**LEGAL POSITIONS**

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LEGAL POSITIONS

DIRECTOR OF LITIGATION
CENTER FOR SCIENCE IN THE PUBLIC INTEREST

The Center for Science in the Public Interest (CSPI) is a non-profit advocacy organization that focuses on improving nutrition and health in the United States. Among its many accomplishments, CSPI led successful efforts to remove artificial trans fat from the US food supply; enact the Food Safety Modernization Act; create an "added sugars" line for Nutrition Facts labels; secure more fruits, vegetables, and whole grains in school meals; and reduce junk food marketing to children. CSPI also publishes Nutrition Action Healthletter, a leading nutrition newsletter.

Working with private lawyers across the country, the Litigation department brings high impact, class action lawsuits on behalf of consumers to help correct corporate misbehavior and improve nutrition and health. Legal challenges brought by CSPI's attorneys have produced binding settlements obtaining damages for consumers and halting deceptive marketing. Defendants in the Litigation department's active lawsuits include Coca Cola, Kellogg, and CVS. CSPI will also bring selected administrative lawsuits in house including, for example, for delay in responding to citizen petitions or in response to unreasonable actions by the Food and Drug Administration or the US Department of Agriculture.

This is a unique opportunity for an experienced class action attorney to lead litigation strategies to secure better corporate practices and smarter government policies to improve the public’s health. This position is based in CSPI's office in Washington, D.C., and reports to CSPI’s President.

Essential Duties and Responsibilities:

- Work closely with the President, senior staff, Board, and other relevant parts of CSPI to ensure that the Litigation department’s work is strategically aligned with the organization’s priorities and goals.
- Provide vision and leadership to identify and bring high-leverage lawsuits to advance CSPI’s mission through class action litigation.
- Use litigation to stop unfair or deceptive marketing practices.
- Bring lawsuits against federal agencies over violations of the Administrative Procedure Act, including challenges for failing to respond to petitions, failing to issue rules in a timely manner or making illegal decisions.
- File occasional amicus briefs, in consultation with the President, Policy department, and other relevant programs of CSPI.
- Seek to interest other law firms, state attorneys general, and other public interest organizations in initiating litigation on problematic food and nutrition practices and products.
- Serve as co-lead or lead counsel on lawsuits.
- Develop and maintain strong and collaborative relationships with law firms, law school clinics, and other partners.
- Represent CSPI as needed to an array of groups including the academic community, industry, legal community, and press.
- Provide mentorship to and supervise Litigation staff and interns.
• Oversee general administrative and managerial responsibilities associated with day-to-day and long-term operation of the Litigation department.

Qualifications:

• Law degree (J.D.), and at least 7 years of class-action litigation experience.
• Experience in all phases of litigation including case filing, motion practice, discovery, and settlement negotiations; and appointment as co-lead or lead counsel in a class action lawsuit.
• Demonstrated commitment to public interest advocacy.
• Member of the D.C. Bar or bar in state of residence.
• Demonstrated knowledge of consumer and regulatory law.
• Strong legal writing, research, and verbal communications skills.
• Ability to work effectively and collaboratively as part of senior management.
• Experience working with external co-counsel or in a coalition setting comprised of multiple organizational partners and demonstrated ability to resolve conflicts constructively.
• Ability to supervise, motivate and evaluate staff, and strong commitment to fostering a positive, collaborative, and strategic organizational culture.

To Apply:

Please send your application materials, which should include a cover letter indicating relevant experience and interest, résumé, state bar admissions, and writing sample/brief (not to exceed 10 pages) to: hr@cspinet.org. Please include “LD-wcl” in the subject line.

CSPI offers a generous and comprehensive benefits package along with a healthy working environment. CSPI is an equal opportunity employer. Minorities, women, and persons with disabilities are encouraged to apply.

FAMILY LAW LEGAL SERVICES ATTORNEY
CHILD SUPPORT COMMUNITY LEGAL SERVICES PROJECT
BREAD FOR THE CITY

The mission of Bread for the City is to help Washington, DC residents living with low income to develop the power to determine the future of their own communities. We provide food, clothing, medical care, and legal and social services to reduce the burden of poverty. We seek justice through community organizing and public advocacy. We work to uproot racism, a major cause of poverty. We are committed to treating our clients with the dignity and respect that all people deserve. Bread for the City Legal Clinic seeks to ensure better access to justice in our nation’s capital. The Legal Clinic offers front-line civil legal services in primarily three areas of law: housing, family, and public benefits. Our Family Law practice includes providing legal help in Civil Protection Order, custody, paternity, child support and divorce matters, as well as in immigration cases, such as VAWA self-petition, U visa, and SIJS matters. Our Family Law Unit is a dedicated team of attorneys with many years of experience in family law and civil legal services.

Position Description:

Bread for the City is seeking a full-time attorney with 1-3 years’ experience for our Family Law practice. Specifically, we seek an attorney to work in our Child Support Community Legal Services Project. Approximately two days per week, the attorney will staff a legal services office based at the Paternity and Support Branch of DC Superior Court in order to provide immediate, same-day advice and representation to custodial and noncustodial parents in paternity and child support cases. The attorney will then retain many of those cases for continued representation. The attorney may also handle a small caseload of other family law cases. In addition, the attorney will conduct advocacy, education and other outreach activities.
Qualifications:

- Member of the DC Bar or eligible to waive in (no 2019 law school graduates will be considered);
- Strong organizational, research, and oral and written communication skills;
- Litigation experience;
- Ability to perform effectively in court with little time for preparation;
- Demonstrated commitment to social justice and racial equity and/or willingness to learn and carry out Bread for the City's commitments in these areas;
- High degree of flexibility;
- Sense of humor;
- Ability to work with other staff and interact with a wide variety of people, including volunteers, in a professional and collaborative manner;
- Comfortable working in an open work environment, with no private offices for staff;
- Familiarity with Google Organization & Productivity Tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems;
- Prior experience in a legal services or other public interest setting highly desirable;
- Some knowledge or experience in child support law a plus; and
- Bilingual (Spanish/English) skills preferred but not required.

Compensation:

Bread for the City offers competitive non-profit salaries based on experience and a generous benefits package. Also, the DC Bar Foundation offers a Loan Repayment Assistance Program to qualified Bread for the City attorneys, providing renewable one-year, interest-free, forgivable loans, of up to $12,000 per year. For more information see https://dcbarfoundation.org/lrap/. Bread for the City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medical condition, status as a veteran, or any other category protected by applicable federal, state, or local law, except where a bona fide occupational qualification applies.

To Apply:

You must complete an application through Bread for the City’s ADP portal. Go to http://www.breadforthecity.org/work and click on the "Family Law Attorney Spring 2019" position. Then select "apply" at the top right-hand corner to register for a login and apply for the position. Please upload a resume and cover letter through this online application process. Only those candidates selected for interviews will be contacted. No phone calls, please.

COMMUNITY INCLUSION/HOUSING STAFF ATTORNEY
DISABILITY RIGHTS MARYLAND

Disability Rights Maryland (DRM) seeks a passionate, civil rights-oriented, full-time attorney to support DRM’s advocacy for full community inclusion with a priority for ensuring safe, decent, stable, affordable and accessible housing for individuals with disabilities and their families. The attorney will represent clients in judicial and administrative proceedings, engage in systemic advocacy and policy work, monitor Settlement Agreements, Consent Decrees, and Voluntary Compliance Agreements, conduct outreach and education, and provide legal advice and technical assistance. While the majority of the position’s time will be dedicated to fair housing, there may be opportunity for growth in DRM’s other advocacy priorities.

DRM, a private, non-profit law firm, is a recognized leader in disability rights and the Congressionally-mandated Protection and Advocacy organization for individuals with disabilities in Maryland. We provide free legal services and advocacy to persons with disabilities in Maryland. DRM envisions a world where people with disabilities are fully included in the workplace, neighborhoods and all aspects of community life. We help people with disabilities
pursue opportunities to participate fully in all aspects of community life, and champion their rights to self-determination, dignity, equality, opportunity, and freedom from discrimination and harm.

**Reports to:** Managing Attorney  
**Supervises:** Legal Interns

**Responsibilities Include:**

- Maintain active caseload representing individuals with disabilities regarding discrimination in housing and other practices that prevent integration and equity for persons with disabilities in the community;
- Along with co-counsel, monitor relief obtained by DRM on behalf of persons with disabilities in Consent Decrees, Settlement Agreements, and Voluntary Compliance Agreements and recommend enforcement action as needed;
- Conduct regular outreach to identify clients in need of services;
- Under supervision of DRM’s management and leadership teams, develop advocacy strategies to expand the availability of safe, decent, stable, affordable and accessible housing and promote full inclusion in community life;
- Participate in various coalitions and task forces with clients, constituents, and community partners on matters relevant to fair housing and other civil rights for persons with disabilities;
- Engage in administrative and legislative advocacy at the local and state level; and
- Travel throughout the State of Maryland.

**Minimum Qualifications:**

- J.D. degree from an accredited law school;
- Licensed to practice law in Maryland, or admitted after sitting for next available Bar exam;
- Strong commitment to DRM’s core mission of ensuring the civil rights of people with disabilities to self-determination, freedom from harm, due process protections, to develop physically, emotionally and intellectually, and to participate in community life, with meaningful choices and opportunities;
- Excellent organizational and project management skills;
- Excellent interpersonal and cross-cultural communication skills, ability to communicate ideas with enthusiasm to diverse audiences;
- Ability to research and analyze complex legal issues, develop and execute a variety of advocacy strategies, conduct legal research and communicate complex legal issues clearly and effectively both orally and in writing;
- Ability to work independently and to establish and maintain effective working relationships and collaborate with colleagues in a team environment;
- Ability to successfully manage multiple work priorities and work under deadlines.

**Preferred Qualifications:**

- 2-3 years’ experience with Maryland landlord-tenant law, the Fair Housing Act, Section 504 of the Rehabilitation Act, and/or the Americans with Disabilities Act;
- Experience handling administrative appeals, representing clients in court, or working on systemic public policy issues such as commenting on proposed regulations, advocating for changes with state agencies, and working on coalitions with other legal and non-legal partners;
- Experience with community lawyering models and desire to empower DRM clients to grow as advocates for the civil rights of persons with disabilities;
- Experience working directly with persons with disabilities;
- A demonstrated interest or background in public interest work, particularly related to disability rights issues;
- Experience with public policy advocacy and the legislative process;
- Life experience with a disability; and
• Fluency in American Sign Language or Spanish.

**Salary and Benefits:**

Competitive, depending on experience. The salary range for an attorney with 0-3 years’ experience is $53,491-$56,092. DRM offers an excellent, comprehensive package of benefits, including health, dental and vision insurance, and retirement plan contribution. DRM’s regular work week is currently 35 hours, from 9 am to 5 pm with a one-hour unpaid lunch break each day.

Detailed description of position can be found at [https://disabilityrightsmd.org/careers/](https://disabilityrightsmd.org/careers/)

**To Apply:**

E-MAIL resume, cover letter, a writing sample to jobs@DisabilityRightsMD.org with “Community Inclusion/Housing Attorney Position” in the subject line. This position remains open until filled. Priority will be given to applications received prior to April 19, 2019. We are looking for thoughtful, personalized cover letters that demonstrate the applicant’s qualifications, work style and interest in being part of a team working to advance the civil rights of persons with disabilities in Maryland.

