### LEGAL POSITIONS

- Trial Attorney, U.S. Department of Justice, Civil Rights Division .......................................................... 3
- Civil Rights Counsel/Associate, Relman, Dane & Colfax ................................................................. 4
- Litigation Senior Associate/Counsel, Relman, Dane & Colfax ......................................................... 5
- Staff Attorney, Earthjustice ................................................. 6
- Staff Attorney, Community-Based Initiatives, Earthjustice (Los Angeles or DC) ............................ 8
- Staff Attorney, International Energy Transition, Earthjustice (San Francisco or DC) ............... 10
- Staff Attorney, First Shift Justice Project ......................................................................................... 12
- Temporary D.C. Unaccompanied Children Staff Attorney, Kinds in Need of Defense ................. 12
- Supervising or Managing Immigration Attorney, Ayuda .............................................................. 14
- Children’s/Family Law Staff Attorney, Ayuda .................................................................................. 16
- Senior Counsel, National Student Legal Defense Network ......................................................... 17
- Senior Law Career Counsel, George Washington University Law School .................................. 18
- Legal Fellow, Health Justice Alliance, Georgetown University Law School ........................... 20
- Policy Attorney/Analyst, Children’s Law Center ........................................................................... 22
- Investigative Counsel, Rep. Elijah Cummings, Committee on Oversight and Reform in the U.S. House of Representatives ................................................................. 23
- Staff Attorney, Courtroom Advocacy Project, Pro Bono Resource Center of Maryland .............. 23
- Legal Director, Christian Legal Aid of DC ....................................................................................... 25
- Supervising Attorney, DC Volunteer Lawyers Project ................................................................. 27
- Attorney, Investigative Counsel, Committee on Ethics ................................................................. 28
- Senior Staff Attorney, DC Bar ......................................................................................................... 28
- Maryland Staff Attorney, Amara Legal Center ............................................................................. 30
- Healthy Together Staff Attorney, Children’s Law Center ............................................................ 31
- Foreign Service Attorney, US Agency for International Development ........................................ 33
- Senior Attorney, Litigation, AARP ................................................................................................ 34
- Appellate Attorney, National Veterans Legal Services Program ............................................. 35
- Executive Director, Georgetown Center on National Security and the Law .............................. 36
- Senior Staff Attorney, DC Bar ...................................................................................................... 39
- Senior Attorney, Special Programs, Kids In Need of Defense, (Various Locations) ................. 40
- Staff Attorney, National Juvenile Defender Center .................................................................. 43
- Supervising Attorney, Housing Law Practice, Neighborhood Legal Services Program ............. 44
- Domestic Violence/Family Law Staff Attorney, Legal Aid Society of the District of Columbia ........ 46
Supervising Attorney, Housing Law Unit, Legal Aid Society of the District of Columbia ........................................ 47
Senior Program Associate, Vera Institute of Justice, DC or NY ................................................................. 48
Counsel, Human Rights Campaign ......................................................... 50
Legislative Assistant, Chairman of the Judiciary Subcommittee on Constitution,
   Civil Rights and Civil Liberties ............................................ 52
Legislative Counsel, Western Democratic Senator ........................................ 52

JD/BAR NOT REQUIRED .......................................................................................................................... 53
Program Coordinator, ABA Commission on Domestic & Sexual Violence ........................................ 53
Program Manager, Equal Justice Works ......................................................... 54
Senior Legislative Assistant, Senior Texas Republican ........................................ 55
Director, Open Society ........................................................................ 55
Senior Director, Global Policy and Advocacy ............................................. 57
Legislative Assistant, Senior Midwestern Democratic Senator ....................... 59
Workers’ Justice Advocate, Washington Lawyers’ Committee for Civil Rights and Urban Affairs .......... 59
Public Policy Associate, Center for Public Representation .......................... 60
Advocacy Manager, Detention Watch Network ........................................ 62
Legislative Counsel, Conservative Republican Senator, Joint Economic Committee .......... 64

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS ................................................................. 65
Summer Legal Intern, Office of the State Superintendent of Education, Office of General Counsel ........ 65
2019 Equality Fellowship, LGBT Bar Association of the District of Columbia ........................................ 65
Fall 2019 Internship, House Committee on Oversight and Reform, Subcommittee on
   Civil Rights and Civil Liberties .................................................. 66
Fall 2019 Interns, Congressman Brad Sherman ........................................ 66
Fall 2019 Interns, Ohio Democrat .......................................................... 67
Fall 2019 Interns, Congressman Charlie Crist ........................................ 67
Legal Interns, Human Rights First ......................................................... 67
ABA Intern, Pro Bono, Center for Public Interest Law (Local and out of town) .................... 69
Summer Internship, Congresswoman Eleanor Holmes Norton ..................... 70
Fall 2019 Internship, House Committee on Oversight and Reform .................... 70

OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS) ........................................................... 71
President and Chief Executive Officer, Sargent Shriver National Center on Poverty Law, Chicago, Illinois ............................................. 71
Policy Director/Legal Director, National Center for Access to Justice, New York, New York .......... 72
Staff Attorney, National Immigration Law Center, Los Angeles, California or Washington, DC .... 73
General Counsel and Managing Attorney, Catholic Charities, San Francisco, California .............. 75
Immigration Attorney, Urban Justice Domestic Center, New York, New York ................................. 78
Volunteer Coordinator, Dilley Pro Bono Project, American Immigration Council, Dilley, Texas .... 79
Managing Attorney, Human Rights Frist, Houston, Texas ............................. 80
Immigration Bureau Chief, New Mexico Children, Youth and Families Department, Santa Fe, New Mexico ......................................................... 82
EIPC Bond Attorney/Pro Bono Coordinator, Sante Fe Dreamers Project, Santa Fe, New Mexico .. 83
Associate Contracts and Grants Counsel, Everytown for Gun Safety, New York, New York .......... 86
Policy Director, International Refugee Assistance Project, New York, New York or Washington, DC .... 88
Attorney, Immigration Center for Women and Children, San Francisco, California ..................... 90
Program Analyst, National Qualified Representative Program, VERA Institute of Justice, Brooklyn, New York ........................................ 91
Equal Justice Works Housing Fellowship Opportunities, Richmond and Petersburg, Virginia .......... 94
Supervising Attorney, Tahirih Justice Center, Houston, Texas ......................... 95
Detention Program Attorney, Rocky Mountain Immigrant Advocacy Network, Westminster, Colorado ........ 97
Immigration Attorney, Transgender Law Center, Oakland, California or New York City ................ 98
Attorney, Immigration Center for Women and Children, San Francisco, California ..................... 100
LEGAL POSITIONS

TRIAL ATTORNEY
U.S. DEPARTMENT OF JUSTICE
CIVIL RIGHTS DIVISION

Responsibilities:

Trial attorneys are responsible for developing investigations and litigation addressing all aspects of the ELS' enforcement duties, including planning and conducting investigations to assess potential violations of the laws enforced by ELS; analyzing and evaluating data and evidence, including witness statements, documents, and statistical data for pattern or practice investigations; researching all legal issues, including likely defenses and counter-arguments; drafting written recommendations for further investigation and/or enforcement litigation that include relevant facts, legal authorities, strengths and weaknesses of the case, remedies sought, and analysis to support recommended action(s); drafting complaints and other litigation-related correspondence; developing cases for trial though pre-trial discovery; trial and trial preparation; and negotiating settlements.

Conditions of Employment:

• Must be a U.S. Citizen or National
• All male applicants born after 12/31/1959 must have registered for the selective service. If selected, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.
• You will need to successfully complete a pre-employment background security process pending completion and adjudication of the background investigation before you can be appointed into an attorney position.
• You must have a Juris Doctorate degree from a law school accredited by the American Bar Association and be a member in good standing of the bar of a state or territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico.

Qualifications:

Required Qualifications:

Applicants must possess a J.D. from an American Bar Association accredited law school, be an active member of the bar in good standing (any jurisdiction) and possess post-professional law degree experience commensurate to the grade level of eligibility, as shown below. Applicants also must have strong, demonstrated qualifications in the following areas: academic achievement; substantive knowledge and expertise in the laws, rules and regulations applicable to the work of the section or substantially similar laws, rules and regulations; written and oral communication skills; the ability to analyze complex issues; skill and experience working collaboratively and productively with others; organizational skills; professional judgment;
initiative; and the ability to excel in a fast-paced, demanding environment. In addition, applicants must have outstanding professional references.

Possessing the minimum post law degree legal experience does not guarantee the applicant will be selected at that grade level.

GS-13 - minimum 1.5 years post-JD legal experience
GS-14 - minimum 3 years post-JD legal experience
GS-15 - minimum 4 years post-JD legal experience

Preferred Qualifications:

Federal employment discrimination litigation experience is preferred and will be considered both in the selection of applicants and the GS grade offered. Such experience includes (1) substantive knowledge and expertise of Title VII and USERRA; (2) experience investigating allegations of employment discrimination, including interviewing witnesses, reviewing documents and reviewing applicable case law to assess the merits of a case; (3) experience litigating employment discrimination cases, including handling discovery, litigation strategy, motions practice and trial preparation; and (4) experience negotiating settlements in employment discrimination cases; and (5) significant litigation and organizational change experience. Experience gained from judicial clerkships, law review, moot court, clinical experience, and skills and experience working cooperatively and productively with a range of people, such as charging parties, witnesses, respondents, disadvantaged or disenfranchised groups, opposing counsel, judicial or administrative officials, advocacy groups, law enforcement personnel, and the staff of other federal or state governmental agencies are also preferred.

How to Apply:

View the full job description and apply online here.

CIVIL RIGHTS COUNSEL/ASSOCIATE
RELMAN, DANE & COLFAX

Relman, Dane & Colfax is accepting applications for a counsel or associate position in its Civil Rights Counseling group in the firm's Washington, DC office.

Responsibilities:

The firm seeks applicants to work on cutting-edge civil rights and consumer protection issues in its Civil Rights Counseling practice. The counsel or associate will provide legal and strategic advice on the most important civil rights and consumer protection issues facing institutions today, with an emphasis on fair lending and fair housing. The Civil Rights Counseling practice develops and encourages best-in-class practices for a range of issues, including increasing access to responsible credit for historically underserved populations and promoting techniques to address algorithmic bias. The counsel or associate will interact with clients and government officials and collaborate with statistical experts. Although attorneys in this practice are not primarily responsible for litigation, the firm's Civil Rights Counseling and Litigation practices are symbiotic and the counsel or associate may have the opportunity to provide strategic advice or other support for the firm's litigation work.

Experience and Qualifications:

Applicants should have a demonstrated commitment to civil rights and/or consumer protection; strong academic credentials; superior research, writing, and verbal skills; and the ability to balance a varied work load. Familiarity with statistical methods is a benefit, but not required.
How to Apply:

Please submit a letter of interest, a resume, one legal writing sample, a law school transcript, and the names, e-mail addresses, and telephone numbers of three references by mail to Dana Melnik, Relman, Dane & Colfax, 1225 19th Street N.W., Suite 600, Washington, D.C. 20036 or by email to careers@relmanlaw.com, with the subject line “Civil Rights Counseling Position.” For all telephone inquiries, please contact Dana Melnik at (202) 728-1888. The legal writing sample should reflect the applicant’s own work without significant revision from others. Applications will be considered on a rolling basis until the position is filled.

Relman, Dane & Colfax is an equal opportunity employer that maintains a supportive, equitable environment. We encourage applications from all individuals without regard to actual or perceived race, color, national origin, ancestry, citizenship, religion, sex, gender identity or expression, sexual orientation, marital status, pregnancy, familial status, family responsibilities, age, personal appearance, matriculation, disability, medical condition, genetic information, political affiliation, military or veteran status, or record of arrest or conviction. We encourage applications from people who identify with historically underserved or underrepresented communities.

Relman, Dane & Colfax also provides reasonable accommodations for applicants and employees with disabilities. Any applicant who needs an accommodation in the application process should contact: accommodations@relmanlaw.com.

CIVIL RIGHTS COUNSEL/ASSOCIATE
RELMAN, DANE & COLFAX

Relman, Dane & Colfax is accepting applications for a senior litigation associate or counsel position in its Washington, D.C. office.

Responsibilities:

The Firm seeks applicants who have significant litigation experience and are prepared to handle a civil rights litigation caseload without supervision. The senior associate or counsel will litigate federal and state court cases, investigate potential cases, prepare complaints, draft briefs on dispositive motions and other motions, handle all discovery including taking and defending depositions, conduct oral argument, and conduct trials. The senior associate or counsel will work in conjunction with the Firm’s more junior lawyers, and should have the experience and skills necessary to mentor less experienced attorneys. The senior associate or counsel will work with the Firm’s partners on major strategic issues in their cases and report to the Firm’s partners regarding litigation progress.

Experience and Qualifications:

Applicants should have a demonstrated commitment to civil rights enforcement, strong academic credentials, superior research, writing, and verbal skills, and the ability to carry a varied caseload. A minimum of six years of litigation experience is preferred.

How to Apply:

Please submit a letter of interest, a resume, one legal writing sample, a law school transcript, and the names, e-mail addresses, and telephone numbers of three references by mail to Dana Melnik, Relman, Dane & Colfax, 1225 19th Street N.W., Suite 600, Washington, D.C. 20036 or by email to careers@relmanlaw.com. For all telephone inquiries, please contact Dana Melnik at (202) 728-1888. The legal writing sample should reflect the applicant’s own work without significant revision from others. Applications will be considered on a rolling basis until the position is filled.
Relman, Dane & Colfax is an equal opportunity employer that maintains a supportive, equitable environment. We encourage applications from all individuals without regard to actual or perceived race, color, national origin, ancestry, citizenship, religion, sex, gender identity or expression, sexual orientation, marital status, pregnancy, familial status, family responsibilities, age, personal appearance, matriculation, disability, medical condition, genetic information, political affiliation, military or veteran status, or record of arrest or conviction. We encourage applications from people who identify with historically underserved or underrepresented communities.

Relman, Dane & Colfax also provides reasonable accommodations for applicants and employees with disabilities. Any applicant who needs an accommodation in the application process should contact: accommodations@relmanlaw.com.

**STAFF ATTORNEY**

**EARTHJUSTICE**

Earthjustice is seeking an experienced litigation attorney to join its Washington, D.C. office. This office serves both as a center for litigation on important national environmental issues and a regional office for issues arising in Mid-Atlantic States. The Washington office’s docket currently includes litigation and administrative advocacy to protect public health and the environment from air pollution, hazardous wastes, and dangerous chemicals; curb greenhouse gas emissions and promote energy efficiency; and protect streams, wetlands, and drinking water. A significant focus of our public health work is preventing environmental harms to children, disproportionately impacted communities of color, and low-income communities. For more information about the office’s work, visit [http://earthjustice.org/about/offices/dc](http://earthjustice.org/about/offices/dc).

Earthjustice is the premier nonprofit environmental law organization. We take on major precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people’s health, preserve magnificent places and wildlife, advance clean energy, and combat climate change. We partner with thousands of groups, supporters, individuals, and communities to engage the critical environmental issues of our time and bring about positive change. We are here because the earth needs a good lawyer.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting, environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Honolulu, New York, Philadelphia, Denver, Miami, Seattle, Bozeman, and Washington, DC.

The staff attorney will play a leading role in his or her own docket of major environmental cases, collaborate on litigation with other Earthjustice attorneys and staff, and develop and maintain relationships with clients and partners (such as, other nonprofit organizations, environmental justice groups, community-based organizations, labor unions, and tribes). Applicants must be ready and able to develop and lead litigation from day one. The ideal candidate for this position will have significant and successful experience with trial court and appellate litigation. Prior experience with administrative law is strongly preferred. Also preferred is a demonstrated capacity to work effectively in a public-interest environment.

Our practice increasingly emphasizes the creation of a mentorship culture for staff at all levels, so every staff attorney is expected to help nurture the development of early career attorneys and other staff. Staff attorneys also supervise more junior staff in connection with their work on particular projects and may be asked to serve as the formal supervisor for one or more members of the junior staff.
Responsibilities:

- Manage new and existing cases from start to finish, performing all aspects of litigation, including drafting pleadings, motions, and briefs; conducting discovery; presenting oral arguments; and handling appeals
- Conduct factual investigations and develop legal theories for possible advocacy or litigation advancing the goals of our clients
- Join other staff in long-term planning, strategy development, goal-setting, and work plan management that advances a collective vision for future DC Office work
- Participate as an active member of a learning and mentorship culture, and engage with colleagues in manner that is respectful, professional, and supportive
- Participate actively in organizational and office-specific efforts to create a diverse, equitable, and inclusive workplace, and personally engage with colleagues, clients, and partners in a manner that is consistent with those efforts
- Supervise the work of Associate Attorneys, Law Clerks, and Litigation Assistants, either as part of a litigation team or as a formal direct supervisor
- Develop and manage relationships with co-counsel, and with a diverse group of clients and coalition partners
- Work effectively with other departments within Earthjustice, including Communications, Development, Operations, and Policy and Legislation

Qualifications:

- Law school graduates who are admitted to or qualified to waive into the DC Bar.
- At least eight years of litigation experience, including significant lead counsel experience.
- Excellent research, analysis, writing, and oral advocacy skills.
- Demonstrated ability to think strategically and to implement collective plans.
- Initiative, good judgment, a collegial work style, and a strong work ethic.
- A commitment to public interest work and a passion for Earthjustice’s mission.
- Ability to work both independently and in collaboration with others.
- Strong interpersonal skills.
- Aware of and sensitive to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Eager to help the office recruit, hire, develop, and retain a diverse and inclusive workforce.
- Ability to effectively supervise and mentor more junior staff in connection with litigation projects, and to help foster an inclusive and nurturing work environment.
- Formal management experience is a plus.
- Willing to live in the Washington, DC area, and travel as needed.

We offer a mission and employee-focused work environment and a competitive compensation package including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

We offer a competitive salary and excellent benefits that are comprehensive and competitive. We also offer an extremely congenial work environment and a casual dress code.

To Apply:

Interested candidates should submit the following online via the Jobvite system:

- Cover letter
- Resume
- Three professional references
• Writing sample, preferably a legal brief or memorandum that primarily reflects your work.

Applications will be reviewed on a rolling basis.

Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

Earthjustice is driven by a passion for justice, partnership and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.

