needed) with the organization’s development-related needs, including: data collection, reporting, etc.

Additional Qualifications:

This position will require initiative, vision, creativity, flexibility, and a commitment to advancing the rights of immigrant communities. The ideal candidate will have demonstrated knowledge of immigration law and current policies, be able to manage and prioritize multiple tasks, work collaboratively, communicate effectively, have the ability to work with people from a wide array of backgrounds and perspectives.

Spanish language proficiency strongly preferred; other relevant language skills will be considered.

This is an ideal position for someone who is passionate about immigrant rights and wants to effectuate change in Georgia for asylum seekers. To learn more about GAIN, please visit us at [www.georgiaasylum.org](http://www.georgiaasylum.org)

How to Apply:

Please apply by February 16, 2019 online.
MULTIPLE ATTORNEY POSITIONS
SOUTHERN POVERTY LAW CENTER
MIAMI, FLORIDA OR ATLANTA, GEORGIA

The Southern Poverty Law Center (SPLC), a leader in the fight against hate and bigotry in the United States, is seeking nominations and applications for multiple attorney positions in the rapidly expanding Immigrant Justice Project (IJP) team. Expanding its regional office in Atlanta, Georgia and building a Florida-focused team in Miami, SPLC is hiring for a Senior Supervising Attorney and Senior Staff or Staff Attorney in Florida and Senior Staff Attorney and Staff Attorney in Georgia. Joining a legal team that uses impact litigation and policy advocacy as its primary tools to pursue justice and equal rights, the new attorneys will implement SPLC's immigrants' rights work using all possible tools, including litigation, legislative campaigns, and public advocacy to protect and advance the rights of immigrants across the South and the nation.

As fear, division, hatred, and economic uncertainty persist in the American consciousness and manifest in discriminatory policies, speech, and actions, individuals across the country are reigniting their commitment to justice for all. The Southern Poverty Law Center’s Legal Department is growing in response to the increased demand to protect those whose civil rights are being threatened. As local, state, and federal politicians have enacted policies that result in widespread violations of immigrants’ rights, people are forced to live in fear. Immigrants are often denied basic protections in the workplace and subjected to harassment from law enforcement officers, and their children are often denied educational services required under the law. These policies and practices have thus negated the United States’ long-stated promise of opportunity and safety to individuals coming to this country seeking a better future.

Under the direction of Legal Director Rhonda Brownstein and Deputy Legal Director Mary Bauer, the IJP practice area is growing to meet the increased demands for justice for immigrants across the South and nationally, with a clear focus on ensuring that the rights of immigrants and their children are protected. In Florida, the IJP is growing a team focused on the challenges specific to the state, including Florida’s system of Basic Ordering Agreements with ICE and aggressive border control activity. The Senior Supervising Attorney (SSPA), Senior Staff Attorney (SSTA), and Staff Attorney (SA) each have critical roles in carrying out the implementation of SPLC’s Immigrant Justice Project work:

**Senior Supervising Attorney (FL):** The SSPA will develop and manage a new team in Florida to ensure the effective implementation of strategy and successful litigation and legislative activities across the state.

**Senior Staff Attorneys and Staff Attorneys (locations in FL and GA):** SSTAs will lead cases with the support of the SAs, delegating work where appropriate, overseeing each stage of litigation, and providing support and consultation.

In Florida, SSTAs and SAs will focus in the state while SSTAs and SAs in Georgia will work across the South. All team members will strengthen existing and cultivate new relationships with regional and national immigrant rights organizations and communities and have the opportunity to impact national policy.

The ideal candidates for these positions will be exceptionally talented litigators, researchers, and communicators with a deep personal passion for pursuing justice on behalf of immigrants. They will have an understanding of the challenges facing immigrant communities and a natural intellectual curiosity to pursue new learnings and knowledge. The SSPA will bring at least seven (7) years of complex federal litigation experience and at least two (2) years of experience managing attorneys; the SSTA will bring at least five (5) years and the SA will bring at least two (2) years of complex litigation experience. All attorneys are required to be barred, or willing to sit for the next bar, in the relevant state.

This search is being conducted by Katherine Jacobs, Callie Carroll, and Javier Garcia of NPAG. Please find application instructions at the end of this document.
Qualifications of the Ideal Candidates:

The ideal candidates will be exceptionally effective litigators, strategists, and communicators with an unrelenting commitment to justice on behalf of immigrant communities. While no one candidate will possess all of the qualifications listed below, we expect that successful candidates will embody many of the following professional and personal abilities, attributes, and experiences:

- Exceptional litigation skills and at least seven (7) years for the Senior Supervising Attorney, five (5) years for the Senior Staff Attorney, and two (2) years for the Staff Attorney of federal complex litigation or comparable legal experience;
- Ideal candidates for Senior Supervising Attorney will also have at least two (2) years of experience managing a team and have demonstrated ability to develop, mentor, and retain high-performing and diverse teams of attorneys;
- A sincere commitment to social justice and a keen awareness of the relationship between impact litigation, policy advocacy, and social change;
- Initiative, vision, creativity, and a demonstrated willingness to take calculated risks in crafting and executing strategies with the absolute drive to succeed;
- A deep personal commitment to diversity and inclusion; proven success in engaging with diverse communities; lived experience that informs an authentic understanding of the challenges faced by vulnerable communities and a sophisticated understanding of the historical nature of structural power differences with a lens into how that impacts social justice efforts today;
- Demonstrated knowledge of immigration law and current policies, trends, litigation strategies and tools being applied to combat unjust immigration policies across the country, or a personal demonstrated commitment to advancing the rights of immigrant communities;
- Experience applying analytical skills to public policy issues, including an ability to synthesize and summarize large amounts of information and to focus quickly on the essence of an issue;
- Excellent communication skills, including research and writing, interpersonal and public communication skills, and an ability to translate vision and strategy into external messaging;
- Excellent interpersonal skills, including maturity, keen judgment, the ability to facilitate challenging conversations and quickly read interpersonal dynamics, and the ability to work with people from a wide array of backgrounds and perspectives and across projects;
- A positive attitude and successful experience working in a high-energy, fast-paced environment; excellent and consistent attention to detail and the ability to prioritize and meet deadlines;
- A natural intellectual curiosity and personal drive for self-reflection, improvement, and learning;
- Patience, a sense of humor, gravitas and a high tolerance for ambiguity; the ability to adapt quickly to change; an optimistic outlook, a natural orientation towards collaboration with the self-confidence to move forward in areas of uncertainty or where there is not necessarily agreement;
- The ability and willingness to travel regionally;
- Spanish language proficiency strongly preferred; other language skills relevant to the Southeast will be considered; and Admission to the Florida Bar or willingness to sit for the next Bar Exam

To Apply:

This search is being conducted with assistance from Katherine Jacobs, Callie Carroll, and Javier Garcia of NPAG. Candidates are encouraged to apply as soon as possible. Please send nominations and/or applications including cover letter describing your interest and qualifications, your resume, and where you learned of the position to the following email addresses:

**Florida** (Senior Supervising Attorney, Senior Staff Attorney, and Staff Attorney positions): **SPLC-IJPFL@nonprofitprofessionals.com**

**Georgia** (Senior Staff Attorney and Staff Attorney positions): **SPLC-IJPGA@nonprofitprofessionals.com**

Please submit application materials separately for all positions you would like to be considered for.
NPAG is a national executive search and consulting firm dedicated to serving the mission-driven community. We partner with global mission-driven clients to deliver highly-tailored, innovative, and strategic senior- and executive-level search services. [www.nonprofitprofessionals.com](http://www.nonprofitprofessionals.com).

Southern Poverty Law Center is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.

**POLICY COUNSEL**  
**SOUTHERN POVERTY LAW CENTER**  
**JACKSON, MISSISSIPPI**

The Policy Counsel is an outgoing, results-driven, and experienced advocate, who is passionate about advancing civil rights for society’s most vulnerable members and communities. The Policy Counsel works under the supervision of a Senior Supervising Attorney with the Deputy Legal Directors to advance SPLC’s state and local policy objectives in Mississippi via multi-strategy campaigns. The Policy Counsel works with teams of attorneys, paralegals, advocates, and members of the SPLC communications and editorial departments. The Policy Counsel liaises directly with elected and appointed officials, agencies, judges, non-profit organizations, and affected individuals and communities.

**Primary Job Functions:**

- Develop and maintain relationships with elected and appointed government officials and their staffs at the state and local level.
- Identify, secure, and prepare for opportunities for SPLC to influence legislation and policy at the state and local level, including commenting on proposed legislation and rules, submitting statements and letters, preparing advocacy materials, and organizing and conducting meetings with elected and administrative officials and their staff.
- Secure, draft, and deliver or coordinate delivery of legislative testimony at the state and local levels.
- Conduct legal, social science, and factual research, along with qualitative and quantitative data analysis, on policies and practices related to mass incarceration, economic justice, children's rights, the treatment of lesbian/gay/bisexual/transgender individuals, immigrants’ rights, and/or other social justice issues as determined by the organization.
- Research, monitor, review, and summarize the constitutional and practical impact of state and local legislation that will affect one or more of the SPLC's primary issue areas. Identify problematic language in proposed legislation and develop strategies to defeat or advance legislation that impacts SPLC’s primary issue areas.
- Draft model legislation affirmatively advancing SPLC’s policy goals; identify and recruit sponsors; and develop and implement strategies to advance passage of affirmative legislation.
- Assume a leading and strategic role in coalition campaigns on advocacy issues consistent with SPLC’s priorities. Develop or work in partnership with coalitions representing diverse groups of stakeholders. Represent the SPLC’s interests and cultivate relationships with partners to advance reform and promote sustainable, data-driven, research-based policies in the above areas.
- In collaboration with the Senior Supervising Attorney, and the Deputy Legal Directors, serve as the liaison between SPLC and its contract lobbyists. Identify and recruit potential lobbyists, facilitate meetings, monitor performance, assess results, and recommend whether to continue contracts.
- Work collaboratively with SPLC's attorneys, advocates, and communications and design staff to write, publish, and widely disseminate policy briefs, fact sheets, talking points, reports, and other documents that will educate legislators, agency officials, stakeholders, and the general public about the need for policy changes to address issues and propose solid recommendations for change;
- Other duties as requested by the CEO, Legal Director, Deputy Legal Directors, Senior Supervising Attorney, or other senior management.
Qualifications:

Education and Related Work Experience:

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

Knowledge, skills, and abilities:

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

Other Special Considerations:

This job is performed under general office conditions and is not subject to any strenuous physical demands or dangerous conditions.

To Apply:

https://www.splcenter.org/about/careers/jobs?gh_jid=4107148002

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Southern Poverty Law Center (SPLC) is proud to be an equal opportunity employer, and as an organization committed to diversity and the perspective of all voices, we consider applicants equally of race, gender, gender identity, color, sexual orientation, religion, marital status, disability, political affiliation, national origin, or prior record of arrest or conviction.
Community Legal Services in East Palo Alto (CLSEPA) is a non-profit agency whose mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We partner with low-income communities and communities of color to break down systemic barriers to inclusion and equity by providing holistic, legal services in the areas of immigration, immigrants’ rights, housing, employment, consumer and reentry law.