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

**STAFF ATTORNEY**
**INTAKE SERVICES UNIT**
**MARYLAND LEGAL AID**

The Intake Services Unit of Maryland legal Aid announces a full-time intake staff attorney position available to qualified applicants.

**Duties and Responsibilities:**

The intake staff attorney serves an essential function in Legal Aid’s delivery of high-quality services to the poor and is usually the first point of contact for clients. The attorney will be part of a team who interview applicants, answer questions, and provide legal assistance in person, online and by telephone. Services include providing legal information on civil cases particularly in the areas of Maryland Domestic Law. Legal assistance will include advice, referrals, follow-up brief service such as reviewing legal papers, helping clients fill out forms, write letters, prepare for court, or strategize on next steps. Representation may also include informal negotiations on behalf of clients. When appropriate, the intake staff attorney will prepare the case for referral to a substantive law unit for further representation. Staff attorneys may be expected to work with other attorneys, law graduates, legal assistants/ paralegals, social workers, and students. The attorney will maintain case files in accordance with Legal Aid standards.

**Tasks assigned to staff attorneys may include any or all but are not limited to the following:**

- Screen clients for eligibility and make referrals, as appropriate.
- Conduct preliminary and subsequent interviews with clients, primarily a phone advice/intake position, answering law calls in the area of Maryland family law as well as the Family Law Hotline.
- Conduct factual investigation and analysis and legal research.
- Advise clients of results of investigation and research and counsel clients.
- If assigned, prepare pleadings, including but not limited to, complaints, answers, memoranda of law, briefs, etc.
- If assigned, develop case theory and strategy for the representation of clients.
- If assigned, prepare cases and represent clients in negotiation.
• Work with various community groups and accept speaking engagements as assigned by supervisor.
• Continue professional development and education through attendance at Legal Aid- sponsored training and other programs.
• Perform other duties, as assigned within the scope of the essential functions of the position.

Qualifications:

Highly motivated and willing to work with a team. Excellent oral and written communication skills. Ability to work in fast-paced environment. Commitment to mission of Legal Aid. Experience in Maryland Domestic Law. Admitted to practice in the State of Maryland, or admitted in another jurisdiction, graduate of an ABA approved law school and eligible for admission in the State of Maryland. Out-of-State attorneys must be able and available to take next scheduled bar exam following date of employment.

To Apply:

Apply online.

STAFF ATTORNEY
MARYLAND CENTER FOR LEGAL ASSISTANCE

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

Job Description:

The attorney will primarily provide legal assistance to self-represented litigants in connection with civil cases before the District Court, including Landlord and Tenant Matters, Civil Claims, Expungement and Shielding of Records, Consumer Matters, Return of Property and Domestic Violence/Peace Orders. Legal services to self-represented litigants will occur via walk-in assistance, phone calls, and live chat assistance, or as requested by the Court.

Hours and Location:

While this position is primarily located at the District Court Self-Help Center’s Upper Marlboro location, the attorney will be called upon to support the Maryland Courts Self-Help Center in Annapolis as well as the District Court Self-Help Centers in Glen Burnie, Baltimore City, Upper Marlboro, Salisbury and Frederick. While the District Court Self-Help Resource Center operates from 8:30am to 4:30pm, Monday through Friday, the Maryland Courts Self-Help Center operates from 8:30am to 8pm, 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:

Apply online.
STAFF ATTORNEY
MARYLAND LEGAL AID

Position:

Maryland Legal Aid announces the availability a staff attorney position, to work at each of the six locations of the Maryland Courts Self-Help Center and District Court Self-Help Centers in Annapolis, Baltimore City, Frederick, Glen Burnie, Upper Marlboro, and Salisbury, Maryland. This position was specifically designed to help each Self-Help Center maintain capacity. Although based in the Maryland Courts Self-Help Center in Annapolis, the staff attorney will “float” between offices to fill in for absences created by scheduled attorney leave. When possible, this attorney will also fill in for staff in the event of unanticipated staff absences.

The attorney will primarily provide legal assistance to self-represented litigants in connection with civil cases before the Circuit and District Courts of Maryland, including Landlord and Tenant Matters, Family Law Matters (divorce, custody, child support, and guardianship), Civil Claims, Expungement and Shielding of Records, Consumer Matters; Return of Property; Domestic Violence/Peace Orders; and Foreclosure. Legal services to self-represented litigants will occur via walk-in assistance, phone calls, and live chat assistance, or as requested by the Court.

Hours and Location:

The staff attorney will be required to have flexibility in location and schedule, with the expectation of a varied schedule at any of the Self-Help locations. The District Court Self-Help Centers in Baltimore City, Frederick, Glen Burnie, Upper Marlboro, and Salisbury, Maryland provide legal assistance Monday-Friday, 8:30 am to 4:30 pm. The Maryland Courts Self-Help Center in Annapolis, Maryland, provides legal assistance Monday-Friday, 8:30am to 8:00pm. The staff attorneys may be called upon to assist during other hours as needed. This is a full-time position.

Minimum Qualifications:

Admitted to the Maryland Bar with one-year or more civil litigation experience. Excellent organizational, communications, and interpersonal skills required. Fluency in a second language strongly preferred. Flexibility in schedule, with ability and willingness to travel frequently between the six locations.

To Apply:

Apply online.

STAFF ATTORNEY
MARYLAND LEGAL AID

The Northeastern Maryland office of Maryland Legal Aid, located in Harford County, Maryland, announces a full-time staff attorney position for qualified applicants.

Duties:

Handle all functions related to case work from initial intake through representation of clients before all relevant agencies, courts, etc. Staff attorneys may be expected to work with other attorneys, law graduates, legal assistants/paralegals, social workers, and students on cases or projects. Maintain case files in accordance with Bureau standards. Tasks assigned to staff attorneys may include any or all but are not limited to the following:

- Screen clients for eligibility and make referrals, as appropriate.
- Conduct preliminary and subsequent interviews with clients.
- Conduct factual investigation and analysis, and legal research.
• Advise clients of results of investigation and research and counsel clients about their options.
• Prepare pleadings, including but not limited to, complaints, answers, memoranda of law, briefs, etc.
• Develop case theory and strategy for the representation of clients.
• Prepare cases and represent clients in negotiations, hearings, trials and appeals.
• Work with various community groups and accept speaking engagements as assigned by supervisor.
• Continue professional development and education through attendance at Bureau sponsored training and other programs.
• Perform other duties, as assigned within the scope of the essential functions of the position.

Qualifications:

Admitted to practice in the State of Maryland or admitted in another jurisdiction and eligible for admission in the State of Maryland. Out-of-State attorneys must be able and available to take next scheduled bar exam following date of employment. Spanish language proficiency desirable.

To Apply:

Apply online.

DIRECTOR OF GOVERNMENT RELATIONS
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.

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.

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:

- 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.

To Apply:

https://www.aila.org/about/national-office/jobs

STAFF ATTORNEY
CAIR COALITION

The Capital Area Immigrants’ Rights (CAIR) Coalition’s Immigration Impact Lab seeks to fill a staff attorney position with someone with federal court and/or appellate litigation experience. CAIR Coalition’s Immigration Impact Lab responds proactively to disproportionate legal injustices detained immigrant adults and children face by expanding cutting-edge impact litigation to engender systemic change through legal precedent that benefits broad groups of immigrants. We provide an innovative space to engage in this litigation with major pro bono law firm partners to leverage limited resources for the maximum impact.

Description of responsibilities:

- Identifying, developing, and participating in federal, appellate, and state-level impact litigation, including novel theories of litigation involving constitutional due process claims and Administrative Procedure Act claims.
- Filing Freedom of Information Act (FOIA) requests and conducting FOIA litigation.
- Submitting friend of the court amicus briefs to the circuit courts.
- Providing technical legal assistance to other advocates on a variety of legal issues affecting immigrants in detention, including the intersection of criminal and immigration law.
- Mentor and co-counsel with teams of pro bono attorneys on cases through the life of the case.
- Educating pro bono attorneys and other advocates through trainings and panels, development and maintenance of practice advisories and other legal resources, and relevant outreach.
- Implementing the programmatic priorities of CAIR Coalition’s Immigration Impact Lab and mentoring staff.

Requirements:

- J.D. degree from an accredited law school and member in good standing with a state bar association.
- Demonstrated ability to identify and develop innovative litigation approaches.
- Experience in federal court and/or appellate litigation, including experience filing actions in district court.
- Strong legal research skills.
- Excellent written and spoken communication skills, with the ability to produce high-quality written briefs at a fast pace.
- Strong organizational and time management skills and willingness to work quickly and share tasks with a team in a balanced way.
- Experience clerking at a circuit court preferred but not required.
- Experience or knowledge of immigration and/or criminal issues preferred but not required.
- Spanish fluency preferred but not required.
- Driver’s license and ability to travel occasionally for work.

Salary and Benefits:

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

Application process:

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

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, salary requirements, and a list of three references 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.

DIRECTOR OF LITIGATION
NATIONAL VETERANS LEGAL SERVICES PROGRAM

Background:

The National Veterans Legal Services Program (NVLSP) is a national, nonprofit veterans service organization founded in 1981 and based in Washington, D.C. Our mission is to help ensure that the government delivers to our nation’s 22 million veterans and active duty personnel the benefits to which they are entitled, especially benefits for disabilities resulted from military service. To this end, NVLSP’s 28 staff attorneys and volunteers participating in our national pro bono program known as Lawyers Serving Warriors® provide free legal representation each year to more than 1,000 individuals before the U.S. Court of Appeals for Veterans Claims, other federal courts, the Board of Veterans’ Appeals, VA regional offices, and military review boards. NVLSP often serves as an amicus or counsel in impact litigation throughout the United States. NVLSP’s impact litigation alone has resulted in payment of more than $5.2 billion in benefits to more than 100,000 veterans and their survivors. 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, including the Veterans Benefits Manual, an annually-revised, 2,200-page veterans’ law treatise published by LexisNexis.

NVLSP’s Litigation Docket:

NVLSP staff attorneys file approximately 600 individual appeals each year with the U.S. Court of Appeals for Veterans Claims, an Article I appellate court, which reviews decisions of the Board of Veterans’ Appeals denying a VA benefits claim. A small percentage of these cases are furthered appealed to the U.S. Court of Appeals for the Federal Circuit.
Each year, NVLSP attorneys serve as co-counsel with pro bono attorneys from major private law firms in lawsuits filed in U.S. district courts or the U.S. Court of Federal Claims challenging the denial of military disability benefits.

NVLSP serves as lead or co-counsel in a number of class actions and law reform cases involving VA or military benefits issues. In addition, NVLSP regularly files amicus curiae briefs in federal court cases that will have a significant impact on veterans and their families.

Responsibilities:

NVLSP seeks a full-time attorney to serve as Director of Litigation. The Director of Litigation will serve as NVLSP’s lead attorney in all class actions, law reform cases and individual U.S. district courts and the U.S. Court of Federal Claims cases. In addition, the Director of Litigation will assist NVLSP’s Director of CAVC Litigation in reviewing draft briefs to be filed in the Court of Appeals for Veterans Claims.

