May 1, 2019

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LEGAL POSITIONS

ASSOCIATE DIRECTOR
U.S. COMMITTEE FOR REFUGEES AND IMMIGRANTS

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

Overview:

USCRI’s Immigration Legal Services Program offers low-cost and pro bono legal representation on a wide range of immigration matters, including asylum, family-based petitions, and adjustment of status, before USCIS adjudicating officers and in immigration court. USCRI assists unaccompanied children who arrive in the United States without parents or resources with cases for special immigrant juvenile status, T and U visas, and asylum.

The Associate Director will provide management, oversight, and coaching to direct report staff under his/her supervision. He or she will also take a lead with development activities, community outreach, and plans for the program's direction. The position reports to the Vice President - Center for Refugee and Immigrant Children and is based in our Washington, DC office

Essential Duties and Responsibilities:

- Oversee and manage USCRI’s Legal Services Program and staff in Albany, NY, Des Moines, IA; Raleigh, NC; and Washington, DC offices;
- Work with the Vice President and other senior leadership staff to develop the program's growth and direction;
- Collaborate with the Development department for fundraising initiatives and grant proposals;
- Establish community connections through outreach, events, training and other activities;
- Represent USCRI at meetings with other agencies and engage in other networking activities;
- Work with the Director of Finance and Compliance to ensure proper program and grant financial management, including management of client fee-based legal services;
• Oversee national pro bono attorney program and provide mentorship and technical assistance to pro bono attorneys on matters regarding asylum, SIJS, and adjustment of status;
• Represent a small caseload of clients in a variety of immigration matters;
• Oversee efforts to strengthen program policies and procedures;
• Assist in office operations, including case management, data entry and maintenance, and reports, as needed;
• Maintain bar membership through continuing legal education; and
• Perform other job-related duties as assigned by supervisor(s).

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

Position Requirements:

• J.D. from an accredited law school is required;
• Current bar membership in good standing to practice law in any of the United States is required (Maryland, DC, or Virginia preferred);
• A minimum of four years of immigration legal practice experience;
• A minimum of two years of program management experience;
• Experience supervising legal staff, pro bono attorneys, and interns is required and ability to mentor, train and provide career path guidance;
• Proficiency in Microsoft Office required;
• Must pass a criminal background and other screening;
• Experience working with refugees, immigrants, low-income communities, children, survivors of domestic violence, survivors or sexual assault, or other gender-based violence;
• Flexibility and good humor highly desirable;
• Written and verbal fluency in English and Spanish is required;
• Excellent organizational, verbal, written, and interpersonal communication skills;
• Excellent time-management and organizational skills; ability to work as a team member and independently, with a high-level of self-motivation and ability to meet goals and deadlines in a fast-paced environment;
• Detail oriented;
• Strong professional ethics and decisive, sound judgment with the ability to exercise independent judgment;
• Proven ability to develop and maintain a positive team environment; and
• Demonstrated support of USCRI’s values by exhibiting respect for others, maintenance of confidential information and an appreciation of a multicultural workplace.

Physical Demands:

• Use of manual dexterity, tactile, visual, and audio acuity;
• Use of repetitive motion, prolonged periods of sitting and standing, and sustained visual and mental applications and demands;
• Ability to read, write, and converse in English and Spanish; and
• Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
To Apply:

Please submit a resume with cover letter describing your interest and qualifications with your online application at: https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=95b1fb83-92bd-4515-841c-8cadfdb3dc44.

References will be required at time of the final interview. No telephone calls please. Position will remain open until filled.

U.S. Committee for Refugees and Immigrants is an equal opportunity employer.

STAFF ATTORNEY
NATIONAL JUVENILE DEFENDER CENTER

About the Organization:

The National Juvenile Defender Center (NJDC) is a nonprofit organization dedicated to promoting justice for all children by ensuring excellence in juvenile defense. Through community building, training, and policy reform, we provide national leadership on juvenile defense issues with a focus on curbing the deprivation of young people’s rights in the court system.

Our reach extends to urban, suburban, rural, and tribal areas, where we elevate the voices of youth, families, and defenders to create positive case outcomes and meaningful opportunities for children. We also work with broad coalitions to ensure the reform of juvenile courts includes the protection of children’s rights — particularly the right to counsel.

Summary of Position:

NJDC is seeking a mid-level staff attorney with recent frontline juvenile defense experience to join our team. The staff attorney will be responsible for conducting extensive legal research, analysis, and writing; will respond to requests for assistance from juvenile defense attorneys or stakeholders in the field; and may be called upon to provide training.

The staff attorney will work in partnership with our leadership team, staff, and community to advance NJDC’s mission and programs. The position encompasses a diverse set of responsibilities, including:

- Provide direct support and technical assistance to juvenile defense attorneys, policy advocates, and other juvenile court stakeholders working to improve access to and the quality of juvenile defense representation at the state, local, tribal, and national levels;
- Support juvenile defense practice and policy, generally, by conducting extensive legal research and analysis and drafting reports, articles, fact sheets, and advocacy tools;
- Act as a liaison with NJDC’s network of regional juvenile defender centers;
- Engage in critical and strategic analysis of issues impacting youth rights and equity;
- Contribute to and manage an assigned portfolio of projects while also being available to assist other team members as needed;
- Collaborate with coalition partner organizations;
- Assist, as requested, with development and implementation of events, programs, or activities for our community of juvenile defense attorneys and policy advocates;
- Contribute to NJDC’s newsletter, website content, and social media; and
- Fulfill other tasks as assigned by NJDC’s leadership team.
Required Skills & Qualifications:

Educational & Experience Requirements:

- Law degree and membership in good standing of a state or territory of the United States
- Comprehensive understanding of the ways in which defense services are delivered to children in the youth legal system
- Minimum of two years of criminal or juvenile defense experience, with recent juvenile defense experience preferred

Essential Attributes & Skills:

- Demonstrated commitment to youth rights, equity, and racial justice;
- Ability to work independently as well as collaboratively
- Hard-working & self-motivated
- Superior research & writing skills
- Takes initiative & responsibility
- Strong time management skills
- Excellent interpersonal & communication skills
- Presentation skills preferred
- Ability to travel locally and nationally
- Familiarity with how adolescent development impacts youth rights
- A commitment to youth success
- A high degree of organization
- Attention to detail
- A positive, problem-solving attitude

Application Instructions

Email three attachments (1) cover letter; (2) resume or C.V.; and (3) writing sample to inquiries@njdc.info, using the subject: “Staff Attorney Application.” This position is available immediately. Applications will be accepted until position is filled.

All applicants should explain in your cover letter and demonstrate through their C.V. how they meet the qualifications above and what they would bring to the NJDC team. Only applicants who meet the minimum educational and experience qualifications will be considered. This is neither an entry-level nor a senior attorney position.

Position is open until filled. Salary is commensurate with a mid-level nonprofit attorney and includes a competitive benefits package.

NJDC is an equal employment opportunity employer and will comply with all applicable laws prohibiting discrimination based on race, color, religion, national origin or ancestry, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status or family responsibilities, physical or mental disability, genetic information, veteran status, matriculation or political affiliation, and any other basis protected by federal, state, or local laws.
SUPERVISING ATTORNEY
HOUSING LAW 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 clients before administrative agencies on housing related cases, and advice and counsel on a variety of housing related matters. The supervising attorney will oversee the work of NLSP staff attorneys, volunteers, and other personnel in housing cases for low-income residents and families in the District of Columbia.

Experience:

NLSP seeks a supervising attorney with at least three years of practice experience representing clients in housing matters. The experience must include representing tenants in the Landlord-Tenant cases before the court and other tribunals. The supervising attorney also must have experience in either mentoring or supervising the work of attorneys or volunteers.

Duties & Responsibilities:

• Supervise staff attorneys, paralegals and volunteers in housing including eviction defense cases. Supervision includes conducting regular case and file reviews, completing annual evaluations, observing and assisting in court, when appropriate, and ensuring that Housing Unit personnel adhere to NLSP’s personnel and performance expectations.
• Maintain an active caseload of housing cases.
• Identify and, with other NLSP staff, develop responses to recurrent housing problems.
• Identify training needs and support professional development of Housing Unit staff.
• Ensure adherence to program and case handling standards, funder requirements and the highest professional standards.
• Work with NLSP staff to support strategic community engagement, including off-site intake
• Actively participate as a member of the NLSP team, including but not limited to participation in cross-office activities and advocacy.
• Adhere to program and case handling policies, procedures and standards of practice, as well as the highest professional and ethical standards.
• Other duties as assigned.

Qualifications:

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

**Salary and Benefits:**

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

**Reports to:**

LSP Housing Law Practice Managing Attorney, Lori Leibowitz

**Application Process:**

Submit letter of interest, resume and brief writing sample (no longer than 5 pages) to: lleibowitz@nlsp.org with a copy to knewtoncole@nlsp.org.

The position will remain open until filled. Applications will be reviewed as they are submitted.

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

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

**STAFF ATTORNEY**

**FIRST SHIFT JUSTICE PROJECT**

*First Shift Justice Project* is a nonprofit organization that helps working mothers in low wage jobs assert their workplace rights to prevent job loss. First Shift provides counseling, coaching and representation to pregnant women and working parents on the issues of pregnancy and family responsibilities discrimination; pregnancy and breastfeeding accommodations; and family and medical leave.

First Shift seeks a full-time attorney to provide direct legal services to First Shift clients and to run its Latina Outreach Project.

Duties include counseling and representing clients to support them in asserting their rights to receive workplace accommodations and family medical leave, and to protect themselves from and seek recourse for discrimination based on pregnancy, gender, and family responsibilities.