CLSEPA is looking for an Immigrants’ Rights Attorney to join our team. This attorney will work on community-led, local advocacy and policy work, in particular, with schools, law enforcement agencies and other government agencies in San Mateo and Santa Clara Counties. The ideal candidate will have some organizing experience and is passionate about working with and supporting organizers and community leaders and building coalitions. Some media and/or communications experience is also a plus. Depending on need and experience, this attorney may also oversee a handful of direct service cases and could also participate in affirmative litigation to challenge abusive and unlawful practices against immigrant communities. This position requires some travel throughout San Mateo and Santa Clara Counties for various events and meetings at our other offices or with government agencies or community partners.

**Essential Duties and Responsibilities (Training to be provided as needed):**

- Identify issues appropriate for local and state policy advocacy and litigation in the areas of immigrant rights
- Advocate legislatively and administratively on behalf of clients and community groups
- Establish and nurture relationships with community partners, including providing advice and counsel to community groups and working with organizations to build social justice movements supporting immigrants’ rights or to identify new potential litigation
- Participate in community outreach events and presentations and engage in public education and media advocacy
- Depending on experience, engage in litigation, including individual suits, class actions, and *amicus* briefs in state and federal court at the trial and appellate levels.
- Train, mentor, and supervise staff, volunteer attorneys and law students working on immigrant rights issues
- Assist with fundraising needs, including drafting proposals, preparing grant reports, and advocating for expanded resources to assist immigrant communities

**Knowledge, Skills, & Abilities:**

- Bar membership required
- Two to eight years of post-law school legal experience
- Commitment to serving low-income populations and communities of color
- Proficiency or fluency in Spanish and/or Pacific Islander languages, preferred
- Experience with designing media strategy and press communications, preferred
- Ability to relate to and communicate with a broad range of clients and colleagues
- Excellent research, writing, and oral communication skills
- Values working cooperatively with others, both within the organization and in the community
- Position requires participation in occasional weekend and evening events and clinics
Salary:

Salary range is $60,000-$80,000 (depending on experience). Benefits include medical, vision and dental insurance, and paid leave. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

To Apply:

Please send resume, cover letter, writing sample, and list of three references to Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Rd., East Palo Alto CA 94303 or email jobs@clsepa.org with “Immigrants’ Rights Attorney” in the subject heading. No calls please. In your cover letter, please address the following in order for your application to be considered. CLSEPA’s clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy-and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.

DIRECTOR OF PUBLIC POLICY
CHARGEPOINT
SACRAMENTO, CALIFORNIA

With electric vehicles (EVs) expected to be 25% of vehicle sales by 2025 and more than 50% by 2040, electric mobility is becoming a reality. ChargePoint is at the center of this revolution, powering the world’s leading EV charging network and most complete set of hardware, software and mobile solutions for every EV charging need. We bring together drivers, businesses, automakers, policymakers, utilities and other stakeholders to make e-mobility a reality globally.

Supported by $298 million from investors including Daimler, Siemens, Linse Capital, Rho Capital Partners, BMW i Ventures and Braemar Energy Ventures, ChargePoint offers a once-in-a-lifetime chance to be part of creating an all-electric future and a trillion-dollar market. Join the team that is building the EV charging industry and make your mark on how people and goods will get everywhere they need to go, in any context, for generations to come.

Reports to:

Vice President, Policy Policy

What you will be doing:

The Director of Public Policy is responsible for developing and executing regulatory and legislative strategies to promote ChargePoint’s network and products and advance policy objectives at state and local levels. You are goal-motivated, adaptable in a start-up/early stage environment, and a strategic thinker with an eye for detail. You have deep experience developing strategies for and driving outcomes in regulatory proceedings, legislative initiatives, and public policy campaigns.
What you will bring to ChargePoint:

- Lead critical relationships with government partners, including state and local elected officials, public utility commissioners, key public agencies such as the California Air Resources Board, and key external constituents such as environmental organizations, auto companies, utilities and industry associations.
- Track, monitor, and analyze state legislation, regulatory filings, and other EV policy to develop ChargePoint policy positions and strategy for response.
- Develop written and oral regulatory comments, testimony, and presentations.
- Coordinate with internal teams on messaging, policy development, and strategy.
- Manage resources effectively to lead multiple campaigns, policy development, and regulatory proceedings across several states.
- Represent ChargePoint in local and state government forums including hearings and partner meetings.
- Represent ChargePoint in trade associations and membership organization meetings.

Requirements:

- In depth understanding of energy policy, regulatory processes, legislative processes, and state government. This includes knowledge of electric utilities and their business models, ability to read and process information on building code changes, demonstrated knowledge of electric vehicle charging or a similar distributed generation technology (such as solar). Previous experience on regulatory filings is preferred.
- Minimum of 7 years of experience in government relations, regulatory affairs, or public affairs.
- Track record of successfully carrying legislation and navigating regulatory proceedings.
- Bachelor’s degree required. Master’s degree preferred.
- Ability to converse with and persuade partners at all levels of management, including sales directors and C-suite executives.
- Established relationships with policy makers preferred.
- Ability to speak and write clearly, accurately and persuasively.
- Must be able to travel at least 50% of the time

Location:

Sacramento or Remote in California

To Apply:

https://www.chargepoint.com/about/opportunities/job/?gh_jid=4109718002

If there is a match between your experiences/skills and the Company needs, we will contact you directly.

