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LEGAL POSITIONS

LEGAL DIRECTOR
CHRISTIAN LEGAL AID OF DC

At Christian Legal Aid of DC ("CLADC"), we strive to provide high-quality legal services to underprivileged members of our community and to share the love of Christ with them while doing so. As our Legal Director, your primary duty would be to provide Christ-centered leadership and strategic direction with respect to the operation of our legal aid clinics and the development of our core competency practice areas.

CLADC was formed in 2007 to provide free and low-cost legal services to low-income individuals and families, and we use this platform to share the love of Christ with our clients. We currently conduct three legal aid clinics in the District each month and provide advice, services, and representation in landlord/tenant, probate, estate planning, public benefits, and expungement matters, and other legal matters. For more information about the organization, please visit our website, www.cladc.org.

The job description below is not meant to be exhaustive, as the nature of the work requires the Legal Director to exhibit flexibility and innovation, but it contains the position’s primary duties and expectations.

General

a) **Relationships with CLADC members.** The Legal Director will maintain a strong working relationship with the Executive Director, Office Administrator, and Board of Directors, and will report directly to the Executive Director. The Legal Director will also be expected to establish and maintain positive relationships with other staff, supporters, clients, volunteers and donors.

b) **Christ-Like Example.** The Legal Director, relying on his or her faith and relationship with Jesus Christ, should be an example to the volunteers and other staff of loving the poor and assisting them with their legal and spiritual needs.

c) **Schedule.** The position is full-time, and the Legal Director is expected to work the hours necessary to accomplish the tasks of the position. The Legal Director will be expected to attend and help manage CLADC’s recurring monthly clinics, including its two Saturday clinics, which run from 9:30 a.m. to 12:00 noon. The number and times of CLADC’s clinics are subject to change. To account for the Legal Director’s work on two Saturdays per month, the Legal Director will be offered a specified business day or half-day off every week or every other week.

Program Services

a) **Strategy.** The Legal Director will provide leadership on CLADC’s legal strategy and policy priorities. The Legal Director will set goals for CLADC’s legal services under the guidance of the Executive Director, monitor
progress on goals, and evaluate outcomes. The Legal Director will participate in meetings with other community-based organizations and legal services providers.

b) **Clinics.** With oversight from the Executive Director and assistance from the Office Administrator, the Legal Director’s primary duty of providing Christ-centered leadership and strategic direction with respect to the operation of CLADC’s legal aid clinics and the development of our core competency practice areas will involve:

i. Generally managing and attending all of CLADC’s clinics, which currently consist of recurring monthly clinics from 9:30 a.m. to 12:00 noon on the second Friday, third Saturday, and final Saturday each month;

ii. Cultivating relationships with CLADC’s existing pro bono attorneys and law school students, and recruiting additional attorneys and law students to serve as volunteers;

iii. Publicizing the clinics to potential clients and organizations that may refer clients—particularly to clients with legal matters within CLADC’s core competencies;

iv. Seeking to grow and improve the quality of the clinics; and

v. Ensuring the data from the clinics (e.g., client and volunteer attendance, etc.) is recorded and preserved appropriately.

c) **Legal Work.** The Legal Director will be expected to develop and/or maintain a competency, and a small caseload, in CLADC’s core competency practice areas (CLADC’s core competencies include landlord/tenant, expungements, SSI/SSDI, estate planning, and probate); to develop, implement, and oversee ongoing trainings in those practice areas for pro bono attorneys/law students; and supervise and provide mentorship to CLADC pro bono attorneys willing to provide brief services or extended representation in those areas.

d) **Other Organizational Support.** The Legal Director will also be responsible for, among other things: attending and assisting with CLADC’s annual events, including Do More 24, Client Story Prayer Breakfast, Faith & Law Lecture, and the Fall Fundraising Banquet; assisting with fundraising, both in connection with CLADC’s fundraising events and otherwise; developing a familiarity with practice areas outside the Legal Director’s expertise but relevant to CLADC’s work; cultivating and maintaining relationships with other legal and non-legal professionals in and outside of CLADC’s network for the purpose of improving the quality and quantity of services to CLADC’s clients; and referring cases to CLADC’s pro bono attorneys. The Legal Director will also be responsible for any other activities as may be reasonably determined by the Executive Director.

**Requirements/Qualifications**

a) Mature, orthodox Christian faith as defined by the Apostle’s Creed;

b) At least five to eight years of experience working in a legal services or law firm setting is preferred;

c) Experience in at least one or two areas of public interest law (e.g., landlord/tenant, public benefits, probate, estate planning, expungements, etc.) is preferred;

d) Exceptional organizational and verbal and written communication skills;

e) Strong leadership skills—generally and spiritually;

f) Strong attention to detail and proven project management skills;

g) Self-starter with strong initiative; and

h) JD from an accredited law school, and membership, or current eligibility for membership, with the DC Bar

**Salary and Benefits**

a) Competitive salary commensurate with relevant experience;

b) Healthcare coverage; and

c) Federal holidays and paid vacation and sick leave
Job Location

a) Main Office: 907 Maryland Ave NE, Washington, DC 20002
b) Clinic Sites: DC Dream Center, 2826 Q Street SE, Washington, DC 2020; Central Union Mission, 65 Massachusetts Ave NW, Washington, DC 20001

To Apply

Submit a cover letter, resume, and list of three references (including one pastoral reference) via email to:

   Robert G. Rose, Executive Director
   Christian Legal Aid of DC
   907 Maryland Ave NE
   Washington, DC 20002
   rob.rose@christianlegalaid-dc.org

At this time, we ask that applications be submitted by March 31.

STAFF ATTORNEY
LEGAL SERVICES OF NORTHERN VIRGINIA

Legal Services of Northern Virginia (LSNV) is hiring a staff attorney for its office in Fairfax. LSNV is a 35-lawyer, 7-office nonprofit law firm that serves low-income, elderly, and disabled clients in civil legal matters. The staff attorney will focus on representing victims of crime in various civil cases, including protective orders, family law matters, and other civil cases arising out of the victimization. In addition to substantial client representation, the attorney will also recruit, train, and mentor pro bono volunteers; and do community outreach.

The successful candidate will demonstrate strong litigation, communication, and organizational skills. Virginia State Bar membership required; legal aid or other nonprofit experience preferred. Bilingual Spanish ability is a plus.

Competitive nonprofit salary depends upon experience. Benefits include possible loan repayment assistance (of up to $5000 per year); generous vacation and sick leave; health, disability and life insurance coverage.

To apply, please submit a cover letter, resume and references to Ashley McGlawn, Program Administrator at hrlsnv@lsnv.org.

Legal Services of Northern Virginia is an Equal Opportunity Employer, and candidates of diverse backgrounds are strongly encouraged to apply.
Open until filled.

DIRECTOR
GOVERNMENT RELATIONS
AMERICAN IMMIGRATION LAWYERS ASSOCIATION

We Are:

Headquartered in downtown, Washington, DC, the American Immigration Lawyers Association (AILA) is a nationally recognized and respected organization with over 15,000 attorney members who practice and teach immigration law. For our membership, we provide advocacy, continuing legal education, practice resources, professional services and expertise.
Founded in 1946, AILA’s mission is to promote justice, advocate for fair and reasonable immigration law and policy, advance the quality of immigration and nationality law and practice, and enhance the professional development of its members. To learn more about our organization, please visit www.aila.org.

The Government Relations team advocates for immigration-related legislative, regulatory, and policy reforms before Congress and the agencies, consistent with AILA’s principles and priorities.

**Position Summary:**

The Director of Government Relations directs the association’s administrative and congressional advocacy efforts with a focus on employment-based immigration, immigration benefits, and the legal immigration system. The Director of Government Relations works with the Executive Committee and the Board of Governors in setting AILA’s policy goals and developing strategic plans to advance those goals in coordination with AILA committees, coalition partners, and others, using administrative advocacy, congressional advocacy, the media, and other avenues as appropriate. This position conducts and coordinates the development of substantive legal positions and arguments by analyzing immigration laws, policies, and procedures, and ensures timely and accurate information impacting the substantive practice of immigration law is communicated to the AILA membership. The Director serves on the association’s senior management team.

**Essential Job Functions:**

**Issue Development and Advocacy:**

Works with staff, committees, and members to identify emerging issues in immigration law, policy, and procedure and develops and executes strategies to address them, using administrative advocacy, congressional advocacy, the media, and other avenues as appropriate. Oversees and contributes to the drafting of regulatory and other comments, briefs, legal memoranda, reports, and other policy-oriented written work product. Acts as sounding board for committee chairs and members regarding priority issues and strategies. Oversees the development of substantive agenda items for agency liaison meetings and actively participates in those meetings. Communicates with agency officials, Hill staffers, and the media on behalf of the association (in coordination with committee chairs, as appropriate) on emerging and emergent issues.

**Information Dissemination and Member Support:**

Reviews and edits press releases and blog posts as needed for technical accuracy and messaging. Reviews and edits the substantive written work product of committees and members to ensure accuracy and readability and works with Government Relations and Online Content staff to ensure timely dissemination of information to members. Delegates member inquiries on practice and substantive issues to other Government Relations staff members to respond and/or responds to such member inquiries as needed.

**Leadership:**

Communicates policy and government relations updates to the AILA Executive Committee and Board of Governors on a regular basis. Works with AILA President-Elect in the appointment of relevant committees. Develops and implements AILA’s strategic goals and objectives as they pertain to immigration benefits and employment-based immigration policy. Sets and monitors Government Relations Department budget. Speaks on immigration policy and advocacy developments and other substantive law topics at AILA conferences and chapter events, and external events.

**Required Education and Training:**

J.D. degree is required. Bar admission is required.
Minimum Job Requirements:

5+ years of substantive immigration law, policy, and practice experience is required. Recent experience working with federal agencies is desired. Position requires a thorough knowledge of and commitment to AILA’s mission and policy agenda.

Knowledge/Skills/Abilities:

Knowledge:

• Expertise in immigration law, policy, and procedures.
• Thorough understanding of the organization’s policy agenda and advocacy efforts.
• Thorough understanding of the political process and the ability to think strategically about achieving organizational goals.
• Demonstrated experience working with administrative agencies and coalitions.
• Capacity to build and expand the organization’s administrative advocacy efforts.
• Demonstrated experience and success in management, supervision, teambuilding, and consensus building.

Skills:

• Exceptional writing, editing, proofreading, and organizational skills.
• Strong interpersonal, networking, and leadership skills.
• Dynamic public speaking skills.
• Proficiency in Microsoft Office (Word/Excel/Outlook).
• Capacity to handle multiple competing priorities and meet deadlines.
• Capacity to build and sustain partnerships, coalitions and alliances.

Abilities:

• Initiative and ability to exercise discretion and sound judgment.
• Ability to communicate effectively, both verbally and/or in writing.
• Ability to communicate strategically and creatively under tight deadlines.
• Ability to travel and work after-hours and/or weekends, as needed.
• Ability to work independently and closely with volunteer leadership.

Our Workplace:

We offer a dynamic and collaborative work environment with a competitive compensation package based on your experience and qualifications. Our generous benefits include 100% of an employee’s Medical/Rx, Dental, and Vision premiums, as well as contributions towards dependents’ premiums; a 401(k) with up to 3% matching contribution upon enrollment, employer paid disability and life insurance, commuter subsidy. In addition, we provide employees with flexible scheduling and telecommuting options and plenty of time away from the office to bolster creativity and recharge. Added perks: four-week paid parental leave and a four-week sabbatical every tenth year of service.

AILA received recognition as a 50 Best Places to Work by Washingtonian Magazine and one of the Principal 10 Best for Employee Financial Security. Our diverse membership is comprised of knowledgeable, compassionate, and dedicated professionals who constantly work to navigate the complex practice of immigration law.

Candidates are asked to submit a resume and cover letter by clicking on: Director, Government Relations
The Amara Legal Center is a nonprofit legal services organization dedicated to providing free legal services to individuals whose rights have been violated while involved in commercial sex - whether that involvement was by choice, coercion, or circumstance. To learn more about the Amara Legal Center’s mission and work, please visit www.amaralegal.org.

Desired Skills/Qualifications:

- Juris Doctorate from an accredited law school
- Member in good standing of the Virginia Bar
- Prior management or supervisory experience or training desirable
- 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
- The ideal candidate will be licensed to practice law in Virginia and have the desire to waive into DC Bar if not already licensed in the District
- A candidate who is also licensed to practice law in Maryland is ideal, but not required
- Either has experience or an interest in practicing law in both civil and criminal cases in Virginia state courts and DC Superior Court based on licensure
- Excellent research and writing skills
- Demonstrated experience, knowledge, or interest regarding domestic sex trafficking, sex workers’ rights, and/or sexual assault within the legal system
- Demonstrated experience, knowledge, or interest working with low income individuals and/or survivors of trauma
- Experience with policy or legislative advocacy ideal, but not required
- A valid driver’s license and reliable vehicle to attend meetings and court hearings that are not accessible by public transportation
- Ability to pay close attention to details successfully manage time, and prioritize workload

Role/Responsibilities:

- Independently provide legal advice, advocacy, and representation on civil and criminal cases in Virginia state courts and/or DC Superior Court including, but not limited to criminal record expungement, civil protection orders, child custody, divorce, name changes, criminal defense, and/or victim-witness advocacy
- Maintain and create new relationships with VA and/or DC community partner organizations
- Providing advocacy on policy changes in DC and VA as necessary
- Providing trainings for local service providers on the identification of domestic survivors of sex trafficking and providing information sessions for clients about various areas of the law
- Assistance in providing training and supervision to pro bono attorneys and legal interns
- Oversee our internship program for law and undergraduate students
- Participate in stakeholder meetings as necessary, including those of human trafficking task forces, coalitions, and other community-based organizations

Benefits:

Benefits package includes: 15 days of paid vacation leave, 5 days of paid sick leave, employer provided health and dental insurance, simple IRA retirement plan with up to a 3% employer match, flexible telework schedule, and an annual professional development budget.
How to Apply:

Submit a persuasive cover letter and your resume to recruiting@amaralegal.org. The **deadline for applications is April 12, 2019.** We will be reviewing resumes on a rolling basis and scheduling interviews accordingly.

Your privacy will be respected and preserved until the final phase of the hiring process. For example, we will only check references during the process of interviewing finalists and will only do so with your knowledge.

The Amara Legal Center is an equal opportunity employer and prohibits discrimination and harassment of any kind. Amara is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Amara are based on business needs, job requirements and individual qualifications, without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, work-related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities, parental status, or any other statute protected by the laws or regulations in the locations where we operate. Amara will not tolerate discrimination or harassment based on any of these characteristics. Amara encourages applicants of all ages, sexes, genders, colors, and religions. Amara encourages applicants with personal familiarity or experience of the commercial sex industry to apply.

**APPELLATE 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, and salary requirements should be e-mailed to personnel@nvlsp.org with the subject line of Appellate Attorney (CAVC).
All applications will be reviewed in confidence.
NVLSP is an equal opportunity employer.

BILINGUAL IMMIGRATION ATTORNEY
NORTHERN VIRGINIA FAMILY SERVICE

Position Summary:
As part of the Multicultural Center, the Immigration Attorney represents low-income, culturally diverse clients in humanitarian and family-based immigration cases. The Multicultural Human Services program of NVFS provides multicultural mental health, case management, and legal services that address the needs of low-income, English-limited immigrants and refugees for whom existing services are inaccessible due to language and cultural barriers. Clients include individuals from all cultural and ethnic groups whose mental health and socio-economic stability is compromised as a result of trauma, poverty, chronic stress, and other challenges posed by the process of cultural adjustment. Trauma informed services are provided by bilingual, bicultural counselors, therapists, case managers and attorney/accredited representatives.