**STAFF ATTORNEY**

**COMMUNITY-BASED INITIATIVES**

**EARTHJUSTICE**

Earthjustice seeks a staff attorney with expertise in laws and regulations pertaining to solid waste management to join our work that prioritizes frontline communities that are burdened with the most pollution and environmental harms while being excluded from environmental benefits provided to other communities. We work with community leaders to challenge the environmental and social status quo, helping communities change the conditions in which they live.

Earthjustice is the premier nonprofit environmental law organization. We wield the power of law and the strength of partnership to protect people’s health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters, individuals and communities to engage the critical environmental issues of our time and bring about positive change. We are here because the earth needs a good lawyer.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Bozeman, Chicago, Denver, Honolulu, Juneau, Los Angeles, Miami, New York, Philadelphia, Seattle, Tallahassee, and Washington, DC.

While each of our offices work with local communities, the Community-Based Initiatives team consists of five attorneys located in Los Angeles, Washington, D.C., and New York. The staff attorney will add cross-organization capacity, focusing primarily on matters related to the management of hazardous and non-hazardous solid wastes.

**Responsibilities:**

• Develop and execute legal and other advocacy strategies to support communities seeking human health and environmental protections
• Investigate and litigate cases from beginning to end, performing all aspects of litigation, including factual and legal research, drafting pleadings and briefs, and otherwise managing new and existing cases in state or federal courts and administrative agencies
• Expand and deepen Earthjustice’s partnerships with frontline communities
• Collaborate and manage responsibilities with co-counsel, clients, and partners
• Mentor and supervise the work of Associate Attorneys, Law Fellows, and Litigation Assistants
• Help develop and execute effective media strategies
• Work effectively with other departments within Earthjustice, including Communications, Development, and Policy and Legislation
• Support and advance efforts to ensure a diverse, equitable and inclusive work culture that encourages and celebrates differences

Qualifications:

• Law school graduate admitted, or eligible for admission, to the state bar where they are located
• A minimum of 7 years of litigation experience
• Experience with the Resource Conservation and Recovery Act and state solid waste laws.
• Experience with the Comprehensive Environmental Response, Compensation, and Liability Act a plus
• Experience with litigation involving toxic and hazardous substances, contaminated-environments, and health injuries related to toxic exposures a plus
• Experience representing or working in partnership with community groups is a plus
• Experience mentoring and supervising others
• Excellent litigation skills, including top-notch legal research, writing, and oral advocacy skills
• Demonstrated ability to manage a litigation docket effectively, lead a litigation team, and work both independently and collaboratively with colleagues, clients, and partner groups
• Proficient at working with technical experts
• Strong and demonstrated initiative, good judgment, and work ethic
• Ability and willingness to travel as needed for case work, court appearances, and meetings with clients and partners.
• Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations
• Commitment to help create a diverse, equitable, and inclusive work culture that encourages and celebrates differences

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

To Apply:

Interested candidates should submit the following online via the Jobvite system:

• Resume.
• Cover letter that addresses (1) why you are drawn to this position and whether there are particular legal, environmental, or social justices that inspire you; and (2) aspects of your background that demonstrate competence to work with diverse clients and colleagues.
• Writing sample, preferably a legal brief or memorandum that primarily reflects your work.
• List of three professional references.

Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

Earthjustice is driven by a passion for justice, partnership and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical
condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.

For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.

For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

STAFF ATTORNEY
INTERNATIONAL ENERGY TRANSITION
EARTHJUSTICE

Earthjustice is now accepting applications for a staff attorney position to join our growing team of lawyers working to advance clean energy solutions and speed the transition from dirty fossil fuels in key countries around the world. The attorney will focus on work with foreign nongovernmental organizations and institutions to develop regulatory frameworks for – and to remove obstacles to – the accelerated deployment of clean energy. The attorney will also work on a range of cases challenging fossil energy plants and projects in select countries.

Founded in 1971, Earthjustice has a long track record of success in partnering across borders to use US, foreign, and international law to protect the global environment. Drawing on deep experience in foreign, US and international environmental, energy and human rights law, and foreign and international litigation, we work with partners in South Africa, Indonesia, Australia, Latin America and elsewhere on domestic and international legal advocacy to reduce dependence on dirty fossil fuels and speed the transition to clean energy.

*The position will be part of our International Program, which is based in San Francisco, CA, and will collaborate closely with our Washington DC-based Clean Energy Program. For that reason, it is our strong preference that the position be based in San Francisco or Washington, DC, but another location may be considered in exceptional circumstances.

Responsibilities:

- Collaborate with foreign partners and allies, and with Earthjustice colleagues, to develop and implement legal advocacy and litigation strategies to support international clean energy and other program goals.
- Build and maintain collaborative relationships with foreign and US allies, co-counsel, clients and coalition partners in support of program goals.
- Serve as spokesperson for International Program and for Earthjustice.
- Supervise the work of associate attorneys, clerks and interns.
- Work effectively with other departments within Earthjustice, including Communications and Development.

Qualifications:

- Juris Doctorate (JD) degree or equivalent non-US law degree.
- A minimum of six years of litigation or legal advocacy experience, as well as a demonstrated capacity to contribute to the development of government policies or regulations.
- Licensed to practice law in the US jurisdiction in which the attorney will be located, or a willingness and qualifications to apply for membership within one year of employment.
- Excellent litigation or legal advocacy skills, including legal research, writing and oral advocacy skills.
- Knowledge of and experience in clean energy issues, and foreign environmental or energy law.
• Proficiency in working with technical experts.
• Experience working in cross-cultural settings.
• Initiative, good judgment, and a strong work ethic.
• Ability to work independently and in collaboration with clients, partners and staff.
• Ability to develop and maintain partnerships with community-based or other grassroots groups.
• Ability and willingness to travel internationally as needed.
• Commitment to serving the public interest.
• Demonstrated awareness of and sensitivity to the needs and concerns of individuals from diverse and non-US cultures, backgrounds and orientations.
• Commitment to help create a diverse, equitable and inclusive workforce and culture that encourages and celebrates differences.

The ideal candidate will also have substantial experience working in another country, and professional fluency in a foreign language.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

To Apply:

Interested candidates should submit the following online via the Jobvite system:

• Resume.
• One- or two-page cover letter that addresses at least the following subjects: (1) why you are drawn to this position and whether there are particular legal, environmental, or justice issues that inspire you; and (2) aspects of your background that demonstrate competence to work with diverse domestic and foreign clients and colleagues.
• Writing sample that demonstrates your own legal analysis and writing (i.e., not jointly written with or edited by other people).
• List of three references,

If you cannot attach one or more of the requested documents because of a technical difficulty, please email jobs@earthjustice.org.

Please, no phone calls, hard copies, or drop-ins.

Earthjustice is driven by a passion for justice, partnership and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.

For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.

For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.
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.

TEMPORARY D.C. UNACCOMPANIED CHILDREN STAFF ATTORNEY
KIDS IN NEED OF DEFENSE

Kids in Need of Defense (KIND) is a global leader in the protection of unaccompanied refugee and migrant children. Launched in 2008, KIND champions a world in which every child’s rights and well-being are protected throughout their journey to safety. KIND has provided nearly 18,000 children with high quality representation in their immigration proceedings by training more than 41,000 attorneys and legal staff and cultivating partnerships with over 600 law firms, corporate legal departments, law schools, and bar associations across the country. KIND’s social services program ensures that migrant and refugee children – who have often endured trauma – receive counseling, educational support, medical care and other comprehensive services. To address the root causes of child migration from Central America and strengthen protection of unaccompanied children, KIND advocates for policy changes and educates lawmakers, the media, and the broader public on the conditions that drive these children to flee their home countries. KIND supports children returning to their home countries by connecting them to essential support services and sponsors gender-based violence prevention programs in Central America to protect children in countries of origin and transit.
Position Description & Responsibilities:

Overview:

KIND seeks a Temporary Staff Attorney in its Washington, D.C. Field Office to help provide, develop, and oversee pro bono legal representation of unaccompanied children living in the District of Columbia. This includes providing ongoing mentoring and technical assistance to pro bono attorneys from KIND's network of major law firms and corporate partners. The Staff Attorney will represent immigrant children residing in D.C. and train volunteer attorneys to effectively represent individual child clients before immigration authorities and in D.C. family court proceedings. This temporary position is full time for approximately June through September 2019.

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

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

Educational & Experience Requirements:

This position requires at least one year of experience practicing immigration law in a professional or volunteer capacity, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas or T visas. Applicants who have Spanish fluency and experience working with children, preferably immigrants or refugees, or with survivors of abuse, human trafficking, or other trauma are strongly preferred.

Applicants must be licensed to practice law in the District of Columbia. Applicants must demonstrate excellent communication, collaboration, and professional judgment skills.

What We Offer:

KIND offers a competitive benefits package including: medical, dental, and vision insurance; short and long-term disability; life insurance; flexible spending accounts for medical and transportation; 403(b) with organizational match; as well as several voluntary benefits including prepaid legal services and pet insurance. In addition, KIND offers generous leave benefits including paid vacation and sick days, paid holidays, and parental leave.

KIND places great emphasis on providing employees the ability to balance their professional and personal responsibilities. Flextime, telecommuting, parental leave and wellness activities are some of the benefits that promote this value—and we are consistently searching for ways to support our staff’s ability to enjoy successful fulfilling careers while taking care of themselves and their families.
To Apply:

If you are interested in joining the team and helping children in search of safety, please apply at https://supportkind.org/jobs/. All applications must include a cover letter, resume, writing sample, and contact information for three professional references.

KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work. The selected applicant will be asked to undergo a background check before acceptance of the final offer.

SUPERVISING OR MANAGING IMMIGRATION ATTORNEY
AYUDA

Ayuda seeks a supervising or managing attorney to serve as a leader in our Silver Spring, Maryland office. The attorney will be the direct supervisor for one immigration staff attorney and one legal assistant and will carry a modest case load of immigration matters. In addition, this person will provide additional mentorship to two family law attorneys based in the Silver Spring office.

Organizational Profile:

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

Why You Want This Job?

Because, just like everyone at Ayuda, you believe:

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

What Will This Job Entail?

- Provide training, mentorship, and supervision to legal staff and administrative support staff in Ayuda’s Silver Spring, MD office. Directly supervise one immigration attorney and one legal assistant.
- Provide direct legal representation for a small caseload consisting of a variety of immigration matters including representation of: clients in administrative and judicial proceedings; asylum-seekers; victims of trafficking seeking a T-visa; victims of crimes seeking a U-visa; victims of domestic violence seeking relief under VAWA; minors seeking Special Immigrant Juvenile Status; and those seeking other forms of immigration relief and representation in immigration matters.
- Advocate on behalf of clients in related criminal matters as appropriate;
- Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws, regulations and court rules;
- Represent Ayuda at meetings and collaborations with other agencies.
- Conduct trainings and community outreach on immigration issues.
• Collaborate with Ayuda’s social services staff to ensure the provision of holistic services.
• Collaborate with and support the organization’s legal team leadership.
• Support Ayuda’s fundraising efforts through attendance and providing client stories and client speakers for events.
• Other duties as assigned.
• If applying as managing attorney, all of the above and:
  • Prepare and submit grant proposals and reports and ensure the department’s compliance with grant requirements and outcomes.
  • Work with Finance Director to ensure proper program and grant financial management, including management of client fee-based legal services.
  • Collaborate with Ayuda’s Development Department for fundraising initiatives, media requests and publicity opportunities.

How Do You Know If You Can Do This Job?

• J.D. or LL.M. from accredited law school required;
• Member in good standing with the Maryland Bar;
• Fluency in Spanish or another language relevant to Ayuda’s client community;
• At least three to seven years of experience in legal services for supervising attorney position, including expertise in immigration law and some family law experience;
• At least four to ten years of experience in legal services for managing attorney position, including expertise in immigration law and some family law experience;
• Supervisory experience;
• Strong legal, organizational and time-management skills;
• Excellent oral and written communication skills;
• Ability to work independently and as part of a diverse, multidisciplinary team;
• Experience working with children or survivors of family violence, domestic violence, sexual assault or other trauma a plus; and
• Demonstrated commitment to social, racial and economic justice.

Salary and Benefits:

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

To Apply:

Interested candidates should send a resume and cover letter online. Writing samples and unofficial law school transcripts may be requested.

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

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

CHILDREN’S/FAMILY LAW STAFF ATTORNEY
AYUDA

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

Organizational Profile:

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

Why You Want This Job?

Because, just like everyone at Ayuda, you believe:

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

What Will This Job Entail?

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

- J.D. or LL.M. from accredited law school required;
- Bilingual Spanish skills required;
- Member in good standing with the MD bar or pending admission based on successful completion of the February 2019 bar exam;
- Strong legal, organizational and time-management skills;
- Excellent oral and written communication skills;
- Ability to work independently and as part of a diverse, multidisciplinary team;
- Legal experience in family law a plus;
- Experience working with children or survivors of family violence, domestic violence, sexual assault or other trauma a plus; and
- Demonstrated commitment to social, racial and economic justice.

Salary and Benefits:

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

To Apply:

Interested candidates should send a resume and cover letter online. Writing samples and unofficial law school transcripts may be requested.

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

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

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

**SENIOR COUNSEL**

**NATIONAL STUDENT LEGAL DEFENSE NETWORK**

The National Student Legal Defense Network (NSLDN) is a non-profit organization focusing on consumer protection in higher education. Through litigation and advocacy, we seek to protect students from predatory lending and other abusive practices by for-profit colleges and other institutions. NSLDN has successfully brought challenges to the Trump Administration’s regulatory rollback and we are on the front lines battling efforts to dismantle federal student lending protections.

Our aim is to create structural change by selecting cases and causes that impact student protections across the country. We are seeking to hire a senior attorney with the ability and desire to litigate cases that will advance these interests.
Job Duties and Responsibilities:

NSLDN is seeking an attorney to serve as Senior Counsel, with a specific focus on litigation and advocacy related to predatory student lending and abusive practices harming students.

Responsibilities include, but are not limited to:

- Serving as lead counsel in litigation challenging federal regulations and administrative actions by federal agencies;
- Working on all aspects of litigation, either alone or alongside co-counsel, including developing new cases, written discovery, taking depositions, motion practice, trials and appeals;
- Maintaining close working relationships with coalition partners;
- Contributing to state-level and local advocacy work and coordinating efforts among coalition partners regarding policy efforts;
- Representing NSLDN at public events, conferences, and coalition meetings as needed;
- Representing clients in litigation involving the Administrative Procedure Act, bankruptcy, fair credit reporting issues, FOIA, and other areas of consumer law.

Qualifications:

The ideal candidate will have:

- A law degree and admission to a state bar, with ability to waive into the D.C. Bar if not already admitted;
- 8+ years of complex litigation experience;
- Demonstrated ability to manage all aspects of litigation, including significant court litigation experience;
- Strong research, analytical, oral and written communication skills;
- Sound judgment and creativity in developing legal theories;
- Strong organizational and interpersonal skills and the ability to work independently in a small, start-up environment;
- A commitment to NSLDN's mission, purpose, and values;
- Additional desired qualifications: Knowledge of and experience with consumer protection law, Administrative Procedure Act claims, and student lending issues.

To apply:

Please send an email with a cover letter and resume to careers@nsldn.org.

NSLDN offers excellent benefits, including health-care benefits, a pre-tax retirement match and transportation benefits. Our office is located in downtown Washington, D.C.

The National Student Legal Defense Network is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or to other non-work-related factors.

SENIOR LAW CAREER COUNSEL
PUBLIC SECTOR ADVISING AND PROGRAM
GEORGE WASHINGTON UNIVERSITY LAW SCHOOL

Established in 1865, The George Washington University Law School is the oldest law school in Washington, DC. The school is accredited by the American Bar Association and is a charter member of the Association of American
Law Schools. The law school is located on the GW campus in the downtown neighborhood familiarly known as Foggy Bottom.

The Career Center of The George Washington University Law School advises and counsels law students in professional development and assists them in developing career strategies. We are seeking a Senior Law Career Counselor who will join our team to provide individual and small group counseling to our law students on all aspects of career planning, including self-assessment, career exploration, job application materials, interview preparation, and professional skills development, with a focus on public sector advising and programs.

This position will report to the Dean of the of the Career Center with the following representative duties and responsibilities:

- Assists students, including those interested in the public sector (public interest and public service), in determining career goals and objectives through self-evaluation; assesses articulated career interests and recommends avenues of exploration to meet goals. Advises and counsels students on matters related to career and professional development and the legal job search process, including public sector careers. Refers students to mentors and other professional contacts.
- Works closely with the Associate Dean for Public Interest and Public Service Law and the Assistant Dean for Pro Bono and Advocacy Programs to support the Pro Bono Program, public sector programming, and other initiatives that promote public sector job opportunities.
- Serves as an advisor in the Inns of Court program and assists with program coordination and delivery of program content.
- Develops and conducts skills development workshops on all components of the job search process, such as resume and cover letter writing, developing professional contacts, special applications and interviewing skills, and job search resources. Develops written informational materials on basic career guidance issues such as resume and cover letter writing, networking and interviewing. Develops and maintains resources for students interested in public sector opportunities, including outreach to public sector legal employers to determine requirements and hiring practices. Identifies and publicizes funding opportunities for public sector employment.
- Organizes and implements seminar programs and panel discussions on a variety of legal and alternative career topics, including public sector employment, both independently and in conjunction with alumni and student groups.
- Coordinates and participates in marketing and promotion of Career Center programs and services to students, alumni, and employers, including through social media. Manages content related to public sector careers for the Career Center’s website, social media accounts, and newsletters.
- Maintains positive relationships with employers, alumni, students, staff and faculty. Serves as a consultant to student organizations and faculty on the career and professional development of students.
- As required, represents the Career Center at national, regional and local meetings of appropriate professional organizations and associations, and periodically interfaces with law career counselors at other law schools. Assists with the programming, coordination and delivery during all phases of networking fairs, job fairs, recruitment programs, and other career development programs, which may include travel.

The position is based at GW’s Foggy Bottom Campus in Washington, DC. The incumbent may perform other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

**Minimum Qualifications:**

Qualified candidates will hold a Bachelor’s degree in an appropriate area of specialization plus 2 years of relevant professional experience, or, a Master’s degree or higher in a relevant area of study. Degree must be conferred
by the start date of the position. Degree requirements may be substituted with an equivalent combination of education, training and experience.

Preferred Qualifications:

- JD degree preferred.
- Counseling experience with students, particularly those interested in public sector law.
- Career planning, guidance, and mentorship skills.
- Knowledge and understanding of career practices and opportunities within the local, national, and global legal community, including in the public sector.
- Excellent communications and presentation skills.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.