Qualifications and Experience:

Attorney in good standing and admitted to practice law in any state who has a minimum of 8 years of federal court litigation experience, including experience in supervising other litigation attorneys. Excellent research, legal analysis, and writing skills. Experience in litigating class actions, law reform cases or appeals before the U.S. Court of Appeals for Veterans Claims is very helpful, but not required. Experience with veterans law, disability law, and/or military service appreciated.

Salary and Benefits:

The annual salary is from $150,000 to $180,000, depending on experience. NVLSP has a generous benefits program, with health and pension benefits provided at no cost to the employee.

Opening/Closing Date:

Available immediately; closes when filled.

Applications:

A resume, writing sample, and a list of three references should be e-mailed to personnel@nvlsp.org with the subject line of Director of Litigation.

All applications will be reviewed in confidence.

NVLSP is an equal opportunity employer.

MANAGING ATTORNEY
HOUSING PRACTICE
NEIGHBORHOOD LEGAL SERVICES PROGRAM

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

NLSP’s housing practice includes representation of tenants in eviction cases, affirmative litigation to preserve affordable housing and protect tenant rights, representation of clients before administrative agencies on housing
related cases, advice and counsel on a variety of housing related matters, and advocacy on policy initiatives to secure affordable housing and increase access to justice. The managing attorney will oversee the work of NLSP supervising attorneys, staff attorneys, volunteers, and other personnel in the areas of housing and community economic development. The managing attorney is responsible for carrying a small individual caseload and participating in grant activities pertaining to grants funding the housing law practice. The managing attorney is part of NLSP’s Management Team, responsible for establishing and enforcing high standards of practice and ensuring compliance with case management procedures.

**NLSP may also fill a supervising attorney position.**

**Experience:**

**NLSP seeks a managing attorney** with at least four years of litigation experience and at least five years as a practicing attorney in a legal services environment. The managing attorney must also have experience in either mentoring pro bono attorneys or supervising the work of staff attorneys.

**The supervisory attorney** must have at least three years of litigation experience in housing matters. A supervising attorney conducts regular case and file reviews, completes annual evaluations, observes and assists staff attorneys in court when appropriate, and ensures that Housing Unit personnel adhere to NLSP’s personnel and performance expectations.

Candidates are encouraged to note in their letters of interest whether they also would like to be considered for a potential supervising attorney position

**Duties and Responsibilities:**

**General Management Responsibilities**

- Providing Effective practice area leadership and management;
- Supervising practice area litigation and other legal advocacy;
- Guide processes for prioritization of legal work within the Housing Unit;
- Oversee systemic advocacy projects within Housing Practice;
- Oversee supervising attorneys;
- Participate actively in housing-related advocacy with other DC stakeholders including, but not limited to, those involving other public interest law firms.
- Identify training needs and support professional development of Housing Unit staff.
- Monitor and ensure the performance of all pertinent grant deliverables.
- Monitor and support the supervision of staff attorneys, in collaboration with supervising attorneys.
- Review assignments of cases to staff attorneys.
- Ensure the high quality of NLSP’s legal work by reviewing legal writing of supervising attorneys and staff attorneys as well as advising them on strategy and problem-solving, as necessary.
- Appear with staff attorneys at court hearings, as necessary.
- Support the identification of grantors for the housing law practice and participate in the grant activity process; e.g., assist in drafting grants and reports.

**Management Team Responsibilities**

- Participate in regularly scheduled management team meetings.
- Work collaboratively with the Executive Director and other senior staff to identify and resolve organizational issues and continually improve NLSP as a whole.

**Client Representation:**

- Maintain a small individual housing caseload of about 10 open housing cases per year.
Qualifications:

- JD from an accredited law school
- Member in good standing of the DC Bar
- Knowledge of federal and DC housing law
- Minimum of four years of litigation experience on housing matter
- Minimum of five years of experience as a practicing attorney in a legal services environment.
- Experience mentoring or supervising attorneys
- Experience in project development and management, as well as grant reporting, is highly desirable
- Excellent written and verbal communication skills
- Detail-oriented
- Strong interpersonal skills and the ability to work well with teams.
- Fluency in Spanish or another language frequently spoken by DC residents desirable

Salary and Benefits:

- Salary commensurate with experience.
- Generous benefits package
- Paid vacation and personal leave

Reports to:

NLSP Executive Director, Karen A. Newton Cole

Application Process:

Submit letter of interest, brief writing sample (no longer than 5 pages), and resume to: KNewtonCole@nlsp.org

Applications will be reviewed on a rolling basis. The first review is on March 28, 2019. The position will remain open until filled.

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

POLICY COUNSEL
HATE AND EXTREMISM
SOUTHERN POVERTY LAW CENTER

About the Southern Poverty Law Center:

The SPLC is dedicated to fighting hate and bigotry and to seeking justice for the most vulnerable members of our society. Using litigation, education, and other forms of advocacy, the SPLC works toward the day when the ideals of equal justice and equal opportunity will be a reality.

Our lawsuits have destroyed some of the nation’s most violent white supremacist groups, and our litigation and legislative advocacy has protected the civil rights of children, women, people with disabilities, immigrants and migrant workers, the LGBT community, people who are incarcerated, and many others who face discrimination, abuse, or exploitation.
In addition to our legal work, our Intelligence Project is internationally known for tracking and exposing the activities of hate groups and other domestic extremists. Our Teaching Tolerance program produces and distributes – free of charge – anti-bias documentary films, books, lesson plans and other materials that reduce prejudice and promote educational equity in our nation’s schools.

**About the Intelligence Project:**

The Intelligence Project (“IP”) monitors the activities of domestic hate groups and other extremists. Currently, we are tracking more than 1,600 extremist groups operating across the country. We publish investigative reports, train law enforcement officers and share key intelligence, and offer expert analysis to the media and public.

**Position Summary:**

The Southern Poverty Law Center’s Intelligence Project (IP) seeks a Policy Counsel who will be based in our newly established Washington, D.C. office. The Policy Counsel works under the supervision of the Intelligence Project Director and in close collaboration with our Special Litigation team (which litigates cases related to hate and extremism) to advance SPLC’s federal policy objectives to fight hate via several multi-strategy campaigns. Specifically, the Policy Counsel will work on issues related to domestic terrorism, hate crimes, the federal response to hate group activity and technology and hate. In addition, the Policy Counsel will take a lead role in IP’s work to counter online hate by working directly with policy teams at tech companies, advancing our interests on federal legislation related to tech issues and by taking a lead role in our coalition efforts devoted to advancing anti-hate initiatives in the tech arena.

The Policy Counsel is an outgoing, results-driven, and experienced advocate who is passionate about advancing civil rights by reducing the level of hatred in society. The Policy Counsel works with IP analysts, researchers, and writers as well as SPLC’s Special Litigation team and members of SPLC’s Communications department. The Policy Counsel coordinates directly with elected and appointed officials, agencies, staff, and other non-profit organizations.

**Responsibilities:**

- Develop and maintain relationships with elected legislators and their staffs, progressive allies, and the media.
- Serve as a spokesperson.
- Identify, secure, and prepare opportunities for SPLC to influence legislation and policy at the federal 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.
- Work directly with tech companies and our coalition partners in the civil rights community to reduce the level of online hate.
- Secure, draft, and deliver or coordinate delivery of legislative testimony and model legislation at the federal level.
- Assume a strategic role in and work in partnership with coalitions representing diverse groups of stakeholders to develop and implement strategies to advance SPLC’s anti-hate initiatives.
- Research, monitor, review, and summarize the constitutional and practical impact of proposed legislation related to anti-hate initiatives and develop strategies to defeat or advance 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.
- Work collaboratively with IP’s staff, the Special Litigation team and the communications staff to write, publish, and widely disseminate policy briefs, Op-Eds, fact sheets, talking points, score cards, reports,
and other documents that will educate legislators, agency officials, stakeholders, and the public about our issues.

Qualifications –
Education and Related Work Experience:

- Juris Doctorate (J.D.)
- At least seven years of legal advocacy experience, including a strong track record of developing, managing, and implementing policy campaigns.
- Significant Hill experience (lobbying or employment) required.

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 with strong communication and writing skills.
- Ability to develop thoughtful, multi-faceted action plans to approach difficult and complicated policy questions, integrating various forms of analysis, research, and other strategies to develop a thorough understanding of the issues and build realistic solutions.
- Ability to 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.
- 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=4202082002

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.
POLICY COUNSEL
IMMIGRANT JUSTICE
SOUTHERN POVERTY JUSTICE

About the Southern Poverty Law Center:

The SPLC is dedicated to fighting hate and bigotry and to seeking justice for the most vulnerable members of our society. Using litigation, education, and other forms of advocacy, the SPLC works toward the day when the ideals of equal justice and equal opportunity will be a reality.

Our lawsuits have destroyed some of the nation’s most violent white supremacist groups, and our litigation and legislative advocacy has protected the civil rights of children, women, people with disabilities, immigrants and migrant workers, the LGBT community, people who are incarcerated, and many others who face discrimination, abuse, or exploitation.

In addition to our legal work, our Intelligence Project is internationally known for tracking and exposing the activities of hate groups and other domestic extremists. Our Teaching Tolerance program produces and distributes – free of charge – anti-bias documentary films, books, lesson plans and other materials that reduce prejudice and promote educational equity in our nation’s schools.

Position Summary:

The Southern Poverty Law Center’s Legal department seeks a Policy Counsel who will be based in our newly established Washington, D.C. office. The Policy Counsel works under the supervision of the Deputy Legal Director to advance SPLC’s federal policy objectives via multi-strategy campaigns. The Policy Counsel is an outgoing, results-driven, and experienced advocate who is passionate about advancing civil rights for immigrants and immigrant communities. The Policy Counsel works to advance SPLC’s federal policy objectives via multi-strategy campaigns. The Policy Counsel works with teams of attorneys, paralegals, advocates, and members of the SPLC communications department. The Policy Counsel coordinates directly with elected and appointed officials, agencies, staff, and other non-profit organizations.

Primary Job Functions:

- Develop and maintain relationships with elected legislators and their staff, progressive allies, immigrant community leaders, and grassroots groups;
- Identify, secure, and prepare opportunities for SPLC to influence legislation and policy at the federal 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 federal level;
- Assume a strategic role in and work in partnership and in solidarity with coalitions representing diverse groups of stakeholders to develop and implement strategies to advance SPLC’s immigrant justice priorities;
- Research, monitor, review, and summarize the constitutional and practical impact of proposed legislation that will affect immigrant communities and develop strategies to defeat or advance 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 group of stakeholders. Represent the SPLC’s interests and cultivate relationships with partners to advance reform;
- Work collaboratively with SPLC’s attorneys, advocates, the anti-immigrant desk of the Intelligence Project, and our communications staff to write, publish, and widely disseminate policy briefs, fact sheets, talking points, score cards, reports, and other documents that will educate legislators, agency officials, stakeholders, and the public about immigrants’ contributions to the economy, culture, and communities.
Qualifications -
Education and Related Work Experience:

- Juris Doctorate (J.D.);
- At least 7 years of legal advocacy experience, including strong track record of developing, managing, and implementing policy campaigns;
- Significant Hill experience (lobbying or employment) required.