We are committed to an inclusive and diverse team. ChargePoint is an equal opportunity employer. We do not discriminate based on race, color, ethnicity, ancestry, national origin, religion, sex, gender, gender identity, gender expression, sexual orientation, age, disability, veteran status, genetic information, marital status or any legally protected status.
**JILL GAULDING LAW STUDENT FELLOWSHIP**  
**FOR GENDER AND LGBTQ JUSTICE**  
**ST. PAUL, MINNESOTA**

**Fellowship Summary:**

Established in 2017 in honor of Gender Justice’s co-founder emeritus, the Jill Gaulding Law Student Fellowship is designed to offer a second- or third-year law student who is LGBTQ (lesbian/gay/bisexual/transgender/non-binary/queer) and/or BIPOC (black/indigenous/native/person of color) an invaluable opportunity to work in a social justice, public interest legal and policy advocacy nonprofit dedicated to fighting gender inequality.

The Fellow will focus on LGBTQ legal work, primarily in our impact and strategic litigation program. Our cases are selected to raise important issues that will further the elimination of gender barriers.

The Fellow will be an integral member of our team and supplement our attorneys through research and writing assignments; preparing court documents; drafting legal memoranda for motions; drafting and responding to discovery requests; document review; investigating cases; interviewing clients and witnesses; and attending court and administrative hearings, depositions, and internal litigation strategy sessions.

Our current docket includes cases challenging discrimination against employees because of gender, sexual orientation, and gender identity, unequal access to health care for transgender people, sexual harassment in the workplace, sexual assault, pregnancy/nursing parents’ discrimination, and more. Our cases are venued in both state and federal courts in Minnesota, and before administrative agencies such as the EEOC (Equal Employment Opportunity Commission) and the MDHR (Minnesota Department of Human Rights). To see examples of previous cases. Visit [www.genderjustice.us/cases](http://www.genderjustice.us/cases).

**Position Status:**

- Temporary summer-long fellowship
- $2,000 taxable stipend

**To Apply:**

Submit detailed cover letter describing your interest in the Fellowship, along with a resume, list of three references, and two short legal writing samples (5-7 pages) to [hiring@genderjustice.us](mailto:hiring@genderjustice.us). Please include “Jill Gaulding Fellow” in the subject line. Applications are reviewed on a rolling basis.

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**IMMIGRATION FELLOW**  
**COMMUNITY LEGAL SERVICES**  
**EAST PALO ALTO, CALIFORNIA**

The CLSEPA Immigration Fellowship is open to attorneys with up to two years of legal experience. Previous immigration law coursework and experience are a plus but not required for this fellowship. CLSEPA is non-profit agency whose mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We serve low-income and working-class populations, predominantly communities of color in the areas of immigration, immigrants’ rights, housing, employment, consumer, and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, policy advocacy, and impact litigation. Our current immigration services include U visas (for immigrant crime victims who assist law enforcement), asylum, special immigrant juvenile visas (for abused, abandoned, and neglected children), and other forms of relief. We offer legal representation to immigrants in removal proceedings and have recently established an immigrant rights practice focusing on advocacy and litigation to challenge abusive and unlawful practices.
Essential Duties and Responsibilities (Training to be provided as needed):

- Provide legal advice and counsel on immigration issues, including participating in immigration clinics and assisting with emergency cases.
- Provide legal representation in immigration matters before U.S. Citizenship and Immigration Services, the Immigration Court, and Board of Immigration Appeals.
- Manage a diverse case load.
- Participate in community outreach events and presentations, including occasional weekend and evening events and clinics.

Knowledge, Skills, & Abilities (Required):

- Open to candidates with a J.D. (with up to 2 years of post-graduate legal experience)
- Fluency in Spanish.
- Commitment to serving low-income populations and communities of color.
- Excellent written and oral communication skills
- Ability to relate to and communicate with a broad range of clients and colleagues
- Values working cooperatively with others, both within the organization and in the community

Salary:

Salary range is $60,000 – $64,000 (depending on experience). Benefits include medical, vision and dental insurance, life and disability insurance, and paid leave. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

To Apply:

Please send resume, cover letter, writing sample, and list of three references to Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Rd., East Palo Alto CA 94303 or email jobs@clsepa.org with “Immigration Fellow 2018” in the subject heading. No calls please. In your cover letter, please address the following in order for your application to be considered. CLSEPA’s clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

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ASYLUM ATTORNEY
GEORGIA ASYLUM AND IMMIGRATION NETWORK
ATLANTA, GEORGIA

Education/Qualifications:

JD with 3-5 years of experience in immigration law - with a focus on asylum. Bar admission required.
Salary:

Commensurate with experience.

The Georgia Asylum & Immigration Network (GAIN), is a nonprofit organization that provides free legal representation in immigration matters to asylum seekers and immigrant victims of human trafficking, domestic violence and sexual assault. We are seeking an immigration attorney to manage the daily operations of GAIN’s Asylum Program and to provide critical legal representation to asylum seekers in the State of Georgia.

This is a very unique opportunity for someone who is passionate about expanding the delivery of pro bono services while continuing to provide quality legal representation for immigrants fleeing crime and persecution.