For more information about the position and to apply, please visit:

https://www.gwu.jobs/postings/67348

LEGAL FELLOW
HEALTH JUSTICE ALLIANCE
GEORGETOWN UNIVERSITY LAW CENTER

Located in a historic neighborhood in the nation's capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

Requirements:

The Legal Fellow joins the Health Justice Alliance (HJA), a medical-legal partnership between Georgetown Law Center and Georgetown University Medical Center, which includes a range of inter-professional education, service, and research initiatives designed to address health and justice disparities faced by vulnerable communities. S/he expands the Law Clinic's capacity to meet the demand for its services by providing direct legal services to vulnerable patients and their families that are referred to the Law Clinic by HJA’s healthcare partners. The Legal Fellow also provides consultations in his or her areas of expertise to Law Clinic students and faculty on their own cases. Reporting directly to the HJA Law Clinic Faculty Director and Co-Director, the Legal Fellow has additional duties that include but are not limited to:

Direct Legal Services:

- Works with the Program Manager to assess incoming referrals and allocate cases.
- Conducts legal intakes with patients referred to the HJA Law Clinic at health clinics, patients’ homes, or other community locations.
- Provides client-centered, trauma-informed full representation, brief services, and advice to patients in the areas of education, housing, family law, public benefits, and other areas of poverty law.
- Facilitates referrals for patients to other legal and social services providers when unable to take a patient’s case.
- Collaborates with healthcare partners to advance client representation.
Data & Case Management:
- Maintains up-to-date, detailed electronic and paper case files.
- Records health and legal outcomes of representation in case management system.
- Maintains communication with healthcare providers about outcomes of referrals and intakes.

Consultation:
- Provides expert consultation to law students and faculty on their cases, as appropriate.
- Provides consultation to healthcare partners on general questions related to patients’ legal rights.

Partnership & Knowledge Building:
- Collaborates with other local legal aid providers on systemic issues impacting low-income community members.
- Attends local training’s & meetings on emerging legal issues of interest to HJA.
- Deepens Law Clinic expertise across its practice areas and disseminate resources to faculty and students.
- Identifies and tracks bottlenecks in the local systems clients interact with (such as D.C. Medicaid and DC Health).

Qualifications:
- JD from an accredited law school
- At least 3 years of post-J.D. legal experience providing civil legal services to low-income clients in one or more of the following areas: special education, public benefits, housing, family law, and estate/advanced health planning
- Current membership in the District of Columbia Bar (if not a member of the D.C. Bar must apply for admission by waiver upon accepting the fellowship offer)
- Willingness and ability to work collaboratively with medical students, physicians, and other healthcare providers to address patients’ health-harming legal needs and to leverage medical expertise to advance legal advocacy at the individual and community level
- Demonstrated commitment to social justice and service to low-income clients
- Interest in contributing to the data and other research focused on measuring the impact of medical-legal partnership on health and legal outcomes
- Ability to travel between local clinical sites and to meet with clients at locations other than the Law Center
- Prior medical-legal partnership, health-related, or mental health-related experience a plus

Current Georgetown Employees:
If you currently work at Georgetown University, please exit this website and login to GMS (gms.georgetown.edu) using your Net ID and password. Then select the Career worklet on your GMS Home dashboard to view Jobs at Georgetown.

Submission Guidelines:
Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

https://georgetown.wd1.myworkdayjobs.com/Georgetown_Admin_Careers/job/Law-Center/Legal-Fellow--Health-Justice-Alliance----Georgetown-University-Law-Center_JR06597
Need Assistance:

If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please click here for more information, or contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or ideaa@georgetown.edu.

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown’s commitment to its employees, please visit the Georgetown Works website.

EEO Statement:

Georgetown University is an Equal Opportunity/Affirmative Action Employer fully dedicated to achieving a diverse faculty and staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic protected by law.

POLICY ATTORNEY/ANALYST
CHILDREN’S LAW CENTER

Position Description:

Children’s Law Center fights so every child in DC can grow up with a loving family, good health and a quality education. Judges, pediatricians and families turn to us to be the voice for children who are abused or neglected, who aren’t learning in school, or who have health problems that can’t be solved by medicine alone. With 100 staff and hundreds of pro bono lawyers, we reach 1 out of every 8 children in DC’s poorest neighborhoods – more than 5,000 children and families each year. And, we multiply this impact by advocating for city-wide solutions that benefit all children.

Position Responsibilities:

The Policy Attorney / Analyst will work on CLC’s policy initiatives, which will focus in the next few years on child welfare, children’s mental health and special education. CLC’s policy work is outcome-oriented and involves legislative, budget, and administrative advocacy.

The Policy Attorney / Analyst will work closely with the policy attorneys on the team and work with staff in our core, direct services programs in order to implement strategies for improving the laws, policies and programs which affect our client community. The Policy Attorney / Analyst’s duties will include: drafting letters, memoranda, proposed legislation and other policy and legal documents; attending meetings and participating in collaborative projects with agencies, child advocacy and legal service groups; lobbying the City Council, Mayor’s Office and agencies on policy initiatives; and identifying, researching and recommending strategy choices and positions for CLC.

Requirements and Qualifications:

The position requires a demonstrated commitment to ensuring that at-risk children have safe homes, a meaningful education and a healthy mind and body. Experience working with youth, low income families or on special education issues is preferred. An ideal candidate will have systemic advocacy experience; outstanding verbal and written communication skills; excellent research and analytical skills; demonstrated capacity to work
independently; and demonstrated capacity to work collaboratively. Three (3) to five (5) years relevant experience is required. A J.D. or Masters is preferred.

**Application Instructions:**

No telephone calls please.

Send resume, cover letter, three references, and writing and/or campaign samples via mail, fax, or email to:

Children’s Law Center  
501 3rd Street, NW · 8th Floor  
Washington, DC 20001  
202.467.4949 (fax)  
jobs@childrenslawcenter.org

Position is open until filled.

Children’s Law Center is an equal opportunity employer. We provide equal opportunity without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, physical or mental disability, medication, status as a veteran, tobacco use, or other classification protected by law.

Children’s Law Center has a commitment to diversity, inclusion, and cultural humility. Our aim is to maintain an inclusive, respectful and equitable workplace and ensure all employees are culturally humble in order to most effectively achieve our mission and secure the best possible outcomes for our clients.

**INVESTIGATIVE COUNSEL**  
**REP. ELIJAH CUMMINGS**  
**COMMITTEE ON OVERSIGHT AND REFORM IN THE U.S. HOUSE OF REPRESENTATIVES**

Rep. Elijah Cummings, the Chairman of the Committee on Oversight and Reform in the U.S. House of Representatives, is seeking an Investigative Counsel on the Democratic staff. The ideal candidate will be an attorney with several years of litigation experience, a demonstrated commitment to civil rights and social justice, and a background in anti-discrimination employment, whistleblower protection, and retaliation laws. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Responsibilities include depositions, transcribed interviews, whistleblower interviews, briefings, and congressional hearings. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

Please send a resume and cover letter to oversightjobs@mail.house.gov, with “Investigative Counsel” in the subject line. No unsolicited calls, emails, or drop-ins, please.

**STAFF ATTORNEY**  
**COURTROOM ADVOCACY PROJECT**  
**PRO BONO RESOURCE CENTER OF MARYLAND, INC.**

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly organized and self-motivated attorney to join its Courtroom Advocacy Project (CAP). CAP is an innovative pro bono program providing day-of-court, limited scope representation to consumers and tenants in district court with the support of volunteer
attorneys and law students. The CAP staff attorney will be expected to develop an expertise in tenant and consumer advocacy in district court as well as recruiting, training, and mentoring volunteer attorneys.

Status:

Full time exempt position. Competitive salary, dependent on experience, and excellent benefits. **Position to start as soon as possible.**

Primary Responsibilities:

- Staff PBRC’s Tenant Volunteer Lawyer of the Day clinics held at Baltimore City District Court 4 days per week in coordination with CAP Director and part-time contract attorney.
- Recruit, train, mentor, and develop relationships with volunteer attorneys participating in CAP clinics and handling pro bono cases from the Project.
- Provide legal services to tenants and consumers assisted at CAP clinics, with the majority of time spent representing tenants with failure to pay rent or rent escrow cases.
- Place and monitor tenants’ cases being handled by volunteer attorneys.
- Coordinate coverage of in-house tenant cases in consultation with CAP Director and part-time contract attorney.
- Ensure accurate data collection for Project clients and strive to meet Project performance measures.
- Maintain accurate records for Project and contribute to grant applications and reports as assigned.
- Collaborate with Project partners, other legal services organizations, and community organizations.
- Participate in advocacy, stakeholder, and coalition meetings as well as other collaborative groups as assigned.
- Serve as back-up staff as assigned for Consumer Protection Project clinics held at Baltimore City District Court and Prince George’s County District Court.

Qualifications:

- Admission to the Bar in the state of Maryland and a desire to practice in district court.
- 0-3 years of relevant experience.
- Excellent written and verbal communication skills and strong public speaking ability.
- Strong attention to detail and excellent organizational and record-keeping skills.
- Ability to work independently as well as part of a team.
- Ability to work well with a variety of people, including other staff, volunteers, clients, public interest organizations, governmental entities, Board members, and donors.
- Strong commitment to helping the community and ensuring equal access to justice.

To Apply:

Send resume, cover letter, and references to:

Pro Bono Resource Center of Maryland
Attn: Sydney Dunning, Esq.
520 W. Fayette Street, Suite 300
Baltimore, MD, 21201
Email to: sdunning@probonomd.org
or fax (410) 385-2616
PBRC is a statewide non-profit organization whose mission is to promote equal access to justice in Maryland by coordinating and supporting volunteer civil legal services, providing resources and support for legal advocates for the poor, and promoting cooperation within the legal community.

LEGAL DIRECTOR
CHRISTIAN LEGAL AID OF DC

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

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

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

General:

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

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

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

Program Services:

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

- **Clinics.** With oversight from the Executive Director and assistance from the Office Administrator, the Legal Director's primary duty of providing Christ-centered leadership and strategic direction with respect to the operation of CLADC's legal aid clinics and the development of our core competency practice areas will involve:
Generally managing and attending all of CLADC’s clinics, which currently consist of recurring monthly clinics from 9:30 a.m. to 12:00 noon on the second Friday, third Saturday, and final Saturday each month;

- Cultivating relationships with CLADC’s existing pro bono attorneys and law school students, and recruiting additional attorneys and law students to serve as volunteers;
- Publicizing the clinics to potential clients and organizations that may refer clients—particularly to clients with legal matters within CLADC’s core competencies;
- Seeking to grow and improve the quality of the clinics; and
- Ensuring the data from the clinics (e.g., client and volunteer attendance, etc.) is recorded and preserved appropriately

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

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

**Requirements/Qualifications:**

- Mature, orthodox Christian faith as defined by the Apostle’s Creed;
- At least five to eight years of experience working in a legal services or law firm setting is preferred;
- Experience in at least one or two areas of public interest law (e.g., landlord/tenant, public benefits, probate, estate planning, expungements, etc.) is preferred;
- Exceptional organizational and verbal and written communication skills;
- Strong leadership skills—generally and spiritually;
- Strong attention to detail and proven project management skills;
- Self-starter with strong initiative; and
- JD from an accredited law school, and membership, or current eligibility for membership, with the DC Bar

**Salary and Benefits:**

- Competitive salary commensurate with relevant experience;
- Healthcare coverage; and
- Federal holidays and paid vacation and sick leave

**Job Location:**

**Main Office:** 907 Maryland Ave NE, Washington, DC 20002
**Clinic Sites:** DC Dream Center, 2826 Q Street SE, Washington, DC 20020
To Apply:

Submit a cover letter and resume via email to:

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

SUPERVISING ATTORNEY
DC VOlunteer LAWYERS PROJECT

The DC Volunteer Lawyers Project is a 501(c)(3) organization whose mission is to create, support and utilize a network of volunteer lawyers to provide high-quality, pro bono legal services to low-income individuals in the District of Columbia who are domestic violence victims, at-risk children, or have other urgent family law needs. DCVL&P attorneys represent domestic violence victims in civil protection order, divorce, custody and child support cases, and serve as Guardians ad litem for at-risk children in disputed custody cases. In addition, DCVL&P operates a walk-in clinic for domestic violence survivors in Southwest, DC, a Family Legal Clinic at the Commons at Stanton Square in Anacostia, and a Family Legal Clinic at Children’s National Medical Center.

We are seeking qualified applicants to join our skilled and passionate team; we are hiring a full-time Supervising Attorney to join our Legal Team.

Essential Duties and Responsibilities:

- Oversee volunteer attorneys working in the domestic violence practice area:
  - Work with the DV Practice Manager to review referrals and select cases and volunteers.
  - Supervise volunteer attorneys and law fellows assigned to Civil Protection Order (CPO) cases, Custody and/or Divorce cases, and Guardian ad litem cases from start of case to final disposition.
  - Review all written attorney work product, including motions, pleadings, opening statements and closing arguments, and direct and cross examinations.
  - Provide in court supervision to volunteer attorneys and law fellows.
  - Facilitate communication between clients and DCVL&P's Client Advocate
  - Report case outcomes; evaluate and report volunteer performance.

- Provide high quality direct representation in Domestic Violence and Family Court cases as needed, often with minimal preparation time.

- Provide brief legal advice at DCVL&P’s weekly clinics.

- Present at volunteer attorney training sessions and volunteer recruitment meetings as needed.

- Represent DCVL&P in meetings of local legal services providers and keep management, legal team and volunteers apprised of relevant information arising from such meetings through memoranda, weekly updates, and other communications as needed.

- Assist Management Team with special projects as necessary.

- Other duties as assigned.

Minimum Qualifications:

- A J.D. degree from an accredited law school.
- Active DC Bar membership or ability to become an active DC Bar member prior to first day of employment.
• Minimum 2-3 years of relevant work experience, preferably with a legal services organization that provides legal services to survivors of domestic violence. Experience supervising attorneys in a legal setting also is desirable.
• Superlative interpersonal skills and ability to develop good working relationships with volunteers, clients, staff, partner organizations, and members of local legal services and domestic violence coalitions.
• Excellent verbal and written communication skills. **Fluency in Spanish is highly desirable.**
• Excellent organizational skills, ability to manage multiple priorities at once, and ability to work independently.
• Ability to meet deadlines and work well with minimal supervision.
• Competence in MS Word, and online legal research tools and willingness to become competent using DCVLP’s case management system and online pleadings library.
• Ability to handle and maintain confidential and sensitive information in accordance with attorney-client privilege requirements and accepted standards for domestic violence service providers.

NOTE: This description is not an attempt to list all essential functions of this position as it is recognized that job duties may change over time, based on DCVLP's needs.

**Salary** is commensurate with professional experience.

**To Apply:**

DCVLP has a non-discrimination policy and encourages all interested and qualified applicants to apply regardless of race, gender, sexual orientation, religion, age, disability, or other status protected by applicable law. Interested applicants should send a letter of intent and a resume to Sara Tennen at jobs@dcvlp.org.

---

**ATTORNEY INVESTIGATIVE COUNSEL COMMITTEE ON ETHICS**

The Committee on Ethics seeks an attorney for an investigative counsel position. The Committee’s investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding analytical and written/oral communications skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is desirable: government ethics; criminal law; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations and adjudications; depositions; and financial accounting. Salary commensurate with experience.

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

---

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

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

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

Minimum Qualifications:

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

Additional Information:

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

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

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

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

To Apply:

https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=bad4b6e6-1272-437f-945c-31c2bbefc978

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

MARYLAND STAFF ATTORNEY
AMARA LEGAL CENTER

The Amara Legal Center is a nonprofit legal services organization dedicated to providing free legal services to individuals whose rights have been violated while involved in commercial sex. To learn more about the Amara Legal Center’s mission and work, please visit www.amaralegal.org.

Required Skills/Qualifications:

- J.D. from an accredited law school
- Member in good standing of the Maryland Bar or pending admission to the Maryland Bar
- A valid driver’s license and reliable vehicle to attend meetings and court hearings that are not accessible by public transportation
- Strong interest regarding domestic sex trafficking, sex workers’ rights, and sexual assault within the legal system
- Strong commitment to social justice and public interest
- Excellent research and writing skills
- Must be eligible to work for any employer in the United States

Desired Skills/Qualifications:

- Strong interpersonal skills and the ability to work well with teams
- Fluency in Spanish or another language frequently spoken by low-income Maryland residents
- Ability to waive into DC Bar or Virginia if not already licensed in the District or Virginia
- Demonstrated experience, knowledge, or interest working with low income individuals and survivors of trauma
- Experience with policy or legislative advocacy
- Ability to pay close attention to details, successfully manage time, and prioritize workload
- Prior management or supervisory experience or training
- Experience tracking grant data and using case management software
Role/Responsibilities:

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

Annual Salary and Benefits:

• Starting salary for the position is $49,000
• Benefits package includes: 15 days of paid vacation leave, 5 days of paid sick leave, employer provided health and dental insurance, simple IRA retirement plan with up to a 3% employer match, flexible telework schedule, and an annual professional development budget

To Apply:

Submit a persuasive cover letter and your resume to recruiting@amaralegal.org. We will be reviewing resumes on a rolling basis and scheduling interviews accordingly.

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

The Amara Legal Center is an equal opportunity employer and prohibits discrimination and harassment of any kind.

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

HEALTHY TOGETHER STAFF ATTORNEY
CHILDREN’S LAW CENTER

Children’s Law Center (CLC) fights so every child in DC can grow up with a loving family, good health and a quality education. Judges, pediatricians and families turn to us to be the voice for children who are abused or neglected, who aren’t learning in school, or who have health problems that can’t be solved by medicine alone. With nearly 100 staff and hundreds of pro bono lawyers, we reach 1 out of every 9 children in DC’s poorest neighborhoods – more than 5,000 children and families each year. And, we multiply this impact by advocating for city-wide solutions that benefit all children. Learn more at childrenslawcenter.org.
CLC’s Healthy Together is a medical-legal partnership for DC’s children. CLC partners with Children’s National Health System, Mary’s Center and Unity Health Care to help vulnerable children and their families overcome barriers to good health by holding agencies, landlords, and schools accountable for inappropriate school programs, the failure to provide medically necessary services, and illegal, unhealthy housing conditions.