Essential Job Duties:

- Conduct initial phone intake and legal consultation to determine eligibility for program services
- Prepare and submit immigration applications for the following:
  - Asylum, withholding of removal, Convention Against Torture claims
  - VAWA petitions, removal of condition waivers, and cancellation of removal
  - U visas
  - T visas
  - Special Immigrant Juvenile Status
  - Naturalization
  - Adjustment of status
  - Family petitions
  - Consular processing
  - Temporary Protected Status/Deferred Enforced Departure
  - DACA
  - Waivers of inadmissibility
  - Additional benefits such as employment authorization documents, travel documents, renewal of permanent resident cards, Certificates of Citizenship, FOIAs, etc.
  - Other types of immigration cases as necessary
- Represent clients before U.S. Citizenship and Immigration Services, the Executive Office for Immigration Review, and the Board of Immigration Appeals; including attending immigration interviews, asylum interviews, immigration court hearings, and Infopass appointments
- Perform administrative duties necessary to support legal representation (copying, filing, translating, etc.)
- Ensure client fees are assessed and collected per retainer agreements
- Maintain client database and files in accordance with program/legal requirements and NVFS guidelines
• Comply with all legal ethical standards
• Make internal and external referrals to other services within the Agency and community, and work with other NVFS staff to provide collaborative services to clients
• Ensure operations and delivery of the legal services program is effective, efficient, and in compliance with all external regulatory standards and professional code of ethics
• Keep informed of changing immigration laws and procedures
• Assist in the development of grants or contract proposals and reporting
• Conduct outreach, lead trainings and participate in networking activities to promote services and to learn about available resources; collaborate with other agencies to complement services
• Maintain bar membership through continuing education

**Supervisory Responsibilities:**

• Volunteer/pro bono attorneys
• Legal interns and volunteers

**Qualification Requirements:**

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

• JD required; must be a member of good standing of the Virginia Bar
• Experience practicing immigration law and with asylum, SIJS, and domestic violence-related applications preferred
• Fluency in Spanish required
• Experience working with survivors of trauma preferred
• Proficiency in Microsoft Office Suite

**Additional Requirements:**

• **Clean DMV record;** valid U.S. driver’s license and own/reliable transportation
• Successful completion of background checks is required upon hire
• May be called upon to work beyond normal working hours

All NVFS employees are expected to demonstrate the organizational values and sensitivity to the diversity of the organization’s client base.

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified.

Applications may be submitted here

**TECHNICAL ASSISTANCE ATTORNEY**
**JUSTICE CAMPAIGN**
**AMERICAN IMMIGRATION LAWYERS ASSOCIATION**

Headquartered in downtown, Washington, DC, the American Immigration Lawyers Association (AILA) is a nationally recognized and respected organization with over 15,000 attorney members who practice and teach immigration law. For our membership, we provide advocacy, continuing legal education, practice resources, professional services and expertise.
Founded in 1946, AILA’s mission is to promote justice, advocate for fair and reasonable immigration law and policy, advance the quality of immigration and nationality law and practice, and enhance the professional development of its members. To learn more about our organization, please visit www.aila.org. The Government Relations team advocates for immigration-related legislative, regulatory, and policy reforms before Congress and the agencies, consistent with AILA’s principles and priorities.

Your Role:

The Technical Assistance Attorney will be a national resource for attorneys and mentors engaged in pro bono detained removal defense (including bond, parole, asylum, cancellation of removal, and motions to reopen) through the Immigration Justice Campaign, a joint initiative of the American Immigration Lawyers Association (AILA), the American Immigration Council (the Council), and the American Immigrant Representation Project. The Attorney’s primary responsibility will be to provide mentorship and technical support to pro bono attorneys working with bond representation projects affiliated with the Campaign. The Attorney will also assist the Senior Technical Assistance Attorney in fielding pro bono inquiries on substantive relief and release strategies for a wide variety of other Campaign cases, tracking such inquiries to facilitate data-driven iteration of the Campaign’s pro bono models, and aiding in the preparation of training materials and resources for attorneys engaged in pro bono detained removal defense. Through this work, the Attorney will help the Campaign to devise and execute innovative case support strategies to scale pro bono representation for detained immigrants in new ways. The Attorney will work under the supervision of the Campaign’s Senior Technical Assistance Attorney in AILA’s Practice and Professionalism Center.

Essential job functions of this role include:

Bond Hearing Representation Projects (60% time spent):

Providing training, technical assistance and mentorship to pro bono attorneys representing detained clients in bond proceedings (including the Campaign’s remote representation project in which pro bono attorneys appear telephonically for their clients’ bond hearing

Overall Technical Assistance (25% time spent):

Providing training, technical assistance and mentorship to pro bono attorneys working on a wide variety of matters for detained clients, including expedited removal and credible and reasonable fear proceedings, motions to reopen, and appeals.

Volunteer Resources (5% time spent):

Collaborating with the Justice Campaign’s Senior Training Attorney and Senior Technical Assistance Attorney to ensure that appropriate educational and training materials are available to support Campaign volunteers’ work.

Project Development (5% time spent):

Collaborating with other members of the Justice Campaign team to implement innovative training and mentor models aimed at scaling pro bono representation in ways which are both efficient and effective.

Other (5% time spent):

Staffing other campaign projects and duties as assigned

Your Background:

J.D. degree required. Minimum of 3 years of experience in detained removal defense, including bond and parole.
Our Workplace:

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

Your Colleagues:

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

AILA received recognition as a 50 Best Places to Work by Washingtonian Magazine and one of the Principal 10 Best for Employee Financial Security. Our diverse membership is comprised of knowledgeable, compassionate, and dedicated professionals who constantly work to navigate the complex practice of immigration law.

For Consideration:

Qualified applicants are to submit cover letter, resume and salary requirement online. Cover letter should include a summary of how your background, knowledge, skills and abilities relate to the responsibilities and requirements of the position.

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

ASSOCIATE DEAN OF ADMISSION
DAVID A. CLARKE SCHOOL OF LAW

Brief Description of Duties:

The primary responsibility of the Associate Dean of Admissions position is to direct and oversee the marketing, recruiting, admissions, and financial aid initiatives of the University of the District of Columbia David A. Clarke School of Law. This position works under the general supervision of the Dean of the School of Law. This position fulfills the full range of recruitment and selection activities and manages those aspects of the School of Law’s recruitment and marketing plan. This position is part of the Senior Management team responsible for all activities related to the recruitment, admission and enrollment of students to the University of the District of Columbia David A. Clarke School of Law including public speaking, visiting and hosting college fairs/programs, application review, on and off campus interviews, on and off campus events, and special projects as assigned. Also, this position has responsibility for developing, coordinating, and leading an admissions/alumni network in support of the recruitment and scholarship award efforts that will advance and coordinate the involvement of alumni and external contributors in the school’s overall enrollment goals.

Essential Duties and Responsibilities:

- Creates and maintains a service-oriented, knowledge-rich, student friendly office environment.
- Oversees the activities of the School of Law’s Office of Admission required for the recruitment and admission of students and the maintenance of applications and relevant credentials. Oversees and coordinates non-degree, transfer and visiting student summer school enrollments.
- Develops a comprehensive approach and program to administer financial aid and scholarship awards effectively as a means of improving enrollment and retention to increase numbers of higher performing students.
- Administers merit scholarship award to new and continuing student, LSAT/LSDAS and application fee waivers.
• Assures integrity and confidentiality with regard to the application process for admissions and financial aid including document management process.
• Supervises, evaluates and trains all admissions and financial aid staff.
• Manages various personnel functions including the monitoring of time and attendance, performance appraisals, promotions, transfers, and leave activities.
• Determines program and staffing needs. Determines fiscal and personnel requirements, prepares budgetary recommendations, and monitors the expenditure of budgeted funds.
• Keeps abreast of applicable Federal, District, American Bar Association, Law School Admission Council and University policies and guidelines to ensure that the University’s admission and financial aid activities are in compliance with these policies and guidelines.
• Keeps the University’s internal and external community informed about law school admission and record standards, policies, and any changes.
• Ensures that appropriate follow-up contacts are made to potential and current students.
• Develops and implements annual marketing plan including widespread mission-driven advertisement and poster placement, community outreach, alumni activities and other related activities with the Dean.
• Develops and implements marketing and outreach plans targeting new law school program initiatives including the part-time law school program.
• Assesses the performance of new program components and recommends changes to enhance recruitment, retention, and improvements to the student experience.
• Coordinates and collects information of interest to potential students from a variety of University offices.
• Develops and maintains contact with organizations external to the University, especially those offering special academic programs at the School of Law, in order to promote the University’s admission objectives and to ensure the appropriate procedures and policies are followed.
• Develops new media contacts and programs with the Dean to increase and improve School of Law’s public image.
• Ensures that the School of Law is represented to local, regional and national admissions-related activities including law school recruitment events, like law fairs and other recruitment activities.
• Collects, analyzes, maintains, and reports statistical data on law student admission, enrollment, attrition, and graduation patterns for administrative use in decision making. Initiates targeted recruitment based on relevant research data.
• Ensures that adequate and appropriate recruitment literature and paraphernalia are available to distribute to potential students.
• Prepares material for the School of Law, the University, the American Bar Association, the D.C. Council and other entities as needed detailing demographic information about prospective students, applicants, admitted students and registered students at the School of Law, noting any adverse trends and providing appropriate recommendation or conclusion based on available information.
• Develops admissions catalog and other admissions literature in tandem with the Dean.
• Develops correspondence for all admissions and financial aid decisions.
• Plans and implements programs, including all Open House events, recruitment and marketing events, new student orientation and activities, and other related activities sponsored by the Law School Admission Council.
• Maintains active role and robust relationships with the Law School Admission Council, Law school admission-related endeavors and programs, community groups and professional organizations.
• Serves on the School of Law’s Senior Management Team and Admissions Committee.
• Convenes School of Law faculty, student services staff, and alumni in a workshop focused on developing new recruitment approaches and programs.
• Convenes Faculty Admissions Committee to review admission, retention and financial aid policies, applications for admissions, and other related matters such as admissions-related suggestions regarding curriculum planning.
• Serves on University and School of Law Committees and task forces as appointed.
• All other related duties as assigned.
Minimum Job Requirements:

- Master’s Degree in Business Administration or related field required. J.D. preferred.
- At least five (5) years of progressive admissions and financial aid management experience at an institution of higher education.
- At least three (3) years of supervisory experience.

To Apply:

Apply through the online hiring portal.

Information to Applicant:

Collective Bargaining Unit (Union):

This position is not part of the collective bargaining unit.

Employment Benefits:

Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the University of the District of Columbia’s retirement plan (TIAA).

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

DC SUPERIOR COURT VACANCY
SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

A vacancy on the Superior Court of the District of Columbia will occur as a result of the May 2019 retirement of the Honorable John Ramsey Johnson. The District of Columbia Judicial Nomination Commission invites qualified individuals to apply for this vacancy by 12:00 p.m. on Monday, April 29, 2019.

Members of the bench, bar, and public are hereby notified by the District of Columbia Judicial Nomination Commission (the "Commission") that a vacancy on the Superior Court of the District of Columbia will occur as a result of the retirement of the Honorable John Ramsey Johnson, effective May 17, 2019. The Commission invites qualified individuals to apply for this vacancy by 12 pm on Monday, April 29, 2019. See D.C. Code §§ 1-204.31, 1-204.33. Application materials, including instructions, are available on the Commission’s website: www.jnc.dc.gov.

All persons interested in applying for this judicial vacancy shall review and comply with the application instructions on the Commission’s website. Applicants shall submit both an original and a paper copy of their complete application materials to the Commission. Do not email application materials to the Commission or individual Commission members. Individuals who submitted the JNC Form 21 for a vacancy on a District of Columbia court within the twelve months preceding their application for the vacancy created by the retirement of Judge Ramsey Johnson may submit a short-form JNC Form 21A, with appropriate attachments.

All application materials and correspondence shall be addressed to: Judicial Nomination Commission, 515 Fifth Street, NW, Suite 235, Washington, DC 20001. All application materials must be received no later than 12 pm on April 29, 2019. Late, incomplete, or outdated application materials will not be considered.

The Commission does not require letters of recommendation, letters of support, or endorsements, but it will accept them. Such letters must be received by the Commission no later than 5 pm on Friday, May 31, 2019.
Consult the application instructions on the Commission’s website for additional information on the procedures for submitting letters.

Questions concerning the application process for this judicial vacancy shall be directed to the Commission at (202) 879-0478 or dc.jnc@dc.gov. If you have questions about the application process, please participate in a JNC open conference call. Dates and dial-in information are on the Commission’s website https://jnc.dc.gov/page/apply-now.

Members of the District of Columbia Judicial Nomination Commission:

Honorable Emmet G. Sullivan, Chair  
United States District Court for the District of Columbia  
United States Courthouse  
333 Constitution Avenue, NW  
Chambers 4935-Annex  
Washington, DC 20001  
(202) 354-3260  
jnc@dcd.uscourts.gov

Ronald S. Flagg, Esq.  
Legal Services Corporation  
3333 K Street, NW  
Washington, DC 20007  
(202) 295-1620  
rflagg@lsc.gov

Mr. William Lucy  
1831 Sudbury Lane, NW  
Washington, DC 20012  
(301) 520-0576  
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John J. McAvoy, Esq.  
3110 Brandywine Street, NW  
Washington, DC 20008  
(202) 966-8544  
mcavoylaw@aol.com

Addy R. Schmitt, Esq.  
Miller & Chevalier, Chtd.  
900 16th Street, NW  
Washington, DC 20006  
(202)626-5837  
aschmitt@milchev.com

The Honorable Marie C. Johns  
Leftwich LLC  
1400 K Street, NW  
Suite 1000  
Washington, DC 20005-2403  
(202) 434-9124  
mjohns@leftwichllc.com
The U.S. Senate Select Committee on Ethics seeks a non-partisan attorney for the position of staff counsel. The staff counsel’s responsibilities include as assigned providing advice and training to the Senate community regarding ethics rules and laws, reviewing a high volume of financial disclosure reports, and working on investigative matters. This is a non-partisan position which requires the ability to serve all members of the Senate community equally without regard to their political affiliation and to refrain from activity that could impair the Committee’s reputation for non-partisanship. Applicants must possess outstanding written and oral communication skills and analytical abilities as well as the sound judgment necessary to evaluate matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, ethics counseling, financial disclosure, accounting, finance, securities law, investigations, and criminal law. All applicants must have a JD, be licensed and in good active standing to practice law in a state or territory of the United States or the District of Columbia and have a minimum of 3 years of relevant experience.

To apply, send a resume, cover letter, and writing sample (no longer than 15 pages) to mailbox_office@ethics.senate.gov.

The Committee is an equal employment opportunity employer.

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, trainings, 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.

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**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 supporting 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:

- 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.

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.

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.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=95b1fb83-92bd-4515-841c-8cadfdb3dc44

PRACTITIONER-IN-RESIDENCE POSITIONS AT AMERICAN UNIVERSITY
AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW

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
- Criminal Justice Clinic: http://apply.interfolio.com/59816
- Glushko-Samuelson Intellectual Property Law Clinic: http://apply.interfolio.com/59817

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.

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:
NVLSF 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.

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

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

All applications will be reviewed in confidence.

NVLSF is an equal opportunity employer.

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](http://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](http://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.

Responsibilities:

- 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](mailto: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.

STAFF ATTORNEY
HOUSING LAW UNIT
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

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.

**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 an 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.”

STAFF/SENIOR ATTORNEY
DETAINED CHILDREN’S PROGRAM
CAIR COALITION

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.

JD/BAR NOT REQUIRED

ADVOCACY MANAGER
DETENTION WATCH NETWORK

Who we are:

Founded by a group of dedicated individuals in 1997, Detention Watch Network (DWN) is a national coalition building power through collective advocacy, grassroots organizing, and strategic communications to abolish immigration detention in the United States. DWN is staffed by a small and growing team, committed to a vision of a world where every individual lives and moves freely and a society in which racial equity is the norm and immigration is not criminalized.
Recent Accomplishments:

- Secured over 100 Members of Congress to call for cuts in federal funding for detention and deportation through the #DefundHate campaign, and blocked a billion extra dollars in enforcement funding in Fiscal Year 2019;
- DWN hosted our 12th National Member Conference in spring 2018 in Denver, CO with 200 people in attendance;
- In collaboration with members, prevented the opening of new detention facilities in the Midwest;
- Sub-granted over $50,000 to grassroots members working to end detention locally.