The Staff Attorney will also conduct outreach to Spanish speaking families in D.C. The attorney will give trainings for Latinas working in low-income jobs in D.C. and their medical providers about workplace rights related to pregnancy and caregiving, as well as to other service providers who work with Latino families.

Eligible candidates must have current (note: not pending) D.C. bar membership and at least 3 years of experience representing clients in employment law matters. Fluency or near-fluency in Spanish is required. Bar
membership in MD and/or VA is a plus. The work schedule for the position is flexible and may occasionally include evening and weekend work.

To Apply:

Interested candidates should send a cover letter and resume via email to Laura Brown, Executive Director at lbrown@firstshift.org. Applications will be considered on a rolling basis and the position will remain open until it 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.

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

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

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

Tasks and Duties:

Legal Aid has a broad and energetic domestic violence/family law practice. Our unit is currently staffed by three supervising attorneys, eight staff attorneys, one rotating “loaned associate” from a law firm, and a legal assistant. The staff attorney will handle a caseload of custody, child support, and divorce cases for domestic violence survivors. In addition to an active litigation docket, the staff attorney will participate in community outreach, engage in systemic reform efforts, and be responsible for conducting interviews of prospective clients.

Legal Aid’s domestic violence/family law attorneys primarily work out of our NW office and may also work and conduct initial applicant interviews out of Legal Aid’s community office in SE. They also help staff the District’s two Domestic Violence Intake Centers – in NW at the D.C. Superior Courthouse, and in SE at United Medical Center – and the Child Support Resource Center, which operates out of the Paternity & Support Branch of D.C. Superior Court.

Qualifications:

The ideal candidate will have the following:

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

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

Salary and Benefits:

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

To Apply:

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. Interested persons are encouraged to apply immediately and should submit a letter of interest and resume using the following link: https://legalaiddc.bamboohr.com/jobs/view.php?id=30.

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

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

The Legal Aid Society of the District of Columbia seeks a Supervising Attorney to help lead its Housing Law Unit. 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 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 and senior 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 Eviction Defense Project, in which we represent low-income tenants facing eviction, including through a legal services office sited in the Landlord and Tenant Branch of D.C. Superior Court; and our
Affordable Housing Preservation Project, which seeks to preserve and expand safe and affordable housing for low-income District residents through building-wide legal representation.

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

**Qualifications:**

The ideal candidate will have the following:

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

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

**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:**

We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve. Interested persons are encouraged to apply immediately and should submit a letter of interest and resume using the following link: [https://legalaiddc.bamboohr.com/jobs/view.php?id=29](https://legalaiddc.bamboohr.com/jobs/view.php?id=29)

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.

**SENIOR PROGRAM ASSOCIATE**

**VERA INSTITUTE OF JUSTICE**

**DC/NYC**

**Who We Are:**

The Vera Institute of Justice, founded in 1961, envisions a society that respects the dignity of every person and safeguards justice for everyone.

- We study problems that impede human dignity and justice.
- We pilot solutions that are at once transformative and achievable.
- We engage diverse communities in informed debate.
- We harness the power of evidence to drive effective policy and practice.
What We’re Doing:

We are helping build a movement – among government leaders, advocates, and the immigration legal services community – towards universal legal representation for immigrants facing deportation. In the face of stepped-up immigration enforcement, millions of non-citizens are at risk of extended detention and permanent separation from their families and communities. In 2017 Vera convened the Safety and Fairness for Everyone (SAFE) Network, a group of diverse local jurisdictions that have committed public taxpayer dollars toward legal representation for immigrants in their communities facing detention and deportation. We partner with local government leaders, a closely-connected network of legal defense programs, and advocates to establish publicly funded deportation defense programs around the country and use our expertise in program design, research, and communications to advance our vision of government-funded counsel for all immigrants facing deportation.

The Position:

Vera’s Center on Immigration and Justice seeks a Senior Program Associate to work on its SAFE Network team. We are looking for someone who feels at home developing and maintaining relationships with project partners, including local government stakeholders and legal service providers, and promoting publicly-funded universal representation as a policy tool to local and state governments. The examples of core responsibilities provided below are illustrative and other responsibilities may be added over time.

- Partner with local and state government as well as legal service providers to design and implement publicly funded universal representation programs serving detained immigrants;
- Help manage a Network of legal services programs providing legal defense to detained immigrants facing removal, including overseeing contracts with legal service providers and creatively brainstorming solutions for challenges experienced by program sites;
- Coordinate among public officials and government staff, legal service providers, and advocacy groups to build and sustain support for program;
- Devise, manage, and coordinate technical assistance to program sites in the form of in-person trainings and convenings, webinars, and Network conference calls, and other means as appropriate;
- Conduct site visits of program sites, which strategic stakeholder meetings, includes plane travel and driving, and drafting site visit memoranda;
- Assist in the preparation of reports to government partners using case data and client stories;
- Collaborate with our communications team on strategic goals to support local communication campaigns and raise awareness about the need for counsel nationally among the public and policymakers;
- Continuously identify promising practices among programs and devise ways to disseminate information about such practices to encourage implementation elsewhere;
- Represent SAFE and the Center in local and statewide coalition meetings, public speaking engagements, press conferences with our partners and speaking with media as needed;
- Assist on other projects as assigned

What You Bring:

The successful candidate will possess many of the following qualifications and attributes. If you aren’t sure but are excited about the position, we encourage you to apply!

You have demonstrated knowledge of immigration law and other justice areas and are able to manage work on multiple projects effectively and efficiently. You are able to work collaboratively in a team, as well as take initiative and manage projects independently. You have a desire to effectuate change in partnership with the local government.
• A J.D, or strong familiarity with the provision of immigration legal services and at least four years of legal, government, or policy work experience.
• Strong writing and research skills;
• Strong communication and facilitation skills;
• Strong data analysis skills;
• Ability to successfully balance travel responsibilities with office-based responsibilities;
• Experience representing detained immigrants is a strong plus;
• Experience engaging local governments and broad coalitions to build consensus on policy reform issues is a strong plus;
• Ability to read and communicate effectively in Spanish is a plus;
• Ability to work closely and effectively with a team in Vera’s offices in New York and D.C.;
• A valid driver’s license.

Compensation:

Salary starting from the high 70Ks, based on experience, with excellent benefits.

Location:

The position is available in Vera’s New York or DC office. National travel to events and partner sites will also be required.

How to apply:

Please submit cover letter and resume online. Applications will be considered on a rolling basis until position is filled. Online submission in PDF format is preferred.

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

   ATTN: People and Culture / SAFE Network
   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.

COUNSEL

HUMAN RIGHTS CAMPAIGN

We strongly encourage people of color, transgender and non-binary people to apply. HRC is an equal opportunity employer and welcomes everyone, including non-LGBTQ people, to join our team.

Position Summary:

The Counsel position works in the office of the General Counsel and will interact with and support various departments across the Human Rights Campaign (HRC). The principal responsibility will be ensuring compliance with federal, state and local laws with regard to political activities, including campaign finance, lobbying, tax and ethics laws. Additionally, the position will provide corporate counsel support to the organization as needed.
Position Responsibilities:

- Maintain primary responsibility for providing political law counsel across the organization
  - Ensure that HRC and its affiliated political action committees (PACs) comply with federal, state and local campaign finance laws, including laws governing coordinated and independent expenditure candidate activities, membership communications, political fundraising and ballot measure campaigns
  - Provide legal support for HRC's federal, state and local lobbying activities, including ensuring compliance with disclosure requirements and gifts and ethics rules
  - Ensure that HRC and the HRC Foundation conduct activities consistent with tax laws governing exempt organizations, including operation of affiliated 501(c)(4) and 501(c)(3) organizations
  - Conduct legal review of grants and contributions to other exempt organizations
  - Collaborate with HRC’s political departments to develop compliant strategies that help achieve electoral and legislative objectives
  - Conduct clearance of communications related to electoral and legislative activities
  - Review campaign finance, lobbying and tax filings, including Federal Election Commission and Lobbying Disclosure Act reports, state campaign finance and lobbying disclosures, and Form 990s

- Provide legal advice and counsel on a variety of legal issues, including other regulatory matters
- Advise on legal risks and liabilities associated with the organization’s strategic priorities
- Research, anticipate, and advise on discrete legal issues for the organization
- Draft policies and procedures
- Draft, negotiate, and review a broad range of contracts and agreements on behalf of the organization
- Conduct trainings on a broad range of legal issues
- Support HRC’s General Counsel’s office on other functions as needed
- Manage outside counsel as needed
- Other duties as assigned

Position Qualifications/Minimum Requirements:

- At least four years’ experience working at a law firm and/or in-house legal department
- Previous political law experience (campaign finance, election, lobbying) at a law firm and/or in-house legal department required; non-profit tax law experience a plus
- A law degree (J.D.) from an ABA-accredited law school
- Admitted to practice and in good standing in at least one U.S. state bar (D.C. preferred)
- Strong interpersonal and presentation skills, along with ability to communicate with others at all levels of the organization
- Strong negotiating skills
- Excellent analytical skills
- Excellent writing skills
- Excellent judgment, high emotional intelligence, political sensitivity, and ability to maintain confidentiality and act collaboratively and discreetly.
- Proficient in Microsoft Office applications (Word) and Google Apps (Gmail, Google Docs and Drive)
- Experience with LexisNexis, Westlaw and other web-based research tools.
- Ability to establish and maintain strong relationships across all business units
- Ability to work independently with little or no supervision
- Ability to work in a fast paced, high activity environment
- Exceptional time-management skills, work ethic and ability to work under tight deadlines and multi-task.
- Ability to think creatively to provide business-oriented solutions that limit legal risks
- Flexibility with work schedule
- Commitment to HRC’s mission of promoting equality for all LGBTQ people.
- Strong interest in and knowledge of the rapidly changing LGBTQ equality movement.
To Apply:

Please visit, this post. Must provide cover letter, resume and writing sample.