Position Description:

CLC invites applications for a full-time staff attorney to work with Healthy Together to begin immediately.

The Staff Attorney will represent parents and caregivers in education/special education, health care access and housing matters, and will advocate to address other health-harming legal needs families are experiencing. The Staff Attorney will also be responsible for conducting intakes with potential clients, providing advice and referral information, and performing community outreach activities. The Staff Attorney will work out of CLC as well as within a medical clinic setting.

Requirements and Qualifications:

- DC Bar membership or eligibility to waive into the DC Bar required
- Intellectual aptitude and curiosity
- Excellent analytical ability
- Strong writing ability
- Commitment to working with low-income clients
- Cultural Competence
- Persistence/diligence
- Excellent interpersonal skills
- Spanish-speaking proficiency preferred
- Driver’s license required

Children’s Law Center is an equal opportunity employer. We provide equal opportunity without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, physical or mental disability, medication, status as a veteran, tobacco use, or other classification protected by law.

Position is open until filled.

Start date is ASAP. Start date is subject to change.

No telephone calls please. Send resume, cover letter, references and two page writing sample via email, fax or U.S. mail to:

Healthy Together Staff Attorney Search Committee
Children’s Law Center
501 3rd Street NW, 8th Floor
Washington, DC 20001
202.467.4949 (fax)
jobs@childrenslawcenter.org
USAID seeks the best-qualified professional candidates who are willing to make a long-term career commitment to the Foreign Service and international development. A career in the Foreign Service (FS) is a commitment to public service, supporting the diplomatic and development goals of the United States. Our Foreign Service Officers work alongside Civil Service employees and contracted staff in our offices in Washington, DC and overseas.

USAID currently has 62 staff members in the Office of the General Counsel in Washington, comprised of Civil Service and Foreign Service attorneys, paralegals, administrative, and support staff. Foreign Service staff members are primarily based overseas with periodic postings in Washington. USAID has 49 Foreign Service attorneys stationed in 38 field missions as Resident Legal Officers. Most tours of duty last two to four years.

Foreign Service attorneys overseas provide legal advice to USAID Missions. Missions plan and implement overseas activities and are typically co-located with U.S. embassies and consulates. Legal work focuses on matters of U.S. and international law applicable to assistance programs and personnel overseas. The work is fast-paced with attorneys regularly facing highly complex and novel legal and policy issues arising from emerging international events and assistance priorities.

USAID offers a robust career skills training program. Attorneys enjoy a high rate of personal satisfaction and professional success within the ranks of USAID’s Foreign Service. A Foreign Service career can also involve difficult living and working conditions that require a strong commitment to the Agency’s mission. Attorneys serve most of their careers overseas at various USAID missions in developing countries after an initial training period in Washington, D.C., of one to two years, unless Agency requirements necessitate an earlier assignment overseas. New entrants begin their careers in a formal training program, followed by rotational on-the-job, Washington DC-based training for 12-18 months, which may include foreign language training. After completion of Washington training, new entrants are assigned to an overseas mission. This initial assignment is a directed assignment where the Agency's Human Capital and Talent Management office determines the optimal placement for the new employee, taking into consideration the employee’s prior experience and family situation. After completing the initial posting, the employee enters USAID's competitive bidding system where all Foreign Service Officers express their preferences for follow-on assignments in line with bidding instructions. All Foreign Service Officers should anticipate serving at hard to fill countries multiple times during their careers.

New Foreign Service Officers have five years in which to earn tenure in the Foreign Service. Tenure requirements include foreign language proficiency and successful performance during at least three years in the agency, of which 18 months must have been on a permanent overseas assignment in one of USAID's field offices. Medical and security clearances must be updated.

Foreign Service Officers must be world-wide available for assignments. Although personal desires are taken into account, postings are ultimately made based on Agency needs. Attorneys should expect to serve at least one 1-year tour in Afghanistan, Pakistan, Iraq, and/or South Sudan, which are unaccompanied posts. Attorneys may also be assigned to other hardship posts, such as Bangladesh, Burundi, the Democratic Republic of Congo, Ethiopia, Haiti, Mali, Nigeria, and/or Sudan.

Foreign Service attorneys are leaders in Agency innovation and change. This entails crafting tailored solutions to new development challenges. Attorneys negotiate and draft international agreements and other instruments that serve the foreign policy and international development interests of the United States. Their expertise is regularly and urgently needed when the U.S. Government responds to international crises and events, such as natural disasters or political changes. USAID attorneys serve as key advisors on a wide range of legal and policy matters, such as project design and implementation, contracting and grant-making, international law, investment
and credit activities, and personnel and ethics matters. Attorneys have significant engagement with partner country governments, international organizations, and both U.S. and foreign private entities. As a result, skills in cross-cultural communications and understanding are essential.

Prior overseas experience, especially in developing countries, and/or prior demonstrated interest in international development, while not required, helps in equipping candidates for work with USAID.

Requirements:

- U.S. Citizenship
- Specialized Experience and Education (see qualifications)
- Background Security Investigation
- Random Drug Tests for Illegal Drug Use
- Medical Clearance
- Agreement to Worldwide Availability

Must apply through the following link:

https://www.usajobs.gov/GetJob/ViewDetails/529928800

SENIOR ATTORNEY-LITIGATION
AARP

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

AARP Foundation is AARP’s 501(c)(3) charitable affiliate. We are a public charity with revenue from federal agencies, corporations, foundations and individuals. AARP Foundation’s vision is a country free of poverty where no older person feels vulnerable. Staff are located in Washington DC and throughout the US.

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

Summary:

We are looking for a talented, senior-level litigator to help us pursue social justice for older adults.

Responsibilities:

You will lead high-profile, systemic litigation and in federal and state courts nationwide to promote social justice for older people by protecting the civil rights of people, particularly low-income older adults, including matters involving:
• Disability and other discrimination in accessing community-based long-term care;  
• Affordable housing, housing discrimination, and community development;  
• The causes and consequences of social isolation, including abuse, neglect, and exploitation in long-term care facilities;  
• Barriers to transportation access;  
• Other emerging practices addressing the social determinants of health of older adults.

Requirements:

Completion of a Juris Doctorate (J.D.) degree and at least eight years of post-J.D. experience as a practicing attorney, with at least two years of experience as first chair or lead counsel in litigation matters with responsibility for leading the planning, strategy, and execution of complex cases.

• Must be a member in good standing of the District of Columbia Bar or be eligible for admission to the District of Columbia Bar.  
• Superior academic credentials.  
• Experience in legal matters concerning low-income or older populations desirable.  
• Experience with class or collective actions, especially on behalf of plaintiffs, preferred.  
• Demonstrated ability to successfully litigate cases individually or in teams.  
• Excellent oral, written, and interpersonal skills.  
• Highly self-motivated and entrepreneurial.  
• Ability to multi-task in a fast-paced professional environment.  
• Discretion and respect for confidentiality essential.

How to Apply:

Apply online.

Benefits Offered:

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

Equal Employment Opportunity:

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

APPELLATE ATTORNEY  
NATIONAL VETERANS LEGAL SERVICES PROGRAM

Background:

The National Veterans Legal Services Program (NVLSP) is a national nonprofit public interest law firm founded in 1981 and recognized by the VA as a veterans’ service organization for purposes of representing VA claimants. NVLSP's mission is to help ensure that veterans, service members, and their families receive the federal benefits to which they are entitled. To this end, NVLSP and its staff of 25 attorneys annually provide free legal representation to hundreds of veterans and surviving family members before the U.S. Court of Appeals for Veterans Claims and other federal courts, the Board of Veterans' Appeals, VA regional offices, and military review
boards. NVLSP often serves as amicus or lead counsel in impact litigation throughout the United States. In addition, NVLSP annually trains hundreds of lawyer and non-lawyer advocates in veterans’ law and publishes advocacy materials to assist advocates in their representation of veterans, service members, and their families. Among NVLSP’s advocacy publications is The Veterans Benefits Manual, the annually-revised, 2,200-page veterans’ law treatise published by LexisNexis.

**Responsibilities:**

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

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

**Qualifications and Experience:**

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

**Opening/Closing Date:**

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

**Applications:**

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

All applications will be reviewed in confidence.

NVLSP is an equal opportunity employer.

---

**EXECUTIVE DIRECTOR**

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

The Georgetown Center on National Security and the Law (CNSL) is looking for an experienced Executive Director (ED) to provide oversight and to develop and coordinate strategic goals on behalf of the Faculty Director. The incumbent is responsible for the Center’s operation along with designing and managing center initiatives, programs, and events, and achieving programmatic success while working with multiple stakeholders. This position will engage in fundraising for the Center and the national security law program at Georgetown. In addition, the ED will initiate and manage key relationships, support faculty priorities and student interests, develop and implement standard procedures and policies, strengthen the Centers’ online presence, and ensure that internal and external partnerships are aligned, consistent, and effective.

The ideal candidate will have significant experience in and strong knowledge of the field of national security law, strategic vision for CNSL, and strong leadership skills. The goal is to work closely with the Faculty Director to ensure support for faculty, fellows, students, and alumni; to strengthen the Center’s position in the field and relationships with constituents; and to further national security law.
Work Interactions:

The ED reports directly to the Center on National Security and the Law’s Faculty Director. The Executive Director will supervise programs, Fellowships, and Research Assistants and will have significant interaction with Staff, Students, and Faculty across the Law Center. This position will collaborate with academic and administrative teams along with other Centers and Institutes. The incumbent will regularly engage in extensive communication with officials across the university on issues related to funding, space, events, HR, and more. Interactions will also include external parties and partners.

Requirements and Certifications:

J.D. and at least 7+ years of progressive experience related to national security law. Demonstrated organizational and grant writing skills and/or public or private sector experience is required. Experience in academic administration as well as project management and mentorship of junior colleagues and/or students is preferred.

Executive Director Responsibilities:

Strategic Planning:

- In partnership with Faculty Director, design and implement a strategic vision for the Center for National Security and the Law.
- Formulate and manage strategic initiatives, direct progress towards meeting goals and achieving benchmarks, ensure follow-through on the part of key persons, and sustain momentum needed to drive initiatives to completion.
- Provide integrated policy analysis and strategic consultation to the Faculty Director and Co-Directors on major issues affecting the Center.
- Ensure the continued ability of the Center to bring diverse voices and perspectives to bear on critical issues impacting the field of national security law.
- Create regular and ongoing opportunities for national security Faculty, students, fellows, scholars, staff, and volunteers at Georgetown Law and provide feedback to the Faculty Director on strategic initiatives.
- As directed by the Faculty Director, participate in core functions and activities of the Law Center to better situate the Center and capitalize on resources.
- Attend strategic planning meetings and/or serve on University and Law Center-wide committees/task forces to represent the Center and build awareness around strategic initiatives.

Center Programs and Events:

- Oversee and manage CNSL programs and events.
- Work with Faculty Director and national security Faculty and students to develop the substance and invite participants or speakers to conferences, meetings, panels, book talks, judicial training, and other events.
- Institute policies and guidelines for center events and assist Faculty with event details.
- Convene high-level discussions and debates on issues related to national security law and communicate with other national security programs at Georgetown University.
- Develop marketing strategies with Media Relations group and coordinate with Georgetown Law’s Special Events Team to ensure the smooth running of CNSL programs and events.
- Manage Georgetown Law’s Guantanamo Bay Observer program.
- Organize the Annual National Security Law lecture and dinner.
- Orchestrate the administrative side of the annual National Security Simulation.
- Coordinate with Centers, Institutes, and national security-related student organizations at Georgetown Law to foster a collaborative approach.
Fundraising:

- Manage National Security fundraising efforts and take responsibility for all stages of the fundraising continuum, including discovery, cultivation, solicitation, and stewardship.
- Identify and engage potential major gifts and grants. Develop strategy for visiting prospects to promote center initiatives.
- Develop meaningful, collaborative relationships with the Gift Officers, the Grants team, and prospects.
- Write grant proposals on behalf of CNSL and the national security faculty, fellows, and students to help to further build the Center’s programs.
- Design non-partisan initiatives to provide financial support for the Center and Faculty.

Center Management:

- Institute policies and guidelines for center events and operations.
- Understand Center needs and lead efforts to identify inconsistencies and provide assistance on recurring issues. Capitalize on existing center strengths and resources without diminishing funds.
- Supervise, mentor, and train Fellows, Visiting Researchers, Research Assistants and staff as appropriate.
- Oversee the CNSL budget and budget process. Work with Faculty Director to plan for center initiatives, analyze and realign resources, and advocate for additional resources when appropriate.
- Prepare and distribute the CNSL annual report.
- Provide career advice to JD and LL.M. students and help them to connect with alumni in the field.

External Relations

- Communicate with and maintain relationships with Georgetown Law alumni, the American Bar Association Standing Committee on Law and National Security, and the broader national security community.
- Communicate with and maintain relationships with Georgetown Law alumni, the American Bar Association Standing Committee on Law and National Security, and the broader national security community.
- Manage the Center’s website, online State Secrets Archive, and online Foreign Intelligence Collection.
- Further develop CNSL’s presence on Facebook, Twitter, Instagram, and other social media.
- Represent the Center in high-profile fora and events.

Information about health, retirement, and other benefits is available at [https://benefits.georgetown.edu](https://benefits.georgetown.edu) (This position is classified as AAP.)

To Apply:

Email a cover letter and C.V. to Nadia Asancheyev, at na76@georgetown.edu

Any questions may be directed to Nadia Asancheyev, at na76@georgetown.edu, or 202-662-4072.

Applications are due Monday, June 3, 2019.
The D.C. Bar has an opening for a Senior Staff Attorney (SSA) in the Office of Regulation Counsel. The position serves as the principal staff liaison to the Global Legal Practice Committee, serves as a liaison to other special projects and committees supported by the Office of Regulation Counsel and provides substantive support and expertise to the standing programs and services in the Office of Regulation Counsel. The SSA reports to the Director, Regulation Counsel.

**Essential Duties and Responsibilities:**

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

**Minimum Qualifications:**

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

Additional Information:

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

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

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

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

To Apply:

https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=bad4b6e6-1272-437f-945c-31c2bbefc978

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

SENIOR ATTORNEY – SPECIAL PROGRAMS
KIDS IN NEED OF DEFENSE (KIND)

VARIOUS LOCATIONS AS POSSIBILITY:
ATLANTA, BALTIMORE, BOSTON, HOUSTON, LOS ANGELES, NEWARK, NEW YORK, SAN FRANCISCO, SEATTLE, OR WASHINGTON, D.C.

About KIND:

Kids in Need of Defense (KIND) is a global leader in the protection of unaccompanied refugee and migrant children. Launched in 2008, KIND champions a world in which every child’s rights and well-being are protected throughout their journey to safety. KIND has provided nearly 18,000 children with high quality representation in their immigration proceedings by training more than 41,000 attorneys and legal staff and cultivating partnerships with over 600 law firms, corporate legal departments, law schools, and bar associations across the country.

KIND’s social services program ensures that migrant and refugee children – who have often endured trauma – receive counseling, educational support, medical care and other comprehensive services.

To address the root causes of child migration from Central America and strengthen protection of unaccompanied children, KIND advocates for policy changes and educates lawmakers, the media, and the broader public on the conditions that drive these children to flee their home countries. KIND supports children returning to their home countries by connecting them to essential support services and sponsors gender-based violence prevention programs in Central America to protect children in countries of origin and transit.
KIND is also building upon its expertise in the protection of unaccompanied children to encourage the development of pro bono initiatives across Europe in partnership with European NGOs.

**Position Description:**

KIND seeks a full-time Senior Attorney to join its Special Programs team within the organization’s Legal Services component. The Senior Attorney will be part of KIND’s legal strategy, technical assistance and training arm within the Legal Services team. The Senior Attorney may be based in one of KIND’s field office locations, including Atlanta, Baltimore, Boston, Houston, Los Angeles, New York, Newark, San Francisco, Seattle, or Washington, DC.

The Senior Attorney will report to the Supervising Attorney for Special Programs within KIND’s Legal Services component. In collaboration with the Deputy Director for Special Programs, the Supervising Attorney, and the rest of the Special Programs team, the Senior Attorney will help deliver legal services to children and families impacted by family separation and other emerging legal and policy changes affecting migrant children seeking safe haven in the U.S. The Senior Attorney will provide direct representation, pro bono mentoring, and strategic legal counsel and program planning and implementation in a cutting-edge area of work on behalf of highly vulnerable children.

**Primary Responsibilities:**

The Senior Attorney will have a variety of responsibilities to support and enhance KIND’s mission including the following:

- Work closely with Deputy Director for Special Programs, Supervising Attorney for Special Programs, and other members of the Special Programs team to ensure program delivery excellence for clients and stakeholders, including pro bono attorneys;
- Work collaboratively with the Legal Services leadership team to assess substantive training needs, as well as plan and implement trainings for Legal Services staff and pro bono partners. Prepare written guidance materials and sample filings;
- Assist with strategic service delivery efforts, including use of technology-based legal services models, as well as crisis response and remote mentoring initiatives;
- Work with Deputy Director, Supervising Attorney, and other members of the Legal Services component to support litigation and other advocacy efforts where needed;
- Support KIND’s cross-border work with migrant children as needed, including possible on-the-ground work in Mexico or in the border region;
- Support KIND’s contribution to, and robust inclusion in, key partnerships and collaborations in coordination with the Deputy Director and Supervising Attorney.
- Directly represent separated and unaccompanied migrant children in immigration proceedings, including seeking Special Immigrant Juvenile Status (SIJS), asylum, or other forms of humanitarian immigration relief;
- Recruit, train, and provide hands-on mentorship to pro bono attorneys providing separated children and reunified family units immigration representation before DHS and EOIR for removal proceedings and representation in related family law matters as needed;
- Assist the Supervising Attorney and Deputy Director in managing collaboration and coordination between the Special Programs Team and KIND’s field office teams;
- Foster KIND’s relationships with law firms and corporate counsel in coordination with other Legal Services team members;
- Collaborate with KIND management in support of KIND’s mission;
- Participate in conferences, meetings, media engagements, and trainings as needed; and
Minimum Qualifications:

- Admission to practice law in any state, preferably in the applicable jurisdiction in which applicant seeks to be located;
- Five or more years of experience practicing immigration law in a professional capacity, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- Spanish fluency or advanced proficiency;
- Experience supervising attorneys and legal staff;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders;
- Excellent oral and written communication skills;
- Excellent organizational skills; ability to work on multiple projects in a deadline-oriented environment;
- Experience with funding applications, metrics and deliverable development and tracking;
- Passion for the plight of unaccompanied migrant and refugee children, and the enthusiasm and skills to communicate that passion to potential partners and other organizations.
- Excellent professional judgment;
- Ability to hit the ground working, multi-task, and work independently in dynamic and novel initiatives;
- Ability to work collaboratively; and

Salary Range:

Commensurate with education and experience.