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;
- Spanish language fluency a plus; 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=4204757002

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.

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ASSOCIATE DIRECTOR
MAYOR’S OFFICE OF LEGAL COUNSEL

Background:

The Mayor’s Office of Legal Counsel (MOLC) was established pursuant to D.C. Law 20-60, the Elected Attorney General Implementation and Legal Service Establishment Amendment Act of 2013. The mission of the MOLC is to provide legal and policy advice to the Mayor and District government agencies, particularly through its work in conjunction with the agency general counsel and the supervisory and line attorneys working under them. The MOLC provides direct legal counsel to the Mayor, the Deputy Mayors, and District agencies. Other duties of the MOLC include coordinating the hiring, compensation, training, and resolution of significant personnel-related issues for subordinate agency counsel in conjunction with agency directors; resolving interagency legal issues for the Mayor; overseeing the representation of agencies in investigative matters before the executive branch of the federal government, Congress, or the Council of the District of Columbia; and supervising outside counsel in matters where the Office of the Attorney General is recused from a matter or otherwise not available.

Position:

The Associate Director serves as a senior attorney in the Mayor’s Office of Legal Counsel, reporting to the Deputy Director and Director of the MOLC. The Associate Director will have demonstrated knowledge, training, and experience in analyzing complex legal issues. The duties of the position include overseeing the work of junior staff attorneys.

Duties and Responsibilities:

- Coordinates legal support with attorneys in District government agencies, and attorneys and executive personnel in the Executive Office of the Mayor. Provides resolution of inter-agency legal conflicts.
- Reviews legal documents, contracts, legislation, regulations, and case law in connection with advising the District government.
- Prepares legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues, and recommendations for consideration. Develops and comments on briefs, memoranda, summaries and other written work product setting forth analysis, advice, and recommendations.
- Consults with and advises supervisors, management and officials regarding legal matters affecting the District. Provides direction to junior Staff Attorneys with respect to legal writing and research assignments.
-Drafts FOIA appeals decisions. Provides guidance on and edits junior Staff Attorneys’ draft FOIA appeal decisions.
- Conducts extensive and detailed research of legal documents dealing with proposed laws and amendments to existing laws to assure conformance with legal requirements. Prepares analysis of policy options and recommendations.
- Performs research and provides recommendations regarding the creation of policies affecting District agencies. Assists Director with discipline and other personnel matters involving subordinate agency counsel.
- Keeps abreast of laws and regulations related to the functions of the office, and ensures management is aware of significant or sensitive matters.
- Performs other related duties as required.

Minimum Qualifications:

- JD required. Must be an active member in good standing of the bar of the District of Columbia. Must have at least four (4) years of experience practicing law.
• Experience with freedom of information law, particularly the District of Columbia Freedom of Information Act, is strongly preferred.
• The successful candidate will have substantial knowledge of District Government laws, policies, and procedures; mastery in legal writing and analysis; interest and experience in managing junior attorneys; and excellent judgment.
• Interested candidates must submit a resume and a short writing sample. Applications will be processed on a rolling basis.

**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.

**Application Process:**

Candidates interested, must complete this application process. No letters or calls of endorsement are required.

https://mota.applytojob.com/apply/LLI5a1v094/Associate-Director-Mayors-Office-Of-Legal-Counsel-MOLC

**SENIOR STAFF ATTORNEY**
**D.C. BAR**

The D.C. Bar has an opening for a Senior Staff Attorney (SSA) in the Office of Regulation Counsel. The position serves as the principal staff liaison to the Global Legal Practice Committee, serves as a liaison to other special projects and committees supported by the Office of Regulation Counsel and provides substantive support and expertise to the standing programs and services in the Office of Regulation Counsel. The SSA reports to the Director, Regulation Counsel.

**Essential Duties and Responsibilities:**

• Serves as the principal staff liaison to the Global Legal Practice Committee.
• Serves as a staff liaison to the Executive Office, committees and other departments on substantive issues and special projects assigned to the Office of Regulation Counsel. Develops and implements activity plans and timetables to meet the missions of assigned special projects and committees. Plans and conducts program committee meetings.
• Conducts legal and non-legal substantive research and analysis for programs, projects and committees. Monitors and analyzes program development and models from other bar associations, the ABA and related entities as relevant to the D.C. Bar’s special programs and projects.
• Drafts proposed rules, bylaws comments, talking points, and correspondence. Formulates and drafts supporting rationale.
• Drafts or assists in drafting and editing special program, project and committee reports for the Board of Governors and such other entities as the Board directs.
• Delivers oral presentations about research, proposals and recommendations to internal and external stakeholders, including staff, D.C. Bar committees, the Board of Governors, and the Board of Judges.
• Monitors local, national and international trends about the delivery of legal services and the regulation of the legal profession.
• Develops and administers operating budgets for the Global Legal Practice Committee and for special programs, projects and committees.
• Responds to inquiries from Bar members and the public.
• Monitors restitution to the Clients’ Security Fund; assists with the development of claim applications for investigation by the Fund trustees.
• Presents or assists in presenting training about the programs and services of the Office of Regulation Counsel for internal and external stakeholders.
• Performs other duties as assigned.

**Minimum Qualifications:**

• J.D. from an ABA-accredited law school. An active member of the D.C. Bar, or eligible to become an active member. A successful candidate who is not an active member of the D.C. Bar must apply for admission to the Bar within two months of beginning employment with the Bar.
• Three or more years of relevant work experience in a nonprofit/membership organization or a regulatory environment strongly preferred.
• Excellent organizational skills, with an ability to work on numerous projects simultaneously.
• Excellent verbal and written skills; strong legal analytical skills and problem-solving ability. Ability to translate complex subject matter into plain language.
• Excellent interpersonal skills.
• Ability to work well under pressure; ability to set and manage multiple priorities with minimal supervision.
• Proficiency in current Microsoft Office Suite, including Excel and PowerPoint.
• Ability to handle and maintain the confidentiality of highly sensitive information, including personally identifiable information.

**Additional Information:**

The SSA candidate may not engage in the private practice of law, although a reasonable period of transition after hire may be approved.

Any outside volunteer activity or employment that involves or may involve a conflict of interest, could interfere with or negatively affect the job performance of the SSA, or could be a source of embarrassment for the Office of Regulation Counsel or the D.C. Bar will not be permitted. Any outside volunteer activities or employment must be approved in writing.

This is an exempt position. Salary is commensurate with experience. The D.C. Bar has an excellent benefit package.

This is not an attempt to list all essential functions of this position. It is recognized that job duties may change over time, based on the Bar’s needs.

**To Apply:**


The D.C. Bar is an equal opportunity employer.

**STAFF ATTORNEY**

**ABA COMMISSION ON DOMESTIC & SEXUAL VIOLENCE**

The ABA Commission on Domestic & Sexual Violence is seeking a full-time Staff Attorney to manage national training and technical assistance projects at its Washington, DC office. Funding is primarily from the United States Department of Justice, Office on Violence Against Women.
As a part of the Commission’s Technical Assistance Team, the attorney will have responsibility for working in a team to plan, develop, and host national, multi-day, in-person, web-based, and telephonic continuing legal education programs for attorneys representing victims of domestic violence, dating violence, sexual violence, stalking, and human trafficking.

Responsibilities:

This position includes the following responsibilities:

- Training curriculum design
- Development, editing, and publication of written resources
- Development of publicity and registration materials
- Coordinating with training sites and other vendors
- Managing event registration and on-site coordination of in-person trainings
- Identification and recruitment of subject-matter experts as faculty
- Budget management

Minimum Qualifications:

Qualified applicants must have:

- A deep commitment to ending gender-based violence
- A law degree and bar admission in at least one U.S. jurisdiction
- At least four years of legal experience (preferably representing victims of domestic & sexual violence in contested litigation)
- The ability to communicate professionally, both orally and in writing
- Excellent research, writing, organizational, and interpersonal skills
- Excellent Microsoft Office skills (Word, Excel, Outlook)
- The ability to be self-directed and capable of managing multiple projects under tight timelines, and with unexpected twists
- The skills and experience to work effectively with experts to create training materials for attorneys to provide high-quality representation to victims of domestic & sexual violence in civil protection order cases, custody cases, and related civil matters

Preferences:

A successful candidate will have:

- Experience with conference or large-scale event planning
- Familiarity with United States Department of Justice, Office on Violence Against Women-funded programming
- Experience working with victims from traditionally underrepresented or underserved communities
- An understanding of how interpersonal and institutional power, privilege, and oppression affect the lives of domestic & sexual violence survivors

Travel:

Travel to conduct trainings or stakeholder meetings is required. Travel takes place for multiple days, approximately 4-6 times per year.

Salary:

Salary starts at $68,900, depending on experience.
Application Process:

Interested candidates should send a cover letter, resume, writing sample, and contact information for three professional references to Chief Counsel Vivian Huelgo, at vivian.huelgo@americanbar.org, with STAFF ATTORNEY as the subject line. References will not be contacted without express candidate permission.

Commission staff will not respond to inquiries. Please do not email.

The American Bar Association is an Equal Opportunity Employer, M/F/D/V

The Commission is committed to enhancing equity, inclusion, and diversity, including our capacity for reaching lawyers from all backgrounds. An equitable, inclusive, and diverse staff and curriculum are critical to our mission. We welcome and encourage applications from qualified candidates of color, with disabilities, who are trans*, and/or with other underrepresented backgrounds and experiences.

STAFF ATTORNEY
AMARA LEGAL CENTER

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.

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:
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.

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](http://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](mailto: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](https://jnc.dc.gov/page/apply-now).

**STAFF COUNSEL**  
**U.S. SENATE SELECT COMMITTEE**

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](mailto: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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**HOUSING LAW ATTORNEY**

**DC LAW STUDENTS IN COURT**

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

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

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

Position Responsibilities:

- 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.

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.
YOUTH RIGHTS ATTORNEY
WASHINGTON LAWYERS’ COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

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

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

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

Position Description:

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

Responsibilities:

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

Skills/Qualifications:

The ideal candidate will possess the following skills and qualifications:

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

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

How to Apply:

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

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

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

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

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

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

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

Position Description:

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

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. 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.

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.
DEPUTY LEGAL DIRECTOR
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

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

Tasks and Duties:

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

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

Qualifications:

The ideal candidate will have the following:

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

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

**Salary and Benefits:**

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

**To Apply:**


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

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**JD/BAR NOT REQUIRED**

**ENVIRONMENTAL COUNSEL/PROFESSIONAL STAFF COMMITTEE ON ENERGY AND COMMERCE MAJORITY**

The Committee on Energy and Commerce Majority is seeking a counsel or professional staff to focus on environmental issues within the Committee’s jurisdiction. Responsibilities will include drafting legislation, preparing hearings, and coordinating with stakeholders and member offices. Ideal candidates will have a law degree or advanced scientific degree, a demonstrated interest in environmental protection, and some public policy experience.