Position Summary:

The DWN Advocacy Manager will play a critical role in advancing DWN’s mission to end immigration detention through advocacy, coalition building, policy analysis, strategy development and research. The Advocacy Manager will take the lead in supporting Congressional oversight and accountability work, and in developing and executing strategies to advance marker legislation. They will also serve as an important coalition-builder for DWN members and allies who engage in advocacy at the national level and as a resource for local DWN members engaging in in-district or state level advocacy, including supporting both of DWN’s primary campaigns: Defund Hate and Communities Not Cages.

This position reports to DWN’s Policy Director.

What you’ll do:

Build coalition power:

- Provide thought partnership and support DWN members in building relationships with and/or plans to pressure their Members of Congress; use DC-based presence to reinforce in-district or state level constituent work.
- Share policy/legal information and analysis with DWN staff, members and allies with a strong focus on accessible communication through a variety of platforms.
- Bring a strong anti-criminalization, abolitionist and racial equity lens to all policy and advocacy work, as well as a commitment to alignment with the analysis and demands of frontline communities.

Develop expertise on immigration detention policy:

- Offer policy expertise on immigration detention for DWN members, allies, the media and elected officials (issue-based expertise may take some time to build and that’s ok!). This will take a wide range of forms from analyzing bill text to answering questions from members, Hill staffers, and reporters.
- Draft backgrounders, explainers, sign-on letters and other written materials.
- Conduct basic research and distill complex policy and/or legal information for different audiences.

Advance DWN’s federal advocacy work:

- Build and maintain coalitions of other organizations (including DWN members who engage in advocacy) to support DWN’s advocacy goals.
- Track shifting threats and opportunities in federal policy and legislation. This will include developing and then building support for marker legislation, defeating harmful proposals, and robusting supporting Congressional oversight and accountability.
- In close collaboration with the Policy Director, other DWN staff and DWN members, develop bold and values-aligned strategies to advance DWN’s advocacy goals.
- Build and maintain relationships with strategic elected officials and decision-makers; leverage those relationships to build support for DWN’s campaign goals and policy asks.
You’ll thrive in this role if this sounds like you:

*While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren’t sure but are excited about the position, we encourage you to apply!*  

- Demonstrated commitment to DWN’s values
- At least four years of experience working on policy, advocacy, or organizing
- Excellent verbal and written communication skills
- Experience researching, synthesizing and citing complex policy and legal information
- Strong organizational skills and ability to handle the shifting contexts and nuances coalition building entails
- Ability to work independently and collaboratively, work well under pressure and adhere to deadlines while balancing multiple projects
- Strong attention to detail
- Familiarity with social justice issues, particularly related to migrant justice, racial justice and ending mass incarceration

We’re hoping you bring 1-2 (or more) of these bonus skills:

- Fluent in English and Spanish
- Experience with public speaking and facilitation
- Experience working with diverse coalitions
- Experience building out and implementing strategy
- Experience working against immigration enforcement

Salary Range: $65,000-$75,000

Why work for DWN?

- **Paid Time Off:** Staff are eligible for 15 vacation days their first year of employment; 20 vacation days during years two through seven; and 25 vacation days after eight years of employment; plus we are closed between December 25 and January 1.
- **Commitment to our staff:** DWN invests in staff growth and professional development opportunities and is committed to providing regular feedback and opportunities for advancement.
- **Crystal clear focus:** Our team gets to work with dedicated and growing membership committed to the abolition of immigration detention.
- **Wellness Fund:** We know that this work can be physically and emotionally taxing, so DWN offers a wellness fund to all staff: a stipend of $500 per year to go towards personal health and self-care (yoga classes, therapy co-pays, massages, workout gear—whatever works for you!)
- **Our team is awesome:** You’ll be working with a group of smart, dedicated, and caring people who know how to have fun while getting a lot done in a low-ego environment!
- **Added perks:** We offer generous benefits and salaries, a monthly cell phone stipend to all staff, flexible work from home options, annual 3% Cost of Living Adjustments (COLAs), plus staff are entitled to a sabbatical after eight years on staff. We can also provide relocation funds.

To Apply:

Email your resume, cover letter, and writing sample to jobs@detentionwatchnetwork.org.

Detention Watch Network, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age,
mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, marital status, veteran status, medical condition, or any other protected classification. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

SENIOR DIRECTOR
POLICY AND GOVERNMENT RELATIONS
AMERICAN RIVERS

Named one of the best groups to support in 2017 by “Outside” magazine, American Rivers protects wild rivers, restores damaged rivers, and conserves clean water for people and nature. Since 1973, American Rivers has protected and restored more than 150,000 miles of rivers through advocacy efforts, on-the-ground projects, and an annual America’s Most Endangered Rivers® campaign. Headquartered in Washington, DC, American Rivers has offices across the country and more than 355,000 members, supporters and volunteers. American Rivers maintains a positive work environment with a culture of learning, support and balance. For more information please visit [www.americanrivers.org](http://www.americanrivers.org).

American Rivers embraces and celebrates diversity, equity, and inclusion in all that we do. Rivers Connect Us is more than just our tagline. The beauty of rivers is that they connect all people and communities, and we seek to build and embody this diversity in our organization and throughout the conservation field. The life experiences, knowledge, innovation, and talent that each individual brings to our work provides perspectives, experiences, and competencies which are critical to our effectiveness in protecting wild rivers, restoring damaged rivers, and conserving clean water for people and nature.

Job Summary:

The Senior Director for Policy and Government Relations (PGR) serves in a leadership position at American Rivers. The Senior Director is responsible for the development and implementation of short and long term legislative and policy goals in support of the organization’s strategic plan. The Senior Director is a primary spokesperson for American Rivers among elected officials and their staff, government agencies, river activists, civic and community leaders, and other key constituencies. The Senior Director is responsible for representing American Rivers before Congress and administrative agencies and serving as a principle liaison to other national advocacy organizations. The Senior Director is responsible for PGR division compliance with all relevant American Rivers policies and procedures; maintains accountability standards and ensures adherence with the organization's core values, mission and strategic plan.

Principal Responsibilities:

- Raise the profile of American Rivers among key policy makers and constituencies.
- Develop in consultation with the President, Senior Vice President of Conservation (SVP) and the Vice President (VP) for River Conservation Strategies overarching legislative, policy and advocacy strategies and goals that support and enhance our policy, field, and conservation practice work. This includes linking our national and regional policy advocacy and ensuring strong integration of and communications across the American Rivers’ Conservation Department.
- Implement PGR strategy, prioritizing work to match organizational resources and working in close collaboration with SVP and VP.
- Prepare reports and analyses as needed on PGR division performance against goals for the SVP, the President and Board committees.
- Represent American Rivers before Congress, federal agencies and state governments on issues such as conservation finance, appropriations, water resource policy, river protection and restoration, climate adaptation, and other priority legislative and administrative initiatives. Responsibilities include reviewing testimony, testifying before relevant committees, building relationships with Members of Congress staff, and providing comments on executive branch agency proposals.
• Direct organizational actions in strict compliance with federal lobbying and election laws.
• Develop and successfully manage division budget, allocating resources to match annual priorities.
• Work with division and Advancement staff to create funding strategies for legislative priorities that provide stable, long-term funding for the organization as a whole. Work with SVP and VP and other departments to integrate funding strategies and individual funding proposals at the department and organizational level.
• Serve as a principle liaison with other national conservation groups, including the Green Group and the Partnership Project.
• Work collaboratively with other staff to utilize Board members, donors, coalitions, networks, and other key relationships to expand funding and maximize opportunities to affect legislation and ensure the implementation of policies that protect and restore the nation’s rivers.
• Work with SVP, VP, and policy and communications staffs to develop media and web-based strategies for specific conservation goals.
• Supervise direct reports, work with direct reports to develop individual and division-wide work plans, and hold staff accountable for compliance with organizational policies and procedures.
• Provide exemplary leadership within the Conservation Department and the organization as a whole, setting and upholding the highest standards of professional excellence, personnel management, organizational compliance, and personal integrity.
• Lead division staff to work in an effective, collegial, and integrated fashion with other divisions, departments, and offices.

Minimum Qualifications:

• Advanced degree and at least 12 years of relevant legislation and policy experience with progressively increased responsibilities and roles or an appropriate combination of education and experience with at least 15 years of relevant experience. Experience working on Capitol Hill, either as staffer or lobbyist, preferred.
• Excellent personnel management skills, including the ability to inspire excellence, clearly communicate expectations, mentor staff, build and maintain morale, and recruit and retain talented staff.
• Proven experience and a dedicated commitment to supervising and supporting staff.
• Demonstrated ability to work on teams with diverse perspectives, values, and identities.
• Proven ability to develop policy and legislative strategies, set priorities, delegate responsibilities, ensure accountability, and allocate resources effectively.
• Working knowledge of federal agencies, laws, and policies dealing with use and conservation of natural resources, particularly the Clean Water Act, Wild and Scenic Rivers Act, Endangered Species Act, National Environmental Policy Act, and other conservation laws.
• Working knowledge of federal budget process, including preparation of administration budget request and congressional budget and appropriations processes.
• Excellent time, budget, and organizational management skills, including demonstrated excellence in setting and achieving goals.
• Ability to represent American Rivers effectively before foundations, major donors and public officials.
• Outstanding communication skills (media, written, verbal and public speaking) and the ability to effectively represent American Rivers to a diversity of audiences.
• Team player with excellent interpersonal skills and the ability to work collaboratively with colleagues in promoting the goals and objectives of the organization.
• Willingness to register as a lobbyist.
• Deeply held commitment to American Rivers’ mission of protecting wild rivers, restoring damaged rivers, and conserving clean water for people and nature.

Compensation and Benefits:

Salary is commensurate with experience. Full-time and full-time equivalent employee benefits include health, dental and life insurance, a retirement plan, and generous leave time.
Application Process:

Applications will be considered immediately. Applicants should submit a resume and cover letter at https://americanrivers.bamboohr.com/jobs. No phone calls please.

American Rivers is an Equal Opportunity Employer
Candidates of all backgrounds are encouraged to apply.

POLICY MANAGER
WOMEN IN GOVERNMENT FOUNDATION, INC.

Women In Government Foundation, Inc., headquartered in Washington, D.C., is a national non-profit, non-partisan organization of women state legislators that provides leadership opportunities, expert forums, and educational resources to address and resolve complex public policy issues to all 2,123 women state legislators. Learn more about Women In Government at www.womeningovernment.org. Women in Government is an affiliate of The Council of State Governments.

Job Summary:

To manage and oversee duties related to policy and programs including direct support to the Executive Director; execute policy resources, events and programs; manage policy resource centers; lead and execute assigned publications; orchestrate speaker identification and confirmation for meetings; creation of conference meeting books; other policy and meeting support on an as-needed basis.

Primary Responsibilities:

- Develops and executes policy resources, including legislative tracking, researching and preparing products such as toolkits, policy briefs, newsletters, etc.;
- Develops and executes a communications plan, including all media, social media and website communications;
- Provides policy oversight for all WIG conference/events and state activities coordinating with other WIG staff, including generates and manages agenda development and speaker recruitment
- Provides onsite Department/organizational support at conferences as assigned;
- Coordinate and ensure adherence to major Department deadlines/timelines, including events calendar and editorial calendar for department communications, including publications/newsletters
- Responsible for managing policy components for planning conferences, presentations, briefings, and other projects as assigned.
- This includes the creation and maintenance of scripts, PowerPoint presentations, facilitation notes, and talking points for staff and legislators, etc.: 
- Responsible for supervising the gathering and shipping materials to conferences, when applicable;
- Collaborate with other staff to develop conference agendas;
- Speaker recruitment, working with sponsors to identify speakers, etc.;
- Provide onsite department/organizational support at conferences;
- Conduct Future Women In Government (FWIG) program at national conferences.

Support Communications and Publications Which Includes:

- Manage social media accounts;
- Identifies trends in state and federal policy;
- Reviews policy reports, research and other resources and incorporate into communications and programs;
- Execute monthly newsletters;
- Responsible for the development and distribution of materials, including legislative toolkits, newsletters, and survey/evaluations, including maintenance of legislative toolkits, continuous and proactive assessment of material needs.
- Maintenance and execution of survey and evaluation responses.
- Manage and participate in a variety of policy programs, including Policy Resource Centers, assisting the Executive Director to recruit; train and supervise interns and other academic staff;
- Manage and oversee Resource Center projects;
- Facilitate communication between sponsors and others as assigned.

Skills and Abilities:

- Excellent written, verbal and digital communication skills;
- Proficiency with office equipment and technology;
- Knowledge of and/or willingness to learn policy tracking software and services;
- Logical thought processes and problem-solving skills;
- Demonstrated ability to work and collaborate well with others;
- Experience working with/in diverse and inclusive settings.

Experience and Education Requirements:

- Bachelor's degree required; graduate coursework preferred;
- Three years of work experience in public policy experience in/with state legislative branch and/or non-profit sector preferred.

Application Instructions:

Interested applicants must complete the online application and include a resume and cover letter. [https://csg.applicantpro.com/jobs/1012575.html](https://csg.applicantpro.com/jobs/1012575.html)

CSG is an Equal Opportunity Employer (Minorities/Females/Veterans/Disabled)
Specific Duties and Responsibilities:

Advocacy

- Serve as the principal representative of the Lawyers’ Committee on Capitol Hill and in state and local legislative bodies;
- Develop and execute campaigns to help achieve success on the organization’s policy agenda;
- Coordinate the Lawyers’ Committee’s communications with administration officials and federal, state, and local agency officials;
- Prepare testimony for Congressional Committees, state, and local hearings and panels;
- Work with Lawyers’ Committee program staff to develop policy positions on key priorities;
- Represent the Lawyers’ Committee in coalitions organized to advocate for our priorities and serving as a liaison to our sister organizations; and
- Communicate and activate the Lawyers’ Committee’s Board members, supporters and the general public on public policy issues.

Reports and Research

- Work with staff to develop a research agenda on issues of concern to the Lawyers’ Committee;
- Prepare reports on public policy priorities that educate policymakers, advocates, and the public; and
- Produce white papers on civil rights issues.

Experience and Qualifications:

- Excellent written communication, including the ability to write reports, policy positions, white papers and correspondence;
- Excellent verbal communication and interpersonal skills, including tact and professionalism in dealing with staff and the public;
- Understanding of federal government operations and the legislative process;
- Applicants should possess a B.A. at minimum, a J.D., Master’s degree or other advanced education or related experience a plus;
- Applicants must possess knowledge of civil rights laws and policies;
- Prior demonstrated experience in public policy advocacy, administrative advocacy, preparation of major policy documents, and White House relations;
- Managerial experience is preferred; and
- A strong commitment to racial justice and the rule of law is critical.

To Apply:

Please submit a cover letter and resume to https://podio.com/webforms/22187226/1556737. 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.

CHIEF OF STAFF
IMMIGRATION JUSTICE CAMPAIGN
AMERICAN IMMIGRATION COUNCIL

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

The Immigration Justice Campaign is a collaboration between the American Immigration Council and the American Immigration Lawyers Association. The Campaign is a broad-based project to activate a community of lawyers (and other volunteers with supporting skills) to defend detained immigrants facing removal and to advocate for due process and justice for noncitizens targeted for immigration enforcement. We are seeking talent to join our team!