Reports To:

Supervising Attorney for Special Programs

Working Conditions:

Work is generally performed within the office environment and includes regular interaction via phone, video, and email.

Travel:

Position requires occasional travel.

To Apply:

Applications, including a cover letter, resume, writing sample, and contact information for three professional references, should be submitted online at: https://supportkind.org/jobs/ If applicant proposes to work in a location other than at KIND’s Headquarters in Washington, D.C. please state proposed location clearly in cover letter.

Applications that do not contain all of the above-listed required materials will not be considered. Applications should be submitted as soon as possible and will be considered on a rolling basis until the position is filled. Applicants selected for interviews will be duly notified. Please no inquiries or phone calls.
KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work. The selected applicant will be asked to undergo a background check before acceptance of the final offer.

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.

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

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.

**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.

JD/BAR NOT REQUIRED

PROGRAM COORDINATOR
ABA COMMISSION ON DOMESTIC & SEXUAL VIOLENCE

The ABA Commission on Domestic & Sexual Violence is seeking a full-time Program Coordinator at its Washington, DC office. The Program Coordinator will support two parts of the Commission’s work. As a part of the Commission’s Training and Technical Assistance Unit, the Program Coordinator will support the work of our staff attorneys to plan, develop, and host national, multi-day, in-person, web-based, and telephonic continuing legal education programs for attorneys representing victims of domestic violence, dating violence, sexual violence, and stalking nationwide. The Program Coordinator will also be responsible for supporting the work of the Commission, which meets in person biannually, and by phone monthly.

Responsibilities:

This position includes the following responsibilities:

• Managing logistics for trainings, meetings, and other continuing legal education programs
• Administering contracts for goods & services, including working with accounts payable on invoices, check requests, and reimbursements
• Maintaining records & budgets
• Developing publicity materials and managing registration
• Responding to publication requests & managing inventory
• Coordinating with vendors
• Responding to and tracking requests for technical assistance
• Maintaining listservs, website, and social media pages
• Some travel is required

Minimum Qualifications:

Qualified applicants must have:

• A deep commitment to ending gender-based violence
• A college degree (preferably a bachelor’s degree, but an associate’s degree with suitable work experience is acceptable)
• A demonstrated ability to juggle multiple projects, with minimal supervision, and under tight timelines
• The ability to communicate professionally, both orally and in writing
• Experience with Microsoft Office (Word, Excel, Outlook) and Adobe Acrobat
• The ability to be self-directed and capable of managing multiple projects
• High attention to detail as our work product is outward facing

Preferences:

A successful candidate will have:
• Experience with conference or large-scale event planning
• Familiarity with United States Department of Justice, Office on Violence Against Women-funded programming
• Experience working with victims of gender-based violence from traditionally underrepresented or underserved communities
• An understanding of how interpersonal and institutional power, privilege, and oppression affect the lives of gender-based violence survivors
• A demonstrated interest in learning about the provision and coordination of legal services for victims of gender-based violence or human rights issues is preferred

Salary:
Salary starts at $38,000, depending on experience.

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

Commission staff will not respond to inquiries. Please do not email.
The American Bar Association is an Equal Opportunity Employer, M/F/D/V

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

PROGRAM MANAGER
EQUAL JUSTICE WORKS

Equal Justice Works seeks to fill up to two Program Manager positions for the Public Programs Unit. The Program Manager manages the planning and oversight of one or more post-graduate legal fellowship programs that place groups of lawyers and law students at nonprofit legal services agencies (host sites) to provide civil legal services focused around a particular issue area or community. Current program focus areas include housing, veterans, crime victims, and disaster. The Program Manager is responsible for day to day program operations throughout the program lifecycle to ensure successful start-up, coordination, implementation and delivery of program activities to achieve defined outcomes. The position is based in Washington, DC.

Qualifications:
• Bachelor's degree required. Business or other advanced degree desirable.
• Four to five (4-5) years of work experience, with at least three years of program management and project management experience with solid knowledge and handling of project management principles in complex projects with multiple interdependencies
• Experience in managing large-scale initiatives that get results
• Demonstrated experience with grants lifecycle (pre-award, award, and post-award)
• Comprehensive knowledge and experience of government-funded program management and compliance requirements, previous experience with Department of Justice awards preferred. Demonstrated familiarity with 2 CFR 200 Uniform Guidance.
• Sound knowledge of budgeting and resource allocation methodologies and procedures
• Advanced writing skills and strong proficiency in programmatic data review and evaluation
• Ability to find innovative ways to resolve problems and manage concurrent priorities effectively and efficiently.
• Diplomatic and skillful in developing and maintaining strong working relationships with and among diverse internal and external stakeholders
• Supervisory management experience
• Willingness to travel
• Technical Skills: proficient in Microsoft Office (Word, Excel, Powerpoint). Project management (PMP certification a plus), budget and accounting, grants management, and report writing.
• Understanding of the wider objectives of the fellowship program is essential, and knowledge of civil legal aid is a plus.

About Equal Justice Works:

The mission of Equal Justice Works is to create opportunities for lawyers to transform their passion for equal justice into a lifelong commitment to public service. We believe that a community of lawyers committed to public service can fulfill our nation's promise of equal justice for all. Please go to www.equaljusticeworks.org to learn more.

Equal Justice Works provides a continuum of opportunity that begins with incoming law school students and extends into later careers in the profession. From advocating for law school programs that instill public service values among students, to creating summer and postgraduate public interest jobs, to addressing the staggering educational debt that blocks lawyers from going into public service, Equal Justice Works inspires and provides opportunities for the legal community to change lives, make careers, and deliver on the promise of justice for all.

For the complete job description and application instructions, click here.

SENIOR LEGISLATIVE ASSISTANT
SENIOR TEXAS REPUBLICAN

Senior Texas Republican is seeking a Senior Legislative Assistant for their Washington office. Ideal candidates will have 2-3 years of legislative experience, excellent writing and organizational skills, strong attention to detail, and familiarity with the appropriations process. Among other things, responsibilities will include briefing the representative, tracking legislation/monitoring the floor, collaborating with the rest of the legislative staff on policy ideas, staffing the representative at meetings and events, and meeting with outside groups and constituents. Texas ties are preferred.

Interested applicants should send a cover letter, resume, writing sample, and references to TX.JobListing@mail.house.gov.

DIRECTOR
OPEN SOCIETY

OSUS is committed to building a vibrant, inclusive, and just society in the United States. Through grant making, fellowships, convening, and a special reserve fund used as crises and unexpected opportunities arise, OSUS seeks to promote full participation in the nation’s civic, political, and economic life—particularly for communities
that are historically marginalized and vulnerable—and to ensure that the core institutions of civil society are effective and accountable to the public.

OSUS and its lobbying affiliate, the Open Society Policy Center, conduct and support advocacy on a wide range of domestic and foreign policy issues, including strong human rights policies, cooperative global engagement, better access to public health services, and greater corporate and governmental transparency and accountability.

**Job Profile:**

The OSUS Director, US Foreign Policy will lead a newly expanded and integrated team of advocates, grant-makers, and policy experts dedicated to imagining and advancing a national and global security strategy that reflects the principles of an open society and links them back to domestic policy concerns and movements. In partnership with OSUS leadership, the Director will develop and implement a strategy for advancing human rights and democracy, inclusive security, anti-corruption policies, and effective diplomacy and peacebuilding.

The successful candidate will possess an impressive track record of influencing US foreign policy, deep expertise and vision for the future of global human rights and national security, extensive networks in relevant communities, and exceptional leadership, team building and management skills.

**Typical Responsibilities:**

- Oversee development, implementation, and impact assessment of a strategy and budget for all OSUS foreign policy and national security advocacy and grant-making.
- Skillfully manage, and expand a team of 12-13 experienced advocates, grant-makers, and policy specialists.
- Serve as lead foreign policy expert for OSF leadership, government officials, and advocacy partners to advance policy and program aims.
- Strengthen existing foreign policy and global human rights advocacy campaigns (and coalitions) and develop new ones in collaboration with OSUS staff and grantees.
- Edit policy reports, memos, issue briefs, and other documents on complex foreign policy and human rights issues.
- Represent OSUS at priority meetings, briefings, and in the media, while also building civil society capacity to lift up and drive the issues.

**Candidate Profile:**

- An impressive track record of influencing US foreign policy through various strategies, including strategic communications.
- Excellent management skills – of people, projects, and campaigns; a trusted team builder who sets high standards and holds staff, and partners, accountable to them.
- Deep understanding of, and vision for, OSUS priorities with relevant legislative, State, NSC, Defense, and other government actors as well as with nongovernmental foreign policy and human rights leaders in DC and overseas.
- Extensive (wide and deep) networks in the US foreign policy and international communities.
- Intimate knowledge of issues threatening open societies around the world and detailed understanding of their relationship to US foreign policy.
- Exceptional ability to work across issues and players, internally and externally, to achieve results; builds rapport quickly and coalitions that endure, even across difficult divides.
- Skillful capacity to navigate issues related to diversity, equity, and inclusion and brings a deep commitment to advancing these values internally and in all our work.
- Exceptional written, verbal, and strategic communications skills.
Grant-making and philanthropic expertise preferred.  
Some travel required.

Application Instructions:

Please upload cover letter and resume as one document.


Competitive rates of pay apply.

We are strengthened by the diversity of our colleagues across the Open Society Foundations. We welcome applications from people of all cultures, backgrounds, and experiences, and are committed to providing reasonable adjustments so that colleagues with disabilities are able to fulfill the essential functions of the job.

SENIOR DIRECTOR  
GLOBAL POLICY AND ADVOCACY  
1,000 DAYS

About 1,000 Days:

1,000 Days leads the fight to give mothers and babies in the U.S. and around the world the nutrition they need to thrive. We work with global leaders and grassroots communities of parents to make the 1,000 days between a woman’s pregnancy and her child’s 2nd birthday a window of opportunity to build healthier, brighter futures.

1,000 Days is seeking a Senior Director of Global Policy & Advocacy to lead the organization’s work to increase action and investment in improving the nutrition and well-being of mothers and young children throughout the world. The Senior Director will be charged with operationalizing 1,000 Days’ strategic plan 2019-2021 and ensuring that 1,000 Days remains a respected, go-to resource for advocates and partners working on efforts to end malnutrition in all its forms.

She or he will serve as a leading voice on the issues that affect women and children globally during the first 1,000 days and be responsible for helping to raise the profile of the issue of nutrition within the global health and development community. The Senior Director will oversee efforts to mobilize donor and domestic resources and policy commitments designed to achieve the World Health Assembly global nutrition targets. The Senior Director will lead a small but mighty team of advocates to develop and implement strategies to educate and influence policymakers, opinion-leaders and key stakeholders on the need to increase action and investment in maternal and child nutrition. She or he will represent 1,000 Days at key international fora and within coalitions, multi-stakeholder platforms and working groups. The Senior Director will also serve as the main focal point for 1,000 Days’ UN agency, NGO and government partners and holds leadership and advisory positions within several global nutrition initiatives.

This is a leadership-level position—the Senior Director will report to and serve as a thought-partner to the Executive Director, manage the Global Policy & Advocacy team, and sit on 1,000 Days’ senior leadership team tasked with maintaining the organization’s culture of excellence and growing and diversifying its funding.

Success in this role requires a deep passion for and commitment to 1,000 Days’ mission as well as an entrepreneurial, can-do mindset. This role is ideal for a strategic thinker and hands-on leader who thrives in fast-paced environments and enjoys working as part of a high-performing team. This is a full-time, exempt position.
Core Responsibilities:

Strategy and Leadership

- In collaboration with the 1,000 Days team, develop and execute a policy leadership agenda to influence the global nutrition advocacy community’s narrative and approaches for the next 3-5 years.
- Lead the development of advocacy strategies across 1,000 Days-led coalitions, including the International Coalition on Advocacy for Nutrition (ICAN) focused on a global cohort of foreign assistance donors.
- Lead 1,000 Days’ advocacy for increased foreign assistance for nutrition from the U.S. Government. Work with a small group of partners to define and execute a comprehensive strategy for U.S. Government advocacy.
- Engage directly with policymakers – particularly from the U.S. Government – to make the case for nutrition funding, policies, and programs.
- Represent 1,000 Days at public events, private meetings, and in regular consultation with advocacy partners.
- Maintain strong and close working relationships with 1,000 Days’ diverse set of partners, including advocacy partners located around the globe, funders and policy-makers and thought-leaders in the global nutrition field.
- Lead the Global Policy and Advocacy team around execution of the articulated advocacy strategies, leading the creation of original advocacy content and innovative approaches to influence diverse policy leaders.

Organizational Funding and Development

- Convey 1,000 Days’ unique value proposition and impact to funders, prospective donors and other supporters.
- Maintain close and collaborative working relationship with funders and develop new funding partnerships.
- Plan and execute against grant deliverables and maintain transparent and collaborative working relationships with funders.
- Contribute to 1,000 Days’ fundraising and organizational growth efforts, including developing and pitching grant proposals to existing and new funders.

Qualifications:

- A minimum of 8-10 years of progressive experience in government and/or advocacy work focused on global health/global development. A minimum of three years of experience in managing teams is essential.
- A demonstrated ability to cultivate strong relationships with U.S. Government stakeholders; civil society organizations; and congressional staff.
- Familiarity with the U.S. budget and appropriations process; USAID and other relevant U.S. Government agencies.
- Familiarity with UN system and processes.
- Exceptional written skills and a proven ability to translate technical content into compelling communication materials for policy audiences.
- Excellent presentation silks.
- A strong network relevant to this position. Some experience engaging with philanthropic donors is a plus!
- Experience working with diverse, global coalitions.
- Bachelor’s Degree or higher in a relevant field of study.
- Must be legally authorized to work in the United States. Position is based in Washington, DC.
- Ability to travel up to 25% of time.
To Apply:


**LEGISLATIVE ASSISTANT**
**SENIOR MIDWESTERN DEMOCRATIC SENATOR**

Senior Midwestern Democrat is seeking a Legislative Assistant to handle veterans, judiciary, FEMA, intellectual property, postal, and related issues. This individual will be responsible for staffing the Senator’s work on these issues, drafting bills and amendments, meeting with constituents, and preparing briefing materials for the Senator. 3-5 years of Congressional or relevant experience is required. This is not an entry-level position. Qualified candidates must be able to write clearly and concisely, have excellent organizational skills, and be able to work in collaborative team environment. This office is an equal opportunity employer. Interested applicants should send a resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line.

**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 with 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 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 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.
SUMMER LEGAL INTERN
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
OFFICE OF GENERAL COUNSEL

The Office of the State Superintendent of Education (OSSE) Office of General Counsel (OGC) is seeking a summer legal intern. OGC summer internships are unpaid, full time positions. Hours are flexible. Become part of the OSSE legal team, learning the practice of law alongside experienced lawyers who provide legal representation, advice and guidance to the Superintendent, the leadership team, and programmatic staff on a wide portfolio of complex legal issues. These include issues related to District law as well as federal laws and regulations - with a focus on education law and policy, administrative law, special education, labor and employment, real estate finance, and student privacy.

OSSE is the State Education Agency for the District of Columbia. The mission of OSSE is to close the achievement gap and ensure people of all ages and backgrounds are prepared to succeed in school and in life. Over the course of the summer internships, students will have the opportunity to participate substantively in administrative litigation and transactional work in a variety of practice areas. Students will produce at least one writing project that can serve as a writing sample.

If interested please contact Sarah Jane Forman at sarahjane.forman@dc.gov.

2019 EQUALITY FELLOWSHIP
LGBT BAR ASSOCIATION OF THE DISTRICT OF COLUMBIA

The LGBT Bar Association of the District of Columbia is proud to announce its 2019 Equality Fellowship. The Lavender Equality Fellowship will provide the opportunity for a DC area law student to attend the 2019 Lavender Law Annual Conference & Career Fair in Philadelphia this August. The Equality Fellowships aim to encourage law students taking their first steps toward careers tackling our nation’s most complex LGBT legal issues.

The Equality Fellowships will pay up to $750 each to law students selected to be LGBT Bar Association of the District of Columbia Equality Fellows.

Qualifications for the Lavender Equality Fellowship:

- Current enrollment in a DC-area accredited law school
- Commitment to attend the 2019 Lavender Law conference in Philadelphia in August
- Applicants must demonstrate commitment to LGBT rights and LGBT issues
- Cannot be receiving any other external funding to attend the Lavender Law conference
- Preference will be given to those attending the Lavender Law conference for the first time
- Must commit to providing a 500+ word summary of their Lavender Law experience and 3 photos to be used to D.C. LGBT Bar promotional materials

Application Materials:

Students interested in the Equality Fellowships should submit the following materials:
• Application form
• Résumé
• Two references (contact information only; letters of recommendation not required)
• For Community Equality Fellowship Applicants only: Commitment letter or email from employer, which describes (1) the mission and focus of the organization; (2) the type of work being performed by applicant; (3) the duration and hours of the summer position; and (4) the amount of compensation (if any) being offered for the summer position

Please submit all materials by **June 15, 2019** to LGBTSummerFellowships@gmail.com. Questions about the Equality Fellowships can be sent to the above email address. Applicants will be notified of the Equality Fellowship’s decision in July 2019.

**FALL 2019 INTERNSHIP**
**HOUSE COMMITTEE ON OVERSIGHT AND REFORM,**
**SUBCOMMITTEE ON CIVIL RIGHTS AND CIVIL LIBERTIES**

The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Civil Rights and Civil Liberties, is seeking an energetic and self-motivated law student for a full-time internship for Fall 2019. The position offers the opportunity to gain substantive experience on an exciting and fast-paced Subcommittee, while participating directly in the oversight process and learning about the day-to-day operations of the House of Representatives. Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Law students play a key role in the office and will work closely with Committee counsel and staff.

**Background:**

The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Civil Rights and Civil Liberties has jurisdiction over issues related to civil rights, civil liberties and the equal protection of laws, including voting rights; freedom of religion, speech, press, and assembly; equal employment; nondisclosure agreements; criminal justice reform policies; and the Census Bureau. Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants should be willing to be in the office full time.