All positions at the Human Rights Campaign may require travel on a regular basis or periodically. Where the need arises for business travel, appropriate compensation as outlined by the Fair Labor Standards Act will apply.

No phone calls or emails, please. Due to the volume of applications we receive, we are unable to respond to queries about application status.

JD/BAR NOT REQUIRED

WORKERS’ JUSTICE ADVOCATE
WASHINGTON LAWYERS’ COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs (“the Committee”) seeks a Workers’ Justice Advocate.

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 community groups and with the legal community to achieve justice. For more information on the Washington Lawyers’ Committee, please go to www.washlaw.org.

The Committee operates seven workers’ rights clinics each month in communities throughout the District of Columbia. More than 1200 workers are assisted each year at the clinics with advice, referrals, and representation. The clinics are staffed by Committee attorneys, advocates, and volunteers. The Committee also engages in public policy advocacy on workers’ justice issues and conducts high impact employment related litigation.

About the Position:

The advocate will provide administrative support to the Committee’s workers’ rights clinics and provide support for litigation, public policy advocacy and community outreach. The advocate will work closely with, and under the supervision of, the attorney staff. Duties will include coordinating volunteers, managing the logistics of running the clinics, conducting follow up with clinic clients, engaging with partner organizations, interviewing clients and conducting factual investigation, managing a case management data-base, engaging in community outreach and other tasks necessary to advance our workers’ justice/employment equity mission.

Salary based on experience and in accordance with the Committee’s scale, which is available on request. The Committee provides a generous benefits package.
Skills/Qualifications:

Required:

- Fluency in written and oral Spanish (certification at Advanced Mid or above on the OPI/OPIc which will be tested prior to our extending an offer of employment);
- Demonstrated interest in working with a public interest organization, and with low-wage workers and workers facing discrimination;
- Demonstrated commitment to, and passion for, civil rights and racial equity advocacy;
- Ability to communicate effectively with workers, pro bono attorneys, ally organizations, and other workers’ justice stakeholders;
- Ability to set priorities and to multi-task;
- Strong computer skills including Office 365, and high level of comfort working with and troubleshooting online databases; knowledge of case management systems, including Legal Server, a plus;
- Availability to make at least a two-year commitment to the position.

Preferred Experience:

Two years’ relevant experience preferred, to include community outreach, organizing, paralegal, or other experience in low-wage worker communities.

How to Apply:

Please send a letter detailing your interest and a resume to: wlcjobs@washlaw.org. Please place “[your name] – Workers’ Justice Advocate” in the subject line.

Applications will be considered on a rolling basis and the position will remain open until filled. The Committee hopes to fill this position with an applicant who can start in June. Early applications are encouraged.

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.

PUBLIC POLICY ASSOCIATE
CENTER FOR PUBLIC REPRESENTATION

The Center for Public Representation is a national advocacy organization that uses legal strategies, advocacy, and policy to advance the civil rights of people with disabilities. Through systemic advocacy over the past four decades, the Center has been a major force in ensuring that people with disabilities across the country have opportunities to live, work, learn and fully participate in all aspects of community life and have access to the healthcare and other services that make those opportunities possible. Learn more about the Center and its work and priorities at www.centerforpublicrep.org and www.protectourmedicaid.org.

The Center is seeking a public policy associate in its Washington, D.C. office. With the creation of its D.C. office in 2016, the Center has taken a leadership role in the disability community’s advocacy related to critical issues like Medicaid, the Affordable Care Act and access to healthcare; community integration; employment of people with disabilities; and inclusive education. The Center engages in federal policy advocacy with Congress and federal agencies and by working with state grassroots advocates to impact and implement federal policies in states. The Center participates and plays a leadership role in numerous coalitions with other disability,
healthcare, civil rights and social justice advocates. The Center is seeking a public policy associate to continue to build, expand and help lead the D.C. office’s public policy work.

**Major Job Responsibilities:**

- Help design and lead public policy initiatives
- Identify public policy strategies and priorities, together with the Director of Advocacy and Executive Director
- Participate in and lead meetings with members of Congress and help plan Congressional briefings
- Participate in and help lead coalition meetings and meetings with advocacy partners
- Draft public policy documents
- Help lead grassroots advocacy initiatives
- Assist with policy-related communications, including updating content of websites, posting on social media, and working with other media
- Assist development staff with policy-related grant proposals and reports, as needed

**Required Job Qualifications:**

- Completion of a bachelor’s degree and at least two years’ experience in any of the following areas: disability advocacy, healthcare policy, social justice advocacy, Hill experience, and/or disability or civil rights law
- Demonstrated commitment to people with disabilities and/or social justice
- Ability to work independently and as a team player
- Ability to take initiative, manage multiple tasks and projects, and work in fast-paced environment
- Excellent writing and communication skills
- Working knowledge of Word, Excel, and PowerPoint
- Creative, with an entrepreneurial spirit
- Some travel required

**Preferred Job Qualifications:**

- Knowledge about Medicaid, policies regarding home and community-based services, disability employment policy, and/or the Americans with Disabilities Act strongly preferred
- Relationships with other national disability, healthcare and civil rights organizations
- Experience leading or working in coalitions
- Hill experience
- Experience with public speaking
- Experience with grassroots engagement
- Communications experience, including working on websites and with social media, strongly preferred
- Law degree or other relevant advanced degree not required but a plus
- Experience with writing grants and/or fundraising

**Compensation and Benefits:**

The Center offers a highly competitive salary, based on experience. It offers a benefit package that includes health benefits; 403(b) retirement plan; generous paid vacation, sick and family leave; and an onsite gym. The Center has a strong commitment to mentoring and offering training opportunities to its staff.
How to Apply:

Please send a cover letter, resume, two writing samples, and three professional references to Alison Barkoff, Director of Advocacy, at abarkoff@cpr-us.org, with “Application for Policy Associate” in the subject line. Applications will be accepted and reviewed immediately. The position will remain open until filled. The Center is an equal opportunity employer and highly values diversity. We strongly encourage and welcome persons with disabilities, people of color, members of the LGBTQIA community, and people from other diverse life experiences and backgrounds to apply.

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 dollar in enforcement funding in Fiscal Year 2019;
• DWN hosted our 12th National Member Conference in spring 2018 in Denver, CO with 200 people in attendance;
• In collaboration with members, prevented the opening of new detention facilities in the Midwest;
• Sub-granted over $50,000 to grassroots members working to end detention locally.

Position Summary:

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

This position reports to DWN’s Policy Director.

What You’ll Do:

Build Coalition Power:

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

Develop Expertise on Immigration Detention Policy:

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

Advance DWN’s Federal Advocacy Work:

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

You’ll Thrive in This Role If This Sounds Like You:

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

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

We’re Hoping You Bring 1-2 (Or More) of These Bonus Skills:

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

Salary Range: $65,000-$75,000
Why Work for DWN?

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

**To Apply:**

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

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

Detention Watch Network is committed to the recruitment and retention of staff that is reflective of the communities we work with. We strongly encourage applications from Black people, Indigenous people, people of color, immigrants, women, people with disabilities, members of the queer and trans community, and other underrepresented and historically marginalized groups.

**LEGISLATIVE ASSISTANT**

**CHAIRMAN, JUDICIARY SUBCOMMITTEE ON CONSTITUTION, CIVIL RIGHTS & CIVIL LIBERTIES**

Chairman of the Judiciary Subcommittee on Constitution, Civil Rights and Civil Liberties seeks Legislative Assistant to handle Judiciary portfolio in Member’s personal office. Responsibilities include coordinating with committee staff, preparing materials for hearings, drafting legislation, meeting with stakeholders, writing talking points, coordinating with Communications Director and representing the Member at meetings and events. Applicants should have strong organizational, writing, and communication skills and be detail oriented. This is not an entry level position. A JD and substantial Hill experience, including thorough knowledge of House rules and legislative process, are required. Should also have ability to work in a fast-paced environment for a very active Member while keeping a sense of humor. Tennessee ties are a plus. Women and minorities are encouraged to apply. Qualified candidates should submit a cover letter, resume and 2 writing samples to tn09jobs18@mail.house.gov. Please write “Judiciary Legislative Assistant” in the subject line. No phone calls or drop-ins.
**LEGISLATIVE COUNSEL**  
**WESTERN DEMOCRATIC SENATOR**

Western Democratic Senator seeks a Legislative Counsel to cover a broad portfolio that includes judiciary, commerce, and appropriations issues, including immigration, judicial nominations, criminal justice and civil rights, government reform, transportation, technology, civilian space, and other related issues. The position requires excellent oral and written communication skills, strong interpersonal skills, knowledge of the legislative process, and strong negotiation and analytical skills. Additional duties include developing and executing legislative initiatives; monitoring of legislative developments; representing the Senator; working with stakeholders; preparing materials for meetings, briefings, and events; working with state staff; and coordinating closely with staff and the Senator. This position requires the ability to work well under pressure and in a fast-paced environment. A J.D. is preferred. Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.

**LEGISLATIVE COUNSEL**  
**CONSERVATIVE REPUBLICAN SENATOR**  
**JOINT ECONOMIC COMMITTEE**

Conservative Republican Senator on the Joint Economic Committee seeks a legislative assistant or counsel to handle tax, trade, banking, housing, and economic issues. This position includes preparing the Senator for hearings, drafting legislation and representing the Senator in meetings with constituents and outside stakeholders. The ideal candidate will be a highly motivated and results oriented individual who enjoys working in a fast-paced environment as part of a broader domestic policy team. Previous Hill experience is preferred. Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating the job referral number (225013) in the subject line.

**FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS**

**2019-2020 GAULT FELLOW**  
**NATIONAL JUVENILE DEFENDER CENTER**

**Summary of Position:**

Recent law school graduates and current 3L/4LEs (Class of 2018 or 2019) are invited to apply for a one-year juvenile defense fellowship at the National Juvenile Defender Center (NJDC) in Washington, DC, which will begin immediately or no later than September 2019.

The Gault Fellowship is in honor of the U.S. Supreme Court case *In re Gault*, 387 U.S. 1 (1967). The *Gault* decision extended to youth many of the same due process protections afforded adults accused of crimes, including the right to counsel. NJDC currently hosts two Gault Fellows who overlap for one year.

NJDC is a nonprofit organization dedicated to promoting justice for all children by ensuring excellence in juvenile defense. Through community building, training, and policy reform, we provide national leadership on juvenile defense issues with a focus on curbing the deprivation of young people’s rights in the court system.

Our reach extends to urban, suburban, rural, and tribal areas, where we elevate the voices of youth, families, and defenders to create positive case outcomes and meaningful opportunities for children. We also work with
broad coalitions to ensure the reform of juvenile courts includes the protection of children's rights — particularly the right to counsel.

**Responsibilities:**

The Gault Fellows (Fellows) collaborate with NJDC staff to develop legal and policy initiatives focused on a broad range of juvenile defense issues. The Fellows perform extensive legal research and analysis for NJDC and assist with the provision of training and technical assistance to the juvenile defense community. The Fellows work closely with juvenile defense attorneys, public defender offices, law schools, legal clinics, and nonprofit law centers to improve access to counsel and the quality of representation for all children. The Fellows write reports, articles, issue briefs, and fact sheets to inform the field, and additionally review the content and citations of all materials developed by NJDC. The Fellows may also assist in long-term research and writing on a variety of high-level reform projects. Each Fellow is expected to proactively initiate projects to improve the provision of justice in the juvenile delinquency system.

**Skills and Qualifications:**

Applicants must be recent law graduates or current 3L/4LEs (Class of 2018 or 2019) with excellent legal research, writing, and analytical skills, an ability to work independently, and superb attention to detail.

Knowledge of juvenile delinquency law is helpful but not required; a demonstrated interest in juvenile rights, criminal law, civil rights, and racial and social justice is essential.

Applicants should be hardworking, self-motivated, well-organized, possess a positive attitude and a sense of humor, and have the proven ability to work with a wide range of people.

This fellowship is available immediately but must begin no later than September 2019. The fellowship will terminate in August 2020. The Fellow must be able to commit to the full year, and must have the capacity for occasional work-related travel.

**Salary and Benefits:**

The 2019-2020 Gault Fellow works for one year, and is provided a salary of $47,500, plus full health benefits.

**Application Instructions:**

Candidates should send a cover letter, resume, three references, and a short (approx. 250 word) summary and analysis of the landmark juvenile rights case *In re Gault*, 387 U.S. 1 (1967), with the subject line “2019-2020 Gault Fellowship Application – [Last Name]” to recruit@njdc.info as a single .pdf file.

**Applications are due Monday, May 6, 2019.** Final decisions are expected to be made by late-May.

**CLINICAL FELLOW FOR VETERANS ADVOCACY CLINIC**

**UNIVERSITY OF BALTIMORE SCHOOL OF LAW**

**School of Law**

**Vacancy Number 300963**

Position Type: Faculty position with benefits package

Opens: 04/04/19

Salary: $55,500
Position is open until filled, and applications received by April 25, 2019 will receive priority consideration.

The University of Baltimore School of Law invites applications for a Fellowship in the Bob Parsons Veterans Advocacy Clinic to start on or about May 15, 2019. This public interest fellowship program offers attorneys who are interested in pursuing a law school teaching career exposure to law school clinical teaching.

The Bob Parsons Veterans Advocacy Clinic represents low-income individuals in veterans law litigation, legislative advocacy, and legal reform. The Clinic handles a wide variety of cases, which include VA disability claims and appeals, Court of Appeals for Veterans Claims appeals, discharge upgrade applications, and veterans treatment court cases. The Clinic Fellow's duties include direct supervision of case work by clinic students and clinic classroom teaching in coordination with clinic faculty. Fellows also pursue professional goals in conjunction with his/her clinic director, including scholarly research and writing. This Fellowship is a full-time, 12-month position, and Fellows are responsible for case coverage during summer, winter, and other school breaks.

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

This position is a contractual appointment for three years.

Qualifications:

Excellent oral and written communication skills; at least two years of experience as a practicing lawyer primarily in veterans law; a strong academic record and/or other indicia of high performance ability; commitment to work for low income clients and a strong interest in teaching; be a member of the Maryland Bar or willing to become certified as a clinic supervising attorney under the Maryland Rules.

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

We appreciate your interest in our recruitment. Please review the information below before you visit http://www.ubalt.edu/about-ub/offices-and-services/human-resources/jobs-at-ub.cfm?&posting=1407 to apply.

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

Applicant Instructions:

Using Candidate Gateway to View and Apply for UB Vacancies.

The Candidate Gateway system serves as your connection to the University of Baltimore’s job application process. It is a free, safe and secure way for you to apply for the job you want, and it allows the Office of Human Resources to maintain accurate records. Your use of the system does not require you to surrender any of your rights to privacy or confidentiality during the application process. Only qualified members of UB’s Human Resources team and members of the relevant search committee can access your application information. The
search committee will not have access to any information you provide to HR for affirmative action reporting purposes.

Please read and refer to the information below before you apply and refer to it as you enter your application.

**Before you apply, save one PDF (strongly preferred format) or Word document with your cover letter, resume, and any additional information you would like to have considered.**

When you complete your electronic application and attach your document:

Click "Save" to save the data you entered on that page. The message “You have successfully submitted your job application.” confirms only that you entered that page of information into the system. You must click “Next” to continue and complete the application process.

1. In the system’s Apply Now Choose Resume page, select Upload a New Resume, and then upload the PDF (preferred format) or Word document with your cover letter, resume, and any additional information you would like to have considered. Then, click "Continue."

2. On the Apply Now Complete Application page, enter your contact information, and then click "Submit"

3. Online Questionnaire/Application Questionnaire: Answer all of the questions, and then click "Submit."

4. Complete the Submit Online Application page, then click "I agree to these terms", and then click Submit.

**Questions/Help:**

If you have trouble viewing our job postings or submitting the electronic application, please contact Human Resources Recruitment at ubhrcareers@ubalt.edu. Please include your name and the vacancy number in your subject line.

**CLINICAL FELLOW FOR THE COMMUNITY DEVELOPMENT CLINIC**
**UNIVERSITY OF BALTIMORE SCHOOL OF LAW**

**School of Law**
**Vacancy Number 300964**
Position Type: Faculty position with benefits package
Opens: 04/04/19
Salary: $55,500

**Position is open until filled, and applications received by April 25, 2019 will receive priority consideration.**

The University of Baltimore School of Law invites applications for a fellowship to start on or about July 1, 2019 in the Community Development Clinic (CDC). This public interest fellowship program offers practicing attorneys exposure to clinical law teaching.

The CDC provides transactional, regulatory, and other non-litigation advice to community-based nonprofit groups, to small businesses headed by low-income entrepreneurs, and to social enterprises, cooperatives, and other clients with challenging and unmet legal needs. Students serve as first-chair attorneys under the guidance and support of law school faculty, including the CDC Fellow.

We look forward to receiving your required electronic application, letter of interest, and resume and learning about your interest in and qualifications for our vacancy.
The Fellow's duties include supervising law students as they engage in client service for the first time, co-teaching the weekly clinical seminar with other CDC faculty, including CDC Director Jaime Lee, and engaging with the local community to learn about its legal needs. The Fellow will also cover client matters during winter and summer breaks in the academic calendar.

The CDC Fellow will have opportunities to engage in academic scholarship and to explore teaching as a long-term profession and will receive close mentoring and support from UB's community of other clinical law teachers and Fellows.

This position is a full-time, year-round contractual appointment for three years. Because the CDC serves evening students, the Fellow will work one or more evenings each week during the fall and spring semesters, with daytime hours adjusted accordingly.

Qualifications:

Two years or more years of legal practice in transactional, small business, nonprofit, regulatory, employment, legislative, and/or community lawyering; exceptional listening skills; a demonstrated interest in working for low-income clients and communities; and an interest in mentoring and/or teaching. Be a member of the Maryland Bar or willing to become certified as a clinic supervising attorney under the Maryland Rules.

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

We appreciate your interest in our recruitment. Please review the information below before you visit http://www.ubalt.edu/about-ub/offices-and-services/human-resources/jobs-at-ub.cfm?&posting=1408 to apply.

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

Applicant Instructions:

Using Candidate Gateway to View and Apply for UB Vacancies.

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Before you apply, save one PDF (strongly preferred format) or Word document with your cover letter, resume, and any additional information you would like to have considered.

When you complete your electronic application and attach your document:
Click “Save” to save the data you entered on that page. The message “You have successfully submitted your job application.” confirms only that you entered that page of information into the system. You must click “Next” to continue and complete the application process.

1. In the system’s Apply Now Choose Resume page, select Upload a New Resume, and then upload the PDF (preferred format) or Word document with your cover letter, resume, and any additional information you would like to have considered. Then, click "Continue."
2. On the Apply Now Complete Application page, enter your contact information, and then click "Submit."
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Questions/Help:

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CLINICAL FELLOW FOR THE MEDIATION CLINIC FOR FAMILIES AND CLINIC ON LEGAL DATA AND DESIGN
UNIVERSITY OF BALTIMORE SCHOOL OF LAW

School of Law
Vacancy Number 300965
Position Type: Faculty position with benefits package
Opens: 04/04/19
Salary: 55,500

Position is open until filled, and applications received by April 25, 2019 will receive priority consideration.