Your Role:

The Chief of Staff will oversee the operations and workflow of the Justice Campaign team and ensure that the team achieves benchmarks related to the strategic and annual plans. This position will:

- Support the Director by organizing a picture of the priorities, projects, decisions and actions that need the Director’s attention and by assisting the Director in executing projects as needed.
- Manage internal team meetings and retreats and devise strategies to keep the team working together as a cohesive and effective unit throughout the year.
- Create the mechanisms for and manage the process of tracking the team’s progress to goals and annual work plans.
- Provide input and advice to the Director on Campaign strategy and, once strategy and direction are clear, make recommendations to the Director for how to develop best internal structure, protocols and processes to accomplish these objectives, measure progress, and hold each other accountable for outcomes.

This position includes supervisory responsibilities and is accountable for total performance management, including selection, termination, performance reviews, salary administration and career development of one Operations Associate.

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

Essential Job Functions:

Responsibilities include, but are not limited to:

- Oversee day-to-day operations of the Campaign, including ensuring that the Campaign’s internal meetings are properly organized and executed, that Council policies and procedures are communicated to team members as needed, and that team members abide by such policies as well as other similar process-oriented matters.
- Oversee day-to-day work flow of the Campaign, including by creating MOCHAs for each Campaign goal, developing and managing a work plan for the cross-organizational Campaign team, and developing and overseeing internal accountability mechanisms for outcomes.
- Lead the Campaign team in tracking and assessing progress toward the Campaign’s goals, including regularly carving out time for the team to reflect on how the Campaign’s drivers of scale are working and to think strategically about how to improve the Campaign’s models.
• Manage and organize the annual goal-setting process for the Campaign team by acting as project manager and ensuring alignment with the Director and Council procedure/timetable.
• Manage and organize internal team meetings, retreats and other special events both internally and with stakeholders and coordinate agendas for the Director.
• Help the team stay connected and cohesive across organizations and when telecommuting/working remotely. Implement a plan to engage remote workers more fully in Campaign- and Council-wide meetings and events.
• Help the Director identify priorities, strategically align his/her time with those, and revisit them regularly to assess progress.
• Provide input and advice to the Director on Campaign strategy and, once strategy and direction are clear, make recommendations to the Director for how to develop best internal structure, protocols and processes to accomplish these objectives, measure progress, and hold each other accountable for outcomes.

Required Education and Experience:

At least 8-10 years of professional experience with an advanced degree.

Our Workplace:

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

Your Colleagues:

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

For Consideration:

Qualified applicants are to submit cover letter, resume and salary requirement online. Cover letter should include a summary of how your background, knowledge, skills and abilities relate to the responsibilities and requirements of the position.

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

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

COUNSEL
OFFICE OF CONGRESSWOMAN SYLVIA R. GARCIA

The Office of Congresswoman Sylvia R. Garcia seeks a Counsel to handle her Judiciary Committee portfolio with a significant focus on immigration. The position will also cover a wide-ranging legislative portfolio of issues to be determined. Candidates should have experience drafting, advancing, and analyzing legislation and monitoring legislative developments along with a proven track record of developing ideas for legislation. This is not an entry
level position. Texas ties and Spanish fluency a plus. The office is an equal opportunity employer and encourages women, minorities, and LGBTQ candidates to apply.

Qualified applicants should submit a cover letter and resume to TX29SG.Resumes@mail.house.gov with “TX-29 Judiciary Counsel” in the subject line. No phone calls or drop-ins 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:

Apply online.

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 of 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](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.

**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 grant-making 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.

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 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.

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

LAW CLERK
STATEWIDE ADVOCACY SUPPORT CLI
MARYLAND LEGAL AID

Essential Functions:

Under the supervision of an attorney, law clerks are generally expected to handle some functions related to casework from initial intake through representation of clients at administrative and other hearings permitted by law. Law clerks may be expected to work together with attorneys on cases or projects. Some law clerks may perform exclusively or primarily non-casework functions.

Legal projects:

Maintenance of expungement files. completion of legal intake. drafting of court documents (with supervision). drafting of closing letters. attendance at clinics with greeting and intake.

Unique opportunities:

Opportunity to get out of the office and observe/work at mobile legal clinics. experience with a high volume, fast-paced unit.

Work hours:

Preference given to full time applicants but part time will be considered

Tasks assigned to law clerks may include, any or all but are not limited to the following:

Duties and Responsibilities:

- Screen clients for eligibility.
- Conduct preliminary and subsequent interviews with clients.
- Schedule appointments, hearings, etc.
- Conduct factual investigation and analysis, and legal research.
- Under the supervision of the staff attorney, supervising attorney, and or chief attorney prepare documents and correspondence which will include complaints, answers, memoranda of law, briefs, etc.
- Assist in or develop case theory and strategy for the representation of clients.
- Perform other duties, as assigned within the scope of the essential functions of the position.
Qualifications:

Individual must be enrolled in law school, have basic written and oral communications skills, and must demonstrate potential to perform duties of a law clerk.

To Apply:

Please send cover letter (required) and resume through the online portal.

SUMMER INTERNS
U.S. REP. BILL PASCRELL, JR.

U.S. Rep. Bill Pascrell, Jr. (D-NJ), member of the Ways and Means Committee, seeks summer interns for his Washington, DC office. This internship term runs from the start of June through the start of August. Duties include sorting and processing mail, greeting visitors, answering phone calls, attending briefings and hearings, researching legislative issues, leading tours of the Capitol, assisting our press team, and drafting constituent correspondence. Ties to New Jersey are strongly preferred, but not necessary. Congressman Pascrell has served in Congress for 20 years and serves on the Ways and Means Committee. He holds a leadership position on the Democratic Steering and Policy Committee. This internship is an opportunity to work in a veteran office and learn the ins and outs of Congress. We are very open to interns working in the areas that interest them most and taking on increasing responsibility as the summer progresses.

Interested applicants should send a resume and cover letter to Christopher Hadad (Christopher.Hadad@mail.house.gov). All applications are due by April 12th, 2019.

INTERNSHIP
SENIOR FOREIGN AFFAIRS COMMITTEE

Internship with Senior Foreign Affairs Committee/Financial Services Committee Member Congressman Brad Sherman (CA-30) seeks highly motivated, professional, and dedicated interns who are passionate about government and politics. Strong oral and written skills and close attention to details are imperative. Tasks include answering the phones, handling incoming and outgoing mail, leading Capitol tours, addressing constituent concerns, and attending briefings and supporting staff as needed. Ties to California’s 30th Congressional District are a plus, but not required.

Interested applicants should e-mail a cover letter and resume to Brads.Interns@mail.house.gov.

All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. We are currently seeking interns for: Spring: March- June 3 Summer: June- August.

INTERNSHIPS
HOUSE DEMOCRATIC CAUCUS

The House Democratic Caucus offers full-time internships each Academic quarter.

The House Democratic Caucus seeks full-time interns, only. Applicants must be either college/graduate students receiving academic credit or Congressional internship/fellowship program participants.

Responsibilities include (but are not limited to) supporting the Operations team in preparing Caucus events, answering phones, providing constituency outreach support to Democratic Members of Congress and their staff, conducting research, extracting and formatting large quantities of data, writing detailed memos, attending relevant briefings and meetings, and assisting with team projects.
Applicants should be motivated, detail-oriented, possess excellent verbal and written communication skills, and be able to problem solve and multi-task. Experience or interest in social media is a plus. Women and minorities are strongly encouraged to apply.

Please send a cover letter and resume to CaucusInternResume@mail.house.gov. Applications will be reviewed on a rolling basis.

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

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs, a non-profit law firm, is seeking talented undergraduate students who are committed to social justice and interested in learning about prisoners’ rights. The Committee’s work focuses on addressing conditions of confinement for DC prisoners and the rights of and formerly incarcerated people.

Duties and Responsibilities:

- Responding to prisoner correspondence, including provision of information
- Interviewing individuals at DC jail facilities or in our offices
- Conducting research on topics related to prisoners’ rights and prisoner reentry
- Handling administrative tasks supporting the Committee’s work on behalf of prisoners and formerly incarcerated people
- Interns will be responsible for managing their own caseloads and participating as a member of a legal team.

How to Apply:

Applications are accepted on a rolling basis.

To apply, please submit a cover letter, resume, writing sample, and transcript (unofficial is fine) to internships@washlaw.org

CIVIL RIGHTS LEGAL INTERNSHIP SUMMER 2019
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 justice through litigation, client and public education, and public policy advocacy. While we fight discrimination against all people, we recognize the central role that current and historic race discrimination play in sustaining inequity and recognize the critical importance of identifying, exposing, combatting, and dismantling the systems that sustain racial oppression. We partner with individuals and communities facing discrimination and with the legal community to achieve justice.

The Committee seeks law students with a demonstrated commitment to civil rights, racial justice, and anti-poverty advocacy for internships during the summer of 2019.

Internship Description:

Law student interns with the Committee obtain hands-on experience investigating, researching, and working with clients on civil rights matters. Interns will receive regular supervision and feedback. Each intern will work primarily in one of the Committee’s strategic focus areas, based on the needs of the Committee:

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

Qualifications:

Law school interns should have a demonstrated commitment to public interest work and strong written communication and organizational skills. Rising 3Ls are preferred, but rising 2Ls with outstanding qualifications will be considered. Fluency in Spanish, or other foreign language, is desired but not required.

Salary:

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

Application Instructions:

Internship selection will be conducted on a rolling basis. To submit an application, please send an email with (1) a cover letter indicating the area(s) on which you would like to focus during your internship, (2) your resume, (3) an unofficial transcript, and (4) a 4-7 page writing sample to internships@washlaw.org, subject “[Your Name] – 2019 Summer Internship Application.”

NATIONAL SECURITY POLICY INTERN SUMMER 2019
HUMAN RIGHTS FIRST

The role of the Policy Intern will be to support the work of Human Rights First’s National Security Team. The Policy Intern will report to the International Legal Counsel, National Security. They will also work closely with the Advocacy Counsel in the areas of torture, the Guantanamo Bay detention facility, the use of war powers to counter terrorism, compliance with the law of armed conflict, the 2001 Authorization for the Use of Military Force, and the targeted killing/drone strike program. The Policy Intern will also work with other members of the National Security Team to advance program goals and strategic objectives.

Essential Duties and Responsibilities:

• Legal, policy, and factual research on issues related to national security policy;
• Monitor and attend congressional hearings, mark-ups and floor debates;
• Research legislation, legislative history, legislators’ backgrounds and voting records;
• Assist staff with written and oral correspondence with partner NGOs and government offices;
• Represent Human Rights First at various NGO-government liaison meetings and take detailed notes for Human Rights First staff, as needed;
• Provide research and administrative support for and participate in weekly national security related meetings, chaired by Human Rights First;
• Draft blog posts; contribute to Twitter account; and
• Administrative and other tasks as needed.

Desired Skills:

• Excellent research, analytical, and communication skills;
• Demonstrated commitment to and informed knowledge of human rights and/or national security issues;
• Excellent project management skills, capacity to take initiative, to finish assignments under pressure and to work collegially with others; and
• Sense of humor
**Education:**

Currently enrolled in, or recently graduated from, an accredited undergraduate university.

**Compensation:**

Unpaid

**Start Date and Time Commitment:**

June 5th, 2019. 35 hours per week minimum. Internship will run until August 16, 2019.

**Application Instructions:**

**Apply by March 18th, 2019.** Interested candidates should apply at [https://www.humanrightsfirst.org/careers](https://www.humanrightsfirst.org/careers). Please include a cover letter, resume, and writing sample (no longer that 5 pages), Names and contact details for two (2) references, all in PDF format.

Only selected applicants will be contacted for phone or in-person interviews. NO PHONE CALLS, PLEASE

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**SUMMER INTERN 2019, RESHAPING PROSECUTION**

**VERA INSTITUTE OF JUSTICE**

Join us for an exceptional 11-week paid internship that offers the opportunity to drive meaningful change and to tackle the most pressing injustices in our day. Vera’s summer internship will give you the opportunity to work with passionate, diverse, dynamic, and innovative individuals to work on complex projects. You will have the opportunity to apply some of the skills you’ve acquired in school as well as learn from our amazing staff. In addition to having the opportunity for personal and professional development, you’ll:

- Network with and learn from Vera’s Leadership Team;
- Attend brown bags to enhance your understanding of criminal justice reform;
- Develop your professional and personal network;
- Learn the inner workings of a non-profit leader in criminal justice reform;
- Cultivate your passion for equal justice for all!

Vera offers summer internships to high school, undergraduate and graduate students in all disciplines of study. Some preference is given to applicants with demonstrated experience and/or interest in the field of social and/or criminal justice. However, qualifications and responsibilities vary by department. All are encouraged to apply.

**About Vera:**

The Vera Institute of Justice, founded in 1961, is an independent, non-partisan, nonprofit organization that combines expertise in research, technical assistance, and demonstration projects to assist leaders in government and civil society, examine justice policy and practice, and improve the systems people rely on for justice and safety. At a time of unprecedented challenge, we’re fighting for justice reform built on bedrock American values and grounded in action at the state and local level.

**Reshaping Prosecution Program:**

Prosecutors play a critical, but hidden, role in mass incarceration as the most powerful actors in the criminal justice system. They decide who to charge with a crime, what crime to charge, whether to ask that a person sit in jail pending trial, and what sentence to ask for upon conviction. Yet, despite this immense power, prosecutors...
have largely not been the focus of criminal justice reform efforts until recently. Our program is dedicated to reshaping what it means to be a prosecutor by focusing on the dignity of all people impacted by the criminal justice system. We use data-based analysis to help prosecutors across the country end mass incarceration, eliminate racial disparities, and provide greater transparency to the communities they serve.

Our intern will assist with project work including, but not limited to:

- Surveying progressive prosecutor offices to catalog reform efforts across the country
- Research on potential communities and prosecutors that would benefit from our work
- Keeping the team up to date on the latest literature, trends, and elections impacting prosecution reform

Successful Vera interns bring the following skills and competencies to work:

- Currently enrolled in an undergraduate or graduate program
- A clear interest in criminal defense, prosecution, or social justice as a whole
- Demonstrated strong writing skills
- A demonstrated ability to work with people from diverse backgrounds

Preference given to applications with:

Community organizing or advocacy experience

The Nitty-Gritty:

- Internships start on June 3rd and end on August 16th, with some flexibility to accommodate school schedules
- Interns are paid $16 per hour for a 35-hour work week
- Internships are centered outside from one of our offices (NYC, DC, LA or New Orleans)
- Internships are filled on a rolling basis. It is suggested that you apply as soon as possible.

How to Apply:

https://www.vera.org/careers/job?id=job_20190207152841_BO1NY74XLYXQUF

Please submit cover letter and resume. Cover letters should include your preferred job location. Applications will be considered on a rolling basis until the position is filled. Online submission in PDF format is preferred.

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

ATTN: Human Resources / Summer 2019 Internship - Policing
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.
SUMMER INTERN
LEGAL COUNSEL FOR THE ELDERLY

Legal Counsel for the Elderly is recruiting for a Summer Intern to split the summer between 2 units - Project HELP, working on wills and powers of attorney for homebound clients (3 days) and Housing, providing litigation support for the eviction prevention team (2 days).

Summary:

Under the supervision of an experienced and licensed attorney, the LCE intern will be exposed to and participate in a variety of legal functions related to the practice of law in an elder law setting for low and moderate-income older persons. The intern will complete the internship with an exposure to and some knowledge of various functions in the practice of law and have the opportunity to engage in such activities as well as learn a significant amount of elder law in the process.

Responsibilities:

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

- Interviewing of current and prospective clients;
- Conducting fact investigation;
- Calling clients on the phone and/or visiting them in the community or at the court or administrative tribunal;
- Documenting computerized case management data bases;
- Conducting legal research and writing;
- Observing attorneys in court or in administrative proceedings;
- Drafting correspondence;
- Observing the formulation and implementation of legal strategies;
- Following settlement negotiations.

Requirements:

The successful applicant will be enrolled as a law student in an accredited law school, have demonstrated interest in serving the needs of lower income older people and have a sensitivity to their needs. Spanish-speaking ability is a plus.