Responsibilities include:

- Provide direct legal representation and advocacy for detained and non-detained asylum seekers
- Prepare affirmative and defensive asylum cases, and appeals before the Board of Immigration Appeals (BIA) and the 11th Circuit Court of Appeals (as needed)
- Conduct client consultations, screen for immigration relief, and place eligible cases with pro bono volunteers
- Provide training, education, and outreach to law firms, corporations, and other community partners.
- Mentor and provide ongoing technical assistance to pro bono attorneys volunteering with the Asylum Program
- Assist with the expansion of GAIN’s pro bono network
- Supervise legal support staff, including: GAIN’s legal assistant and law student externs
- Collaborate with community partners and other legal services providers to coordinate and improve the delivery of services
- Work with GAIN’s Navigator and other legal and social service partners to meet the holistic needs of GAIN’s asylum clients.
- Assist (as needed) with the organization’s development-related needs, including: data collection, reporting, etc.

Additional Qualifications:

This position will require initiative, vision, creativity, flexibility, and a commitment to advancing the rights of immigrant communities. The ideal candidate will have demonstrated knowledge of immigration law and current policies, be able to manage and prioritize multiple tasks, work collaboratively, communicate effectively, have the ability to work with people from a wide array of backgrounds and perspectives.

Spanish language proficiency strongly preferred; other relevant language skills will be considered.

This is an ideal position for someone who is passionate about immigrant rights and wants to effectuate change in Georgia for asylum seekers. To learn more about GAIN, please visit us at www.georgiaasylum.org

Please apply by February 16, 2019.
SUPERVISING ATTORNEY
TAHIRIH JUSTICE CENTER
HOUSTON, TEXAS

Position Summary:

Tahirih is seeking to hire a Supervising Attorney to provide support and supervision to Tahirih’s growing legal team. In addition to supervision, the attorney will provide direct and mentored representation to clients and assist the managing attorney in setting strategic goals for the legal team.

Primary Responsibilities

- Provide intake, advice and counseling, and direct legal representation in complex removal defense immigration law cases either as sole counsel or co-counsel with pro bono attorneys;
- Ensure quality, client-centered (trauma-informed and culturally competent) legal representation of clients through direct supervision of legal staff;
- Provide support to attorneys and legal advocates including grant compliance;
- Engage in legal trainings and technical assistance to co-counseling attorneys;
- Participate in the development of annual goals for the legal team, as well as stakeholder engagement, cultivation and outreach.

Requirements:

- Responsible, self-initiating, and ability to set priorities and manage multiple projects independently in a fast-paced setting;
- At least five years of experience representing diverse clients in immigration law (asylum, VAWA, T visa and/or U visa cases, special immigrant juvenile status) before the DHS, Immigration Courts and BIA. Experience with appeals preferred but not required;
- Excellent legal analysis, written and oral advocacy skills;
- At least two years of experience supervising legal staff;
- Effective public speaker with a confident presence in front of wide-ranging audiences at both in-person events and via video-recorded educational materials to be distributed across diverse demographics;
- Ability to work collaboratively in a team-based decision-making environment;
- Ability to work in a multi-cultural environment;
- Cultural humility and a commitment to diversity, equity and inclusion;
- Fluency in Spanish and/or French preferred.

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

Apply at:

https://recruiting.paylocity.com/Recruiting/Jobs/Details/80917

Please include a cover letter, resume, writing sample 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.

SUPERVISING ATTORNEY
CATHOLIC MIGRATION SERVICES
BROOKLYN, NEW YORK

Catholic Migration Services ("CMS") provides high quality free legal services, community education, and advocacy for low-income immigrants residing in Brooklyn and Queens, regardless of race, religion, ethnicity, national origin, or immigration status.

CMS assists individuals with their immigration, housing, and employment needs. CMS is committed to “welcoming the stranger in our midst” by serving and working alongside underserved immigrant communities to advance equality and social justice in an ever-changing landscape.

Position:

CMS’ Immigration Unit seeks a full-time, highly motivated, experienced, and passionate immigration attorney to lead our dynamic and growing team as the Supervising Attorney for our Removal Defense Project. The RDP Supervisor will supervise a team of seven attorneys and a paralegal that provides full legal representation in a wide range of immigration-related proceedings to non-detained immigrants, conducts legal screenings to determine eligibility for relief, and leads community Know-Your-Rights presentations. The RDP Supervising Attorney will also maintain their own caseload and participate in the Immigration Unit’s community outreach efforts. The RDP Supervising Attorney will be based in our Brooklyn office but will be expected to periodically work out of the Queens office and will supervise staff located at both offices. The RDP Supervising Attorney will report to the Managing Attorney for the Immigration Unit.

Essential Duties and Responsibilities:

• Develop vision for the Removal Defense Project in consultation with the Managing Attorney for the Immigration Unit and other staff members;
• Directly supervise RDP attorneys and paralegals, who collectively advise or represent more than 1,000 clients each year. May also supervise DOJ Accredited Representatives and immigration counselors in connection with affirmative filings, law students and interns;
• Schedule regular support meetings, develop staff work plans, and provide feedback on performance on an ongoing basis;
Represent CMS in coalitions, before government and other funders, and before elected officials whenever RDP input is expected;

Manage grant compliance and reporting ensuring deliverables are being met for all government/private funders and provide assistance in quarterly reporting and report writing as needed;

Work collaboratively with other supervisors and program managers to facilitate the provision of legal services in a holistic manner across all of CMS’ worksites;

Represent clients in removal proceedings before the EOIR and USCIS, in New York City Family Courts, and before appellate and Federal tribunals;

Identify professional development opportunities for RDP staff, develop in-house trainings, and mentor staff members;

Assist in planning and implementation of strategic projects related to immigration legal services;

Provide periodic reports to the Managing Attorney of the Immigration Unit concerning the Unit’s work, progress towards meeting contract deliverables, and caseloads; and

Assist in the daily operation of the office.