The University of Baltimore School of Law invites applications for a fellowship in its Mediation Clinic for Families and a new clinic on legal data and design. This public interest fellowship program offers attorneys who are interested in pursuing a law school teaching career exposure to clinical law teaching. The position would start on or about July 1, 2019, although this date is negotiable.

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

In coordination with Clinic faculty, the Fellow’s duties would include:

• Supervising and teaching students in the Mediation Clinic for Families. Clinic students represent clients in mediation and act as mediators. In addition to supervision, the Fellow would develop new mediation opportunities for students and explore policy initiatives related to mediation and dispute resolution.
• Assisting in developing a new clinic on legal data and design. This new clinic will teach and supervise clinic students who will represent organizational clients and provide them with technological tools and data analysis that will assist in litigation, lobbying, law reform, and public education.
• Engaging in clinic classroom teaching in coordination with clinic faculty.
The Fellow will also have opportunities to engage in academic scholarship and to explore teaching as a long-term profession and will join UB’s community of other law teachers and Fellows within our Clinical Program and the School of Law. The Fellow may also have an opportunity to work with students in other clinics.

This position is a full-time, year-round contractual appointment for up to three years.

**Qualifications:**

- Excellent oral and written communication skills
- At least two years of experience as a practicing lawyer
- A strong academic record and/or other indicia of high-performance ability
- A commitment to work for low income clients
- A strong interest in teaching
- Be a member of the Maryland Bar or willing to become certified as a clinic supervising attorney under the Maryland Rules

**Preferred Qualifications:**

- Experience in mediation.
- Qualification as a Child Access Mediator in the Maryland Circuit Court.
- Willingness to learn new technologies.
- Familiarity with information design.
- Knowledge or willingness to learn the basics of Excel, SQL databases, and coding.

The position includes full benefits, including retirement plan, research support, and travel allowance.

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1. In the system’s Apply Now Choose Resume page, select Upload a New Resume, and then upload the PDF (preferred format) or Word document with your cover letter, resume, and any additional information you would like to have considered. Then, click “Continue.”
2. On the Apply Now Complete Application page, enter your contact information, and then click "Submit"
3. Online Questionnaire/Application Questionnaire: Answer all of the questions, and then click “Submit.”
4. Complete the Submit Online Application page, then click "I agree to these terms", and then click Submit.

**Questions/Help:**

If you have trouble viewing our job postings or submitting the electronic application, please contact Human Resources Recruitment at ubhrcareers@ubalt.edu. Please include your name and the vacancy number in your subject line.

**ABA INTERN - PRO BONO**
**CENTER FOR PUBLIC INTEREST LAW**

The Center for Pro Bono is hiring an intern for the summer and fall 2019 to assist with the National Celebration of Pro Bono. This is a remote position so students from outside of Chicago are eligible and welcome to apply.

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

The Center for Pro Bono seeks a volunteer intern to assist with identifying and tracking, through the internet and social media, activities planned for the annual National Celebration of Pro Bono and logging such activities. This project will commence on July 1, 2019 and last through November 1, 2019. The intern will obtain experience in online research, interpersonal communication, insights into pro bono management and public interest work, and connections with pro bono and public interest organizations across the nation.

Provide substantive support to the assigned entity. Learn day to day operations of the Association and assist in assigned completing projects.

1. Complete assignments within the timeframe allowed
2. Assist with completing projects designed to provide substantive knowledge
3. Perform day to day tasks designed to provide a working knowledge of the entity operations
4. Other duties as assigned
Education:

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

Experience:

Depending on the needs of the entity at the time, incumbents may be required to either:

- Currently be enrolled in an accredited four-year degree program
- Currently be in enrolled in an accredited J.D. program

To Apply:

Apply online at the following link: https://usr55.dayforcehcm.com/CandidatePortal/en-US/aba/Posting/View/372

The American Bar Association is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 312-988-5188.

LAW CLERK
SENATOR FEINSTEIN

Senator Feinstein is seeking current or recently graduated law students for unpaid, part-time or full-time law clerkships in her Senate Judiciary Committee office in Washington, D.C. The clerkship will begin in September and end in December. Judiciary staffers advise the Senator in areas related to national security, terrorism, criminal and civil law, immigration, civil rights, privacy, intellectual property, and judicial nominations. Law clerks assist staff with legislative and oversight responsibilities and engage in a range of activities, including, but not limited to, attending hearings, conducting legal research, and drafting briefing memoranda for the Senator. Some general office support is also required. Ideal candidates are current students or recent alumni who wish to learn about the legislative process and are interested in government and public interest law. Candidates should have excellent writing and research skills, and the ability to work independently, as well as part of a team. Strong written and oral communication skills and a good sense of humor are essential. Please e-mail your resume, a cover letter that includes your availability, your unofficial transcript, a short writing sample, and a list of at least three references to vacancies@email.senate.gov. All application materials must be submitted by 5:00 pm EST on May 24, 2019.
SUPERVISING ATTORNEY
TAHIRIH JUSTICE CENTER
HOUSTON, TEXAS

About the Tahirih Justice Center:

The Tahirih Justice Center is a growing national non-profit organization that supports the courage of immigrant women and girls who refuse to be victims of violence by providing holistic legal services and advocacy in courts, Congress, and communities. Through pro bono holistic legal services, community outreach and education and nonpartisan public policy advocacy, Tahirih protects women and girls seeking protection from gender-based human rights abuses such as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes, and forced marriage. Tahirih is a Bahá’í-inspired organization and works to create a world where women and girls can live in safety and with dignity. Tahirih’s 70 employees work from offices in the DC metro area, Baltimore, Houston, Atlanta, and the San Francisco Bay Area.

Position Summary:

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

Primary Responsibilities:

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

Requirements:

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

**Annual salary and benefits:**

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

**To Apply:**

Please submit a cover letter, resume, and a list of three references to:

<https://urldefense.proofpoint.com/v2/url?u=https-3A__recruiting.paylocity.com_Recruiting_Jobs_Details_80917&d=DwIGaQ&c=f8FlvfYQuSbLA7iOD5CXC1sSFhG AQiO8QPdJbWaik3E&r=V0J9ncbElkSUN8254bI7Y1FB1OgfM7RXVhkeWmL0Dsw&m=xYFDQ9MSkymRZzM3qUfv C9heQ5jwR5UMjaXXjAXWMI&s=qzK6bbDz3ks6jStH0SCKt3rkrhNVZkWYmhKCc_bjo2q&e=>

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

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

**DETENTION PROGRAM ATTORNEY**  
**ROCKY MOUNTAIN IMMIGRANT ADVOCACY**  
**WESTMINSTER, COLORADO**

The Rocky Mountain Immigrant Advocacy Network (RMIAN) is a nonprofit organization dedicated to providing free immigration legal services to adults in immigration detention and to children and their families across Colorado. In addition to a robust pro bono referral program, RMIAN’s Detention Program directly represents clients detained at the privately-owned civil immigration detention facility in Aurora, Colorado. RMIAN has an immediate opening for a full-time Detention Program Attorney.

**Position Description:**

RMIAN is seeking an attorney to join their team of attorneys, social workers, and paralegals devoted to representing detained clients in Aurora, Colorado. This attorney would represent clients through the National Qualified Representative Program (NQRP); provide direct representation to other vulnerable populations such as trafficking survivors; and provide know-your-rights presentations, intakes, and pro se assistance to individuals through the Legal Orientation Program.

The attorney will maintain a direct representation caseload before the Executive Office for Immigration Review (EOIR), U.S. Citizenship and Immigration Services (USCIS), and Immigration and Customs Enforcement (ICE). The attorney will collaborate with other attorneys, social workers, and paralegals to provide zealous and holistic representation to clients.
In addition to direct representation, the attorney will provide legal orientation presentations at the Aurora immigration detention center. This includes conducting individual intakes, holding pro se workshops, and preparing cases for referral to pro bono volunteer attorneys.

Lastly, the attorney will engage in broader advocacy efforts to expand RMIAN’s impact. The attorney is expected to participate in community outreach efforts to educate the public about RMIAN’s work and the organization’s mission.

**Position Requirements:**

- Admission to state bar
- Demonstrated experience in immigration law, preferably in removal defense with detained populations
- Exceptional organizational skills, strong sense of personal initiative, ability to multi-task, and respond to emergent situations
- Excellent communication skills, both written and oral
- Strong interpersonal skills, demonstrated ability to be a flexible team player, enthusiasm and high energy for the work
- Sharp legal mind with exceptional legal research and writing skills
- Dedication to challenging and creative lawyering
- Ability to comfortably and appropriately maintain and navigate relationships with governmental agencies, nonprofit providers, and other stakeholders
- Spanish proficiency/fluency
- Passion for RMIAN’s mission and demonstrated commitment to social justice, immigrant rights, or public interest law
- Demonstrated cultural competency

**Compensation:**

This is a full-time, salaried, exempt position. Compensation is commensurate with experience and includes a generous benefits package

**To apply:**

Please send a detailed cover letter, resume, writing sample, and list of professional references to hr@rmian.org. Applicants are encouraged to apply as early as possible. Interviews will be conducted on a rolling basis until the position is filled.

RMIAN is an equal opportunity employer and recognizes the importance of diversity in the workplace; individuals from diverse backgrounds are encouraged to apply.