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

How to Apply:

Interested students must apply through the AARP website: https://careers.aarp.org/ShowJob/Id/1962764/Summer-Legal-Counsel-for-the-Elderly-Intern/. Please also email your resume to Tina Smith Nelson at tsnelson@aarp.org.

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

AARP is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. AARP does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.
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 quickly learn and internalize complex medical and legal concepts
- Ability to conduct broad legal research, not just case law (informal guidance, agency directives, websites)
- Clear, simple, professional legal writing
- Strong organizational and time management skills for a high-volume caseload
- 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.

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.

**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)

ATTORNEY
LEGAL AID OF NC
RALEIGH, NORTH CAROLINA

Background:

Legal Aid of NC is a statewide, nonprofit [501(c)(3)] law firm that provides free legal services in civil matters to those households whose income falls below 125% of the federal poverty guidelines. The Farmworker Unit serves migrant farmworkers and their dependents throughout the state. North Carolina agriculture depends heavily upon migrant farmworkers to cultivate and harvest its tobacco, fruits, vegetables, and Christmas trees. Many workers live in labor camps and are dependent upon farm employers not only for work and housing, but also for access to goods and services. Cases typically involve wages and substandard living and working conditions, and may involve claims of forced labor. Unit attorneys also handle immigration cases, including applications for victims of labor trafficking.

The Unit’s office is centrally located in Raleigh, but staff and volunteers make regular visits to rural areas where farmworkers live and work. The Unit has four lawyers, three paralegals, a community education coordinator, and support staff. Unit staff work cooperatively with advocates in community-based organizations and other
providers of legal services. For more information about the Unit and its work, see http://www.farmworkerlanc.org.

Responsibilities & Duties:

Represent clients and handle cases within program priorities, both individually and as a part of a team with other attorneys and paralegals; lead evening outreach team and conduct client education sessions; supervise law student or summer intern.

Qualifications:

Fluency in Spanish required; experience working with migrant farmworkers and with employment and immigration law preferred. Must be either a member of the North Carolina Bar, eligible for admission, or willing and able to take the next bar examination.

Salary:

DOE. Excellent benefits package. Relaxed office atmosphere.

Application Deadline:

Open until filled. E-mail cover letter, resume, legal writing sample, and names/contact information of three references to Managing Attorney Lori Johnson: LoriE@legalaidnc.org

Legal Aid of North Carolina is an equal opportunity employer. Selection will be based on merit and will be without discrimination because of race, color, national origin, ancestry, ethnicity, citizenship, creed, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, mental disability, marital status, familial status, or any other legally protected status.

STAFF ATTORNEY
BATTERED IMMIGRANT PROJECT
LEGAL AID OF NORTH CAROLINA
GREENVILLE, NORTH CAROLINA

Summary:

Legal Aid of North Carolina's Battered Immigrant Project seeks a full-time staff attorney to help immigrant victims of domestic violence, sexual assault and human trafficking apply for immigration relief. The attorney will work in Legal Aid's Greenville office.

The Battered Immigrant Project is a statewide project of Legal Aid of North Carolina that provides linguistically and culturally appropriate immigration services to immigrant victims of violence. The project also helps immigrant clients with other issues related to their victimization. Legal Aid of North Carolina provides free legal services in civil matters to low-income people in order to ensure equal access to justice and to remove legal barriers to economic opportunity.

Responsibilities & Duties:

- Prepare immigration applications for immigrant victims of domestic violence, sexual assault, human trafficking and other violence
- Represent clients in immigration court
- Provide help, which may include litigation, to clients with legal issues involving family law, housing, and public benefits
- Conduct trainings for social service and law enforcement agencies that collaborate with us
- Participate in community education activities outside of the office

**Qualifications:**

**Required**

- N.C. State Bar license
- Excellent verbal and written communication skills
- Proficiency in Spanish
- Willingness to readily work beyond a 7.5-hour workday and 37.5-hour workweek, including evenings and weekends, when casework, outreach, special events or other obligations so require.

**Preferred**

- Demonstrated commitment to social justice and legal advocacy for the poor

**Salary:**

$43,400+, depending on experience. Excellent leave and a generous benefits package.

**To Apply:**

Apply online.

**LANC is an equal-opportunity employer.** Selection will be based on merit and will be without discrimination because of race, color, national origin, ancestry, ethnicity, citizenship, creed, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, mental disability, marital status, familial status, or any other legally-protected status.

**SENIOR IMMIGRATION ATTORNEY**  
**SAFE PASSAGE PROJECT**  
**NEW YORK, NEW YORK**

Safe Passage Project provides free lawyers to 800 child refugees who are being deported.

Many children embark alone on the long and dangerous journey to the United States seeking protection. They are fleeing trauma such as gang violence and recruitment, abuse, and sexual assault. In 2017, the government reported that they apprehended over 40,000 immigrant children seeking entry to the United States. Closer to home, the New York Immigration Court has more than 15,000 cases involving children on its docket.

Immigrant children are not afforded free legal representation by the government, regardless of their age. As a result, more than half of immigrant children must go through immigration proceedings without the aid of a lawyer. Unable to effectively argue their claim for the legal protections they may qualify for, more than 80% of these children are issued deportation orders. To many, this means returning to the danger from which they fled.

This is where **Safe Passage Project** steps in, providing free legal assistance to these refugee and immigrant children in New York City and Long Island who are facing removal despite their strong legal claim to stay in the United States.

Safe Passage Project is growing rapidly; we are currently the largest provider of free lawyers to immigrant children in New York State. Since 2015, our funding has increased more than sevenfold.
Check out recent press on our work in The New Yorker and Glamour.

About the Role:

The Senior Immigration Attorney will be joining a group of exceptional public interest attorneys to directly impact the lives of immigrant children looking for safety and security. The Senior Immigration Attorney will mentor pro bono attorneys in providing legal representation in immigration and other related proceedings, including cases involving asylum, Special Immigrant Juvenile Status, and other forms of immigration relief. Positions are open both in the NYC and Long Island Team.

Your responsibilities will include:

- Supervise and mentor pro bono attorneys representing minors in in removal proceedings before the Executive Offices for Immigration Review (EOIR) in New York, Asylum Office, USCIS, and Family Court;
- Represent minors in similar proceedings. The Senior Immigration Attorney will have a minimum of 5 direct cases;
- Collaborate with Senior Staff in the analysis and creation of legal strategies;
- Participate and assist in the supervision of legal screenings;
- Contribute to the creation of policies and strategies for Safe Passage Project;
- Supervise and provide detailed reporting statistics on each pro bono and direct case;
- Prepare trainings and materials to present at Safe Passage Project trainings.

Qualifications:

The strongest candidates for this position will have most, though likely not all, of the following qualifications and characteristics:

- J.D. degree and admission to New York State Bar;
- Four (4) or more years of experience in immigration law;
- Ability to work independently as well as collaboratively on an interdisciplinary team in a fast-paced, high intensity environment;
- Excellent written, analytical, oral, organizational and time management skills;
- Spanish language skills (preferred);
- Experience working with diverse communities;
- Experience working with children;
- A commitment to the work of Safe Passage Project and readiness to grow and learn with the Safe Passage Project team.

Compensation & Benefits:

Safe Passage Project offers competitive salary and benefits, commensurate with experience and skills. In addition, Safe Passage Project offers a flexible work environment, including the opportunity to work from home, flexible hours, unlimited time off, and 12 weeks paid family leave. The team works on a beautiful campus at a terrific office location in Tribeca and every employee has access to support for professional development. Reflected in our diverse Senior Leadership team, Safe Passage Project is proud to have a top-down, bottom-up commitment to diversity, equity, and inclusion.

How to Apply:

Please apply at https://rework.applytojob.com/apply/38sL1BNDfy/Senior-Staff-Attorney?source=SSP

The application is hosted by Koya Leadership Partners (our recruitment and diversity, equity, and inclusion partner). After receiving your resume, Koya will conduct an initial screening and move top candidates forward.
in the process. **Priority will be given to those applications submitted by Wednesday, March 20, 2019.** Therefore, we encourage you to submit yours soon!

If you have any questions about the role, please feel free to email hferguson@koyapartners.com. We look forward to learning more about you!

Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.

**IMMIGRATION ATTORNEY**  
**SAFE PASSAGE PROJECT**  
**NEW YORK, NEW YORK**

Safe Passage Project provides free lawyers to 800 child refugees who are being deported.

Many children embark alone on the long and dangerous journey to the United States seeking protection. They are fleeing trauma such as gang violence and recruitment, abuse, and sexual assault. In 2017, the government reported that they apprehended over 40,000 immigrant children seeking entry to the United States. Closer to home, the New York Immigration Court has more than 15,000 cases involving children on its docket.

Immigrant children are not afforded free legal representation by the government, regardless of their age. As a result, more than half of immigrant children must go through immigration proceedings without the aid of a lawyer. Unable to effectively argue their claim for the legal protections they may qualify for, more than 80% of these children are issued deportation orders. To many, this means returning to the danger from which they fled.

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Safe Passage Project is growing rapidly; we are currently the largest provider of free lawyers to immigrant children in New York State. Since 2015, our funding has increased more than sevenfold.

Check out recent press on our work in **The New Yorker** and **Glamour**.

**About the Role:**

The Immigration Attorney will be joining a group of exceptional public interest attorneys to directly impact the lives of immigrant children looking for safety and security. The Immigration Attorney will directly represent children in immigration and other related proceedings, including cases involving asylum, Special Immigrant Juvenile Status, and other forms of immigration relief. The Immigration Attorney will also guide pro bono attorneys through Family Court and Immigration Court proceedings, and through representation at the Asylum Office. Positions are open both in the NYC and Long Island Team.

**Your responsibilities will include:**

- Provide direct representation to Safe Passage Project clients;
- Supervise and mentor pro bono attorneys with Safe Passage Project;
- Screen immigrant children and assist in the organization of Safe Passage Project’s legal screenings;
- Provide detailed reporting statistics on each case mentored and represented directly.
Qualifications:

The strongest candidates for this position will have most, though likely not all, of the following qualifications and characteristics:

- J.D. degree and admission to New York State Bar;
- Two (2) years of family law or immigration law experience;
- Excellent written, analytical, oral, organizational and time management skills;
- Ability to work independently as well as collaboratively on an interdisciplinary team in a fast-paced, high intensity environment;
- Fluency in Spanish is required;
- Experience working with diverse communities and/or with children;
- A commitment to the work of Safe Passage Project and readiness to grow and learn with the Safe Passage Project team.

Compensation & Benefits:

Safe Passage Project offers competitive salary and benefits, commensurate with experience and skills. In addition, Safe Passage Project offers a flexible work environment, including the opportunity to work from home, flexible hours, unlimited time off, and 12 weeks paid family leave. The team works on a beautiful campus at a terrific office location in Tribeca and every employee has access to support for professional development. Reflected in our diverse Senior Leadership team, Safe Passage Project is proud to have a top-down, bottom-up commitment to diversity, equity, and inclusion.

How to Apply:

Please apply online.

The application is hosted by Koya Leadership Partners (our recruitment and diversity, equity, and inclusion partner). After receiving your resume, Koya will conduct an initial screening and move top candidates forward in the process. Priority will be given to those applications submitted by Wednesday, March 20, 2019. Therefore, we encourage you to submit yours soon!

If you have any questions about the role, please feel free to email hferguson@koyapartners.com. We look forward to learning more about you!

Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.

STAFF ATTORNEY - TERRA FIRMA
CATHOLIC CHARITIES COMMUNITY SERVICES
NEW YORK, NEW YORK

Summary:

The Unaccompanied Minors Program (UMP) at Catholic Charities Community Services protects the rights of young immigrants to make informed decisions about their lives. With a staff of over forty legal and social service professionals, UMP annually helps thousands of young immigrants facing family separation, government detention, and deportation. Outside the courtroom, UMP welcomes recently arrived young immigrants with educational and integration opportunities, including the country’s first medical-legal partnership for unaccompanied minors, an extracurricular soccer league, and partnerships with New York City cultural institutions to introduce immigrant youth to the world of opportunities at their doorstep in their new home.
Terra Firma is the first medical-legal partnership in the United States for unaccompanied immigrant children, a partnership between Catholic Charities Community Services, The Children’s Hospital at Montefiore, and the Children’s Health Fund. The program provides holistic and integrated legal services, medical care, mental health, and social and educational programming specifically designed for unaccompanied immigrant children released from federal immigration detention.

The Terra Firma staff attorney position will provide deportation defense legal services to unaccompanied immigrant youth in New York City under Terra Firma’s holistic wellness model, which requires regular coordination and on-site collaboration with medical and mental health partners. The position includes extensive contact with youth, including youth who have suffered abuse, abandonment, neglect, and other complex trauma. Core services include: legal intake interviews; representation before the United States Citizenship and Immigration Service (USCIS), the Executive Office for Immigration Review (EOIR), and state courts.

**Essential Duties and Responsibilities include the following. Other duties may be assigned:**

- Provide direct representation to unaccompanied minors, including representation before USCIS and EOIR in cases involving Special Immigrant Juvenile Status (SIJS), asylum, Voluntary Departure, U visas, and other relief, and representation in New York State courts to obtain orders necessary for SIJS.
- Maintain strong working relationships with Terra Firma partners and stakeholders, including funders; state and local social and legal service providers; and USCIS, EOIR, and the Department of Homeland Security (DHS).
- Comply with program reporting requirements, such as maintaining monthly statistics and case reports, and reporting to partners and stakeholders.
- Maintain and update electronic files in LawLogix, as well as physical case files.
- Train, mentor and supervise legal interns, fellows and volunteers for work on individual cases, presentations, legal screenings, and related work.
- Provide in-house and outreach trainings, presentations, and workshops, as directed.

**Position Type and Expected Hours of Work:**

The position requires willingness to travel to all five (5) boroughs. Days and hours of work are generally 9:00 AM to 5 PM Monday - Friday. Additional evening/weekend hours may be required to meet court and/or program deadlines or client needs.

**Working conditions and physical demands required:**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Travel at least 25% of the time using public transportation or vehicle, traverse city streets, occasionally ascend/descend stairs, and be exposed to outside weather conditions.
- Remain stationary at a work station, in court/meetings, and use a computer at least 75% of the time.
- Remain stationary and/or ambulate to instruct and monitor during trainings and presentations.
- Carry a laptop to offsite work locations.

**Qualifications**

**Education and/or experience required:**

- Juris Doctor.
- Experience in family and/or immigration law, including clinical or pro bono experience, preferred.
- Admission to NY Bar; will consider attorneys working toward admission to the NY Bar.
Skills, Licenses, and/or competencies required:

- Bilingual: Fluency in English and Spanish.
- Excellent oral and written communication skills.
- Excellent interpersonal skills, maturity, and an ability to work both independently and in a highly collaborative team environment.
- Excellent organizational, project management and computer skills.
- Demonstrated commitment to public interest law, particularly to children’s issues and/or immigration.
- Experience supervising paralegals or other staff.
- Ability to travel throughout the five boroughs.

To Apply:

Interested candidates can apply directly to Anthony, our director, at Anthony.Enriquez@archny.org. We are happy to answer questions about the positions for those interested in applying.

STAFF ATTORNEY
CATHOLIC CHARITIES COMMUNITY SERVICES
NEW YORK, NEW YORK

Summary:

The Unaccompanied Minors Program (UMP) at Catholic Charities Community Services protects the rights of young immigrants to make informed decisions about their lives. With a staff of over forty legal and social service professionals, UMP annually helps thousands of young immigrants facing family separation, government detention, and deportation. Outside the courtroom, UMP welcomes recently arrived young immigrants with educational and integration opportunities, including the country’s first medical-legal partnership for unaccompanied minors, an extracurricular soccer league, and partnerships with New York City cultural institutions to introduce immigrant youth to the world of opportunities at their doorstep in their new home.