Requirements:

- J.D. from an accredited law school;
- Admission to the New York State Bar;
- Minimum of six years of Immigration legal experience and two years in a supervisory capacity;
- Excellent writing, communication and analytical skills;
- Demonstrated knowledge of legal statutes and regulations;
- Computer proficiency - Microsoft Office;
- Demonstrated ability to take initiative and work independently, as well as to work collaboratively with a team;
- Experience and demonstrated success working with staff and clients from diverse backgrounds and communities and survivors of trauma; and
- Fluency in Spanish.

Application Instructions:

Applications will be accepted immediately and considered on a rolling basis. Applicants should send a cover letter, resume, list of three professional references and two writing samples to: Alexandra Goncalves-Peña, Managing Attorney, at agoncalves-pena@catholicmigration.org. Please include “RDP Supervising Attorney Application” in the subject line.

CMS is an Equal Opportunity Employer and we welcome candidates from diverse backgrounds. Salary is commensurate with experience. CMS offers a competitive benefits package that includes a pension plan, health and dental insurance, four weeks of paid vacation, commuter benefits and other great benefits.

CAST has an immediate opening for a STAFF ATTORNEY in our Los Angeles Office.

Our Mission:

Ending modern slavery through education, advocacy and empowering survivors of human trafficking.
About Us:

The Coalition to Abolish Slavery and Trafficking (CAST) is a Los Angeles based nonprofit organization that is working to put an end to modern slavery and human trafficking through comprehensive, life-changing services to survivors and a platform to advocate for groundbreaking policies and legislation. Over the past two decades, CAST has supported thousands of survivors through every phase of their journey to freedom—from counseling, to legal resources, to housing, educational and leadership training and mentorship. Through these programs, CAST has helped empower survivors to overcome their traumatic pasts and become leading voices in shaping policy and public awareness to ultimately put an end to the fastest growing criminal enterprise of the 21st century.

CAST offers generous benefits, including medical, life, disability, paid sick/vacation time, and a 403(b) plan. Additionally, we provide you an opportunity to work with a team of committed individuals, where you are supported and given every chance to succeed.

Summary of Position:

Under the supervision of the Managing Attorney, the Staff Attorney will be responsible for providing comprehensive legal services to foreign national survivors of human trafficking including assisting clients seeking immigration, criminal and civil relief with an emphasis on immigration assistance. The Staff Attorney will also participate in the legal program's emergency response to breaking cases and developing and providing training on the issue of human trafficking to partner organizations, law firms, and law enforcement. This is a full-time, exempt position.

Essential Duties:

- Be able to handle a large caseload of foreign national trafficked clients
- Develop and implement creative, alternate legal strategies to assist trafficked persons;
- Obtain immigration remedies on behalf of foreign national trafficking survivors;
- Work collaboratively with social services and shelter staff
- Support advocacy work for policy reform that emphasizes the human rights of trafficked persons, migrants and low wage workers;
- Provide outreach, training, and technical assistance to legal aid organizations, law firms, and law enforcement to assist trafficked clients;
- Recruit, supervise and train pro bono attorneys to assist trafficked clients;
- Recruit and supervise legal fellows or interns;
- Participate in LA Regional Human Trafficking Task Force for human trafficking victims;
- Participate in legal emergency response efforts.
- Respond to Emergency Response breaking cases in rotation with legal team for ER on-call during nonbusiness hours

Requirements:

- Active membership in the California State Bar required
- Fluency in Spanish or another language required
- Experience in the practice of law, including two years of immigration experience and competence in federal and/or state criminal law and procedure
- Commitment to serving the needs of trafficked persons, migrants and low-wage workers
- Ability to develop cooperative relationships with other legal service providers in areas relevant to trafficked persons (includes immigration law and labor law)
- Ability to work effectively and cooperatively with trafficked persons, legal organizations, community-based organizations, volunteer lawyers, and government agencies
• Ability to develop and implement effective systems for managing large caseload, as well as supervising and monitoring legal caseloads handled by volunteer attorneys or other legal organizations
• Ability to respond to emergency and breaking cases and be on call at least one week a month
• Experience developing and providing trainings to diverse groups
• Desirable Qualifications
• Knowledge of trafficking and the issues affecting trafficked persons
• Experience in working with trafficked persons, migrants and low-wage workers in the areas of immigration, labor and civil litigation
• Experience with criminal issues and experience in a legal services program
• Familiarity with the rights of victims of crime and resources
• Experience advocating for trafficked persons' human rights in governmental and non-governmental contexts, preferably in California or at the federal level

Compensation:

Salary is commensurate with experience. Benefits package includes medical, life, disability, sick/vacation leave, and a 403(b) plan. Opportunity to work with a team of committed individuals, be supported, and given every chance to succeed.

How to Apply:

Applicants for this position should submit their cover letter, resume, and writing sample via our online portal here: https://castla.applicantpro.com/jobs/968226-279347.html.

Due to the high volume of resumes received, only qualified candidates will be contacted. No Phone Calls Please.

The Coalition to Abolish Slavery & Trafficking (CAST) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CAST complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

SUPERVISING ATTORNEY
IMMIGRANT JUSTICE CORPS
NEW YORK, NEW YORK

Organization Description:

The Immigrant Justice Corps (IJC) seeks a supervising attorney to join our dynamic and innovative legal team. IJC is the country’s first fellowship program dedicated to meeting the need for high-quality legal assistance for immigrants. Inspired by Chief Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country’s most talented advocates and connects them to the country’s best legal and community institutions to promote individual rights and reduce the justice gap for immigrant families. IJC provides high-quality individual representation while growing a new generation of dedicated advocates working to serve immigrant communities.