Visit us at www.rmian.org

**DIRECTOR**

MASSACHUSETTS ACCESS TO JUSTICE COMMISSION

BOSTON, MASSACHUSETTS

The Massachusetts Access to Justice Commission (Commission) is accepting applications for a full-time Director to oversee the activities of the Commission, working closely with the Commission’s Co-Chairs. The position is funded by the Massachusetts Legal Assistance Corporation (MLAC).
About the Massachusetts Access to Justice Commission:

The 30-member Commission, appointed by the Massachusetts Supreme Judicial Court, is charged with providing leadership, vision and coordination in the search for “equal justice for all persons in the Commonwealth.” In its twelve-year history, the Commission has often been at the forefront of developing and nurturing innovative access to justice projects. The Commission is comprised of leadership from the courts, legal services, the private bar, law schools, social services agencies, bar associations, the business and philanthropic world, and other members of the public. Highlights of the work and accomplishments of the Commission can be found at the Commission’s website, www massa2j.org.

About MLAC:

MLAC is a non-profit organization established by the Commonwealth to provide funding for legal assistance programs to ensure that low-income people with critical, non-criminal legal problems have access to legal information, advice, and representation. MLAC provides leadership and support for the continued improvement of legal aid to low-income people and is the largest funding source for civil legal aid organizations in the Commonwealth. Learn more about MLAC at www.mlac.org.

Summary of Director Position:

By providing both strategic guidance and day-to-day management, the Director will ensure that the Commission continues to have a meaningful impact on the administration of justice in the state, and beyond. The full-time Director will be an employee of MLAC, working on behalf of the Commission. The Director will be supervised by the Commission Co-chairs and will also report to the Executive Director of MLAC. The position will be awarded under a two-year contract, subject to renewal.

Principal Responsibilities:

Strategic Guidance:

- Work closely with the Co-Chairs, providing strategic guidance and insight on state and national access to justice initiatives.
- Monitor new state and federal rule-making, policies, and resources to ensure that the Commission pursues cutting-edge initiatives supporting access to justice.
- Monitor innovative activities within Massachusetts with an eye toward opportunities to coordinate/expand/replicate.
- Participate in national webinars and conference calls on issues relating to access to justice and attend annual national conference.
- Advise the Co-Chairs and the Commission on relevant issues relating to civil legal aid.
- Keep abreast of existing and novel funding sources for civil legal aid – within the state, in other states, and nationally.

Programmatic

- Oversee key operational functions to carry out the priorities of the Commission, such as preparing meeting agendas, arranging stakeholder meetings, monitoring progress of Commission committees, and communicating with partner organizations within Massachusetts and nationally.
- Publicize the work of the Commission to enhance the public’s knowledge of access to justice issues.
- Draft requested letters of support for the Commission’s legal aid partners for statewide impact grants or other financial support.
- Support the Trial Court’s strategic initiatives relating to access to justice.
• Collaborate with the judiciary, legal services providers, social workers, pro bono attorneys, the private bar, and others to continue to strengthen our existing initiatives.

Background and Qualifications:

• J.D. required, at least seven years of experience as an attorney preferred;
• Demonstrated familiarity with access to justice initiatives in Massachusetts and beyond;
• Demonstrated ability to work with diverse constituencies and to engage a broad range of stakeholders in the Commission’s work;
• Demonstrated knowledge of and interest in areas of law most impacted by barriers to accessing justice;
• Demonstrated interest in understanding and connecting with varied geographic areas of the Commonwealth;
• Demonstrated administrative management skills;
• Excellent written and verbal communication skills;
• Ability to work well with, and motivate, a variety of stakeholder volunteers;
• Demonstrated knowledge of and experience with the Massachusetts civil justice system; in particular, experience working for/with Massachusetts-based legal aid organization(s); and
• Experience working with indigent clients and/or working as a consultant with nonprofits that serve indigent litigants preferred.

To Apply:

Interested candidates should submit a resume and cover letter in Word or PDF no later than May 15, 2019 to hiring@mlac.org. Please put the job title (Director, Massachusetts Access to Justice Commission) in the subject line of your email, and, in your cover letter, please mention where you saw this posting. Reasonable accommodations in the application process will be provided upon request to individuals with disabilities. No phone calls, please.

The Massachusetts Legal Assistance Corporation is an Affirmative Action/Equal Opportunity Employer and the Massachusetts Access to Justice Commission is committed to the same principals and is committed to diversity in staffing and membership. A crucial part of MLAC’s vision is supporting cultural and linguistic competence so clients can be best served. People of color, women, individuals with disabilities, LGBTQ individuals, and people who speak English as a second language are encouraged to apply.

IMMIGRATION ATTORNEY
TRANSGENDER LAW CENTER
OAKLAND, CALIFORNIA OR NEW YORK CITY

Transgender Law Center (TLC) is the largest national trans-led organization advocating self-determination for all people. Grounded in legal expertise and committed to racial justice, TLC employs a variety of community-driven strategies to keep transgender and gender nonconforming people alive, thriving, and fighting for liberation. (www.transgenderlawcenter.org)

BLMP is a project of Transgender Law Center that builds and centers the power of Black LGBTQIA+ migrants to ensure the liberation of all Black people through community-building, political education, creating access to direct services, and organizing across borders. A critical element of the project is ensuring high quality, culturally appropriate representation for Black LGBTQIA+ migrants in their immigration petitions and immigration court proceedings. (https://transgenderlawcenter.org/programs/blmp).
Job Responsibilities:

- Conduct preliminary intake interviews with Black LGBTQ+ migrants both inside and outside of immigration detention and related conditions of confinement.
- Provide immigration-related legal counseling and direct legal representation to Black LGBTQ+ migrants, including but not limited to removal defense; asylum; withholding of removal; relief under the Convention Against Torture; adjustment of status; T, U, VAWA, SIJS relief; and name and gender changes for immigration documents.
- Conduct legal research, draft high-quality legal briefs and memoranda, as necessary.
- Assist with the recruitment and training of pro bono attorneys in areas of immigration relief and cultural competence to represent Black LGBTQ+ migrants.
- Maintain and organize project data and produce reports.
- Remain current on immigration law, policies, and procedures, as well as the implications of criminal law as it applies to the representation of Black LGBTQ+ migrants.

Required Qualifications:

- A Law degree
- 2 -3 years’ experience practicing immigration law that would prepare applicant for the responsibilities of this position.
- Membership in the bar of at least one state.
- Bilingual or multilingual candidates preferred especially in Afro-Caribbean languages, French, Portuguese, or Spanish (written and spoken).
- Solid knowledge of current immigration legal issues, especially at it relates to Black migrants who are LGBTQ+.
- Experience working with LGBTQIA communities with a priority on TGNC communities.
- Excellent speaking and writing abilities.
- Demonstrated history of producing the highest caliber legal work.
- Skill at working collaboratively with grassroots organizations.
- A high level of independence and initiative, creativity, and good judgment.
- Experience working in teams with people from a variety of racial, ethnic, socioeconomic, educational, religious, sexual, gender, and generational backgrounds.
- A demonstrated awareness of and commitment to a broad range of social, racial, and economic justice issues and an understanding of the multiple communities BLMP represents.
- Ability and willingness to travel extensively.

Preferred Qualifications:

- Experience with racial justice, immigrants’ rights, Black migration and/or LGBTQ+ rights work, especially community-based.
- Experience working on interdisciplinary teams
- Experience supervising paralegals or legal volunteers.
- Experience developing and launching a new initiatives.

Salary and Benefits:

Salary range is competitive and commensurate with the candidate’s experience and skills. Benefits include comprehensive health (medical, dental, vision and FSA), matched retirement savings, three weeks’ vacation, sick and family leave, and a sabbatical program.
To Apply:

Apply online at the following link: https://tlcenter.bamboohr.com/jobs/view.php?id=10

Transgender Law Center is proud to be an affirmative action employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, gender nonconforming, or intersex are particularly urged to apply.

ATTORNEY
IMMIGRATION CENTER FOR WOMEN AND CHILDREN
SAN FRANCISCO, CALIFORNIA

The Immigration Center for Women and Children (ICWC) seeks a full-time attorney for our San Francisco office, to handle a mix of affirmative and defensive cases.

ICWC is a non-profit legal organization providing affordable immigration services to underrepresented immigrants in California. ICWC strives to provide security and stability for children who are abused, abandoned or neglected and for immigrants who are victims of domestic violence, sexual assault and other violent crimes. The offices primarily work with federal immigration laws that allow victims to apply for work authorization, travel visas, humanitarian parole, permanent residency, and citizenship. More information about ICWC is available at www.icwclaw.org.

Duties and Responsibilities:

The attorney will be responsible for providing direct immigration legal services to victims of domestic violence, sexual assault and other violent crimes. The attorney will provide relief under Special Immigrant Juvenile Status (SIJS), the Violence Against Women Act (VAWA), the U visa, and Asylum. Duties include: conducting client intake, case assessment, and ongoing case management; researching and drafting legal documents; attending court hearings; and regularly using Microsoft Office/Outlook, Cerenade (e-Immigration Air) software and forms, and Google Drive. The attorney will work with other attorneys and support staff. The attorney may also supervise other staff, law students and/or other volunteers. The attorney will work collaboratively with social service and law enforcement agencies.

The attorney will also represent non-detained immigrants in removal proceedings. Representation may include all stages of removal proceedings: in both immigration court and the Asylum Office, appeals to the Board of Immigration Appeals, applications with the United States Citizenship and Immigration Services, release planning with social service agencies, and liaising with criminal defense attorneys. Most of ICWC's removal work is through membership with the SFILDC - the San Francisco Immigrant Legal Defense Collaborative.