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

**LEGISLATIVE ASSISTANT SENIOR DEMOCRAT**

Senior Democrat is seeking a highly energetic, motivated and organized lawyer with strong interpersonal, legal and writing skills. The ideal candidate will be able to manage multiple tasks and work well under pressure. The Legislative Assistant works with the Chief Counsel/Legislative Director and with the Chief of Staff to develop and implement the Member’s legislative strategy in his/her issue areas; prepares materials for hearings; drafts legislation, amendments, and congressional record statements; and conducts research. The ability to write well under tight deadlines is essential. Candidate must be able to handle multiple tasks and issues effectively while meeting deadlines. A successful candidate will be a results-oriented, problem solving lawyer and motivated self-starter who can think outside the box. Prior Hill, law firm or similar experience is preferred but not always
required. Candidate must possess a law degree and be, or be willing to become, a resident of the District of Columbia. Salary based on skill and experience level.

Interested applicants should send a cover letter, resume, references and two writing samples to DC00.NortonResume@mail.house.gov.

**LEGISLATIVE ASSISTANT**  
**CONGRESSWOMAN PRAMILA JAYAPAL**

Congresswoman Pramila Jayapal (WA-07), Co-Chair of the Congressional Progressive Caucus, is seeking an experienced and enthusiastic Legislative Assistant to cover economic policy issues including housing, trade, infrastructure, and the Congresswoman’s work on the House Committee on the Budget. The ideal candidate will have 2-3 years of Hill experience, a good understanding of House procedures, and a deep understanding of economic policy. This is not an entry level position. Candidates with graduate training in law, public policy, or social science are preferred. Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment. Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, preparing briefing materials, and advising the Congresswoman on economic policy.

Qualified candidates should include in their application: resume, cover letter, and references. Please send applications to jobs.pramila@mail.house.gov with “Legislative Assistant” in the subject line. No calls or drop-ins please.

Equal Employment Opportunity Employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

**COUNSEL/PROFESSIONAL STAFF MEMBER**  
**HOUSE SELECT COMMITTEE ON THE CLIMATE CRISIS**

The House Select Committee on the Climate Crisis is seeking a professional staff member or counsel to work on climate mitigation policy for the Committee’s Democratic staff. Previous experience working on climate mitigation and decarbonization policy is required. Congressional experience is a plus. Responsibilities include planning and staffing congressional hearings, conducting in-depth analysis on policy options for deep decarbonization, writing and editing, and communicating with stakeholders. Successful candidates will be detail-oriented and possess strong communication and writing skills. Advanced degree preferred but not required for all positions, as experience in climate policy may be equally relevant. Salary commensurate with skills and experience.

Please send resume and cover letter to SCCCDjobs@mail.house.gov with “Counsel/Professional Staff” in the subject line.

The Committee is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**VISITING PROFESSOR**  
**HOWARD UNIVERSITY SCHOOL OF LAW**

The Howard University School of Law invites applications for a visiting professor position for Fall 2019. The visitor will teach Contracts. Additional courses include secured transactions, sales, and/or family law. The committee will consider a full year AY 2019-2020 visit depending on candidate preference and curricular needs. Candidates should have a juris doctorate and teaching experience.
Interested persons should send a CV and cover letter indicating subject area preferences to Associate Dean Lisa Crooms-Robinson (lcrooms@law.howard.edu) and to the Initial Appointments Committee, c/o Donnice Butler (donnice.butler@law.howard.edu). **Priority consideration will be given to applications received by Monday, April 1, 2019.**

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

Howard University is an Equal Opportunity Employer and does not discriminate on the base of race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender, or veteran status.

**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.

**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.

ADVISOR
MID-ATLANTIC DEMOCRAT

Mid-Atlantic Democrat seeks advisor to handle issues relating to Senate Finance Committee work, including tax policy, economic policy, Social Security, and related matters. The position requires excellent oral and written communications skills, a thorough understanding of the legislative process, a strong capacity for absorbing and explaining highly complex material, and effective interpersonal skills.

Candidates should have a strong worth ethic and be a self-starter. Individuals of diverse backgrounds are encouraged to apply.

Please submit a cover letter, resume and writing sample to taxtradepolicyadvisor19@gmail.com.

ANALYST IN IMMIGRATION POLICY
LIBRARY OF CONGRESS

Duties:

The Domestic Social Policy Division of the Congressional Research Service is seeking an Analyst in Immigration Policy. The ideal candidate will work on immigration policy issues including eligibility for public benefits, the intersection of crime and immigration, the economic impact of immigration, and demonstrate an ability to develop expertise in new areas of immigration policy. Ideal candidates will have an academic background in public policy, sociology, economics or other social sciences.

Responsibilities:

The Domestic Social Policy Division of the Congressional Research Service is seeking an Analyst in Immigration Policy.

The Analyst in Immigration Policy will provide objective, expert public policy analysis and consultation on immigration policy issues including eligibility for public benefits, the intersection of crime and immigration, the economic impact of immigration, and develop expertise in new areas of immigration policy, especially in issue areas covered by the Domestic Security and Immigration Section.

This position requires the ability to utilize analytical methods and techniques to analyze policy issues for the U.S. Congress. Applicants should be comfortable with quantitative approaches in research and be familiar with issues related to immigration policy. Strong writing and presentation skills, including the ability to synthesize complex analyses into easy-to-understand language for a non-technical audience, are required.

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century.
CRS is well known for analysis that is authoritative, confidential, objective, and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation’s best thinking on public policy issues of interest to its Members and committees.

**Analyst duties include:**

- Prepares analytical reports, memoranda, and other types of written responses for congressional committees, Members, and staff on issues of legislative concern within the employee's area of professional knowledge.
- Provides congressional staff with factual and analytical information by phone and in person, often in structured situations.
- Prepares descriptive and background reports, memoranda, and other types of written responses for congressional committees, Members, and staff on policy issues within the employee's area of professional knowledge.
- Locates and organizes factual information, articles, and publications through independent research, including searches of the reference collections and databases of CRS, the Library, or other institutions.
- The employee is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.

This is a non-supervisory, bargaining unit position.

The tour of duty for this position is full-time.

The position description number for this position is 004745.

The incumbent of this position may elect to work a flextime or complex work schedule.

Relocation expenses are not authorized for the person(s) selected under this vacancy announcement.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The Congressional Research Service, within the Library of Congress, is part of the Legislative Branch of the federal government. As such, all positions are in the excepted service.

The Library of Congress may offer repayment for all or part of federally insured student loans. However, not all service units within the Library of Congress participates in the repayment of federally insured student loans. Therefore, determination to repay a federally insured student loan is subject to approval by the appropriate service unit.

**For more information about this position and to apply:**


**GRADUATE LAW FELLOW**

**LEGAL SERVICES CORPORATION**

The Legal Services Corporation (LSC) is the country’s single largest funder of civil legal aid for low-income Americans. Established in 1974, LSC operates as an independent 501(c)3 nonprofit corporation that promotes equal access to justice and provides grants for high-quality civil legal assistance. LSC currently funds 132 independent, nonprofit legal aid organizations with nearly 800 offices throughout the nation.
**Principal Duties and Responsibilities:**

Graduate Law Fellows perform a broad variety of work including:

- Legal research and writing on a myriad of topics such as:
  - Interpretation of federal statutes and regulations regarding appropriations, federal grants and oversight of federally-funded legal services,
  - Non-profit corporation legal issues, and
  - Freedom of Information Act (FOIA) and Sunshine Act issues
- Assist with LSC’s rulemaking;
- Draft and review contracts;
- Assist with access to justice and technology projects;
- Assist with special projects and task forces for the Board of Directors;
- Draft internal policies; and
- Assist with litigation and employment matters.

**Minimum Qualifications:**

A law degree from an accredited law school within the last two years or by June 2019 with a strong academic record. Ideal candidates will have:

- Excellent legal research and writing skills;
- A strong commitment to LSC’s mission;
- An interest in public interest, government affairs, regulatory or administrative law;
- An ability to take initiative, problem-solve, multi-task, and work independently;
- An ability to work well with people and as a part of a team;
- An ability to do outreach to external stakeholders and experts; and
- Demonstrated ability to manage and prioritize multiple tasks simultaneously, manage a high-volume workload, pay close attention to detail, adapt quickly to changing work needs, and meet moving deadlines.

**Salary and Benefits:**

Salary range: $54,369 - $62,482, depending on number of years of post-graduate experience.

The Fellow is eligible to participate in LSC’s medical plan, 403(b) thrift plan, and other employee benefits.

**To Apply:**


LSC is an equal opportunity employer.

**LEGISLATIVE ASSISTANT**

**DEMOCRATIC MEMBER**

Democratic Member seeks a Legislative Assistant to develop and plan legislative initiatives and monitor legislative developments on the House floor on assigned issues. The ideal candidate will be suited to: Track legislation and other developments in his/her assigned issue areas; monitor legislative developments within relevant committees; plan and coordinate co-sponsorship and support of other legislation; monitor legislation on the House floor, provide the Member with information on each vote within their assigned issue areas; draft talking
points; perform special projects assigned by the Member, the Chief of Staff, or the Legislative Director; meet with constituent/interest groups.

To apply, please send a resume and cover letter to legassistant900@gmail.com.

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](mailto: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.americannrivers.org](http://www.americannrivers.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 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.

DIRECTOR OF PUBLIC POLICY
LAWYERS’ COMMITTEE FOR CIVIL RIGHTS UNDER LAW

The Lawyers’ Committee for Civil Rights Under Law invites applications for the position of Director for its Public Policy Project. The Lawyers’ Committee is one of the nation’s leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers’ Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar’s leadership and resources in combating racial discrimination and the resulting inequality of opportunity.

Through legislative advocacy, campaign planning and execution, coordination with community organizers and the organization’s communications’ team, public education efforts, and other tactics, the Policy Director will lead the Lawyers’ Committee’s policy agenda with lawmakers, officials and the community at large. The Lawyers’ Committee’s current policy work includes, among other things, voting rights, fair courts, election reform, criminal justice policy reforms, advancing racial justice, promoting economic justice and fair housing, advancing educational opportunity and more. The Lawyers’ Committee also aims to understand the racial justice implications of a broad range of policy proposals.

The Policy Director will be a part of the organization’s management team and will work under the supervision of and in close collaboration with the Executive Director and with other Program Directors. The Policy Director will supervise the Policy Department, which currently includes the Policy Counsel and an Intern.
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-
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.

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.

8600 and ask for an applicant accommodation or send an email with the subject line “Applicant Accommodation” to kcoates@lawyerscommittee.org.
• 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.

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

SUMMER INTERNSHIP
CATHOLIC LEGAL IMMIGRATION NETWORK, INC.

The Catholic Legal Immigration Network, Inc. (CLINIC) promotes the dignity and protects the rights of immigrants in partnership with a dedicated network of legal immigration programs. The network includes faith-based institutions, farmworker programs, domestic violence shelters, ethnic community-focused organizations, libraries and other entities that serve immigrants. Established in 1988 by the U.S. Conference of Catholic Bishops, over the last 30 years CLINIC has grown exponentially and now supports approximately 341 affiliate...
organizations in 47 states and the District of Columbia. CLINIC and its network embrace the Gospel value of welcoming the stranger.