The UMP staff attorney works under the supervision of a Supervising Attorney and alongside a case manager and a team of staff attorneys to provide services to young people who are, or have been, in federal custody under the Office of Refugee Resettlement. The position includes extensive contact with youth, including youth who have suffered abuse, abandonment, neglect, or other trauma. It requires significant time in state courts and in immigration court in New York City.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provide direct representation to unaccompanied minors, including representation before USCIS and EOIR in cases involving Special Immigrant Juvenile Status (SIJS), asylum, voluntary departure, U and T visas, and other immigration relief. Provide representation in New York State courts to obtain orders necessary for SIJS. Provide representation in federal court for issues related to, amongst others, release from government detention.
- Provide legal services to children who are detained in Office of Refugee Resettlement shelters throughout downstate New York. Core services include: Know Your Rights presentations, legal intake interviews, legal referrals and follow-up assistance.
- Prepare detained minors for immigration court and appear as friend-of-the-court at hearings for detained minors.
- Maintain strong working relationships with program stakeholders, including shelter staff; state and local social service providers; and ORR, DHS, USCIS, and EOIR.
- Comply with program reporting requirements, such as maintaining monthly statistics and case reports, and reporting to stakeholders.
- Maintain and update electronic and paper case files.
• Train, mentor and manage legal interns, fellows and volunteers for work on individual cases, presentations, legal screenings, and related work.
• Provide in-house and outreach trainings, presentations, and workshops, as directed.

**Position Type and Expected Hours of Work:**

This is a full-time position. Days and hours of work are 9:00 AM to 5 PM Monday - Friday. Additional hours may be required to meet court and program deadlines, or client needs.

**Working conditions and physical demands required:**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Travel at least 50% of the time using public transportation, traverse city streets; occasionally ascend/descend stairs, and be exposed to outside weather conditions.
- Sit at a work station and use a computer at least 30% of the time.
- Carry a laptop to offsite work locations.

**Qualifications**

**Education and/or experience required:**

- Juris Doctor.
- Experience in family and/or immigration law, including clinical or pro bono experience, preferred.
- Admission to NY Bar; will consider law graduates and attorneys working towards admission to the NY Bar.

**Skills, Licenses, and/or competencies required:**

- Fluency in Spanish.
- Excellent oral and written communication skills.
- Excellent interpersonal skills, maturity, and an ability to work both independently and in a highly collaborative team environment.
- Excellent organizational, project management and computer skills.
- Demonstrated commitment to public interest law, particularly to children’s issues and/or immigration.
- Ability to travel throughout the five boroughs, the Archdiocese and Long Island.

**To Apply:**

Interested candidates can apply directly to Anthony, our director, at Anthony.Enriquez@archny.org. We are happy to answer questions about the positions for those interested in applying.

**SENIOR SUPERVISING ATTORNEY - UNACCOMPANIED MINORS PROGRAM**

**CATHOLIC CHARITIES ARCHDIOCESE OF NEW YORK**

**NEW YORK, NEW YORK**

**Summary:**

The Unaccompanied Minors Program (UMP) at Catholic Charities Community Services protects the rights of young immigrants to make informed decisions about their lives. UMP annually helps thousands of young immigrants facing family separation, government detention, and deportation by providing pro bono know-your-rights presentations, legal screenings, and legal representation.
Under the supervision of the Director of the Unaccompanied Minors Program, the Senior Supervising Attorney manages and coordinates UMP's legal initiatives and staff. The position carries three direct reports from supervising attorneys who each manage individual teams of staff attorneys, paralegals, and case managers. In conjunction with the Director, the Senior Attorney also identifies emergent legal issues affecting unaccompanied minors on the systemic and individual level and proposes and implements appropriate solutions, including federal litigation, partnership with other agencies, and individual litigation strategies. The Senior Supervising Attorney carries a reduced case load in order to maintain the flexibility to support staff to handle novel legal issues and complex cases.

The position is a unique opportunity to serve as a leader at the forefront of the defense of immigrants’ rights. It includes extensive contact with youth, including, but not limited to, youth who have suffered complex community and family trauma and who are currently detained. Core services include: management and supervision of attorney staff; sustaining productive collaborations with governmental and non-governmental partners; grant reporting, in conjunction with Supervising Attorneys and Director; legal intake interviews; and representation before the United States Citizenship and Immigration Service (USCIS), the Executive Office for Immigration Review (EOIR), and state and federal courts.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Serve as a source of substantive and procedural knowledge regarding legal services rendered to unaccompanied minors. Legal services include, but are not limited to, Know Your Rights presentations, legal intake interviews, legal referrals, and direct representation to unaccompanied minors before USCIS, EOIR, and state and federal courts in cases involving asylum, Special Immigrant Juvenile Status, Voluntary Departure, U and T visas, other immigration relief, bond/custody hearings, and federal court actions, including habeas and mandamus petitions.

- Directly supervise three supervising attorneys in management of teams providing legal and case management services to children in removal proceedings in New York City Immigration Court. Ensure quality of legal services provided to clients by supervisees. In conjunction with attorney supervisors and Director, train new staff, monitor legislative and judicial developments concerning the rights of unaccompanied minors, and develop and implement protocols to ensure the provision of these rights by legal staff. In conjunction with Director, train and advise supervisory staff on management techniques and skills.

- Maintain and manage a unified and sustainable legal practice across discrete teams. Hold regular meetings with supervisory and/or other staff to provide substantive updates on law and troubleshoot complex cases. In conjunction with supervising attorneys, assign and help manage attorney caseloads at a rate that promotes staff self-care and wellbeing. Advocate for wellbeing of attorney staff before Director and other senior agency leadership.

- Respond to emergent, complex, and novel legal issues regarding the rights of immigrant youth through a mix of litigation, media advocacy, administrative advocacy, and innovative direct legal representation. Recent examples of such issues include reuniting separated youth with parents or other family, defending the rights of detained youth to challenge confinement, and preventing the transfer to adult detention facilities of youth aging out of shelter care.

- In conjunction with Director, serve as a representative for UMP in public meetings. Maintain strong working relationships with partners and stakeholders, including funders; federal, state, and local social and legal service providers; and USCIS, EOIR, and the Department of Homeland Security (DHS).

- Engage in media advocacy for unaccompanied minors, including but not limited to print op-eds and on-air appearances.

- Comply with program reporting requirements, such as maintaining monthly statistics and case reports, and reporting to partners and stakeholders.

- Maintain and update electronic files in LawLogix, as well as physical case files.

- Train, mentor and supervise legal interns, fellows and volunteers for work on individual cases, presentations, legal screenings, and related work.

- Provide in-house and outreach trainings, presentations, and workshops, as directed.
**Position Type and Expected Hours of Work:**

The position requires willingness to travel to all five (5) boroughs. Days and hours of work are generally 9:00 AM to 5 PM Monday - Friday. Additional evening/weekend hours may be required to meet court and/or program deadlines or client needs.

**Working conditions and physical demands required:**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Travel at least 25% of the time using public transportation or vehicle, traverse city streets, occasionally ascend/descend stairs, and be exposed to outside weather conditions.
- Remain stationary at a work station, in court/meetings, and use a computer at least 75% of the time.
- Remain stationary and/or ambulate to instruct and monitor during trainings and presentations.
- Carry a laptop to offsite work locations.

**Qualifications**

**Education and/or experience required:**

- Juris Doctor.
- Substantial experience in immigration law, including clinical or pro bono experience, preferred.
- Substantial experience in supervision of attorney and other legal staff preferred.
- Admission to NY Bar; will consider attorneys currently barred in other jurisdictions and working toward admission to the NY Bar.

**Skills, Licenses, and/or competencies required:**

- Bilingual: Fluency in English and Spanish.
- Excellent oral and written communication skills.
- Excellent interpersonal skills, maturity, and an ability to work both independently and in a highly collaborative team environment.
- Excellent organizational, project management and computer skills.
- Demonstrated commitment to public interest law, particularly to children’s issues and/or immigration.
- Experience supervising legal staff.
- Ability to travel throughout the five boroughs.

**To Apply:**

Interested candidates can apply directly to Anthony, our director, at Anthony.Enriquez@archny.org. We are happy to answer questions about the positions for those interested in applying.

**LITIGATION STAFF ATTORNEY/SENIOR STAFF ATTORNEY**  
**INTERNATIONAL REFUGEE ASSISTANCE PROJECT**  
**NEW YORK, NEW YORK**

**About IRAP:**

The International Refugee Assistance Project (“IRAP”) is the first organization to provide free and comprehensive legal representation to refugees through the registration, protection, and resettlement processes. We are a dynamic and growing legal, policy, and advocacy organization that works to develop and enforce a system of
legal and human rights for refugees and displaced persons around the world. IRAP operates offices in New York, Jordan, and Lebanon.

IRAP’s litigation department brings cases that advance and defend the rights of refugees and other displaced persons. We seek accountability and transparency in government actions. We aim to transform the U.S. and international legal landscapes so that refugees and other displaced persons can find safe passage and realize their aspirations.

We are an innovative and collaborative team that is committed to high standards of quality. We work closely with our clients, colleagues, and community organizations. The Litigation Department’s current docket can be found here: https://refugeerights.org/litigation/

**Opportunity:**

IRAP is seeking a litigation staff attorney in the Litigation Department to be part of IRAP’s growing and dynamic team. This is an exciting opportunity for individuals interested in innovative systemic impact litigation to make a difference in the lives of refugees and other displaced persons. In particular, we are seeking to expand our docket to include systemic litigation on behalf of asylum-seekers. **IRAP intends to fill two openings with this posting.**

IRAP’s Litigation Department is based in New York City and is currently comprised of five attorneys, a fellow, and a paralegal. The attorney will be reporting to the Litigation Director or the Senior Supervising Litigation Attorney.

**Responsibilities:**

- Manage, lead, and support complex refugee and immigrants’ rights litigation as appropriate depending on level of experience, working closely with teams of staff attorneys, fellows, paralegals, direct services attorneys, and co-counsel from law firms and other non-profit organizations. Undertake all aspects of such litigation, including preparing pre-litigation memoranda and conducting research; drafting pleadings, briefs, and declarations; interviewing clients; managing discovery, including taking and defending depositions; handling oral argument and evidentiary hearings; and reaching out to and providing informational material to affected communities.
- Develop and initiate new litigation to assist refugees, asylum-seekers, and other displaced persons as appropriate depending on level of experience.
- Stay abreast of developments in the law and practice that affect refugees, asylum-seekers, and other displaced persons.
- Represent IRAP at conferences, in the media, and in public speaking engagements.
- Participate in and lead internal organizational tasks that support the organization and the department through a period of growth and innovation.

**Qualifications:**

- Law degree and license to practice law in New York or the jurisdiction of the candidate’s residence. If a candidate is moving to New York for the position and is not already licensed to practice in New York, willingness to apply for the New York bar.
- Minimum of three years of legal experience after law school (including judicial clerkships). The title for this position and responsibilities will depend on the candidate’s experience level. IRAP is committed to giving our staff members appropriate supervision and growth opportunities commensurate with prior experience.
- Interest in and commitment to litigating collaboratively on a range of civil cases, including class actions, Administrative Procedure Act litigation, Freedom of Information Act cases, habeas cases, constitutional
cases, and Federal Tort Claims Act damages cases. Experience with immigration law, FOIA, FTCA, and/or APA a plus, but not required.

- Interest in and commitment to working in a dynamic and innovative office that seeks to work together in responding effectively to changing landscape and needs.
- Strong research, writing, and analytical skills. Ability to develop new and creative legal theories.
- Strong interpersonal and communications skills. Prior experience working with vulnerable populations and survivors of trauma preferred.
- Strong organizational and project management skills, including the ability to manage a high volume workload and respond to urgent situations.
- Fluency in oral and written English. Additional languages are a plus.

**How to apply:**

Please submit a cover letter, resume, contact information for three references, and a writing sample in English (no longer than 30 pages, briefs are preferred) using the application form available [here](#).

Candidates will be contacted for first-round interviews after March 18, and those advancing to second-round interviews will be asked to complete a timed writing exercise.

IRAP is an equal opportunity employer and welcomes applications from diverse candidates.

**HEALTH LAW FELLOW**

**KENTUCKY EQUAL JUSTICE CENTER**

**LEXINGTON, KENTUCKY**

Kentucky Equal Justice Center seeks an attorney with experience in health care law and policy as our new Health Law Fellow. The Fellow will work as a multi-forum advocate on a policy agenda for low-income and working families through:

- Policy research and advocacy: researching policy opportunities and best practices for health care coverage, access and quality; analyzing and commenting on state and federal proposals; preparing briefing papers on promising options and current issues.

- Communications and coalition building: participating in state and national networks focused on health; providing policy support to Kentucky public interest partners; communicating with decision-makers and the public on new developments and proposals.

- Outreach, enrollment, and consumer assistance: participating in outreach to at risk populations; providing consumer coaching to enroll and resolve problems with public benefits.

- Administrative advocacy and impact litigation: representing individuals in administrative appeals; filing or assisting with selected litigation with a focus on public benefits eligibility and access to care.

The Health Law Fellow will join a multi-function advocacy team that includes our Outreach Coordinator, Communications Coordinator, Director and Senior Counsel. The primary deliverable: access to affordable, high quality coverage and care for low-income and working Kentucky families.

**Duties and Responsibilities:**

The Health Law Fellow will:

- Develop detailed knowledge of policy options and best practices for coverage, access, cost, accountability and quality under both public programs and private sector approaches.
• Monitor proposed changes in state and federal law, regulations, manuals and guidance, including changes to interlinked public benefits such as SNAP

• Develop state, regional and national peer and expert networks for advice, counsel and development and evaluation of proposals and initiatives

• Prepare a variety of written materials including briefing papers on promising options, best practices and current issues; comments on state and federal proposals; and blog posts and op-ed pieces on health care issues affecting low income consumers

• Participate in meetings, conferences calls and activities of state and national public interest partners, including Kentucky Voices for Health, with a focus on identifying policy priorities, analyzing proposals and providing policy support to Kentucky advocates

• Help plan and conduct meetings of the state-wide legal services Welfare and Health Task Force

• Help develop and implement a communications plan designed to provide useful and timely information through multiple media to support health advocacy

• Circulate analyses and comments through a variety of networks to share arguments and information that may help consumers and other advocates make their views known

• Meet with Kentucky executive branch officials and legislators on key health care and coverage issues, representing interests of low-income consumers

• Assist Kentucky Equal Justice Center Senior Counsel in identifying and pursuing impact litigation on key issues and handle a small caseload of individual matters

• Become a Certified Application Counselor capable of handling a small consumer-assistance caseload on benefits available through Kentucky’s multi-benefits website, Benefind

• Assist Kentucky Equal Justice Center’s Director in fundraising for sustainability

**Qualifications:**

The successful candidate will demonstrate:

• Active membership in a state bar and willingness to seek admission to the Kentucky bar if not a member
• A minimum of two years’ experience as an attorney, including health care litigation and advocacy on health issues in policy-making forums
• Strong communication skills, both written and verbal, including demonstrated public policy communications
• Comfort speaking in front of groups
• Excellent interpersonal skills
• Comfort working in a multi-cultural setting, with sensitivity to language and cultural issues
• Excellent organizational and problem-solving and skills
• Strong computer skills and excellent attention to detail
• Facility with social media and web-based communications tools
• Ability to be a self-starter in developing and carrying out activities, to take initiative and work independently, as well as in a team
• Knowledge of low income issues and a commitment to social justice
• Proficiency in a second language, especially Spanish, is a plus.

**Salary and Benefits:**

Salary of $42,600 to $49,800, depending on experience. Generous fringe benefits include health and retirement, dental, life and disability coverage. KEJC is a 501(c)(3) non-profit, but we provide health and retirement benefits through participation in state employee plans.

**Application Instructions:**


To apply, please email a cover letter, writing sample, resume and a list of three references to:

Richard Seckel, Director  
Kentucky Equal Justice Center  
richseckel@kyequaljustice.org

Please put “Health Law Fellow” in the subject line of your email. For each reference, include a mailing address, phone number and email address. Only applicants selected for an interview will be contacted.