Requirements:

- Juris Doctorate degree
- Active admission to the California bar (or ability to waive in with another bar membership)
- Spanish language fluency: oral and written. The position requires the ability to communicate daily through oral and written communications in both Spanish and English. The attorney will meet independently with monolingual Spanish speakers

Other Qualifications:

- 0-10 years’ experience in immigration law practice. Preferred experience: removal defense, SIJS, U visa, VAWA and/or asylum.
• Strong writing skills and meticulous attention to detail
• Demonstrated interest in low-income legal services and/or a commitment to civil liberties and immigrants’ rights
• Ability to work effectively with victims of domestic violence and sexual assault
• Ability to work effectively and communicate with law enforcement, government representatives and English/Spanish media

Benefits:

Benefits package includes medical, dental, vision, life, paid time off, retirement plan, FSA (flexible spending account for healthcare, commuting, and dependent care expenses), and reimbursement for preventative wellness activities. Generous paid-time off, in addition to office closures for federal holidays and a week-long winter break. A relocation stipend is also available.

How to Apply:

We are hoping to fill the position as soon as possible. Please email your cover letter and resume to Jessica Farb, Directing Attorney in San Francisco, jess@icwclaw.org with the subject line “Attorney 2019 ICWC SF”.

STAFF ATTORNEY
DETAINED DEPORTATION DEFENSE PROGRAM
LAS AMERICAS IMMIGRANT ADVOCACY CENTER
EL PASO, TEXAS

The Detained Deportation Defense Program is seeking an attorney to join our fast-paced team of advocates working with migrants detained in the El Paso Processing Center, Otero County Processing Center, and West Texas Detention Facility (Sierra Blanca).

The Staff Attorney will lead our Detained Team working to both prepare and represent migrants seeking asylum in the United States. The Staff Attorney will supervise a legal assistant, paralegal, and interns, and work in close collaboration with other attorneys, accredited representatives, and the Las Americas Immigrant Advocacy Center Board of Directors under the direction of the Executive Director.

To Apply:

Please email a cover letter, resume, a writing sample, and contact information for three references as a single PDF document to jobsinfo@las-americas.org. If applicable, please include hyperlinks to authored writing samples.

Availability:

The application deadline is April 30, 2019, but applicants will be interviewed on a rolling basis. Decisions will be made as soon as appropriate candidates are identified.

MANAGING ATTORNEY
LAS AMERICAS IMMIGRANT ADVOCACY CENTER
EL PASO, TEXAS

Las Americas Immigrant Advocacy Center is seeking an attorney to join our fast-paced team of advocates working with both detained and non-detained migrants seeking a variety of immigration relief in the United States.
The Managing Attorney shapes the legal vision and legal direction of Las Americas, in conjunction with the Executive Director. The Managing Attorney will lead both our Detained and Non-Detained Teams, providing them with counsel and collaborating on a broad range of cases. Additionally, the Managing Attorney will supervise all legal assistants, paralegals, and interns and work in close collaboration with other attorneys, accredited representatives, and the Las Americas Immigrant Advocacy Center Board of Directors under the direction of the Executive Director.

To Apply:

Please email a cover letter, resume, a writing sample, and contact information for three references as a single PDF document to jobsinfo@las-americas.org. If applicable, please include hyperlinks to authored writing samples.

Availability:

The application deadline is April 30, 2019, but applicants will be interviewed on a rolling basis. Decisions will be made as soon as appropriate candidates are identified.

STAFF ATTORNEY AND MANAGEMENT POSITIONS
TEXAS RIOGRAND LEGAL AID
SOUTHWEST TEXAS

Texas RioGrande Legal Aid provides traditional civil legal services and operates many other programs including a public defender program (Texas Rural Defender Service) in ten counties, a family detention center assistance program, located within the largest immigrant family detention center in the U.S., and a migrant farmworker program that brings mass actions on behalf of farmworkers throughout Texas and six other southern states. TRLA seeks new attorneys mainly in rapidly growing border cities and rural communities, where low-income workers and new immigrants face incredible challenges. Management positions are available for experienced attorneys. TRLA has offices in Alpine, Austin, Beeville, Brownsville, Corpus Christi, Dallas, Del Rio, Dilley, Eagle Pass, Edinburg, El Paso, Hallettsville, Harlingen, Mercedes, Nashville, Rio Grande City, San Antonio, Sinton, and Victoria.

With 185 lawyers, TRLA operates one of the largest legal services programs in the country and is nationally recognized for high quality, zealous advocacy for its clients. Attorneys will specialize in one or more of the 45-plus practice area teams addressing important issues such as civil rights, criminal defense, denial of the ability to vote, defense of border wall acquisition, disaster assistance, environmental justice, housing rights, family violence, consumer rights, farm labor, international child abduction, access to benefits, sexual assault, LGBTQ issues, and employment discrimination.

TRLA fully supports its advocates to bring creative, complex litigation in state and federal court, while also appreciating the need to provide services to individual clients. Flexibility is key as TRLA encourages advocates to explore all avenues and bring the fight where the advocate sees fit.

Compensation and Benefits:

Salary is commensurate with experience and includes an excellent fringe benefits package including law school loan repayment. (Spring graduates from law school typically start being paid the first week of June but report to work after the bar exam in July. TRLA provides reimbursement for the bar application fee and bar preparation course to new employees who haven’t take the bar exam yet.)
Qualifications and Preferences:

- Must be licensed to practice law in Texas, able to waive into the Texas bar, or willing to take the next available bar exam. (Exceptions include attorneys working for our migrant farmworker program, or primarily in immigration may be licensed in another state.)
- Preferred applicants have demonstrated an interest in providing justice to those who need it most, have strong academic credentials, are functionally fluent in Spanish, and want to live and work where the greatest need is in the TRLA service area (i.e., not Austin or San Antonio).

Application process:

Step One -- Click here to apply.

Step Two -- Selected applicants will be contacted for a telephone interview, or an in-person interview depending on a variety of factors.

Step Three -- Depending on the circumstances, some selected applicants will be invited to visit some specific TRLA offices and meet with staff and tour the local community. TRLA will provide travel, accommodations and food throughout the visit.

Step Four -- Selected applicants will be offered a position (if an offer is made in the winter to a law student the offer often remains open until mid-April near the deadline to apply to take the bar exam).

TRLA is an equal opportunity employer and is committed to an equitable workplace.

STAFF ATTORNEY
SOUTHERN MIGRANT LEGAL SERVICES
NASHVILLE, TENNESSEE

Southern Migrant Legal Services (SMLS), a project of TRLA, offices in Nashville, Tennessee and seeks attorneys with a passion for aggressively representing low-income migrant agricultural workers. SMLS provides employment-related legal assistance to low-wage temporary and immigrant workers throughout Tennessee, Kentucky, Alabama, Mississippi, Arkansas, Louisiana, and Texas. SMLS enforces migrant and seasonal agricultural workers’ core employment rights, including (but not limited to) workers’ rights under the Migrant and Seasonal Agricultural Worker Protection Act, the Fair Labor Standards Act, the H-2A Regulations of Immigration and Nationality Act, Title VII of the Civil Rights Act, the Trafficking Victims Protection Act, and contract law. SMLS is a project of Texas RioGrande Legal Aid.

Compensation and Benefits:

Salary is commensurate with experience and includes an excellent fringe benefits package including law school loan repayment. (Spring graduates from law school typically start being paid the first week of June but report to work after the bar exam in July. TRLA provides reimbursement for the bar application fee and bar preparation course to new employees who haven’t take the bar exam yet.)

Qualifications and Preferences:

- Preferred applicants have demonstrated an interest in providing justice to those who need it most.
- Preference will also be given to applicants with a commitment to workers’ rights and social justice, have strong academic credentials, are functionally fluent in Spanish, have an ability to establish trusting
relationships with low-income clients, and have experience working with diverse populations including non-English-speaking and migrant communities.

Application Process:

Step One -- [Click here to apply.]

Step Two -- Selected applicants will be contacted for a telephone interview, or an in-person interview depending on a variety of factors.

Step Three -- Depending on the circumstances, some selected applicants will be invited to visit the SMLS office in Nashville and possibly other TRLA offices and meet with staff and tour the local community. TRLA will provide travel, accommodations and food throughout the visit.

Step Four -- Selected applicants will be offered a position (if an offer is made in the winter to a law student the offer often remains open until mid-April near the deadline to apply to take the bar exam).

TRLA is an equal opportunity employer and is committed to an equitable workplace.

**ATTORNEY/MANAGER
MEDICAL LEGAL ASSISTANCE FOR FAMILIES
SAN ANTONIO, TEXAS**

Medical Legal Assistance for Families (MLAF) in San Antonio gives legal aid lawyers an exciting opportunity to work with pediatricians to improve the health and well-being of indigent children and their families. MLAF is based on a national medical-legal partnership model and is the first program of its kind in Texas. MLAF places lawyers in a pediatric clinical setting to facilitate the provision of legal services crucial to vulnerable patient-families. MLAF takes a holistic approach to help families to overcome some social determinants that can harm their children’s health or preventing them from thriving.

MLAF’s partners are Texas RioGrande Legal Aid, Inc., Baylor College of Medicine and CHRISTUS’ The Children’s Hospital of San Antonio. MLAF is located on the campus of The Children’s Hospital of San Antonio, in downtown San Antonio. TRLA’s San Antonio office is minutes away.

Low-income families who have a patient cared for at The Children’s Hospital of San Antonio or at the nearby Pediatrics Department of the School of Medicine, UTHealth San Antonio are eligible for MLAF services. MLAF’s priority areas are education, public benefits, housing and guardianship for young adults.