The Defending Vulnerable Populations (DVP) Program at CLINIC seeks two law student interns. Following the 2016 presidential election, CLINIC established the DVP Project (which is now a program) to help advocates meet the needs of the rapidly growing population of immigrants facing removal, breakup of families, loss of employment and other disruptive effects of anticipated government policy changes. The DVP Program has the following objectives:

- Increase the number of competent and zealous non-profit fully accredited representatives and attorneys available to represent immigrants in immigration court and on appeals to the Board of Immigration Appeals (BIA) and the U.S. Courts of Appeal;
- increase representation for immigrants in ICE custody appealing to the BIA and the U.S. Courts of Appeal;
- establish innovative remote legal representation and mentorship models to increase pro bono legal representation capacity;
- establish strategic collaborations to respond to crises created by the Trump Administration;
- seek transparency through Freedom of Information Act requests;
- advocate on behalf of vulnerable populations through amicus briefing, reports, the press and other media;
- serve as counsel or co-counsel on appeals to the BIA and the U.S. Courts of Appeal;
- bring affirmative litigation before federal district courts; and participate as an organizational plaintiff on impact litigation cases.

Under the supervision of DVP Program attorneys, the interns will work on different initiatives. One intern will support our work assisting formerly separated families. In addition to legal resource development and motions drafting, this intern will have the opportunity to directly assist the families and thus should be fluent or highly proficient in Spanish and/or a Guatemalan indigenous language. The other intern will assist the BIA Pro bono Project on appeals to the BIA and the U.S. Courts of Appeal as well as other litigation. Overall, the interns will cultivate a number of valuable skills, including legal research, analysis and writing, litigation preparation, and client interaction. The interns may work remotely from anywhere in the United States or from the CLINIC headquarters office in Silver Spring, Maryland. DVP Program attorneys are located throughout the United States in the following cities: Los Angeles, Minneapolis, Denver, New York City, Morgantown (WVA), Baltimore, Boston, and Silver Spring (MD).

If interested, please email a cover letter, résumé, a writing sample, and list of references to mmendez@cliniclegal.org by April 15, 2019 with the subject line “DVP Summer Internship.” Interns must have their own funding for the position or be receiving school credit. The DVP Program is happy to assist with any necessary paperwork for funding or credit.

**DIRECT CLIENT SERVICES INTERNSHIP**

**TAHIRIH JUSTICE CENTER**

Tahirih’s Forced Marriage Initiative (FMI) is a hybrid national services and policy program that strives to increase awareness about forced marriage in the United States and provide needed services to individuals at risk and survivors of forced marriage, as well as technical assistance to frontline advocates working on such cases. The FMI also administers a growing National Network to Prevent Forced Marriage, conducts extensive outreach and education to service providers, community advocates, government officials, and attorneys on the issue, and explores national policy solutions to this issue.

**Responsibilities:**

We are seeking an FMI intern to support our direct client services activities. Interns may assist with monitoring news and national/international developments on the issue, organizing and hosting FMI related training and
events, research and maintaining resources for service seekers, as well as assisting with administrative duties and may also attend coalition or other advocacy meetings. As appropriate, the FMI intern may be in direct contact with clients or service seekers and will be expected to provide general program support.

The exact nature of the work that the intern would perform, and the level of responsibility the intern would be given, will reflect the level of education and experience of the intern.

Requirements:

- Enrollment in a relevant undergraduate or graduate program
- Experience in crisis management
- Excellent research, writing, and analytical skills, and a sharp attention to detail
- A strong work ethic, including the ability to work independently as well as the discernment to seek further guidance as needed

Apply:

Tahirih’s Forced Marriage Initiative is currently accepting applications for Summer 2019. Please include a cover letter, short writing sample (1-3 pages, including an excerpt from a longer piece, is sufficient), resume, and a list of 3 references here.

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

SUMMER 2019 FELLOW FINANCE COMMITTEE

Senior Member of the Finance Committee seeks a full-time graduate or law student to work on health care issues as a fellow for Summer 2019. The fellow will assist the Senator’s health care staffer on all areas of the portfolio with a focus on mental health, access, women, and minority health care issues.

Interested parties should submit their resume, writing sample, unofficial transcript, and references to senate_employment@saa.senate.gov indicating the job referral number in the subject line.

SUMMER POLICY INTERN COMMITTEE ON ENERGY AND NATURAL RESOURCES

The Committee on Energy and Natural Resources (Minority) seeks a Summer Policy Intern to assist with energy, public lands, and natural resource issues. Responsibilities include preparing hearing and markup materials, managing correspondence and records, and researching legislative and policy issues. The position is best suited to those who are highly organized and detail-oriented, able to problem-solve and think on their feet, strong writers, and keen to learn and take on responsibility. It is important that the candidate is genuinely enthusiastic about policy issues in the Committee’s jurisdiction. Experience with the legislative process preferred. Ties to West Virginia are a plus.

Stipend will be offered.
To apply:

Please submit a cover letter, resume, and a relevant writing sample to senate_employment@saa.senate.gov. Please include the job referral number (224940) in the subject line.

SUMMER 2019 LAW CLERK
SENATE COMMITTEE ON HOMELAND SECURITY AND GOVERNMENT AFFAIRS

The Senate Committee on Homeland Security and Governmental Affairs, Office of the Ranking Member, is accepting applications for its summer 2019 law clerk program. Applicants must be motivated, hardworking, and have strong written and oral communication skills. The position is paid with an expected time commitment of 40 hours a week. Application deadline is April 1, 2019. The Law Clerk Program will offer students the opportunity to gain substantive legal experience while participating in the oversight, investigations, and legislative processes. Law Clerks will assist Committee staff in conducting policy and legal research, reviewing documents, preparing for hearings and markups, and drafting letters, memoranda, and other written products. Applicants must be current law students with a demonstrated interest in public service and the legislative process.

Qualified candidates will possess strong writing skills, be able to excel in a fast-paced environment, and have a basic understanding of the legislative process. Law Clerks will work under the direction of Committee staff.

Law Clerks will: Participate in Congressional oversight and investigations; Conduct research on topics within the Committee’s jurisdiction; Provide technical and legal analysis of pending legislation; Assist with hearing preparation, including drafting witness letters, witness lists, materials for briefing books for the Member, and pre- and post-hearing questions.

Interested applicants must submit an application along with a resume and cover letter to this link

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are encouraged to apply.

SUMMER LEGAL INTERN
LEGAL COUNSEL FOR THE ELDERLY

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

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

Summary:

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.

Benefits Offered:

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

To Apply:

https://careers.aarp.org/ShowJob/Id/1970665/Summer-Legal-Intern-(Legal-Counsel-for-the-Elderly)/

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.

POLYDOR FELLOWSHIP
LEGAL COUNSEL FOR THE ELDERLY

Legal Counsel for the Elderly is currently recruiting a law student for the second year of our Polydor Fellowship. In honor of long-time volunteer Cheryl Polydor, the Polydor Fellow will support the work of both the Systemic
Reform Project at Legal Counsel for the Elderly and the Office of the DC Long Term Care Ombudsman. The ideal candidate will have a strong interest in promoting systemic reform for the elderly, particularly in the area of long-term care. This part-time position begins in late May or early June and can run up to a full year.

Interested persons can apply for the position on the AARP website: [AARP LCE Law Fellow](#).

**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.
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

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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.”

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_BO1NY74XLJYXQUFC

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.

LAW CLERK FOR SUMMER 2019  
FIRST SHIFT JUSTICE PROJECT

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.

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**REMOVAL DEFENSE ATTORNEY**

**PANGEA LEGAL SERVICES**

**SAN JOSE, CALIFORNIA**

Our vision is to live in a world where people have the right move and resettle across borders with dignity and respect. We work towards this vision through our mission: defending immigrants against deportation, promoting community education and empowerment, and engaging in policy advocacy. We also work towards this vision internally by building a horizontal, consensus-based organization.

**Our team:**

We started in 2013 with a team of 1.5 and now are 11 (3 in San Jose and 8 in San Francisco). Our staff and board of directors are diverse in their migration backgrounds, and extremely supportive of each other. What brings us together is our dedication to our work, each other, and the larger movement for immigrants’ rights.

**Our work:**

We operate on three levels: direct legal representation, policy advocacy, and community empowerment and education. Attorneys at Pangea participate in traditional lawyering – zealously representing immigrants in their removal proceedings and appeals. Attorneys also act as movement lawyers – working with clients, their families, grassroots organizers, legislators, and media to create systemic change. Our goal for representation is not only to achieve positive legal outcomes for each client, but also to provide our clients with opportunities for politicization and social transformation, thus advancing the larger movement for immigrant rights.
Our offices:

Pangea’s main office is located in downtown San Francisco, near key immigration offices, including the detained and non-detained immigration courts, ICE, USCIS, and the asylum office. Pangea’s Santa Clara County office is located in the San José Unified School District office, giving us access to parents, teachers, and students. Our San José office is also within biking distance of the Caltrain Diridon station, downtown San José, San José State University, the historic Alameda district, and the Rose Garden district.

Our internal work:

Pangea is more than a job; it’s an opportunity to become a director and share ownership in an organization that reflects the values we want to see in the world. Over the last 5 years, we have built an organization where everyone receives equal pay, authority is delegated by consensus, and everyone’s responsibilities are equally important regardless of organizational role. All employees serve on 1-2 organizational “hubs” that help run, build, and strengthen our organization. After 6 months of employment, new employees become directors of the organization and voting members of at least one hub. We are committed to continuing to develop our organizational model guided by our social justice ideals, and we invest significant time in its upkeep and growth.

We are hiring an attorney in our San José Office:

We are excited about growing our South Bay team! We are specifically looking to expand our non-detained asylum work, as well as our partnerships and community empowerment work in Santa Clara County.

This position will mostly focus on representing non-detained asylum seekers in immigration court. It is based in our San José office, with occasional days required in our San Francisco office to attend court hearings, immigration interviews, and important team meetings (approximately 2-4x/month).

Our San José team is currently comprised of 3 (and soon to be 4) attorneys. Each attorney has a different focus, including detained cases, non-detained asylum cases, crim-imm cases, and habeas petitions.

This is why working in San José is great:

San José is a great place to live and work. It has all the amenities of a large city, but with a more low-key vibe. The weather is amazing. It is sunny about 300 days a year and has an average annual temperature of 70 degrees. San José has incredible access to outdoor adventures all year round, including expansive open space preserves, Pinnacles National Park, Big Basin Redwoods, and the Santa Cruz beach and mountains.

Santa Clara County is diverse and vibrant. Mexican, Vietnamese, and many other migrants from all over the world make up almost 40% of the county’s population. The community is growing daily with new immigrants who move to San José to reunite with family members (and also those who join the many Silicon Valley companies that are based in Santa Clara County).

There is a critical need for removal defense services in the South Bay. Santa Clara County has the highest percentage of undocumented immigrants in the Bay Area. San José residents, in particular, have more pending immigration court cases than any other city in the Bay Area. There is a blossoming community of immigration and deportation defense service organizations in Santa Clara County. Pangea has many partners in the field, and our legal and grassroots immigrant rights collaboratives are well organized and welcoming.

