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The Environmental Integrity Project (EIP) is hiring a Staff Attorney to conduct Clean Water Act legal advocacy and enforcement in the Chesapeake Bay, with an emphasis on strengthening water discharge permits and improving rates of Clean Water Act compliance in Maryland. The position requires 1-5 years of post-law school legal experience, and the selected candidate will work closely with coalition partners on Chesapeake Bay-related enforcement priorities.

**Responsibilities:**

- Work closely with EIP attorneys and other staff, coalition partners, and clients to investigate, develop, and prosecute cases and appeal weak, deficient permits.
- Participate, with increasing responsibility, in a range of tasks required for case development and litigation than can include factual investigation, legal research, discovery, briefing, witness preparation, and oral advocacy.

**Qualifications:**

- Law school graduate admitted to, or eligible to apply for admission to, the District of Columbia Bar.
- 1-5 years of post-law school legal experience, with litigation experience preferred.
- Excellent research, analytic, writing, and communication skills.
- Strong work ethic, initiative, sound judgment, and creativity.
- Ability to work constructively and with professionalism in a diverse, dynamic, and hard-working team-oriented atmosphere.
- Commitment to public interest work and a passion for the role of EIP and its mission.
- Awareness and sensitivity to the needs and concerns of diverse individuals.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits.

**To Apply:**

Interested candidates should submit a resume, cover letter, a legal writing sample of no more than 7 pages, phone and email contacts for three references, and law school transcripts. Applications will be reviewed on a rolling basis until the position is filled. Please submit your application materials to Mary Greene at hr@environmentalintegrity.org.
STAFF ATTORNEY, OIL & GAS PROGRAM
ENVIRONMENTAL INTEGRITY PROJECT

Position Description:

The Environmental Integrity Project (EIP) seeks a staff attorney to assist in our efforts to reduce pollution from the oil and gas industry, focusing on new proposals and existing infrastructure in Maryland and West Virginia. The staff attorney will advocate for strong state regulations that achieve real reductions in greenhouse gases (GHGs); analyze and potentially challenge environmental permits for large emitters of GHGs; assess and possibly litigate enforcement actions against facilities that violate environmental laws; and seek to ensure that the true climate impact of methane emissions are accurately captured in emissions inventories. EIP frequently works in coalitions by providing legal and technical support to other organizations in order to achieve shared goals. The staff attorney will be expected to build and maintain strong and respectful relationships with other organizations working on oil and gas issues in Maryland and West Virginia, particularly with grassroots networks representing residents of communities that are directly affected by natural gas infrastructure.

The position will also involve some work relating to oil and gas facilities outside of Maryland and West Virginia, and this work will be targeted to address sites that affect low-income communities and/or communities of color, thereby raising environmental justice concerns. In addition, the position may involve some work to reduce methane emissions from municipal solid waste landfills in Maryland.

Skills and Qualifications:

- Law school graduate.
- 1-5 years of post-law-school legal experience, preferably including litigation experience and experience with the federal Clean Air Act.
- Excellent research, writing, and analytical skills, and strong work ethic.
- Passion for protecting public health and the environment, and motivation to respond to the local and global threat posed by climate change.
- Prior experience or demonstrated commitment to working with members of front-line communities who are directly affected by environmental pollution.
- Ability to work cooperatively and constructively in a fast-paced, team-oriented environment.
- The ideal applicant will have a scientific background and/or and aptitude for performing quantitative analyses and using science and data in support of legal advocacy.
- Prior experience working on pollution issues associated with the oil and gas industry a plus.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits.

To Apply:

Interested candidates should submit a cover letter, resume, legal writing sample, phone and email contacts for three references, and law school transcripts. Applications will be reviewed on a rolling basis until the position is filled. Please address your cover letter to Leah Kelly, Senior Attorney, identify in the email subject line that the application is for the “Staff Attorney – Oil & Gas Program” position, and submit your application materials to hr@environmentalintegrity.org.
ASSISTANT GENERAL COUNSEL (IMMIGRATION COUNSEL)
SERVICE EMPLOYEES INTERNATIONAL UNION

Purpose:

This attorney position is responsible for providing legal services to SEIU, specifically in the area of immigration law. Those services can include litigation at all levels of federal court systems, counseling and strategy in connection with the immigration campaign, organizing campaigns, and policy work. This position is designated for attorneys with at least five years of post-law-school experience, including at least some litigation and public policy experience. Preference will be given to applicants with experience in and knowledge of state and local labor and employment laws as well.

Primary Responsibilities:

(At any given time, depending on assignments, this position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by attorneys in the classification.

Core Duties:

- Develop and implement comprehensive litigation strategies to advance the Union’s immigration programs, formulate and write or join amicus briefs that address key legal issues and/or feature worker stories in conjunction with the immigration campaign and the Office of the General Counsel;
- Provide analysis and write summaries of immigration policy changes, court decisions for immigration campaign and leaders;
  Direct, supervise, and carry out the responsibility for all of the assigned legal work, whether performed in-house or by outside counsel as assigned by the General Counsel;
  Provide counsel to immigration campaign, active worker organizing campaigns, local unions, and legal department on immigration issues;
  Draft and advise upon legislation, executive orders, and rules; draft formal comments to proposed federal, state and local legislation and administrative proposals as assigned by the immigration campaign and the General Counsel;
- Monitor legal developments on immigration issues and regularly report on legal developments to the appropriate parties as assigned by the immigration campaign and the General Counsel;
  Advise SEIU officers, division heads, other managers and employees, and union leaders on immigration issues;
  Develop training materials and lead training sessions on immigration issues in conjunction with the immigration campaign and as assigned by the General Counsel;
  Review memoranda, correspondence, and other written material;
- Perform other duties as assigned by the General Counsel in support of the work of the Union.