**Application Deadline: March 25, 2019**

**STAFF ATTORNEY**  
**WESTERN RESOURCE ADVOCATES**  
**SANTA FE, NEW MEXICO**

WRA is seeking a Staff Attorney who is passionate about Western communities and the protection of the natural environment to represent WRA’s Clean Energy Program in New Mexico. This position is ideally suited for an attorney with 3-5 years of experience with electric utilities and administrative law, with an interest in environmental and clean energy issues. The position provides an exciting opportunity to shape state-level energy policy and build our clean energy future. Reporting to the Clean Energy Program Deputy Director, the Staff Attorney will manage a robust docket of rulemaking and litigated proceedings at the New Mexico Public Regulation Commission (NMPRC) while also assisting in WRA’s legislative and stakeholder advocacy efforts.

**Job Responsibilities:**

• Represent WRA as an attorney and policy advocate in proceedings before the NMPRC, courts, legislative bodies, and other forums.  
• Manage WRA’s energy regulatory work in New Mexico.  
• Provide counsel and strategic advice regarding state and federal energy regulation and administrative law.  
• Prepare pleadings and testimony in adversarial proceedings.  
• Negotiate and draft settlement agreements.  
• Assist with guidance of outside experts and legal consultants.  
• Work with regulated utilities, regulators, consumer advocates, environmental advocates and other electric industry stakeholders.  
• Work with WRA’s Communications and Government Affairs teams and consultants to develop communication and political strategies to advance WRA’s objectives.  
• Monitor and track relevant state and federal policies.
Qualifications:

- J.D. degree from ABA accredited law school.
- Licensed to practice law in New Mexico.
- An understanding of current issues in energy regulation and policy.
- Strong organizational skills and ability to manage a deadline-driven docket of regulatory litigation.
- Superior teamwork and analytical skills.
- Strong collaborative/negotiating skills.
- Excellent written and oral communication skills.
- Willingness to travel 10% of time.
- Genuine passion for the mission and work of WRA.
- A background in economics, engineering, business, public policy and/or utilities is a plus, but not required.

Salary and Benefits:

Competitive salary based on relative experience; the salary range for this position will be provided to applicants invited to a first-round interview. WRA’s excellent benefits package includes health, dental, and vision coverage, a 401(k) retirement plan, life & disability insurance, 3 weeks paid vacation leave, sick leave, parental leave, sabbatical leave after five years.

How to Apply:

Applications will only be accepted through WRA’s online portal. You will need to upload the following in PDF format through the online portal:

- Compelling cover letter to the attention of Richard Trilsch, Vice President of Finance and Administration, explaining how your qualifications match the needs of the position and your interest in WRA;
- Resume;
- Any salary requirement;
- A writing sample of no more than 10 pages; and
- Three references, including at least one former supervisor, with contact information and a brief description of your relationship. (WRA will not contact references without first checking with the applicant.)

Please be sure to mention in your cover letter where you saw the job advertised.

Western Resource Advocates is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.

PAUL H. TOBIAS ATTORNEY FELLOWSHIP
NATIONAL EMPLOYMENT LAWYERS ASSOCIATION
OAKLAND, CALIFORNIA

The Employee Rights Advocacy Institute For Law & Policy (“The NELA Institute”) is a nonprofit charitable and educational organization. Created in 2008, The NELA Institute’s mission is to advance employee rights through research and advocacy to achieve equality and justice in the American workplace. The NELA Institute seeks to achieve its mission through a multi-disciplinary approach that combines policy development and public education.

The National Employment Lawyers Association (NELA) is The NELA Institute’s founding organization. NELA is the country’s largest professional organization that is exclusively comprised of lawyers who represent individual employees in cases involving employment discrimination, wrongful termination, employee benefits, illegal
workplace harassment and retaliation, as well as other employment-related matters. NELA’s mission is to advance employee rights and serve lawyers who advocate for equality and justice in the American workplace. NELA pursues its mission through education, legislation, public policy, *amicus curiae* briefs, judicial oversight, and other activities.

Working hand-in-hand, NELA and The NELA Institute reach broadly—engaging advocates, organizations, coalitions, legislators, academics, agency officials, media, and the public—to create a more just workplace. Our vision for the future is one in which workers are paid at least a living wage in an environment free of discrimination, harassment, retaliation, and capricious employment decisions; workplaces are diverse and inclusive; employers have duties of care and loyalty to their workers; workers’ safety and livelihood are not compromised for the sake of management interests; and individuals have effective legal representation to enforce their rights to a fair and just workplace, adequate remedies, and access to the courts to vindicate their workplace rights.

**About the Fellowship:**

Paul H. Tobias is the founder and first Executive Director of NELA. For over fifty years, Paul has inspired countless employee rights advocates through his pioneering and tireless contributions to the field of plaintiffs’ employment law. To cultivate the next generation of employee rights advocates, The Paul H. Tobias (PHT) Attorney Fellowship Program offers a new lawyer who embodies Paul’s spirit the opportunity to work on cutting-edge projects at NELA and The NELA Institute. The Fellow will further, or in some situations may help to launch, such programs.

The 2019–2021 Paul H. Tobias Attorney Fellowship is a two-year placement with an annual stipend of $48,000–$51,000, plus health, dental, and vision insurance; annual leave; and medical leave. The Fellowship period is flexible, and may commence between November 1–December 31, 2019, and end between September 1–December 31, 2021 depending on the needs of the applicant and The NELA Institute. The PHT Fellow will be considered a regular full-time staff member and will attend staff meetings and work closely with the Executive Director, Director of Law & Policy, and Program Manager.

A primary policy objective of NELA and The NELA Institute is to protect workers’ access to the courts by ending forced arbitration in the American workplace. The 2019-2021 PHT Fellow will have the opportunity to develop original signature projects in furtherance of that and other objectives, including:

- Publishing at least two white papers or issue briefs educating the public about workers’ rights;
- Creating research, data, and in-depth analysis relating to forced arbitration and/or forced privatization of claims by employees.
- Publishing web-based fact sheets on forced arbitration, workplace harassment, and other topics germane to workers’ rights.
- Supporting the Director of Law & Public Policy’s creation of toolkits containing information, talking points, phone scripts, and other materials for the promotion of NELA’s legislative priorities.
- Developing a plan for gathering and publishing the stories of workers who have fought back against violations of their rights.
- Maintaining the NELA Institute’s dedicated web page to expose corporations that impose forced arbitration on its workforce.
- Writing articles and blog posts on substantive policy areas impacting workers’ rights.
- Monitoring and posting content on social media in conjunction with the communications team.
- Supporting the Director of Operations as requested in the creation of a platform through which NELA state and local affiliates can share, promote, and enact model state legislation.

**Requirements:**

- A law degree, and no more than two (2) years of post-law school experience.
Law students who will graduate from law school by June 2019 may apply, provided that they are committed to sitting for the bar exam in 2019.

Law student applicants must have employment law experience through coursework, clinical legal education, or law school clerkships.

- A demonstrated commitment to civil and workers’ rights.
- Outstanding legal research, writing and analytic skills.
- Ability to work independently and produce a high-quality work product in a timely manner in a multi-task work environment.
- Ability to work cooperatively in a highly collaborative environment.
- Ability to coordinate and work effectively with coalition partners.
- Experience working with a non-profit organization preferred, but not required.
- Good sense of humor and ability to get along with others.
- The PHT Fellow must be prepared to travel at least three (3) times per year, and also at the request of the Executive Director.
- This position may be based in either the San Francisco Bay Area or Washington, D.C.

The Employee Rights Advocacy Institute For Law & Policy is an equal opportunity employer. We encourage applicants from diverse backgrounds to apply.

**How to Apply:**

Interested applicants should submit a cover letter describing your interest in the Fellowship and a completed application form, including attachments, to ecolman@employeerightsadvocacy.org, or mail to:

The Paul H. Tobias Attorney Fellowship Search Committee  
The Employee Rights Advocacy Institute For Law & Policy  
2201 Broadway, Suite 310  
Oakland, CA 94612

**Application Form**

Applications will be accepted through May 1, 2019 and will be evaluated on a rolling basis until the Fellowship is filled. More information about NELA can be found at www.nela.org. Questions about the Fellowship may be directed to Elizabeth Colman, Senior Paul H. Tobias Attorney Fellow & Policy Advocate (ecolman@employeerightsadvocacy.org). No phone calls please.

**SUMMER 2019 INTERN**  
**VERA INSTITUTE OF JUSTICE**  
**NEW YORK, NEW YORK**

Join us for an exceptional 11-week paid internship that offers the opportunity to drive meaningful change and to tackle the most pressing injustices in our day. Vera’s summer internship will give you the opportunity to work with passionate, diverse, dynamic, and innovative individuals to work on complex projects. You will have the opportunity to apply some of the skills you’ve acquired in school as well as learn from our amazing staff. In addition to having the opportunity for personal and professional development, you’ll:

- Network with and learn from Vera’s Leadership Team;
- Attend brown bags to enhance your understanding of criminal justice reform;
- Develop your professional and personal network;
- Gain valuable work experience via real-world problem solving;
- Learn the inner workings of a non-profit leader in criminal justice reform;
- Cultivate your passion for equal justice for all!
Vera offers summer internships to high school, undergraduate and graduate students in all disciplines of study. Some preference is given to applicants with demonstrated experience and/or interest in the field of social and/or criminal justice. However, qualifications and responsibilities vary by department. All are encouraged to apply.

About Vera:

The Vera Institute of Justice, founded in 1961, is an independent, non-partisan, nonprofit organization that combines expertise in research, technical assistance, and demonstration projects to assist leaders in government and civil society, examine justice policy and practice, and improve the systems people rely on for justice and safety. At a time of unprecedented challenge, we’re fighting for justice reform built on bedrock American values and grounded in action at the state and local level.

Reshaping Prosecution Program:

Prosecutors play a critical, but hidden, role in mass incarceration as the most powerful actors in the criminal justice system. They decide who to charge with a crime, what crime to charge, whether to ask that a person sit in jail pending trial, and what sentence to ask for upon conviction. Yet, despite this immense power, prosecutors have largely not been the focus of criminal justice reform efforts until recently. Our program is dedicated to reshaping what it means to be a prosecutor by focusing on the dignity of all people impacted by the criminal justice system. We use data-based analysis to help prosecutors across the country end mass incarceration, eliminate racial disparities, and provide greater transparency to the communities they serve.

Our intern will assist with project work including, but not limited to:

- Surveying progressive prosecutor offices to catalog reform efforts across the country
- Research on potential communities and prosecutors that would benefit from our work
- Keeping the team up to date on the latest literature, trends, and elections impacting prosecution reform

Successful Vera interns bring the following skills and competencies to our work:

- Currently enrolled in an undergraduate or graduate program
- A clear interest in criminal defense, prosecution, or social justice as a whole
- Demonstrated strong writing skills
- A demonstrated ability to work with people from diverse backgrounds.

Preference given to applicants with:

- Community organizing or advocacy experience

The Nitty-Gritty:

Internships start on June 3rd and end on August 16th, with some flexibility to accommodate school schedules. Interns are paid $16 per hour for a 35-hour work week. Internships are centered onsite from one of our offices (NYC, DC, LA, or New Orleans). Internships are filled on a rolling basis. It is suggested that you apply as soon as possible.

How to Apply:

Please submit cover letter and resume. Cover letters should include your preferred job location. Applications will be considered on a rolling basis until the position is filled. Online submission in PDF format is preferred.

However, if necessary, materials may be mailed or faxed to:
IMMIGRATION STAFF ATTORNEY  
METROWEST LEGAL SERVICES  
FRAMINGHAM, MASSACHUSETTS  

MetroWest Legal Services (MWLS) seeks a full-time staff attorney to primarily represent undocumented immigrant youth in a variety of immigration matters including, but not limited to, petitions for Special Immigrant Juvenile Status, U-Visas and applications for asylum before the USCIS and EOIR. Qualified candidates will have 1-3 years of experience in relevant immigration law; experience working with immigrants, strong writing and oral advocacy skills, and strong administrative skills. Applicants should have a demonstrated experience working in the public interest or legal aid environment, be passionate about achieving justice and overcoming barriers facing low-income clients and be a creative team-player committed to securing lasting results for immigrant clients. In addition, qualified candidates should have excellent organizational skills, time management and record keeping skills, including the ability to work independently, assess priorities, take initiative, handle multiple assignments in a fast-paced environment and meet deadlines. Ability to speak Spanish or Portuguese is required. Admission to the Massachusetts State Bar is required. Salary is commensurate with experience. Excellent benefits offered.

To apply:

Please send cover letter including salary requirements and resume to bsoule@mwlegal.org or by regular mail to:

MetroWest Legal Services  
63 Fountain Street, Suite 304  
Framingham, MA 01702  
Tel: (508) 620-1830  
www.mwlegal.org

CHILD AND FAMILY MANAGING ATTORNEY  
IMMIGRANT LEGAL CENTER  
OMAHA, NEBRASKA

The Immigrant Legal Center (ILC) welcomes immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC is an affiliate of the national Justice For Our Neighbors network. ILC is an equal opportunity employer. ILC does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, or disability.

Position Description:

ILC seeks to hire a Managing Attorney to oversee our Child & Family and Immigrant Survivor programs. These programs provide direct immigration legal services to vulnerable children and to survivors of domestic violence, sexual assault, human trafficking, and other violent crime. The Managing Attorney will supervise staff attorneys and DOJ-accredited representatives handling diverse caseloads, including removal work; affirmative and defensive asylum claims; U-Visa, T-Visa, and VAWA; and Special Immigrant Juvenile Status and related family
law matters. The Managing Attorney will direct ILC’s child representation project and collaborations with partner organizations, and steer community outreach and education initiatives relevant to immigrant children and survivors.

**Duties and Responsibilities:**

- Provide direct representation in complex cases before the Omaha Immigration Court, Board of Immigration Appeals, Immigration and Customs Enforcement, U.S. Citizenship and Immigration Services, Iowa/Nebraska courts, and federal courts; guide and support staff attorneys and DOJ representatives in working their assigned caseloads.
- Oversee existing projects and partnerships, including ILC’s unaccompanied child representation project (“Attorney of the Day”) and community partnerships serving immigrant children and their caregivers, and immigrant seniors.
- Steer outreach and education initiatives to advance and defend the rights of immigrant children, families, and survivors in the Omaha Metro area.
- Compile and analyze programmatic statistical information for program reports.
- Other related duties and responsibilities as assigned.

**Qualifications:**

- Must have a J.D. and be admitted or be willing to be admitted to practice law in Nebraska.
- Spanish language proficiency is strongly preferred.
- Strong commitment to public interest legal services. Immigration and/or family law experience is strongly preferred.
- Ability to think critically, work independently, prioritize, take initiative, handle multiple assignments, and meet deadlines.
- Excellent oral and written communications skills required.
- Ability to work sensitively with clients having diverse personalities, lifestyles, cultures, and faiths

**Application:**

- Salary range: $60,000-$65,000 based upon experience
- Include in application: resume, cover letter, references, and writing sample
- Submit application to Anna Deal at anna@immigrantlc.org

**IMMIGRANT SURVIVOR STAFF ATTORNEY**
**IMMIGRANT LEGAL CENTER**
**OMAHA, NEBRASKA**

The Immigrant Legal Center (ILC) welcomes immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC is an affiliate of the national Justice For Our Neighbors network. ILC is an equal opportunity employer. ILC does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, or disability.