Each year, IJC awards two-year Community Fellowships to 10 exceptional and dedicated college graduates with the linguistic skills, passion, and cultural competency to work with diverse immigrant communities throughout New York City. All the Community Fellows are Department of Justice (DOJ) partially accredited representatives who conduct outreach, perform screenings, provide advice and counsel, and directly represent clients under the supervision of IJC staff. The Fellows handle, as a cohort, approximately 3,000 cases annually.
Position Description:

The supervising attorney will be part of a collaborative legal team, working closely with IJC’s managing attorney and supervising attorneys to supervise IJC’s Community Fellows, help develop creative legal strategies and representation models to respond to emerging issues, and maintain a reasonable caseload of challenging affirmative applications and removal defense cases. Our ideal candidate is a well-seasoned immigration practitioner who aspires to the highest standards of client advocacy and is expressly interested in developing as a supervisor and legal program manager. This position offers great leadership potential for the right candidate.

The supervising attorney will:

• Supervise and mentor DOJ accredited Community Fellows both on-site at placements with host organizations in New York City and at IJC headquarters;
• Review and provide feedback on affirmative applications prepared by Community Fellows, including adjustment of status, citizenship and naturalization, DACA, U/T visas, VAWA and asylum;
• Provide direct representation for complex affirmative applications and non-detained removal defense matters;
• Help identify and address problematic legal issues through impact litigation, partnering with legal services organizations and pro bono counsel;
• Assist in development and implementation of training program for Community Fellows focused on foundations of immigration law, advocacy skills and response to current trends;
• Liaise with community organizations hosting the Community Fellows;
• Assist in development and implementation of improvements to IJC’s service model and case management processes;
• Analyze data and measure outcomes produced by Community Fellows and assist with reporting to funders;
• Help recruit and train new classes of fellows annually;
• Represent IJC at community events and legal conferences.

Qualifications:

• Be admitted to the New York bar;
• Have a minimum of three years of experience practicing immigration law as an attorney, prior supervisory experience is a plus;
• Be committed to IJC’s mission of expanding access to high-quality counsel for immigrants and developing legal capacity in under-served communities;
• Have excellent writing, analytical and organizational skills;
• Be comfortable working with diverse client populations and in varied work environments;
• Be fluent or have advanced proficiency in one or more foreign languages (with a strong preference for Spanish).

Salary:

Competitive and commensurate with experience.

Benefits:

Excellent benefits package including dental and vision.

Application instructions:

Please email a detailed cover letter explaining why this job would be a great fit for you, a resume, and three (3) references to recruitment@justicecorps.org with “Supervising Attorney-HQ” included in the subject line. Those
selected for interview will be required to submit a writing sample. Applications will be reviewed on a rolling basis until the position is filled.

CHIEF LEGAL AND POLICY OFFICER
AMNESTY INTERNATIONAL
NEW YORK, NEW YORK

The Chief Legal and Policy Officer (CLPO) of Amnesty International USA (AIUSA) reports to the Executive Director (ED) and serves as the legal counsel to the organization's leadership. The CLPO is an expert on laws affecting non-profit advocacy organizations and will partner with Amnesty's senior leadership to develop a strong legal framework in support of our organizational effectiveness, innovation, compliance and risk mitigation. The CLPO proactively supports the ED and the Board of Directors in relationships and collaboration with the global organization, Amnesty International (AI), and external partners. The CLPO is responsible for AIUSA's policy work and supervises a team of nine staff working on government relations; the CLPO also advises organizational leadership on governance issues, handles all staff union concerns, and manages other projects as assigned. The CLPO oversees a team of eleven staff, is a member of the Executive Team, and advises the Board of Directors.

Essential Functions:

Legal Counsel (approx. 55% of time):

- Advise the ED and the Board of Directors on legal matters affecting non-profit advocacy organizations and minimize legal risks to the organization while maximizing our ability to grow, innovate and advance our human rights work
- Keep the senior leadership of the organization aware of compliance issues and recommend proactive measures and actions to prevent or remedy any concerns
- Provide counsel and representation on litigation matters
- Provide legal guidance to the Board and the organization's staff and membership to ensure that Amnesty's activism is effective and impactful
- Advise the organization on establishing a 501(c)4 organization and ensuring that all compliance issues are managed
- Review and approve legal contracts signed by the organization and oversee any confidentiality agreements. Advise staff on how they can protect the organization's legal standing.
- Oversee the union contract negotiations and implementation; represent senior management in the Labor-Management Committee

Policy, governance and global partnerships (20% of time):

- Supervise the Policy Director and ensure consistent application of and compliance with Amnesty International’s policy positions
- Advise the Board of Directors on governance functions and responsibilities and provide support and counsel to governance reform efforts; supervise the Governance Officer
- Support the Board’s policy consultations on the development of global policies
- Facilitate communication and strengthen relationships between AIUSA and AI
- Oversee reporting to AI and ensure that AIUSA is providing timely information to the global movement

Team Management (20%):

- Supervise the National Director of Advocacy and Government Relations and provide guidance and support to their team of professional staff
- Provide legal guidance to the team and ensure that lobbying records are carefully monitored and reported
- Encourage a culture of high performance and continuous development that values learning and a commitment to quality
Mentor and manage staff with a commitment to Inclusion, Diversity, Equity and Accessibility principles
Establish and monitor staff performance and development goals, offer ongoing and regular feedback, and give attention to professional development of all staff

Special initiatives (5%):