**Applications:**

Interested applicants should apply to this position by emailing a cover letter and resume to Candyce.Phoenix@mail.house.gov with “Fall 2019 Internship Application” in the subject line. No phone calls or drop-ins please.

**FALL 2019 INTERNS**
**CONGRESSMAN BRAD SHERMAN**

Congressman Brad Sherman (CA-30) seeks highly motivated, professional, and dedicated interns who are passionate about government and politics for a paid internship. Strong oral and written skills and close attention to details are imperative. Tasks include answering the phones, handling incoming and outgoing mail, leading Capitol tours, addressing constituent concerns, and attending briefings and supporting staff as needed. Ties to California’s 30th Congressional District are a plus, but not required.
Interested applicants should e-mail a cover letter and resume to Brads.Interns@mail.house.gov. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. We are currently seeking part-time and full-time interns for: Fall: August 16, 2019 - December 13, 2019

FALL 2019 INTERNS

OHIO DEMOCRAT

In Democrat is seeking interns for the 2019 fall semester. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Responsibilities will include handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid. Qualifications: Interns must have a pleasant attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team and have strong attention to detail. 9th District Ohio ties a plus! Applications due by June 16th.

Please email Courtney.Hruska@Mail.house.gov with cover letter and resume. Availability must be in cover letter. All components must be submitted for consideration.

FALL 2019 INTERNS

CONGRESSMAN CHARLIE CRIST

Congressman Charlie Crist (FL-13) is seeking Full time or Part Time interns for Fall 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls or drop ins, please. Applications must be received by COB July 1st.

To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to FL13.Internships@mail.house.gov.

LEGAL INTERNS

HUMAN RIGHTS FIRST

The Refugee Representation team works to provide indigent asylum seekers with quality legal representation in their asylum cases. The program also advocates for legal reform and policy change on issues affecting asylum seekers in the United States.

We seek part-time legal interns during the fall semester every academic year (10 hours per week minimum). Interns will be based in our Houston office. All internships are unpaid, though externship credit may be available through students’ law schools. Interns must be currently enrolled in law school.

Essential Duties and Responsibilities:

- Conduct screenings and intake interviews with potential asylum clients;
- Write and edit detailed factual and legal reports with extensive country conditions documentation and legal analysis;
• Conduct issue-spotting to evaluate whether each individual meets the legal definition of a refugee (training is provided for those with no experience on asylum or refugee issues);
• Travel to area immigration detention centers to assist with intake interviews of potential asylum clients, as needed;
• Assist Human Rights First attorneys in drafting affidavits, briefs, and other legal documents for asylum seekers;
• Complete immigration forms for Human Rights First’s direct representation clients, including family reunification petitions and green card applications when needed;
• Assist staff with legal research, preparation for trainings, meetings, and special projects, particularly those of interest to the intern;
• Participate in various NGO and government liaison meetings with the Department of Homeland Security;
• Help with the process of identifying, analyzing, and responding to legal or procedural changes that affect asylum seekers, including statutory changes, proposed regulations, and decisions from federal courts or the Board of Immigration Appeals;
• Assist staff with written and oral correspondence with existing clients, potential clients, interpreters, and others involved in the process of case screening, acceptance, and placement with law firms;
• Provide interpretation services on an occasional basis if fully fluent in a relevant second language.

Desired Skills:

• Demonstrated interest in human rights, asylum, and immigration issues (experience in asylum and immigration issues preferred, but not required);
• Excellent writing and editing skills;
• Excellent communication skills;
• Excellent research abilities;
• Fluency in a second language, preferably Spanish, French, or Arabic;
• Ability to handle several tasks at once while working independently or as a member of a team;
• Compassion, empathy, and a sense of humor.

Education:

Applicants MUST be law students who are currently enrolled in U.S.-based institutions and will be attending classes in the semester of or following their internship.

Compensation: Unpaid

Start Date: Late August

Time Commitment: 10 hours per week minimum

Submission Deadline: Open until filled. Applications accepted on a rolling basis.

Application Instructions:

Interested candidates should apply at humanrightsfirst.org/careers. Please include a cover letter, resume, and short writing sample, all in PDF format.

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

Responsibilities:

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

- Complete assignments within the timeframe allowed
- Assist with completing projects designed to provide substantive knowledge
- Perform day to day tasks designed to provide a working knowledge of the entity operations
- 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.
SUMMER INTERNSHIP
CONGRESSWOMAN ELEANOR HOLMES NORTON

The office of Congresswoman Eleanor Holmes Norton is seeking motivated and hard-working college students for our summer internship program. Interns will gain valuable work experience in a fast-paced congressional office. If you are an undergraduate, a recent graduate, or a graduate student, who is passionate about public policy, politics and serving District of Columbia constituents, our internship program offers a unique opportunity for growth, learning, and participation in meaningful work. We are looking for people who are dependable, enthusiastic, and professional.

Qualifications:

Applicants must be highly motivated, have excellent oral and written communication skills, responsible, dependable, flexible, and eager to learn.

Job Description:

Interns are expected to carry out any task assigned to them. Task include but are not limited to the following:

- Preparing constituent correspondence,
- Data entry,
- Project management and
- Helping maintain the efficient day-to-day operations of an active congressional office.

Interns must be willing to commit to a minimum of 20 hours per week during the summer and available occasionally on some evenings and weekends. Each summer intern will receive a stipend.

If interested, please send a resume, cover letter, and writing sample to Norton.Interns@mail.house.gov. For more information on Congresswoman Eleanor Holmes Norton, please visit her website at https://norton.house.gov.

FALL 2019 INTERNSHIP
HOUSE COMMITTEE ON OVERSIGHT AND REFORM

The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Civil Rights and Civil Liberties, is seeking an energetic and self-motivated law student for a full-time internship for Fall 2019. The position offers the opportunity to gain substantive experience on an exciting and fast-paced Subcommittee, while participating directly in the oversight process and learning about the day-to-day operations of the House of Representatives. Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Law students play a key role in the office and will work closely with Committee counsel and staff.

Background:

The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Civil Rights and Civil Liberties has jurisdiction over issues related to civil rights, civil liberties and the equal protection of laws, including voting rights; freedom of religion, speech, press, and assembly; equal employment; nondisclosure agreements; criminal justice reform policies; and the Census Bureau.
Qualifications:

Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants should be willing to be in the office full time.

Applications:

Interested applicants should apply to this position by emailing a cover letter and resume to Candyce.Phoenix@mail.house.gov with “Fall 2019 Internship Application” in the subject line. No phone calls or drop-ins please.

OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)

PRESIDENT AND CEO
SARGENT SHRIVER NATIONAL CENTER ON POVERTY LAW
CHICAGO, ILLINOIS

The Sargent Shriver National Center on Poverty Law (Shriver Center), one of the nation’s leading organizations advocating on behalf of and alongside people living in poverty to advance racial equity and economic and social justice, seeks an experienced and innovative leader to serve as its next President and Chief Executive Officer (President). This individual will join the organization at a pivotal moment in its history. Recently celebrating its 50th anniversary, the Shriver Center has consistently enjoyed an impressive set of successes. The next President will have the opportunity to further advance the organization’s core mission, extending its national impact at the intersection of poverty alleviation and racial justice.

The next President will inherit a stable and growing organization with many long-serving and dedicated staff who have steadily expanded the Shriver Center’s programs and stretched its reach within Illinois and to other states across the country. The next President will continue to expand the Shriver Center’s communications strategy to promote a stronger external presence; lead the development of the Shriver Center’s next strategic plan; ensure that the allocation of the organization’s resources align with its priorities; and maximize current revenue streams and attract new sources of support. In all of this work, the President must keep racial equity front and center and build the organization into an even greater national voice for social justice.

The Shriver Center is seeking a President who understands, is prepared for, and is motivated by the opportunity to engage in the work of improving the lives of low-income and at-risk people across the country. The successful candidate for this position will bring knowledge of the current issues that impact low-income populations and communities of color through policy expertise and through lived experiences; the capacity to build, direct, and motivate a team of experts in a highly collaborative environment; strong strategic skills that identify priorities and integrate resources toward achieving these objectives; and exceptional translation skills that connect evidence-based knowledge and policy with effective advocacy and leadership development. In addition, the President should be mission-driven, entrepreneurial, and experienced in successful fundraising.

Review of candidates will begin immediately and continue until the position is filled. Nominations, inquiries, and applications, including a resume and letter of interest, should be submitted via this website.

Tim McFeeley is leading this search with Jeff Kessner and Sonia Gomez.
How to Apply:

The full position description is available [here](#).
Apply [online](#).

The Shriver Center recognizes that a richly diverse mix of professionals makes organizations more effective. As such, the Shriver Center makes demographic and experiential diversity a hallmark and priority of all its work.

POLICY DIRECTOR/LEGAL DIRECTOR  
NATIONAL CENTER FOR ACCESS TO JUSTICE  
NEW YORK, NEW YORK

The National Center for Access to Justice:

The National Center for Access to Justice (NCAJ) relies on data and advocacy to increase access to justice, improve the justice system, and build a more just and equitable society. The ability to understand the law and to obtain its protection—access to justice—often makes a critical difference, enabling families to stay together, save their homes, preserve their savings, secure their safety from harm, assure their freedom, and hold their antagonists accountable to the rule of law. Even as we recognize that the American justice system is experienced by many communities as contributing to their oppression, we are working to build a justice system that will be a refuge to people from oppression.

Position Summary:

The new legal and policy director will have a leadership role in carrying out NCAJ’s project to identify best policies for controlling governmental reliance on “fines and fees,” to introduce those policies into NCAJ’s award-winning Justice Index, and to work with activists and advocates in relying on the Justice Index’s findings to guide and support campaigns for fines and fees reform across the USA. The legal and policy director will also participate with the executive director in forming NCAJ’s strategies and executing NCAJ’s initiatives, including: i) updating and expanding the full set of criteria and findings in the Justice Index, ii) carrying out and supporting civil justice system research, iii) uniting civil and criminal justice system reformers in common cause, iv) growing NCAJ as a national research and advocacy institution, and v) supporting the A2J Initiative at Fordham Law School.

Responsibilities:

- Providing thought-leadership on issues of justice and fairness in the civil and criminal justice systems
- Conducting research and policy analysis of state and local laws and policies
- Writing high quality policy reports, news articles, blog posts, and other publications
- Guiding experts, students, pro bono attorneys, technology consultants, and others
- Speaking publicly, communicating with reporters, managing experts in advisory boards, and collaborating with stakeholders, including in roles at conferences and other gatherings
- Supervising and teaching law students.
- Contributing to grant ideas, proposals, reports and other fundraising endeavors
- Assisting with the quarterly Board of Directors’ meetings and other NCAJ activities and events
- Carrying out administrative and other responsibilities important to NCAJ.

Experience and Qualifications:

- Five+ years of experience in a critical field—law, policy, research, advocacy, other (with JD or other relevant graduate degree preferred)
Knowledge of the civil and criminal justice systems
Experience with policy analysis, research and data, including with presentation of data.
Experience with fines and fees reform is a plus

Attributes:

- Excellent research, writing, and communication skills
- Familiarity with social media and other digital tools and resources
- Attention to detail and to the design elements of presentation
- Enthusiasm for the full set of roles and activities (administrative, communications, and development) that are important in growing a nonprofit organization
- Passion for NCAJ’s mission to expand access to justice
- Excellent judgment and good humor

Benefits:

Compensation and benefits based on experience. This is a full-time exempt position reporting to NCAJ’s Executive Director.

To Apply:

Please send an email cover letter, resume, and two writing samples, with subject line “Hiring Committee," to info@ncforaj.org. NCAJ’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law. For more information about NCAJ, see https://ncforaj.org and https://justiceindex.org.

STAFF ATTORNEY
NATIONAL IMMIGRATION LAW CENTER
LOS ANGELES, CALIFORNIA OR WASHINGTON, DC

Established in 1979, the National Immigration Law Center (NILC) is one of the leading organizations in the U.S. exclusively dedicated to defending and advancing the rights of low-income immigrants and their families. At NILC, we believe that all people who live in the U.S. — regardless of immigration or economic status — should have the opportunity to achieve their full potential. Over the years, NILC has been at the forefront of many of the country’s greatest challenges when it comes to immigration issues, including landmark legal decisions and protecting fundamental human and civil rights. We play a major leadership role in advancing policies that promote the ability of low-income immigrants to prosper and thrive.

Headquartered in Los Angeles with an office in Washington, DC, NILC employs a core set of strategies — impact litigation, policy advocacy, and strategic communications — in a range of key program areas that impact the lives and wellbeing of low-income immigrants, including: immigration status and reform; access to health care and economic opportunities; immigration enforcement reform and justice; and education. For more information, please visit www.nilc.org.

NILC has an immediate opening for a Staff Attorney to join its legal department. An experienced litigator, the Staff Attorney will work on precedent-setting cases to advance the rights of low-income immigrants and their families. This position offers a unique opportunity to engage in impact litigation on key issues across the country impacting low-income immigrants and to work in a legal department with a creative and deeply client-centered focus and a team-based approach to the work. The position is based, ideally, in either NILC’s Los Angeles, Calif.,
or Washington, DC, office, with location flexibility for the right candidate. The Staff Attorney reports to the Supervising Attorney.

**Primary Responsibilities:**

- Identify, develop, and lead litigation in federal and state courts. Prepare pleadings, motions, and briefs; conduct discovery; present oral arguments and handle appeals.
- Strategically, creatively, and boldly use plaintiff-driven, community-grounded impact litigation in combination and partnership with NILC’s other core strategies of policy advocacy and communications to advance NILC’s vision and mission.
- Collaborate with staff across the organization, including the projects within the Communications & Advocacy teams.
- Demonstrate a commitment to diversity within the organization, using a personal approach that values all individuals and respects differences in regard to race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability and socio-economic circumstance, and record of arrest or conviction.
- Commitment to working collaboratively and respectfully toward resolving obstacles and/or conflicts.
- Provide support to other staff on issues of subject-matter expertise.
- Represent NILC with coalition partners.
- Supervise law student interns and legal fellows, as needed.
- Other duties as assigned by the Supervising Attorney and Legal Director.

**Education and Qualifications:**

- Juris Doctor degree required.
- Must be an active member in good standing of the bar association of the state in which the Staff Attorney will be based.

**Experience:**

- A minimum of 4-6 years of litigation experience, preferably in federal court. Responsibilities will be commensurate to experience and demonstrated skill level.
- Demonstrated commitment to social justice, public interest law, and NILC’s mission.
- Demonstrated experience in the investigation and development of impact litigation. Expertise in immigrants’ rights or other public interest impact litigation is strongly preferred.
- Familiarity with U.S. Supreme Court and appellate practice and constitutional law.
- Demonstrated ability to perform complex legal analytical work.
- Experience working with external co-counsel or in a coalition setting comprised of multiple organizational partners and demonstrated ability to resolve conflicts constructively.
- Possesses a deep understanding of the intersectional issues pertaining to immigrant rights.

**Skills & Abilities:**

- Excellent litigation strategy skills and displays sound judgment in decision-making.
- Self-motivated, diligent, and able to meet strict deadlines while under pressure.
- Ability to work well independently and collaboratively, with a collaborative approach to case work.
- Excellent research, writing, and verbal communication skills.
- Strong critical thinking, interpersonal, and public-speaking skills.
- Able to effectively manage multiple projects simultaneously and meet deadlines.
- Willingness and ability to travel.

Please submit a resume and cover letter detailing your interest and experience for the position [online](#).
Salary is competitive and commensurate to experience.

NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. NILC does not discriminate based on race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class. We consider all qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative.

**GENERAL COUNSEL AND MANAGING ATTORNEY**

**CATHOLIC CHARITIES**

**SAN FRANCISCO, CALIFORNIA**

Founded in 1907 and rooted in our faith traditions of charity and justice, Catholic Charities supports families, aging adults and adults with disabilities, and youth through human services and opportunities for healthy growth and development. Catholic Charities Immigration Services assists newcomers in achieving not just legal status and economic self-sufficiency, but in becoming fully active participants in the social and civic life of our communities.

The General Counsel and Managing Attorney of the Immigration Program will oversee Catholic Charities Legal Services and the Immigration Program. S/he will report to the Chief Operating Officer (COO) and will work with the Vice President of Client Services for coordination of programs and services. S/he will also work in conjunction with the General Counsel of the Archdiocese to make sure the Catholic Charities promotes the social teachings of the Roman Catholic Church, and specifically the Gospel values of charity, justice and human dignity in the organization and its programs.

As General Counsel, s/he will optimize the agency’s organizational efficiency regarding legal matters. The General Counsel will advise, draft, and examine employment, real estate, IT, and vendor contracts, and manage business records such as Board minutes and resolutions. The General Counsel will be responsible for the negotiation and management of customer contracts, insurance matters and employee relations to ensure legal compliance with state and federal laws. S/he will provide oversight and management of the agency’s licensure and accreditation. The General Counsel will also serve as the Managing Attorney of the Immigration Program; s/he will be responsible for all aspects of the Immigration Legal Services Program as the authorized officer. S/he will be responsible to oversee all of immigration cases and the staff assigned to those cases.

This position serves clients from all over the Bay Area and will be based out of our San Francisco office located at 990 Eddy Street, San Francisco, CA 94403.

**Essential Duties & Responsibilities:**

**General Counsel**

- Provides oversight and management of general legal matters to support the agency including, but not limited to, review, drafting, negotiation, and finalization of contracts, leases, licenses, consulting agreements, service agreements, and compliance with labor, employment, and civil rights matters.
- Advises executive, senior management and Board of Directors on various legal, regulatory, compliance and accreditation matters for the agency.
- Conducts legal research, reviews and analyzes relevant laws, regulations and other regulatory guidance governing the agency and its 35 programs.
- In coordination with other executive leaders, develops and implements agency policies, procedures, and programs as well as related training.
• Oversees the selection, retention, management, and evaluation of all outside counsel and manages complex litigation.
• In conjunction with all levels of leadership identify areas of organizational risk and mitigation strategies and oversees investigations of non-compliance.
• Ensures agency compliance with all Designations, Licenses, Certifications, and Accreditations.
• Provides legal support for special projects, political efforts, communications outreach, and legislative matters.
• Work closely with the Chief General Counsel of the Archdiocese of San Francisco on matters that could impact the Archdiocese; matters that relate to the teachings of the Roman Catholic Church; or where a joint defense is necessary.