**Position Description:**

ILC seeks to hire either a Staff Attorney or a Fully Accredited DOJ Representative in our Immigrant Survivor program. This individual will be responsible for the provision of direct immigration legal services to immigrant survivors of domestic violence, sexual assault, human trafficking, and other violent crime. The Staff Attorney/Representative will focus on U-Visa, T-Visa, and VAWA cases, asylum claims based on intrafamily and gender-based violence, and related family law matters. The Staff Attorney/Representative will also conduct outreach and education with law enforcement, partners, and community members in the Omaha Metro area to advance the rights and interests of immigrant survivors.
Duties and Responsibilities:

• Provide legal counsel and advice to prospective clients who attend ILC legal clinics and consultations; provide direct representation to clients before the Omaha Immigration Court, Board of Immigration Appeals, U.S. Citizenship and Immigration Services, and Immigration and Customs Enforcement; independently manage assigned caseload under the supervision of a Managing Attorney.
• Steer outreach and education initiatives to advance and defend the rights of immigrant survivors in the Omaha Metro area and contribute to and support such initiatives in other parts of Nebraska and Southwest Iowa.
• Compile and analyze programmatic statistical information for program reports.
• Other related duties and responsibilities as assigned.

Qualifications:

• Spanish language proficiency is required
• Attorney applicants must have a J.D. and be admitted or be willing to be admitted to practice law in Nebraska.
• Non-attorney applicants must have a minimum of two years of experience providing immigration legal representation as a Fully Accredited DOJ Representative.
• Strong commitment to public interest legal services. Immigration and/or family law experience is strongly preferred.
• Ability to think critically, work independently, prioritize, take initiative, handle multiple assignments, and meet deadlines.
• Excellent oral and written communications skills required.
• Ability to work sensitively with clients having diverse personalities, lifestyles, cultures, and faiths.

Application:

• Salary range: $45,000 to $50,000 based upon experience
• Medical, vision, and dental insurance and 403(b) retirement plan
• Include in application: resume, cover letter, references, and writing sample
• Submit application to Anna Deal at anna@immigrantlc.org

SUPERVISING ATTORNEY
NEW MEXICO IMMIGRANT LAW CENTER
ALBUQUERQUE, NEW MEXICO

New Mexico Immigrant Law Center (NMILC) is seeking a Supervising Attorney.

NMILC is a social justice organization whose mission is to advance equity and justice by empowering low-income immigrant communities through collaborative legal services, advocacy and education. Since its founding in 2010, NMILC has provided direct legal representation to more than 4,000 immigrants and has assisted thousands more through its group processing workshops and fairs. NMILC’s model focuses on establishing relationships with local, state and national organizations and governmental institutions to expand access to legal services to historically marginalized immigrant communities.

Job Summary:

The Supervising Attorney will be responsible for supervision and management of the daily tasks associated with the provision of legal services. The Supervising Attorney will supervise a team of staff attorneys, paralegals, interns and volunteers, train and mentor pro bono attorneys, and maintain a caseload. The Supervising Attorney will identify new and creative ways to respond to internal and external needs in the delivery of legal services.
Frequent communication with the entire NMILC legal team, funders, government officials, local bar associations and immigrant and advocacy organizations will be required. This position is based in Albuquerque, NM but may require some travel statewide. Interested candidates should send a cover letter and resume to.

**Essential Duties and Responsibilities:**

- Perform supervisory responsibilities in accordance with applicable laws and the organization’s standards, including planning, assigning, and directing work, appraising performance, creating plans for professional development, ensuring the maintenance of complete and accurate client records in the case management system, addressing complaints and resolving problems for employees and program participants;
- Provide support, training and mentorship to pro bono attorneys, volunteers, and law student interns on immigration cases and at legal clinics and ensure that volunteers are maintaining accurate and complete case records through Legal Server for all NMILC clients and projects;
- Supports Pro Bono Coordinator to assess attorney volunteer skills and staff capacity and expertise to ensure best possible volunteer experience.
- Conduct regular case audits of staff cases;
- Update and develop substantive training materials
- Conduct training for pro bono attorneys, staff attorneys and paralegals in a variety of cases and projects;
- Provide training and oversee the work of volunteer attorneys and non-lawyer volunteers;
- Review the merit of potential pro bono cases and resolve client problems and complaints
- Provides legal representation to immigrants in immigration and other matters;
- Provide direct counsel and direct assistance to clients in complex cases with high potential for impact, such as those seeking relief from removal, appeals (cases that would not be appropriate for volunteers or newer staff attorneys);
- Identifies legal advocacy issues and legal service delivery needs and confer regularly with NMILC’s staff and partner organizations to address them;
- Foster collaborative relationships with law firms, legal service providers, immigrant service providers, and advocacy organizations and represent NMILC as needed to these agencies.

**Qualifications:**

- J.D. or equivalent legal experience and license to practice law in any state or district of the U.S.;
- Minimum of two years of immigration law experience and one year of supervisory experience. Experience in the non-profit field preferred;
- Bilingual Spanish and English required;
- Excellent written, analytical, oral and organizational and time management skills;
- Ability to travel as needed;
- Commitment to NMILC’s internal organization values, which can be found at www.nmilc.org/values;
- Demonstrated commitment to immigrant rights and social justice issues;
- Family, employment, business, and criminal law knowledge and/or experience is a plus;
- Experience working with volunteers, immigrant communities, and/or in detention center settings is a plus;
- Experience with policy, advocacy and/or systems change work is a plus;

**Key Competencies:**

**Interpersonal Skills:**

High emotional intelligence and relational skills; must consistently demonstrate teamwork and positive day-to-day work relationships and interactions with staff, stakeholders, government officials and community members; listens and maintains open to other’s ideas; can facilitate team members bringing up different perspectives in a respectful way; effective at resolving interpersonal conflict
Managing people:

Supportive approach to supervision; Approachable, easy to work with and consult with. Strong commitment to mentorship, ability to identify strengths in supervisees/mentees, and ability to create atmosphere of encouragement and support among supervisees/mentees. Fosters quality focus in others; continually aims to improve processes and services; continually works to improve supervisory skills.

To Apply:

Send a cover letter and resume to jobs@nmilc.org.

NMILC is an equal opportunity employer: immigrants, transgender and gender non-binary individuals, and people of color are strongly encouraged to apply. NMILC is a progressive organization and applicants are expected to collaborate in an inclusive and diverse environment. We are a group of highly dedicated and motivated individuals seeking transformative change for our state and welcome anyone who is interested in being part of our team.

DEPUTY LEGAL DIRECTOR
NEW YORK CIVIL LIBERTIES UNION
NEW YORK, NEW YORK

The New York Civil Liberties Union (NYCLU) is one of the nation's leading advocates on behalf of constitutional rights and civil liberties. Founded in 1951 as the New York affiliate of the American Civil Liberties Union, the NYCLU is a not-for-profit, nonpartisan organization with more than 180,000 members and supporters, and eight offices state-wide. We work in the courts, in the legislatures, and on the streets to advocate for racial and economic justice, free speech, freedom of religion, privacy and equality before the law for all New Yorkers. For more information, please visit our website: www.nyclu.org

Summary Description:

The NYCLU seeks a highly experienced attorney to help support and manage a growing and dynamic litigation team of over twenty people. Working under the direct supervision of the Legal Director, the Deputy Legal Director also will be responsible for supervising the work of NYCLU senior staff attorneys, staff attorneys, and legal fellows and will be expected to play a leadership role in the NYCLU. The NYCLU may hire two deputy legal directors as part of this process.

The NYCLU’s Legal Department is comprised of seventeen lawyers, an investigator, three paralegals, a data analyst, and a legal assistant. Legal Department staff work on a wide range of civil rights and civil liberties cases in federal and state courts and in administrative tribunals. They also support the legislative, advocacy, and communications work of the NYCLU.

Roles and Responsibilities:

- Assume significant responsibility for management of the legal department, including supervision of senior staff attorneys and other staff and for design and implementation of systems to promote equity, opportunity, and accountability;
- Supervise a wide range of federal, state, and administrative litigation, including complex, class-action litigation and cases undertaken with the national ACLU, with other advocacy organizations, and with cooperating attorneys;
- Play a leading role in strategic planning of the programmatic work of the legal department and of the NYCLU;
- Play a leading role in the advocacy work of the legal department, which includes working with the NYCLU’s advocacy, legislative and communications departments; working with NYCLU offices around New York; and working with other advocacy organizations and elected officials; presenting testimony
before legislative bodies and administrative agencies; participating in public education on civil liberties issues by speaking at public events and publishing articles and essays; and

• Participate in the mid-level management of the NYCLU, which includes being responsible for programmatic and operational initiatives across the organization.

**Experience and Qualifications:**

**Ideal Candidate:**

The ideal candidate for this position will have 10 or more years of experience successfully managing a diverse, public-interest litigation program; will have 20 or more years of experience successfully supervising and doing all aspects of complex public-interest litigation – including developing cases, all forms of discovery, motion practice, evidentiary hearings, and appeals; will have a demonstrated commitment to effective diversity, equity, and inclusion practices; will have substantive expertise in the work of the NYCLU; will have a demonstrated record of leadership and collaboration; will have a demonstrated record of successful advocacy and legislative work; and will have substantial experience in public engagement, including public speaking, publishing, and interacting with the press.

**Minimum Qualifications Required to Apply for the Position:**

• Demonstrated ability to manage, support, and develop a diverse team engaged in complex, public-interest (including government) litigation;

• Demonstrated ability to supervise complex public-interest litigation;

• Substantial experience in all aspects of complex public-interest litigation, including case filings, discovery, evidentiary proceedings, appeals, settlements, and monitoring;

• Demonstrated ability to lead and to work collaboratively with a diverse community of colleagues, allies, and clients;

• Demonstrated ability to think and act strategically and to advocate effectively, including an ability to initiate and follow through on public-interest litigation or advocacy;

• Demonstrated commitment to civil liberties and the priorities of the NYCLU;

• Substantial experience with policy or non-litigation advocacy; and

• Admission to the New York Bar.

**How to Apply:**

E-mail your resume to apply.legal@nyclu.org with “Deputy Legal Director” in the subject line.

Please submit a resume with a cover letter (up to two pages) describing:

• Your unique qualifications for this position

• Where or how you learned of this job posting

• Your salary requirements

**The NYCLU will accept applications through March 29, 2019, or until the position is filled.** Applications will be accepted and reviewed immediately. Qualified candidates may be asked to submit additional information, including performance samples and references from people they have worked with in the past.

The NYCLU is proud to be an affirmative action/equal opportunity employer and encourages all applicants regardless of race, sex, gender identity, age, disability, religion, national origin, sexual orientation, veteran status or record of arrest or conviction. We are committed to diversity, equity and inclusion, and having a workforce that reflects the population that we serve.
General Description:

The Staff Attorney will travel to partner sites in Queens to oversee and provide legal services, including eligibility screenings, intakes, application preparation, and client representation.

Major Duties and Responsibilities:

- Oversee paralegals who will conduct legal screenings, provide application assistance, document preparation and case management services.
- Provide direct representation on straightforward and complex immigration cases.
- Ensure that other cases that cannot be retained are referred to reliable legal service providers.
- Develop relationships with legal and community-based organizations and utilize LSSNY-ILP's existing networks to expand access for quality immigration legal advice and social services.
- Develop training materials and training schedule for training partner organization’s staff and implement such training.
- Other duties as assigned.

Supervises:

Paralegals, interns, and volunteers when available

Education:

Juris Doctor

Experience:

Three years’ experience as an attorney in the field of immigration legal services is preferred. Admission to NYS Bar or another state bar required.

Skills & Abilities:

Strong verbal, writing, analytical, and organizational skills, ability to meet deadlines; ability to relate well to diverse groups of individuals and families; work well in team and partnership environment, computer literate.

Other Requirements:

Proficiency in a second language, particularly Korean or Spanish is preferred.

To Apply:

Interested applicants should email lbagley@lssny with a resume and cover letter.

The Florence Project was founded in 1989 to respond to a representation crisis for indigent non-citizens detained at the rural Immigration and Customs Enforcement (ICE) Detention Center in Florence, Arizona. We strive to
counteract systemic injustices that arise in the immigration system due, in part, to the lack of a universal right to representation. Through a range of programs, we provide high-quality legal and social services to the more than 4,500 men, women, and children that are detained in Arizona on any given day. The Florence Project is nationally known for its legal service models, which strive to empower detained individuals and ensure that they have access to justice. The Florence Project also actively supports initiatives for national changes in immigration law and policy.

**Position Description: Attorney - Mental Health Team**

The Florence Project is seeking a full-time Attorney to join our Mental Health team. This team provides direct representation and social service support to adults with serious mental health conditions who are in immigration removal proceedings. The Mental Health Attorney will work on a team with attorneys, legal assistants, and social workers to provide legal assistance and case management to detained and formerly detained clients who have been found mentally incompetent by an immigration judge and who are appointed a “Qualified Representative” by the Executive Office of Immigration Review.

**Essential Duties Include:**

- Provide direct representation in immigration proceedings and custody redetermination hearings before the Immigration Court, representation before the Board of Immigration Appeals, representation in applications before the United States Citizenship and Immigration Services, and other related services reasonably necessary to represent these clients in their removal proceedings.
- Work as a team, with supervisor(s), other attorneys, legal assistants, and social workers, to provide zealous and holistic representation to clients
- Collaborate with social workers on release planning and case management – connecting the client to community services such as health care, housing, or other support as needed.
- Work with mental health professionals and other experts necessary for clients’ cases.
- Occasionally assist with other Florence Project legal duties on an as needed basis for coverage.

This is a full-time litigation position that requires frequent time in detention facilities and immigration courts located in Florence and Eloy, AZ. Additionally released clients may reside throughout Arizona with immigration court in either Tucson or Phoenix. The Mental Health team is based in our Tucson office, though particularly strong candidates may also be considered for work from our Phoenix office. This position requires regular travel to Florence and Eloy and additional travel for released clients on an as needed basis.

**Requirements and Qualifications:**

- Must be fluent or have professional proficiency in Spanish
- Licensed to practice law in any state or jurisdiction. Preference for individuals with one to two years of relevant experience – both immigration court and other transferrable court experience will be considered
- Demonstrated commitment to or interest in social justice, immigrant rights, or public interest law
- Strong legal research and writing skills
- Strong oral advocacy skills
- Demonstrated ability to be a flexible team player
- Strong work ethic with a demonstrated ability to take initiative and work well under pressure
- Prior advocacy, practice, or clinical experience in immigration or criminal law and/or experience working with clients with mental health conditions is strongly preferred.
- Must have sharp legal mind and enjoy challenging casework and litigation.
- Prior advocacy work in immigrant rights, human rights, LGBTQ rights, criminal justice, mental health advocacy, or experience working with trauma survivors is a plus.
- Due to regular travel, applicants must have access to reliable transportation.
- Must be able to clear basic background checks and obtain security clearance to enter detention facilities
Salary and Benefits:

This is a full-time, salaried exempt position. We offer a competitive salary for our network. We strive to create and uphold a positive, supportive, and inclusive work environment for staff. We offer excellent benefits, including medical, dental, vision, and life insurance, with full premiums paid by the Florence Project. After one year of employment, staff members are eligible for the employer matching retirement plan. Paid time off includes one personal day each month in addition to fifteen days of vacation and twelve days of sick/medical leave annually, six weeks maternity-paternity leave (up to twelve weeks total, with option to use personal, vacation, and sick paid time off for unpaid portion), and bereavement leave. The Florence Project observes all federal holidays. After three years of employment staff members are eligible for an eight-week paid sabbatical.

Application Process:

This is an immediate opening. To apply, please email a cover letter, writing sample, and resume with three professional references to jobs@firrp.org, with “Mental Health Attorney” in the subject line. Please include in your email, the name of the publication/website where you found out about this job opportunity. Applications will be reviewed on a rolling basis, and candidates are encouraged to apply early. Only those selected for an interview will be contacted.

The Florence Project values diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, persons with disabilities, and members of under-represented communities.

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.
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
- Three letters of professional reference
- Sample of Written Work (max. 10 pages)
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.

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.

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.

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.

STAFF ATTORNEY
COALITION TO ABOLISH SLAVERY AND TRAFFICKING
LOS ANGELES, CALIFORNIA

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.
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

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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