- Lead new initiatives when requested by the ED or Chief Development and Operations Officer (CDOO) to pilot new approaches, to capture opportunities or to address risks
- Innovative thinker, with a track record for translating strategic thinking into action plans, outputs, and results
- Strong legal skills and analysis with ability to effectively identify and communicate risks and guidance to others
- Exceptional and persuasive communicator; written, oral, interpersonal, and presentation
- Excellent leadership and management skills; experience in building, mentoring, facilitating, and coaching a team of professional staff
- Outstanding judgment and creative problem-solving skills, including negotiation and conflict resolution skills
- Ability to make decisions in a changing environment and anticipate future needs
- Energetic, flexible, and proactive; a good team player eager to collaborate with all colleagues across the organization, including the senior management team, the Board of Directors, and volunteer member leaders
- Passion for AIUSA’s mission

Knowledge and Education:

- Experience in providing legal counsel and leadership to non-profit advocacy organizations; experience in human rights or international organizations a plus
- Minimum 10 years of experience in a senior management role working with the Executive Director and senior management team
- Experience in policy and government relations an advantage
- A juris doctor (JD) and an applicable state license to practice law are required

Scope:

- Manages a team of eleven staff who are located in New York, Washington, DC, Chicago, and possibly other offices. Ability to travel domestically and internationally approximately 10-20% of time.

To Apply:

https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=17335&clientkey=FACBA214DB8B6B051E8C6DC04E56D67A

PROGRAM MANAGER
NATIONAL EMPLOYMENT LAWYERS ASSOCIATION
OAKLAND, CALIFORNIA

The National Employment Lawyers Association (NELA) is seeking a full-time experienced Program Manager. The Program Manager is responsible for the implementation of the programmatic goals of the Joint Strategic Plan of NELA and The Employee Rights Advocacy Institute For Law & Policy (The NELA Institute). The Program Manager will manage the *Amicus* program and NELA’s continuing legal education programming, facilitate the work of NELA’s substantive law committees and task forces, and supervise The NELA Institute’s Paul H. Tobias Attorney Fellow.
This is a full-time, exempt position based in NELA’s Oakland or Washington DC office. The Program Manager reports to and is under the general supervision of the Executive Director.

About NELA & The NELA Institute:

NELA is a nonprofit professional association of lawyers who represent employees in employment matters. NELA seeks to eradicate inequality and injustice in the workplace by advocating for employee rights and assisting the lawyers who represent them. Founded in 1985, NELA advances and encourages the professional development of its members through networking, educational programs, publications, and technical support. NELA promotes the workplace rights of individual employees through legislation, public policy, and other activities.

Job Responsibilities:

- Lead the planning and development of substantive programs and faculty for NELA's continuing legal education (CLE) events, including the Annual Convention, in-person seminars, and webinars. Prepare budget forecasts for overall CLE performance and for individual programs.
- Coordinate, monitor, and evaluate NELA’s and The NELA Institute's Amicus Programs, including working with the Amicus Advisory Council, volunteer brief writers, counsel in the related cases, and coalition partners to produce high quality briefs.
- Direct, manage, and coordinate the work of various substantive law Advisory Groups, Committees, Task Forces, and Practice Groups, and represent or coordinate a representative for NELA and/or The NELA Institute at public hearings and events relating to programmatic activities.
- Support NELA and The NELA Institute's fundraising initiatives, including participating in donor cultivation and solicitation activities; serving as an ambassador for NELA and The NELA Institute among NELA members, coalition partners, and others; and providing programmatic guidance, including proposal development, to the grant writing process for The NELA Institute.
- Coordinate the recruiting, hiring, and supervision of the Paul H. Tobias Attorney Fellow for the Employee Rights Advocacy Institute for Law & Policy.
- Other activities as assigned by the Executive Director.

Job Requirements:

- Active bar membership in the United States.
- Minimum of three years legal experience.
- Demonstrated commitment to and knowledge of employment law and workers' rights.
- Demonstrated proficiency in program management and/or development.
- Exceptional volunteer management and coordination skills, including the ability to motivate and communicate with people at all levels of the organization.
- Ability to work and communicate effectively and collegially with co-workers.
- Strong organizational skills, including attention to detail, ability to work independently, manage time efficiently, handle multiple tasks, prioritize projects, meet deadlines, engage in problem-solving, and produce a high-quality work product.
- Sound judgment and discretion, as well as the ability to conduct oneself in a highly professional manner.
- Ability to maintain composure and complete tasks in a fast-paced, nonprofit environment.
- Excellent written and oral communication skills.
- Flexibility and willingness to take the initiative on a variety of projects.
- Proficiency in MS Word, Excel, and Outlook required.
- Experience with membership and/or nonprofit organizations a plus.

Application Process:

Send Cover Letter and Résumé To:
Compensation: Annual Salary $70-80K DOE; Vacation; Medical Leave; Medical, Vision & Dental Insurance; Pension.

The National Employment Lawyers Association is an equal employment opportunity employer. Diversity, equity, and inclusion are core values of NELA and The NELA Institute and essential to the achievement of our mission. Diversity, equity, and inclusion create meaningful representation and involvement of persons with varied backgrounds, experiences, identities, and abilities, each with the opportunity to make robust contributions to the organization without discriminatory barriers. To express these values, NELA and The NELA Institute promote diversity, equity, and inclusion in our organizational structures and policies, leadership, membership, programs and services, employment practices, and relationships and coalition partners and donors.

STAFF ATTORNEY

ASIAN AMERICANS ADVANCING JUSTICE

SAN FRANCISCO, CALIFORNIA

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.

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.

**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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