Managing Attorney Immigration Program

• Serves as Catholic Charities’ Authorized Officer pursuant to 12 CFR 1292. S/he will be the principal point of contact with the Office of Legal Access Programs (OLA) for all recognition and accreditation matters. S/he must affirm the Immigration Program and its accredited officers meet compliance requirements pursuant to federal law.
• Directly supervises immigration cases and matters including the assignment, management, and oversight of all cases and the staff responsible for the immigration cases.
• Ensures adherence to the vision and strategic goals of the Immigration Program.
• Confers with senior leadership on funding efforts and overall collaborative activities.
• Manages caseload and provides oversight and guidance to Staff Attorneys, and DOJ Accredited Representatives on Immigration cases and matters to ensure compliance with federal law. S/he also may participate as an Attorney at the San Francisco Immigration Court and take individual cases, as capacity allows.
• Represents clients in all stages of family-based immigration, including removal defense, temporary protected status, parole in place requests, naturalization, and representation of victims of crimes and trafficking.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Qualifications:

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

Education & Experience:

• Law Degree from an accredited law school in the United States.
• Admission to the California state bar.
• Proficient legal experience in immigration law.
• Proficient legal experience in all stages of family-based immigration:
  • removal defenses for undocumented, unaccompanied minors, and other individuals;
  • representation for victims of crime and trafficking;
  • temporary protected status;
  • parole in place requests; and naturalization.
• At least five years of experience in immigration court proceedings. Experience mentoring and training on immigration law and legal strategy.
- Five years of proven management experience to include but not limited to hiring, coaching, advising, and providing overall supervision of attorneys and support staff.
- Experience working with legal matters at a non-profit organization preferred.
- Experience with contracts and employment law preferred.
- Experience working with diverse populations.

Skills & Abilities:

- Knowledge of laws governing a non-profit organization.
- Bilingual (English/Spanish) preferred.
- Capable of expanding general legal expertise to include employment, labor, real estate, insurance, and contracts law.
- Excellent legal research and writing skills.
- Able to work collaboratively with internal and external stakeholders across the agency
- Able to work independently and make quick decisions while managing multiple projects in a high-volume, fast-paced environment.
- Able to stay organized and priority set with multiple needs and activities of the overall agency and the Immigration Program including as part of the interdisciplinary team.
- Able to strategize, the vision set, and adhere to goals of the Immigration Program.
- Able to think critically and support advocacy strategy.
- Excellent oral, written, and presentation skills.
- Assist with fundraising and grant writing for the agency.
- A high degree of professional ethics and integrity.
- Excellent judgment skills.
- Demonstrates the necessary attitudes, knowledge, and skills to deliver culturally competent services and work effectively in cross-cultural situations.

Compensation & Benefits:

We’re looking to find the best talent in the field – and we aim to keep it! Beyond providing competitive compensation based on education and experience, here’s what else we offer:

- A generous amount of vacation time/PTO – We value your self-care!
- Medical, Dental, & Vision
- Wellness Program – Get cash for voluntary health screenings and meeting health goals!
- 401 (k) Plan – We offer an employer match!
- Commuter Checks – Save money when you use public transportation!

To view and apply for employment opportunities at Catholic Charities please click here

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

CATHOLIC CHARITIES IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.
Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

**IMMIGRATION ATTORNEY**
**URBAN JUSTICE CENTER**
**NEW YORK, NEW YORK**

The Urban Justice Center Domestic Violence Project (DVP) is seeking an immigration attorney to work within a legal-psychosocial framework with survivors of domestic violence to provide legal representation and advocacy on immigration matters including U and T visas, SIJS, adjustment of status, VAWA Self-Petitions, Battered Spouse Waivers, naturalization, and removal defense. The ideal candidate will be community-oriented with a proven ability to work with teammates and clients of diverse backgrounds.

**About UJC DVP:**

The Urban Justice Center (UJC) is a not-for-profit organization dedicated to advocating on behalf of NYC’s most vulnerable citizens. The Domestic Violence Project (DVP) at the Urban Justice Center is seeking to hire an immigration attorney to work with and on behalf of victims of domestic violence. DVP’s mission is to help victims of domestic violence and their children live free of violence and abuse. We consider domestic violence in any type of relationship, regardless of gender or sexual identity, to be a human rights violation. Our work focuses on providing legal and social work services to promote justice and vigorously defend and protect victims’ human rights. To accomplish this, our attorneys, social workers, and advocates provide legal representation in affirmative and defensive immigration matters and NYC Family and Integrated Domestic Violence Courts, as well as providing mental health services, advocacy, case management, and on-going domestic violence education and outreach activities throughout the five boroughs of New York City.

**Job Responsibilities:**

The immigration staff attorney, who reports to the supervising immigration attorney, is responsible for the following:

- Zealously representing non-citizen survivors in their immigration matters
- Outreach, education, and know-your-rights through NYC
- Building and fostering collaborative relationships with other CBOs
- Training and oversight of interns and volunteers
- Mentorship of pro bono attorneys on immigration matters and relief
- Maintaining statistics and funding requirements as needed

**Requirements and Qualifications:**

- **Admission to US State or DC bar mandatory.**
- Fluency in Spanish or another community language required.
- Knowledge and understanding of domestic violence and trauma.
- Deep experience working with individuals of diverse backgrounds and lifestyles.
- Comfortable with public speaking and highly motivated to cultivate new linkages.
- Strong organizational and administrative skills.
- Aptitude for intense and thorough negotiation and advocacy.
- Ability to respond sensitively to clients’ urgent needs.
- Exceptional interpersonal, speaking, and writing skills and the ability to apply these skills in diverse situations.
- Demonstrated ability to be flexible and work as a team member.
• Demonstrated ability to work independently.
• Interest and proclivity in working within a multi-disciplinary framework.
• Able to travel between boroughs.
• Able to work evenings if necessary.

Salary is commensurate with experience. Generous vacation, medical and dental benefits are provided. This is a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2230.

Please submit a cover letter, resume, writing sample and references via email to Joy Ziegeweid, Esq., Supervising Immigration Attorney at jziegeweid@urbanjustice.org. Please write “IMMIGRATION ATTORNEY” in the subject heading. Please do not contact us via telephone or fax. People of color, LGBTQ individuals, and individuals with disabilities are encouraged to apply.

The Urban Justice Center is an equal opportunity employer.

VOLUNTEER COORDINATOR
DILLEY PRO BONO PROJECT
AMERICAN IMMIGRATION COUNSEL
DILLEY, TEXAS

The American Immigration Council ("Council"), a 501(c)(3) nonprofit, is a powerful voice in promoting laws, policies, and attitudes that honor our proud history as a nation of immigrants. Through research and policy analysis, litigation and communications, and international exchange, the Council seeks to shape a twenty-first century vision of the American immigrant experience.

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

The Dilley Pro Bono Project (the Project), a local partner in the Justice Campaign, is an unincorporated association that provides pro bono legal services and undertakes advocacy on behalf of detained mothers and their children at the South Texas Family Residential Center (STFRC) near the city of Dilley, Frio County, Texas. The Project is a consortium of four non-profit corporations, the American Immigration Council (Council), the American Immigration Lawyers’ Association (AILA), the Catholic Legal Immigration Network, Inc. (CLINIC), and Texas Rio Grande Legal Aid (TRLA).

Your Role:

The Dilley Pro Bono Project Volunteer Coordinator is responsible for all of the administrative tasks required to process applications and orient individuals looking to volunteer on the ground with the Dilley Pro Bono Project. These tasks include communicating with interested volunteers, scheduling and confirming their volunteer engagements, obtaining necessary clearances for volunteer visits, keeping orientation materials up to date, conducting volunteer experience surveys, and helping volunteers continue to stay engaged after their volunteer week.

Volunteer recruitment, applications and scheduling for the Dilley Pro Bono Project is facilitated through the Immigration Justice Campaign. As part of the Campaign team, the Coordinator will communicate regularly with the Managing Attorney and other staff of the Dilley Pro Bono Project to ensure that volunteer coordination is directly responsive to the needs of the Project on the ground.
This position reports to the Manager of Pro Bono Programs and Partnerships, Immigration Justice Campaign.

**Essential Job Functions will include:**

- Develop communication strategies to effectively disseminate information to volunteers, respond to all volunteer inquiries in a timely fashion, and conduct pre-orientation training calls.
- Together with the Immigration Justice Campaign’s office based in DC, provide creative tools to orient volunteers in advance of their time on the ground. Tools must be nimble enough to support remote teams.
- Track and survey volunteers’ experiences and engagement in the Project.
- Interpret the data and provide analysis of the findings of survey results.
- Make recommendations for volunteer issues needing troubleshooting based on trends established from data collection and survey information.
- Obtain necessary clearances for all volunteers in a timely fashion and maintain strong relationships with government officials at the facility to facilitate clearance.
- Develop and execute onboarding process for volunteers
- Work with the Project Manager to trouble-shoot volunteer coordination needs on the ground in Dilley.
- Perform administrative/clerical tasks, including maintaining volunteer data in multiple databases.
- Perform other related duties and tasks as assigned.

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

**Your Background:**

Undergraduate degree with 1-3 years’ experience successfully building capacity through strategic volunteer engagement, ideally including within the legal community. Prior volunteer outreach experience required. The successful candidate will have demonstrated creativity in volunteer outreach through multiple media (including social media) and experience using volunteer management systems and online community platforms and have excellent written and oral communication skills. Bilingual skills and an understanding of multi-cultural communications desirable.

This position is remote.

**How to Apply:**

Apply online

American Immigration Council is an active Equal Employment Opportunity Employer. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.

**MANAGING ATTORNEY**  
**HUMAN RIGHTS FIRST**  
**HOUSTON, TEXAS**

The Managing Attorney in the Houston office will provide high-quality legal guidance to Human Rights First’s pro bono attorneys and oversee the day-to-day management of Human Rights First’s Refugee Representation work in the Houston metropolitan area. The managing attorney will ensure that the Houston Refugee Representation team’s values, vision, strategies, projects, and activities align with the team’s overall mission.
Responsibilities:

Leadership:

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

Case Selection, Placement and Management:

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

Operational Planning and Management:

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

Advocacy:

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

Fundraising and Resource Development:

- Assist in efforts to secure and maintain funding for the organization and Refugee Representation team;
• Collaborate with the Vice President of Legal and other teams, as necessary, to write and submit proposals, letters of intent, case statements, and acknowledgement letters;
• Promote the organization’s mission by serving as the face of Human Rights First’s Houston presence, including participating in local community events, promotional events, and other professional networking events to elevate the organization’s community profile; and
• Other duties as requested based on the team and/or organization’s need

Required Knowledge, Skills, and Experience:

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

How to Apply:

Apply online on our careers page under refugee representation.

IMMIGRATION BUREAU CHIEF (CYFD #8462)
NEW MEXICO CHILDREN, YOUTH AND FAMILIES DEPARTMENT
SANTA FE, NEW MEXICO

Salary:
$24.95 - $43.41 Hourly
$51,905 - $90,301 Annually
This position is a Pay Band 85

Purpose of Position:

Incumbent will assist in the review of legislation affecting immigration/international issues that could affect policy; participate in and review the development of agency protocols that relate to immigration/international issues; collaborate with and assist agencies, both inside and outside of the United States, with immigration services; and consult with case worker to screen for status as immigrant and potential eligibility for relief.

Minimum Qualification:

Bachelor’s Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Studies from an accredited college/university and six (6) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care, of which two (2) years must be supervisory experience. Substitutions Apply. See below.
These combinations of education and experience qualify you for the position:

• High School Diploma or Equivalent and 10 years of experience or High School Diploma or Equivalent
• Associate's degree in the field(s) specified in the minimum qualification and 8 years of experience; Associate's degree or higher in any field and 10 years of experience
• Bachelor's degree in the field(s) specified in the minimum qualification and 6 years of experience
• Master's degree in the field(s) specified in the minimum qualification and 4 years of experience
• PhD degree in the field(s) specified in the minimum qualification and 2 years of
• Experience

Education and years of experience must be related to the purpose of the position.

If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements:

Must possess and maintain a valid Driver's License. Employment is subject to a pre-employment background investigation and is conditional pending results.

For more Job Requirements & Classification Description: Click Here

Working Conditions:

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Incumbent will work under stress and frequent time constraints. May be exposed to potentially difficult clients/witnesses. Some statewide travel may be required. Must have own mode of transportation for daily travel.

How to Apply:

Apply online.

EPIC BOND ATTORNEY/PRO BONO COORDINATOR
SANTA FE DREAMERS PROJECT
SANTA FE, NEW MEXICO

About Santa Fe Dreamers Project

Santa Fe Dreamers Project provides free legal services to immigrants to promote economic empowerment, community development, family unity, and liberation from detention. Our work is centered around the belief that supporting immigrants makes our whole community stronger. We are committed to representing every qualified immigrant who walks through our doors, to using service strategies that expand vulnerable peoples’ access to legal counsel and helping to elevate the voices and narratives of immigrants in our community to
support positive reform. We urge applicants to explore more about the organization at www.santafedreamersproject.org

What is EPIC?

In the face of the systemic abuses of the El Paso ICE regional detention and deportation machine, local organizations and nationwide partners convened to fight back and increase justice for immigrants detained in the region. Evaluating each of their capacities and needs, it became clear that secure and thoughtful data sharing and strategic collaboration would serve as a critical starting point. They founded the El Paso Immigration Collaborative (EPIC). Through coordinated, data-driven services that draw on help from remote volunteers, EPIC aims to change the ecosystem of courts and detention centers to make El Paso a place where people can be released from detention and where meritorious asylum claims can win.

The member organizations of EPIC, listed below, are involved in existing collaborations focused on advocacy (Borderlands Immigration Collaborative) and immigration detention release work (Innovation Law Lab BorderX). EPIC will allow the existing collaborations to scale and increase the scope of their collective impact, while augmenting the resources and the capacity of local organizations by incorporating remote expertise and technical assistance. EPIC will be staffed to realize the full potential of its program and transform the immigration advocacy and representation in the El Paso region.

EPIC currently involves members from the following organizations:

- Las Americas Immigrant Advocacy Center (El Paso)
- Diocesan Migrant + Refugee Services (El Paso)
- Catholic Charities of Southern NM (Las Cruces)
- Santa Fe Dreamers Project (Santa Fe, El Paso)
- PALS Program (New Mexico Immigrant Law Center, NM)
- Innovation Law Lab (Portland, Nationwide)
- American Immigration Council (Washington D.C., Nationwide)
- Immigration Protection Project (Massachusetts)

Immigrant Justice Campaign EPIC Attorney Description:

Legal service providers serving 4 prisons and 2 immigration courts in the El Paso region regularly identify individuals eligible for bond and in need representation but are unable to connect these individuals with local pro bono lawyers fast enough. It takes too long to find and prepare attorneys (who are often brand new to immigration court) on highly compressed timelines for bond hearings. Ultimately, those cases go unrepresented. Local legal service providers have said that having a special team of volunteer lawyers who are already trained, coordinated, and supervised to prepare these motions – and who are ready to do the work on a moment’s notice – could go a long way toward addressing this gap.

Moreover, there is a substantial legal capacity imbalance across the country between major urban areas, where there is a high concentration of lawyers, and smaller cities like El Paso, which has many detention centers, but limited local legal services capacity.

Building a remote team of trained and supervised lawyers and other helpers (interpreters, law students, social workers, etc.) who are connected to each other and to clients through the aid of technology has the potential to exponentially increase the ability of local legal service providers to secure representation for these individuals. Represented cases are far more likely to win – and more representation means more opportunity to hold the government accountable for the due process violations that are endemic to the El Paso immigration system.
The Immigration Justice Campaign, a joint initiative between the American Immigration Council and the American Immigration Lawyers Association, will draw on models tested for the last 18 months to create a local-national partnership between the Campaign and the Santa Fe Dreamers Project. Through this partnership, we will build, train, supervise and deploy a remote team of pro bono lawyers (and other helpers like interpreters, law students, and social workers) to represent detained individuals at their bond hearings by appearing telephonically (rather than in person) before the immigration court. Both partners bring critical infrastructure to the table:

- **Recruiting and Coordinating Volunteers:** We will tap into the Campaign’s network of more than 10,000 volunteer attorneys and other supporters. The Campaign’s Pro Bono Coordinator at the national level will be responsible for recruiting the team.

- **Training the Volunteers:** The Campaign and the Santa Fe Dreamers Project will together design and create a training curriculum. The curriculum will include a mandatory online e-course specifically designed for work in this jurisdiction, as well as a local practice guide, templates, checklists, and other supporting materials. Volunteers will be pre-trained and ready to take on cases on a tight timeline.

- **Supervising the Volunteers:** Quality control of the pro bono representation is essential as many of these pro bono lawyers will be non-immigration attorneys. The Campaign’s Technical Assistance Attorney will be the dedicated mentor for this work and will review all motions before filing. This will free our local service provider partners from having to mentor any of the cases.

- **Coordinating the Remote Team with the Local Service Provider:** Drawing from the pool of potentially bond-eligible cases that have been identified through the Collective’s uniform intake process and flagged by the Collective’s Coordinator, Santa Fe Dreamers Project staff in El Paso will follow up with a more in-depth, bond-focused in-person screening of each case and will then refer bond cases in need of representation to the pilot’s remote volunteers. The Campaign’s Pro Bono Coordinator will assist with proper placement of cases with ready remote team members.

- **Challenging Denial of Motions for Telephonic Appearance:** While appearing telephonically expands access to legal representation and is allowed by many immigration courts, some judges in the El Paso region may deny these motions. We are prepared to work with the Council’s legal and policy teams to address this issue if it interferes with our ability to provide representation remotely.