In addition to providing legal services to indigent families, MLAF assists in educating Pediatrics residents about the importance of legal services to the health of children and how doctors can work with lawyers to improve their ability to help their patients.

TRLA is seeking a lawyer to represent clients and lead MLAF. The lawyer’s primary duties and activities include:

- Practices civil law for eligible clients in accordance with the Texas Disciplinary Rules of Professional Conduct and consistent with office standards of practice;
- Supervises and works with MLAF’s paraprofessionals;
- Complies with all case reporting requirements, including timekeeping, case activities, legislative and rulemaking, private attorney involvement, community education presentations, etc;
- Keeps current on the state of the law and procedures within areas of law ordinarily handled by MLAF;
- Leads MLAF, including staff and coordinating health care partners;
• Teaches and guides pediatric residents and other health care professionals about the harmful impact of poverty on children's health and how legal and health care professionals can work together to overcome some social determinants of poor health outcomes for children and their families;
• Participates in other activities related to poverty law, including publication, permissible legislative and rulemaking activities, media relations in accordance with TRLA policy and applicable laws and regulations;
• Commensurate with experience, consults, guides and answers questions of other staff members;
• Fulfills all requirements necessary to remain in good standing with the State Bar of Texas and the Texas Supreme Court, including but not limited to, compliance with the minimum requirements for Continuing Legal Education; and
• Maintains and fosters relationships with MLAF partners and other programs and agencies as required to lead and develop MLAF, including, but not limited to, convening and attending meetings of such programs and/or agencies.

Required:

• Licensed to practice law in Texas, able to waive into the Texas bar, or willing to take the next available bar exam, in that order of preference
• Maintain continuing legal education requirements

Preferred:

• Dedication to and experience in serving low-income populations
• Strong writing, communication, interpersonal, and organizational skills
• Dedication and experience working with a medical-legal partnership, especially in a senior role
• An ability and desire to work collaboratively in a variety of contexts and with multiple organizations and professionals, including health care professionals and trainees
• Experience working with cases in MLAF’s priority areas
• Ability to work in a complex environment with many moving parts
• Ability to supervise and develop a small staff
• Clear vision and ability to move MLAF forward
• Preference for lawyers who are functionally fluent in Spanish at a professional level

To Apply:

Click here to apply

TRLA is an equal opportunity employer and is committed to an equitable workplace.

DIRECTOR
MASSACHUSETTS ACCESS TO JUSTICE COMMISSION
MASSACHUSETTS

The Massachusetts Access to Justice Commission (Commission) is accepting applications for a full-time Director to oversee the activities of the Commission, working closely with the Commission’s Co-Chairs. The position is funded by the Massachusetts Legal Assistance Corporation (MLAC).

About the Massachusetts Access to Justice Commission:

The 30-member Commission, appointed by the Massachusetts Supreme Judicial Court, is charged with providing leadership, vision and coordination in the search for “equal justice for all persons in the Commonwealth.” In its
twelve-year history, the Commission has often been at the forefront of developing and nurturing innovative access to justice projects. The Commission is comprised of leadership from the courts, legal services, the private bar, law schools, social services agencies, bar associations, the business and philanthropic world, and other members of the public. Highlights of the work and accomplishments of the Commission can be found at the Commission’s website www.massa2j.org.

About MLAC:

MLAC is a non-profit organization established by the Commonwealth to provide funding for legal assistance programs to ensure that low-income people with critical, non-criminal legal problems have access to legal information, advice, and representation. MLAC provides leadership and support for the continued improvement of legal aid to low-income people and is the largest funding source for civil legal aid organizations in the Commonwealth. Learn more about MLAC at www.mlac.org.

Summary of Director Position

By providing both strategic guidance and day-to-day management, the Director will ensure that the Commission continues to have a meaningful impact on the administration of justice in the state, and beyond. The full-time Director will be an employee of MLAC, working on behalf of the Commission. The Director will be supervised by the Commission Co-chairs and will also report to the Executive Director of MLAC. The position will be awarded under a two-year contract, subject to renewal.

Principal Responsibilities:

Strategic Guidance

- Work closely with the Co-Chairs, providing strategic guidance and insight on state and national access to justice initiatives.
- Monitor new state and federal rule-making, policies, and resources to ensure that the Commission pursues cutting-edge initiatives supporting access to justice.
- Monitor innovative activities within Massachusetts with an eye toward opportunities to coordinate/expand/replicate.
- Participate in national webinars and conference calls on issues relating to access to justice and attend annual national conference.
- Advise the Co-Chairs and the Commission on relevant issues relating to civil legal aid.
- Keep abreast of existing and novel funding sources for civil legal aid – within the state, in other states, and nationally.

Programmatic

- Oversee key operational functions to carry out the priorities of the Commission, such as preparing meeting agendas, arranging stakeholder meetings, monitoring progress of Commission committees, and communicating with partner organizations within Massachusetts and nationally.
- Publicize the work of the Commission to enhance the public’s knowledge of access to justice issues.
- Draft requested letters of support for the Commission’s legal aid partners for statewide impact grants or other financial support.
- Support the Trial Court’s strategic initiatives relating to access to justice.
- Collaborate with the judiciary, legal services providers, social workers, pro bono attorneys, the private bar, and others to continue to strengthen our existing initiatives.
Background and Qualifications:

- J.D. required, at least seven years of experience as an attorney preferred;
- Demonstrated familiarity with access to justice initiatives in Massachusetts and beyond;
- Demonstrated ability to work with diverse constituencies and to engage a broad range of stakeholders in the Commission's work;
- Demonstrated knowledge of and interest in areas of law most impacted by barriers to accessing justice;
- Demonstrated interest in understanding and connecting with varied geographic areas of the Commonwealth;
- Demonstrated administrative management skills;
- Excellent written and verbal communication skills;
- Ability to work well with, and motivate, a variety of stakeholder volunteers;
- Demonstrated knowledge of and experience with the Massachusetts civil justice system; in particular, experience working for/with Massachusetts-based legal aid organization(s); and
- Experience working with indigent clients and/or working as a consultant with nonprofits that serve indigent litigants preferred.

To Apply:

Interested candidates should submit a resume and cover letter in Word or PDF no later than May 15, 2019 to hiring@mlac.org. Please put the job title (Director, Massachusetts Access to Justice Commission) in the subject line of your email, and, in your cover letter, please mention where you saw this posting. Reasonable accommodations in the application process will be provided upon request to individuals with disabilities. No phone calls, please.

The Massachusetts Legal Assistance Corporation is an Affirmative Action/Equal Opportunity Employer.

**DIRECTOR OF LITIGATION AND ADVOCACY**
**LEGAL AID JUSTICE CENTER**
**CHARLOTTESVILLE, VIRGINIA**

LAJC is a nationally-recognized anti-poverty non-profit committed to battling poverty and injustice through individual legal representation, group and class action litigation, community organizing, policy advocacy, and media relations. From its offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC is a fierce advocate for low-income clients and communities in Central and Northern Virginia, and its work broadly impacts the entire state. Just in the past year, our team of attorneys and organizers won a class-wide injunction ordering healthcare reforms in a women’s prison, a national settlement providing new avenues for relief to over 400 traumatized asylum-seekers whose children were taken from them at the border, worked successfully in partnership with community leaders to demand police accountability, and won major legislative reforms regulating school policing.

Founded in 1967, LAJC provides services under four key program areas: Civil Rights & Racial Justice, Economic Justice, JustChildren, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit [www.justice4all.org](http://www.justice4all.org).

LAJC is seeking an experienced attorney to develop, lead, support, and supervise its impact advocacy campaigns. The ideal candidate will have significant litigation experience, as well as demonstrated experience working with directly impacted community leaders on anti-poverty and racial justice initiatives. Reporting directly to the
Executive Director, the Director of Litigation & Advocacy (working title) will work to advance LAJC’s ambitious agenda to achieve economic, racial, and social justice throughout the STATE.

**Responsibilities:**

- Assist LAJC’s four program directors with strategic planning and developing multi-faceted campaigns using litigation, policy advocacy, organizing and communications strategies
- Develop, support, and lead major litigation, including helping advocates identify recurring issues ripe for impact litigation
- Partner with community organizers and grassroots leaders to develop and implement systems change initiatives
- Work with LAJC’s policy teams to develop and execute policy advocacy campaigns and foster collaboration with litigation and organizing efforts
- Promote litigation skill development by matching attorney goals with campaign needs and working with LAJC’s Director of Professional Development Director to identify training needs and opportunities
- Co-teach our Civil Rights Clinic at University of Virginia School of Law
- Develop systems that facilitate information-sharing and efficiency in bringing major advocacy campaigns

**Qualifications:**

- Virginia Bar licensure, or ability to waive in to the Virginia Bar
- Strong commitment to public interest law
- Experience working in communities directly impacted by economic and racial injustice
- At least ten years of relevant legal experience
- Outstanding oral advocacy, research, writing, organizational, and leadership skills
- Ability to work effectively both independently and collaboratively
- Reliable personal transportation and willingness to travel statewide occasionally and to LAJC’s other offices frequently
- Sense of humor
- Familiarity with many of our areas of practice
- Diverse economic, social, and/or cultural experiences
- Significant federal litigation experience, particularly in class actions and civil rights cases

For more information about the position, please visit: [Director of Litigation Advocacy](#)

**To Apply:**

Email a cover letter, resume, three references, and a writing sample to Angela Ciolfi, Executive Director, at hiring@justice4all.org. The cover letter should highlight experience in building impact campaigns, including relevant litigation experience. The cover letter should also highlight any specialized skills, such as language fluency, organizing experience, or technology skills.

The Legal Aid Justice Center is an equal opportunity employer.

Please visit [www.wclawyers.org](http://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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