This is who we are looking for:

We are looking for someone who is passionate about our mission and vision, excited to represent asylum seekers in court, and energized about helping to grow and shape our organization. We are also looking for someone
who has roots in the South Bay or is motivated to make a long-term investment in (and ideally live in) the South Bay community.

**Primary Responsibilities:**

- Represent immigrants (primarily asylum seekers) in removal proceedings
- Engage in community empowerment activities, including media interviews, outreach to the San Jose Unified School District community, Know Your Rights presentations, and more
- Create opportunities for clients to share their stories, participate in community empowerment activities, and join the larger movement for immigrant rights
- Participate in local coalitions, and cultivate relationships with partner organizations
- Help to maintain and grow Pangea as an organization, and actively participate in 1-2 organizational “hubs”

**Required Skills and Experience:**

- License to practice law in the United States or DOJ Accreditation (and we are willing to explore options with 3L law students)
- Spanish language proficiency
- Demonstrated commitment to immigration issues
- Excellent written communication skills

**Bonus Skills and Experience:**

- Spanish language fluency, proficiency in other languages
- Experience working in asylum law
- Experience in movement-building / community organizing
- Experience working with survivors of trauma
- Excellent verbal communication skills
- Ability to wear multiple hats and juggle various responsibilities / roles

**Alignment with Pangea’s Points of Unity:**

We are looking for someone who can relate to and embody our Points of Unity. These are the internal organizational principles that our team created together in 2015, and we frequently turn to them when making difficult decisions.

- We believe that all people are equal in rights and should be free to move. We dream of a world without borders.
- We were created to fill a gap in free and low fee deportation defense services.
- We recognize that education, legal empowerment, and policy advocacy are essential to changing perspectives around migration and migrants’ rights.
- We believe in the oneness of all people and we embrace the common humanity of every person; our interactions are guided by love.
- We treat every person we meet as an individual with a unique story.
- We are committed to excellence and providing high quality services.
- The law is a living document. Its flaws do not constrict us. We use it strategically to ask boldly for the best for our community.
- We are positive and solution oriented. We value fresh attitudes, innovation, and creativity. We challenge conventional thinking in order to redefine what is possible.
- We practice humility. We listen, learn, reflect, evaluate, and grow.
- We value our team’s individual and collective well-being. We create mechanisms to support well-roundedness and our team’s mental, physical, and spiritual health.
• We recognize a tension between serving as many people in need as possible, taking challenging, legally complex cases, and valuing our own health and well-being. We strive to maintain a balance between these three goals.
• We are committed to equity regarding compensation, responsibilities, and shared ownership.
• We strive to create an organization that is both financially sustainable and autonomous.

All about benefits and compensation:

First 6 months:
The first 6 months at Pangea are considered a “sponge” period. During this time, an employee receives and absorbs significant supervision, legal training, and orientation around our horizontal model. During the sponge period, an employee is a non-voting member of the team, and receives $5,000 less in salary than the rest of the staff.

After 6 months:
After successfully completing the 6-month sponge period, an employee becomes a full member of the team. Their title is updated to that of a Director, they get voting rights in our hubs, and their salary increases to the same salary as all other teammates (currently $58,000/year).

In terms of benefits, we offer Kaiser medical (Silver plan) and dental insurance, up to $800 in health reimbursements (for things like glasses or co-pays), and a socially responsible Simple IRA plan with a 2% employer contribution. We pay for state bar and other professional membership fees. Our vacation benefits start at 15 days in the first year and increase with tenure. We also close our office for 13 holidays a year.

Application instructions:
The start date of this position is flexible but must be by December 2019. Applications will be accepted on a rolling basis. **We will start evaluating applications on April 1, 2019.** Please submit a cover letter, resume, writing sample, copy of your law school transcript, and three references to welcome@pangealegal.org. In your cover letter, please answer the following two questions: 1) How does immigration directly impact you or your family; 2) What experiences do you have with collectively run organizations, or what draws you to a non-hierarchical organization? Please indicate “South Bay Attorney Application” in the subject line of your email.

We encourage immigrants and those directly impacted by Pangea’s work to apply.

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**STAFF ATTORNEY**
**DOMESTIC VIOLENCE**
**LEGAL AID OF NORTH CAROLINA**
**RALEIGH, NORTH CAROLINA**

Background:

Legal Aid of North Carolina seeks a full-time staff attorney to handle domestic violence cases in our Sylva office, which serves the 30th Judicial District comprising Haywood, Jackson, Macon, Swain, Graham, Cherokee and Clay counties, as well as matters in the Tribal Court of the Eastern Band of Cherokee Indians. The Great Smoky Mountains National Park, the Blue Ridge Parkway, and Western Carolina University are all just a short drive from Sylva, and the office itself is located within the beautiful Plott Balsams. There are many opportunities for someone who enjoys the outdoors. Legal Aid of North Carolina is a statewide, 501(c)(3) nonprofit law firm that provides free legal services in civil matters to low-income North Carolinians.
Responsibilities and Duties:

We seek a smart, dedicated, and creative attorney who can fearlessly provide zealous legal representation—advice, counsel, and litigation—to our clients. The attorney’s primary responsibility will be representing victims seeking protective orders and other ancillary matters (child custody, housing, expunctions, benefits, consumer issues) that will lead towards a cessation of the violence and restoration of healthy families. When required, the attorney will also be expected to practice in our wide-ranging efforts to reduce poverty and stabilize families. The attorney’s duties will include, but will not be limited to, providing legal representation/advice and education to clients; liaising with collaborative partners; screening and interviewing clients; assisting with training and recruiting pro bono attorneys; and conducting community outreach.

Qualifications:

Required:

- North Carolina bar license
- The ability to communicate effectively with clients from all walks of life, representatives from community partner organizations, adversaries and government officials
- A commitment to social justice and assisting low-income people
- Other skills sufficient to perform the responsibilities of the job
- Willingness to readily work beyond a minimum 7.5 hour workday and beyond a 37.5 hour work week, including evenings and weekends, when casework, outreach, special events or other obligations so require

Preferred

- The ability to speak Spanish
- Prior experience working with low-income people

Salary:

$43,400 or more, depending on experience. Excellent benefits package.

To Apply:

Please submit your cover letter, résumé, and contact information for three professional or academic references to the attention of Suzanne Saucier, Managing Attorney, LANC-Sylva at this link.

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.

PRO BONO MANAGER
PROBAR
HARLINGEN, TEXAS

The American Bar Association’s ("ABA") Commission on Immigration is hiring a Pro Bono Manager to increase pro bono engagement between ABA members and its two direct-service projects on the Southern border: the South Texas Pro Bono Asylum Representation Project ("ProBAR") in Harlingen, Texas, and the Immigration Justice Project ("IJP") in San Diego, California. ProBAR provides pro bono legal services to immigrants and asylum-seekers detained in the Rio Grande Valley of South Texas, and IJP provides pro bono legal services for indigent immigrants and asylum-seekers detained in the Otay Mesa Detention Center near San Diego, California.
The Pro Bono Manager will contribute to ensuring that clients of ProBAR and IJP receive high quality pro se assistance and representation through the participation of volunteer attorneys in the provision of immigration legal services. The position will be based at ProBAR’s offices; however, the Commission will also consider candidates who would like to work from Houston.

Interested candidates can apply here:

Apply online.

If you have any questions regarding the position please contact Jennie Kneedler, Commission Staff Attorney, at jennie.kneedler@americanbar.org.<mailto:jennie.kneedler@americanbar.org>

**SENIOR STAFF ATTORNEY**  
**VOTING RIGHTS**  
**SOUTHERN POVERTY LAW CENTER**  
**ATLANTA, GEORGIA**

The Southern Poverty Law Center’s Voting Rights Practice Group is the organization’s most recent expansion as it increases the breadth and impact of its voting rights program. Given the onslaught of voter suppression tactics, especially those directed towards racial minorities and low-income people, the practice group’s work will focus primarily on litigation, legislative initiatives, and affirmative electoral reforms in the Deep South. The group builds upon the SPLC’s history of advocating for the most vulnerable members of our society and continues the work it already is doing in this arena.

The program currently includes a lawsuit challenging Mississippi’s felon disenfranchisement law; playing a leading or supportive role in the passage of laws to restore voting rights in Florida and Louisiana; registering formerly incarcerated people in Alabama; and GOTV activities throughout the South, especially on college campuses. The practice group will expand upon that work by delving even deeper into statewide and local redistricting, protecting the right of eligible voters to cast a ballot, and strongly advocating for reauthorization of Section 5 of the Voting Rights Act.

To assist in this exciting endeavor, we seek a senior staff attorney with at least 5 years of relevant experience to assist with all aspects of litigation, including legal research, factual investigations, drafting of memoranda, complaints, discovery materials, briefs, pleadings, and other documents. In addition to strong litigation skills, the successful candidate will offer creative approaches on how to leverage litigation successes to achieve lasting policy reform and will have a cultural competence to work with a diverse group of colleagues and clients.

**Primary Job Functions:**

- Litigate cases in state and federal courts across the country, but particularly in the southern United States. This includes working and co-counseling with private attorneys; conducting extensive research and factual investigations; writing motions, briefs, and other court filings; conducting discovery, court appearances; and oral arguments;
- Identify and develop new cases and new litigation strategies to advance voting rights;
- Supervise student interns, outreach paralegals, legal fellows, and staff attorneys, as needed;
- Participate where appropriate on relevant task forces and coalitions;
- Work closely with legal department Policy Counsel and the SPLC’s Communications, Design, and other departments in helping to advance the organization’s policy objectives;
- Engage in public speaking and articulate the SPLC’s policies and programs to the public and the media on voting rights issues.
Qualifications:

- J.D. degree and a minimum of five years of litigation experience required. Responsibilities will be commensurate with experience and demonstrated skill level;
- Member of Georgia bar or admission within one year of starting position;
- Excellent analytic, legal research, factual investigation, and writing skills;
- Ability to synthesize complex issues and communicate them effectively to diverse audiences, including elected officials, attorneys, advocates, impacted communities, supporters, the media, and the general public;
- Proven project management and organizational skills, including the ability to work independently, pay attention to detail, and meet deadlines while under pressure;
- Ability to work collaboratively and in team settings is essential;
- Ability and willingness to travel;
- Demonstrated commitment to civil rights issues and the mission and goals of the SPLC;
- Fluency in Spanish is a plus, but not required.

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=4182608002

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.

SENIOR STAFF ATTORNEY
ECONOMIC JUSTICE PROJECT
SOUTHERN POVERTY LAW CENTER
MONTGOMERY OR NEW ORLEANS

The Economic Justice Project of the Southern Poverty Law Center seeks to ensure that people living in poverty in the Deep South, especially people of color, are not punished or exploited because of their economic status. Our work has focused on three main areas: (1) ending debtors’ prisons and reforming court debt abuses; (2) protecting consumers by ending predatory lending and abusive debt collection practices; and (3) protecting access to safety nets for the poor, including Medicaid and SNAP (food stamps). We are in the process of expanding into a fourth: ensuring fair and equal access to housing and related services.