In order to be effective, the remote team will necessarily rely on work that can only be done at the local level by a partner like the Santa Fe Dreamers Project with direct access to the individuals in detention – work that will require additional capacity to accomplish:

- Engaging in early fact-finding and testing to better understand the actual representation needs and how courts (and ICE) operate in each detention center, in order to build the best systems to meaningfully deploy remote volunteers in this jurisdiction;

- Conducting bond-specific individualized intakes, refer cases ready for representation, and coordinate with the Campaign’s volunteer coordinators to ensure case placement;

- Supporting cases locally as they progress (for example, obtaining client signatures or affidavits when necessary, or going through bond packets in person with the client in advance of the hearing);

- Trouble-shooting barriers remote teams face in communicating with detained clients; and

- Serving as an on-the-ground backstop to appear in person before the court if a judge denies a remote pro bono attorney’s motion to appear telephonically.
Required Qualifications:

- License to practice law in any US jurisdiction, or
- Full accreditation by the Department of Justice
- Job is located in El Paso, TX with some travel to Otero County and Sierra Blanca, TX
- Professional fluency in English and Spanish, and cultural competency to serve a majority Latinx clientele
- Ability to work in detention facilities
- Competency to sensitively and effectively serve high-needs clients experiencing trauma, crisis, and instability
- Ability to work respectfully and effectively with partner organizations, and to work collaboratively with other SFDP staff members and EPIC members
- Creativity, sense of humor, ability to manage stress, excellent communication skills, patience, sense of adventure

Salary and Benefits:

- Competitive salary commensurate with experience
- Competitive health, vision, and dental care and life insurance
- Generous paid time off, maternity/paternity leave

To Apply:

Please send your resume and letter of interest in the body of the email to our Director, Allegra Love, at allegra@santafedreamersproject.org. We are accepting applications on a rolling basis but looking to hire the right applicant as soon as possible. We value diversity in our workplace and strongly encourage applications from people of color, LGBTQI individuals, individuals with disabilities, and members of underrepresented communities.

Everytown for Gun Safety, the largest gun violence prevention advocacy group in the country, is seeking a passionate, dedicated professional for a full-time position. The Associate Contracts and Grants Counsel will report to the Associate Corporate Counsel and work with Everytown’s CFO and finance and operations departments on a variety of contracts and grants, as well as other matters, including political and lobbying work and nonprofit governance. The Operations team provides finance, legal, human resources, IT and other support to our rapidly growing organization. We’re looking for a flexible problem-solver with exceptional attention to detail to join us. This would be an ideal opportunity for someone who wants to pursue an in-house legal career with a focus on managing all aspects of the contracts and grants processes.

About Everytown:

Everytown for Gun Safety (www.everytown.org) is a movement of Americans fighting for common-sense policies that will reduce gun violence and save lives. Everytown is the largest gun violence prevention organization in the country with more than 2.5 million supporters including moms, mayors, survivors, and everyday Americans who are fighting for reforms that respect the Second Amendment and protect people. At the core of Everytown are Mayors Against Illegal Guns, founded in 2006 by former New York City Mayor Michael Bloomberg and former Boston Mayor Tom Menino, and Moms Demand Action for Gun Sense in America, a grassroots movement of American mothers founded the day after the Sandy Hook tragedy in Newtown, CT.
Responsibilities include:

- Draft, review, negotiate, and advise on a variety of contracts and grant agreements for all departments within the organization.
- Maintain and update form agreements, contract and grant management systems, and other databases.
- Develop and implement contract and grant training for staff.
- Liaise with outside counsel providing contract review/negotiation services.
- Manage charitable registrations and assist with a variety of nonprofit governance matters.
- Assist with the protection and development of organization’s intellectual property portfolio, including trademarks and copyrights.
- Assist Associate Corporate Counsel with the development and implementation of organizational policies to manage risk.
- Perform legal research and provide general nonprofit corporate advice.
- Other duties as assigned by the Associate Corporate Counsel or the Senior Corporate Counsel.

To be successful in this job, you must have:

- Outstanding attention to detail;
- Ability to self-start and complete projects independently;
- Ability to manage several projects simultaneously;
- Ability to explain complicated legal concepts to a general audience in plain language;
- Passion for providing excellent customer service to internal and external constituents;
- Sense of humor and emotional intelligence to develop strong relationships across multiple teams;
- Flexibility and an ability to creatively solve problems; and
- A willingness to do whatever it takes to get the job done well.

Required Qualifications:

- JD from an accredited law school required.
- Admitted to New York state bar.
- Minimum of 3-5 years of relevant legal experience.
- Excellent drafting, negotiation and research skills.
- Excellent project management skills.
- Ability to thrive in a fast-paced organization.
- Ability to handle confidential organizational matters.
- Strong interpersonal and relationship-building skills.
- Strong oral and written communication skills.
- Exposure to government regulatory compliance and risk management, preferably lobbying, campaign finance or gifts and ethics is a plus.
- Ability to rapidly shift between multiple projects and priorities.
- Persistent and dogged in the face of obstacles.
- Ability to maintain a sense of humor.
- Proficiency with Microsoft Office, particularly Excel and Powerpoint.
- Familiarity with Google Apps.
- Familiarity with BLAW/Westlaw/LexisNexis a plus, but not required.

Everytown for Gun Safety Action Fund, Inc., provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.
To Apply:

https://everytown.org/job/?gh_jid=1669329

POLICY DIRECTOR
INTERNATIONAL REFUGEE ASSISTANCE PROJECT
NEW YORK, NEW YORK

The International Refugee Assistance Project ("IRAP") is a dynamic and growing legal, policy, and advocacy organization that works to develop and enforce a system of legal and human rights for refugees and displaced people around the world. We are the leading organization that provides free and comprehensive legal services to people we serve through registration, protection, and resettlement processes.

IRAP operates offices in the U.S. (New York City), Jordan (Amman), and Lebanon (Beirut). Our legal services are supplemented by a corps of pro bono lawyers from leading U.S. and international law firms and multinational corporations, and law students who have created IRAP chapters across the United States and Canada. Through this work, we aim to assist refugees and other displaced people to find safe passage and to transform the landscape of refugee rights in the U.S. and internationally. We are a nimble organization staffed by an innovative and collaborative team that is committed to high standards of quality and close partnerships with our clients, peers, and colleagues.

IRAP has over 50 full-time staff, the majority of whom are based in the New York City office, with others working in field offices in Jordan and Lebanon or remotely. IRAP's Policy and Communications Department is one of five departments (in conjunction with Legal, Litigation, Development, and Operations) and currently comprised of three policy staff and two communications staff working out of the New York City office and remotely. IRAP's Policy Department utilizes lessons learned in direct legal services and works with creative, non-partisan coalitions to advocate for systemic changes that benefit broader refugee and displaced people.

Opportunity:

IRAP is seeking a Policy Director to lead IRAP's efforts to create and expand pathways to safety for refugees and displaced people. This is a key strategic position for IRAP as the lead for one of its three programmatic departments.

IRAP's Policy Department staff are located in New York City and Washington, D.C. The Policy Director will manage IRAP's two-person communications team in addition to two attorneys and will report to IRAP's Executive Director.

Responsibilities:

- Manage and lead IRAP’s systemic advocacy efforts on behalf of refugees and displaced people, including advocating for:
  - Improved access to and processing in U.S. refugee resettlement.
  - Expanding rights for displaced people and those affected by the Muslim ban and other discriminatory policies.
  - Protection for Iraqi and Afghan wartime partners.
  - New resettlement pathways for refugees and displaced people worldwide
- Develop grassroots leadership among IRAP’s law student chapters and attorney volunteer network.
- Engage former clients and affected communities in IRAP’s policy work.
- Develop a strategic vision and work plan, including soliciting staff input, coordinating with IRAP’s other departments, encouraging staff development, and monitoring developments in IRAP’s spheres of advocacy.
• Manage IRAP’s Communications Department, including overseeing IRAP’s external messaging and developing strategic campaigns in support of systemic advocacy.
• Coordinate and identify areas for advocacy with IRAP’s Litigation and Legal staff in the U.S., Lebanon, and Jordan offices.
• Build and manage partnerships with U.S. government agencies and federal, state, and local legislators.
• Build and manage partnerships with coalitions, including NGOs and refugee-led and community-based organizations.
• Build and manage relationships with multilateral institutions and foreign governments, in tandem with other departments at IRAP.
• Participate in IRAP’s leadership, including by budgeting, fundraising, leading cross-departmental policy-making and serving as the Department’s liaison to the management committee and the Board of Directors.
• Represent IRAP as a spokesperson at conferences, in the media, and in public speaking engagements.

Location:

Open to a candidate residing and working in New York City or Washington, D.C. with regular travel to the other location.

Qualifications:

Required

• Bachelor’s degree with 6+ years’ experience in policy work, such as government or legislative work or advocacy, or Master’s degree in a relevant field and/or J.D. and authorization to practice law, with 4+ years’ experience in policy work, such as government or legislative work or advocacy.
• Experience supervising staff.
• Strong research, writing, and analytical skills.
• Highly organized and flexible; able to multi-task and manage a high-volume workload; and excellent time management skills.
• Strong interpersonal and communications skills, and the ability to understand and handle sensitive and confidential information.
• Sensitivity to client empowerment and to working with clients of all backgrounds, including LGBTI clients, survivors of trauma, and other vulnerable populations.
• Fluency in oral and written English.
• Microsoft Suite.

Preferred

• Demonstrated experience in policy work relating to vulnerable populations, refugees, human rights, or immigration, preferred.
• Strong research, writing, and analytical skills.
• Experience in strategic planning and designing advocacy campaigns preferred.
• Experience speaking to the media on behalf of an organization preferred.
• Additional languages (Arabic, Dari, Farsi, Kurdish, Pashto, Somali, and/or Spanish) are a plus.

Application Instructions:

Please submit a cover letter, resume, short writing sample (3-5 pages), and a list of three references at this link. Review of applications will start on May 28 and will continue on a rolling basis until a hire is made.
IRAP believes that diversity is critical to fostering a strong workplace and serving our clients well. We strongly encourage applications from people with lived experiences in the communities that we serve, members of other marginalized communities, and individuals underrepresented in the legal profession.

IRAP offers a competitive salary and excellent benefits including family health, dental and vision benefits with no employee-paid premiums, a retirement plan with an employer matching component, and twenty days of vacation, five personal days, and twelve sick days per year.

ATTORNEY
IMMIGRATION CENTER FOR WOMEN & 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
- Law license / in progress: (1) Active admission to the California bar or (2) Active admission to another state’s bar and willing to take the next CA bar exam (3) Law graduates awaiting the CA February 2019 bar exam results or (4) May 2019 law graduates sitting for the July 2019 CA bar

Other Qualifications:

- 0-10 years’ experience in immigration law practice. Preferred experience: removal defense, SIJS, U visa, VAWA and/or asylum.
• Preferred: Spanish language fluency. The position may include communicating daily through oral and written communications in both Spanish and English. Most ICWC attorneys meet independently with monolingual Spanish speakers.
• 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 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. ICWC pays attorneys' bar dues and for CLE trainings. A relocation stipend is also available.

Level of Language Proficiency:

English fluency is required. Preferred additional language: Spanish. Please note your language capabilities in your application.

How to Apply:

We are hoping to fill the position as soon as possible and we are accepting applications on a rolling basis until the position is filled. 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”.

PROGRAM ANALYST
NATIONAL QUALIFIED REPRESENTATIVE PROGRAM
VERA INSTITUTE OF JUSTICE
BROOKLYN, NEW YORK

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 Do:

The National Qualified Representative Program is the first program to provide appointed counsel in immigration proceedings to detained adults with serious mental health conditions. As such, our program sits at the intersection of immigration, mental health and criminal law and policy. Nationwide in scope, we partner with a growing network of over 40 multidisciplinary teams of holistic legal defense providers (NQRP Providers). We work in a fast-paced, collaborative, creative space at the cutting edge of legal representation for this specific vulnerable population facing deportation.
The Position:

Vera's Center on Immigration and Justice seeks a Program Analyst to work closely with all NQRP staff in carrying out the following duties:

Assist in day-to-day NQRP operations:

- Facilitate assignment and transfers of NQRP cases across our nationwide network of NQRP Providers and ensure required case deadlines are met.
- Review funding requests from NQRP Providers.
- Serve as the first line of communication for NQRP Providers, funders, and other program stakeholders.
- Onboard new NQRP Providers and other stakeholders to the NQRP's administrative processes and resources.

Provide critical administrative support to the NQRP:

- Assist in maintaining database of NQRP cases and help to expand its functionality.
- Collect and review monthly invoices from NQRP Providers.
- Assist with administrative tasks related to budgeting and contracting with program funders and partners.
- Provide administrative support as needed to the NQRP team.

Maintain and contribute to NQRP training and technical assistance resources:

- Manage listservs of NQRP Providers.
- Upload, redact, and curate new resources for the NQRP's online training and technical assistance repository.
- Compose monthly newsletters via MailChimp.
- Plan, prepare for, and take notes at NQRP team meetings, conference calls, and webinars.
- Carry out logistical/event planning for trainings and/or conferences.
- Assist in the review, editing, and development of NQRP program and technical assistance materials.

Support ongoing NQRP development:

- Help brainstorm project and research ideas to build upon past and current work.
- Actively engage in and support efforts to center racial equity and inclusion in NQRP and throughout all of CIJ's and Vera's work.
- Assist on other projects as assigned.

What We Need in You:

- Bachelor's degree or the equivalent in demonstrated work experience or ability.
- Interest in or knowledge of immigration, criminal and/or mental health law, policy, and/or practice. Personal experience with the immigration or mental health systems is a plus, though not required.
- An uncompromising commitment to immigrants' rights; the rights of people with mental health conditions; universal and zealous representation in immigration court; and racial equity.
- Strong oral and written communication skills; ability to proofread.
- Strong organizational, time-management and multi-tasking skills, including the ability to work on multiple projects, take initiative, prioritize tasks and duties, pay close attention to detail, and work under pressure to meet specific deadlines.
The ability to work both independently - taking ownership of a project where directed - and collaboratively within a team.

- Strong knowledge of Excel, particularly in sorting and filtering data.
- Familiarity with the Microsoft Office Suite (Word, Outlook, PowerPoint).
- Familiarity with or ability to quickly learn web-based, video meeting platforms (e.g., Zoom).
- The ability to pass an extensive government background check. The position requires access to secure data and is contingent upon successful receipt of government clearance.

**Compensation:**

51k with excellent benefits.

**Location:**

The position is located in Vera's New York headquarters office. Please note that Vera headquarters, currently in Manhattan, will be relocating to Industry City in Brooklyn in 2019. In-office presence required.

**How to Apply:**

Please submit a cover letter and resume online. Your cover letter should explain why you are interested in this job, the skills you have, and why you would be a good fit for the position. Candidates will be considered on a rolling basis until position is filled.

Applications with no cover letter attached, or with a generic cover letter that is not responsive to this posting, will not be considered.

Online submission of materials in PDF format is preferred.

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

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

Please use only one method (online, mail or fax) of submission. No phone calls, please. Only candidates selected for interviews will be contacted.

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

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

The mission of Equal Justice Works is to create opportunities for lawyers to transform their passion for equal justice into a lifelong commitment to public service. We facilitate Fellowships at legal services organizations to help fulfill our nation’s promise of equal justice for all.

Overview of the Housing Justice Program:

The Equal Justice Works Housing Justice Program provides responsive, context-specific innovations and interventions focused on housing justice in the Commonwealth of Virginia. Legal Fellows and Housing Organizers will serve two-year terms at one of the participating legal services organizations in the Greater Richmond Region and work as a unified front to fight a variety of injustices related to housing instability and involuntary displacement in Virginia, particularly due to eviction.

Fellowship Summary and Description:

A collaboration of Central Virginia Legal Aid Society, Legal Aid Justice Center, and Virginia Poverty Law Center seeks six (6) public interest attorneys to participate in a two-year fellowship program. All Fellows will provide direct legal services (including impact litigation), strategic partnership building, outreach & education, and sustainable policy changes. Specifications on the following areas by legal services organization is identified below:

Central Virginia Legal Aid Society:

- Three (3) Legal Fellows – two at the Richmond office and one in the Petersburg office.
- Emphasis on providing high quality individual legal representation and legal advice to financially eligible individuals and their families. This will likely involve conducting interviews, obtaining evidence, researching relevant law, drafting and filing pleadings, and representing clients in court and other legal proceedings.
- Within the limits of Legal Services Corporation regulations, Fellows may engage in impact litigation that derives from individual representation.

Legal Aid Justice Center:

- One (1) Legal Fellow at the Richmond office.
- Provide legal assistance and representation for residents with an emphasis on conventional public housing, and an eye to leveraging individual cases to create impact campaigns.
- Support public and subsidized housing tenants’ efforts to build collective power.
- Contribute to the development and implementation of impact litigation and sustainable policy changes.

Virginia Poverty Law Center:

- Two (2) Legal Fellows at the Richmond office.
- Emphasis on providing community lawyering, outreach & education, and systemic advocacy.
- Contribute to the development and implementation of impact litigation.
Qualifications:

Preferred Qualifications

The ideal Fellow will possess a demonstrated commitment to public interest work and a strong desire to assist indigent clients. Further, the ideal candidate will have the following:

- Excellent writing, communication, interpersonal, and organizational skills;
- Strong oral and negotiation skills, and the ability to work as a team member;
- Prior experience in managing independent projects or assignments;
- Diverse economic, social and cultural experiences and a second language are preferred;
- Prior experience in community/movement lawyering or community organizing preferred;
- Law school clinic, externship, summer, or other relevant practice experience;
- Knowledge of housing benefits law and/or experience with housing and benefits agencies.

Required Qualifications

- Virginia State Bar license or licensure by July 15, 2019, is required.

Compensation Package:

The Fellow will receive an annual salary of $50,000 and a competitive benefits package.

Application Instructions:

Candidates may apply for positions at some, or all, of the host organizations, and must indicate which one(s). Send cover letter, resume, and writing sample to Ann Voss, employment@vplc.org.

Each employer listed here is committed to inclusive hiring and dedicated to diversity in its work and staff. They strongly encourage candidates of all identities, experiences and communities to apply.

Central Virginia Legal Aid Society, Legal Aid Justice Center, and Virginia Poverty Law Center are Equal Employment Opportunity Employers and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.

Application Deadline:

Applications will be accepted and reviewed on a rolling basis, and candidates are encouraged to apply as soon as possible. Applicants who have previously applied to the Housing Justice Program need not reapply.

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

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

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 its 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

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 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 AND MANAGEMENT POSITIONS
TEXAS RIOGRAND LEGAL AID
SOUTHWEST TEXAS

Texas Rio Grande 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. M Laf is based on a national medical-legal partnership model and is the first program of its kind in Texas. M Laf places lawyers in a pediatric clinical setting to facilitate the provision of legal services crucial to vulnerable patient-families. M Laf 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. M Laf 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 M Laf services. M Laf’s priority areas are education, public benefits, housing and guardianship for young adults.

In addition to providing legal services to indigent families, M Laf 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 M Laf. 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 M Laf’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 M Laf;
- Leads M Laf, 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 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.
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 into 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 to learn more about Washington Council of Lawyers, and to register for upcoming programs.