Over the past few years, our Project has worked to end debtors’ prisons in Montgomery, Alabama, Alexander City, Alabama, Bogalusa, Louisiana, and Corinth, Mississippi, and are fighting to end related abusive practices like suspending driver’s licenses for non-payment of fines in Mississippi, North Carolina and Alabama. We restored access to TennCare (Tennessee’s Medicaid Program) for thousands who were facing life-threatening medical conditions and whose applications were ignored during the rollout of the Affordable Care Act, and we
are fighting to maintain access to the Medicaid programs in Kentucky and Arkansas, as those states and the federal administration attempt to restrict access to those programs through barriers like work requirements. We have documented the abusive predatory lending industry in Alabama in an on-going push for state and federal regulatory reform. We drove the largest private “probation” company out of Alabama. And we are seeking to end discriminatory wealth-based bail practices in municipal courts and state courts in Alabama, as well as in Mississippi.

Position Summary:

Our Project is growing and looking to expand our critical work to ensure fair and equal access to housing and related services. We seek an attorney with experience in litigating housing rights cases in federal court who can help us develop our burgeoning interest into litigation and policy work. Preliminary, we are interested in the following issue areas, although these may change depending on further research: mortgage redlining, crime-free ordinances and blanket housing bans on individuals with criminal records, and civil enforcement against perpetrators of hate crimes and harassment in the housing context. While the position will be focused on housing rights, s/he will also handle casework and policy work related to our other three issue areas.

We seek attorneys with at least five years of federal court litigation experience, and at least three years of experience in the housing context, to assist with all aspects of litigation, including legal research, factual investigation, drafting of memoranda complaints, discovery materials, briefs, pleadings and other litigation documents. The successful candidate will have experience in the housing rights arena, strong litigation skills, an aptitude for how to leverage litigation successes to achieve lasting policy reform, and an orientation to non-litigation alternatives to achieve the desired results.

Most existing EJP staff are focused in Montgomery, Alabama and New Orleans, Louisiana, and we therefore prefer this position be located in one of these offices as well. But for the right candidate, we are amenable to considering locations in SPLC’s other offices in Atlanta, Georgia, and Jackson, Mississippi. If you would accept the position if offered in only one of these offices, please specify this in your cover letter.

If a particularly strong candidate with significantly more experience than that requested applies, they will be considered, and the job responsibilities and job title may be adjusted accordingly.

Primary Job Functions:

- Establish the Project’s housing work, under the supervision of the Deputy Legal Director and/or Senior Supervising Attorney, and in consultation with Senior Staff Attorneys.
- Lead litigation and public advocacy, under supervision of the Deputy Legal Director and/or Senior Supervising Attorney;
- Draft briefs, motions, memos, and other documents in support of litigation and policy work;
- Communicate regularly with SPLC’s clients, co-counsel, and partner organizations;
- Collaborate with the Senior Supervising Attorney and the Policy Counsel and to identify and support the advancement of state and local policy priorities;
- Research legal and policy issues related to criminal justice reform, including immigration detention and imprisonment;
- As needed, supervise Staff Attorneys, Law Fellows, Interns, Outreach Paralegals, and other legal staff;
- Represent SPLC in various forums, including before community groups, legislators, and state agencies;
- Respond to requests for legal assistance; and
- Other duties as may be assigned to meet SPLC needs.

Education & Related Work Experience:

- Juris Doctorate Degree;

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• At least five years of federal court civil litigation or comparable legal experience, preferably including litigation of systemic reform cases;
• At least three years of relevant housing rights litigation experience is required. Strong academic background;
• Excellent research and writing skills; and
• Admission to the Alabama or Louisiana Bar or willingness to sit for the next bar exam.

Knowledge, skills, and abilities:

• Creativity and a demonstrated willingness to take calculated risks in crafting and executing strategies;
• Demonstrated leadership in building and maintaining an innovative and positive working culture;
• Excellent and consistent attention to detail and the ability to prioritize and meet deadlines;
• Aptitude for and willingness to be a team player;
• Initiative, vision, and a proven commitment to the struggle for social justice;
• Ability to prioritize responsibilities and have fun in a high-energy, fast-paced work environment;
• Initiative and ability to work collaboratively and efficiently;
• Strong organizational skills, follow-through and flexibility around changing priorities and deadlines;
• Ability to work on several campaigns at once in conjunction with Center attorneys;
• Strong communication skills;
• Understanding and sensitivity to issues client populations face;
• Commitment to a non-hierarchical, client-centered approach to advocacy and ability to work on delicate issues in a compassionate and sensitive manner;
• Experience working with diverse groups of partners; and
• Willingness to learn and use internal computer systems and databases.

Other Special Considerations:

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

How to Apply:

https://www.splcenter.org/about/careers/jobs?gh_jid=4188697002

Applicants should submit a cover letter, resume, law school transcript (unofficial is acceptable), the name and contact information of three references, and professional writing sample. If possible, please include a reference who you have supervised.

RURAL CAPACITY BUILDING STAFF ATTORNEY
IMMIGRANT LEGAL CENTER
NEBRASKA CITY, 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.

Position Description:

The Rural Capacity Building (RCB) Staff Attorney is responsible for the provision of direct legal services to immigrant families in targeted underserved rural Nebraska communities. The RCB Staff Attorney will partner with community organizations and local leaders to build capacity for the provision of immigration legal services in rural Nebraska.
The RCB Staff Attorney will work with the RCB program team, the ILC team, and a wide variety of community partners. Key RCB program objectives include: providing direct immigration legal services to low-income immigrant community members; working with rural community members to identify local needs and resources related to immigration; supporting local capacity-building efforts to facilitate the inclusion of immigrants in rural Nebraska; and preparing and presenting immigration education and advocacy material to community groups.

Moderate travel to ILC offices throughout the state is required.

**Duties and Responsibilities:**

- Provide legal counsel and advice to prospective clients who attend ILC immigration legal clinics and consultations; provide direct representation of clients before the Omaha Immigration Court, Board of Immigration Appeals, United States Citizenship and Immigration Services, Immigration and Customs Enforcement, as well as Nebraska County and District Courts.
- Oversee ILC cases involving the legal needs of clients in the targeted rural communities under the direction of the RCB Supervising Attorney and RCB Managing Attorney.
- Work in collaboration with the Multicultural Coalition, Nebraska Appleseed, Heartland Workers Center, Centro Hispano, Center for Rural Affairs, and other community partners to build capacity and promote the inclusion of immigrants in rural Nebraska communities.
- Compile and analyze RCB program data for grant reports.
- Other related duties as assigned.

**Qualifications:**

- Must have a J.D. and be admitted, or willing to be admitted to practice in Nebraska.
- Bilingual. Fluent in English and Spanish.
- Demonstrated ability to cultivate and maintain relationships with a variety of stakeholders including community partners, government officials, donors, and the local community.
- Strong commitment to public interest legal services. Immigration legal experience, as well as experience working in the non-profit sector is preferred.
- Ability to think critically, work independently, prioritize, take initiative, handle multiple assignments, and meet deadlines.
- Excellent oral and written communications skills.
- Ability to work sensitively with clients and colleagues having diverse personalities, lifestyles, cultures, and faiths.
- Experience working and/or living in a rural community preferred.

**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 Ellen Fitzsimmons at ellen@immigrantlc.org
- Positions will remain open until filled.

MetroWest Legal Services (MWLS) seeks an experienced full-time staff attorney to represent victims of crime in family law, immigration, housing, benefits, consumer, and education cases. Responsibilities include direct client representation as well as community education and outreach. 3-5 years of experience preferred. 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 clients and low-income communities. Prior experience working with victims of crime (in particular domestic violence, sexual assault and homicide) preferred. Ability to speak Spanish or Portuguese preferred.

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.

Application deadline: Open until filled.

An Equal Opportunity Employer

Corporate Engagement Counsel/Manager

Lawyers Alliance for New York

New York, New York

Founded in 1969, Lawyers Alliance for New York, www.lawyersalliance.org, is the leading provider of business and transactional legal services for nonprofit organizations that are improving the quality of life in New York City neighborhoods. Each year, Lawyers Alliance represents 700 nonprofits on 1,200 legal matters and works with 1,600 volunteer attorneys from law firms and corporations to provide these services. Lawyers Alliance’s expertise-driven legal services help organizations to improve their programs, operations, and finances.

Lawyers Alliance seeks an experienced lawyer and/or project manager to play a significant role in the continued expansion of its corporate relations and national activities, with an emphasis on corporate counsel volunteer management. Primary responsibilities of the position include:

- Plan and implement corporate outreach strategies to attract and retain a strong and steady pool of quality pro bono attorneys from corporate legal departments to represent Lawyers Alliance’s nonprofit clients.
- Develop, coordinate and participate in pro bono opportunities that engage business and transactional attorneys from selected corporations in meaningful service opportunities, including legal representation of nonprofits, pro bono clinics, and educational trainings.
- Expand and maintain institutional pro bono and philanthropic relationships with the corporations in Lawyers Alliance’s volunteer network.
- With colleagues, help organize Exponentum (TM), a national network of business law pro bono providers serving different geographic regions around the United States, whose members collaborate on joint legal and educational projects and work with law firms and corporations to advance the field of business law pro bono nationwide.
- Coordinate and participate in Lawyers Alliance’s client outreach, case placement, volunteer support and training, quality control, case closing, and program evaluation functions related to corporate pro bono and national projects.
- Write and distribute timely articles, analyses, and marketing materials, and make oral presentations, to encourage and support pro bono legal work by business and transactional lawyers.
• Assist in Board development, Gala honoree cultivation, and special projects as they relate to Lawyers Alliance’s corporate counsel and national initiatives.

This position offers the opportunity to be involved in some of New York City's most dynamic public interest work and improve the delivery of pro bono services. Qualifications include at least 5 years of relevant work experience, preferably in addition to a J.D. or other relevant graduate school degree. Experience related to the corporate sector, corporate transactions, nonprofits, managing junior staff, volunteer management, and relational databases are all a plus. The ideal candidate is able to work with varying people and constituencies, highly organized, and excellent at multi-tasking and coordinating a variety of messages, audiences, and projects.

This position begins once filled. Competitive public interest salary and benefits Interested applicants should submit resume, cover letter and salary expectations to corporateengagemensearch@lawyersalliance.org. Lawyers Alliance for New York is an equal opportunity employer.

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. More information is available at the online hiring portal.

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
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.

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
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
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.

STAFF ATTORNEY MENTAL HEALTH TEAM
FLORENCE IMMIGRANT & REFUGEE RIGHTS PROJECT
FLORENCE, ARIZONA

The Florence Project was founded in 1989 to respond to a representation crisis for indigent non-citizens detained at the rural Immigration and Customs Enforcement (ICE) Detention Center in Florence, Arizona. 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.

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

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

Responsibilities of the Position Include:

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

Qualifications for the Position Include:

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

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

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

Applications will be reviewed until the position is filled.
Required Documents:

- Letter of interest
- Curriculum Vitae
- Complete law school transcript
- Three letters of professional reference
- Sample of Written Work (max. 10 pages)

Please submit applications to:

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

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.
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.

**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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