Supervision Given:

- Supervise and direct work of outside counsel in assigned areas; review and approve all outside counsel bills in areas of assignment, prior to review and approval of the General Counsel;
- Supervise law fellows, law clerks, and secretaries as relevant to work.
Budget Responsibility:

- Where applicable, responsible for recommending project budgets for legal work in connection with the immigration campaign.

Contacts:

- Job duties for this position require contact with SEIU officers, staff, local leaders, outside counsel, other labor unions, immigration advocacy organizations, governmental agencies, courts and/or other outside institutions on a regular basis.

Direction and Decision Making:

- This position reports to the General Counsel and is expected to perform duties with little or no direct supervision.
- Attorney will be held responsible for legal accuracy and adequacy of work performed.

Education and Experience:

Juris Doctor degree or equivalent from accredited law school and active membership in the bar association of at least one state or jurisdiction. A minimum of five years’ experience as a practicing attorney (with clerkships counting toward that minimum). Expertise in immigration law required and at least some experience in labor and employment area and/or related fields is preferred.

Some experience with active litigation (post-clerkship(s), if any) in front of administrative tribunals and in state and federal court.

Judicial clerkship(s) a plus.

The following general knowledge, skills, and abilities:

- Knowledge of immigration law, practice, developments and changes in immigration law and policy;
- Ability to independently conduct, analyze and synthesize complex legal research, develop, and implement comprehensive and sophisticated legal strategies for SEIU immigration campaigns and programs; prepare quality legal pleadings, memoranda, and reports and recommendations; present issues and trends in immigration law and policy to non-attorneys;
- Sound legal judgment and ability to effectively interact with, communicate with, and advise a wide variety of staff, officers, outside counsel, and outside agencies;
- Demonstrated ability to use the law strategically to further immigrants’ and workers’ interests, including developing and employing cutting-edge legal arguments;
- Skill in using computerized legal research tools such as Lexis-Nexis and internet-based legal databases;
- Knowledge of word processing programs such as MSWord;
- Proficiency in Spanish preferred.

Physical Requirements:

Work is generally performed in an office setting, but incumbents may be required to work in other settings conducive to performing the tasks required to complete assignments. Some travel and extended hours may be required.
Location:
Washington, DC

Salary:
Annual Pay: $99,025/YR

How to Apply:
Apply online here.

COUNSEL
ALLIANCE FOR JUSTICE

Alliance for Justice is a national association of more than 130 organizations dedicated to advancing justice and democracy. For nearly 40 years we have been leaders in the fight for a more equitable society on behalf of a broad constituency of environmental, consumer, civil and women’s rights, children’s, senior citizens’ and other groups. Alliance for Justice is premised on the belief that all Americans have the right to secure justice in the courts and to have their voices heard when government makes decisions that affect their lives.

Over the course of four decades our vision has remained steadfast—to protect and expand pathways to justice and the democratic process—while our programs and tactics have been nimble and resilient, evolving with changing times and the needs of our members and the progressive community. AFJ is known for identifying and addressing threats to public interest and civil rights organizations, as well as opportunities they can seize. We pool resources and talents, organize campaigns, mobilize constituencies and drive strategies.

Bolder Advocacy is a program of the Alliance for Justice that works to advance and protect the role nonprofits play in influencing public policy by helping organizations fully understand the legal rules governing advocacy activities and become assertive in their right to pursue their policy goals. Bolder Advocacy also offers capacity assessment tools for nonprofits and foundations looking to build strength in advocacy and/or community organizing. By tracking and responding to legislation that affects nonprofit advocacy, fighting for the rights of nonprofits and foundations to conduct advocacy, and responding to potential threats to nonprofit advocacy, we lay the groundwork for more nonprofit organizations to advocate effectively on behalf of their communities. AFJ is headquartered in Washington, DC, with offices in Northern California, Southern California, and Texas

Job Purpose:

Alliance for Justice’s Bolder Advocacy Program seeks a full-time experienced counsel based in our DC office, to provide a range of expertise on legal and effective advocacy activities for nonprofits and foundations. The Counsel will facilitate trainings and workshops that broaden advocacy work of funders and social justice organizations not just in D.C., but across the country. The position reports to the Bolder Advocacy Director

Duties and Responsibilities:

- Master the current federal tax and federal election law for tax exempt organizations and translate the material for a non-legal audience. The candidate will be responsible for continuing their education in federal tax and federal election law.
• Conduct workshops for nonprofit organizations and foundations on federal tax and federal election rules governing their ability to participate in public policy. Also, be active in the publicity/outreach needed to produce the desired audience for workshops.
• Provide technical assistance to nonprofits and foundations on federal tax and federal election law, and state law as appropriate.
• Represent the organization at conferences of nonprofits and foundations, including looking for opportunities to do so.
• Write relevant guides, articles, op-eds, and other resources that provide easy-to-understand information to nonprofits and foundations and provide thought leadership on our core issues.
• Lead Bolder Advocacy’s policy work on tax, lobbying, and campaign finance issues, and write, in collaboration with AFJ staff and/or outside attorneys, policy briefs, regulatory comments, and amicus briefs.
• Oversee implementation of BA grant proposals, assist on grant proposals, and prepare reports on behalf of the BA team.
• Promote AFJ content on social media platforms.
• Collaborate with staff from other AFJ programs to deliver appropriate program content.
• Work with AFJ’s California, Texas and DC staff on program activities and special events.
• Participate in work to increase AFJ’s racial equity capacity.
• Participate in AFJ’s membership recruitment and stewardship program
• Work with AFJ’s California, Texas, and DC staff on program activities and special events.
• Other duties as assigned

Qualifications:

• Law degree, bar membership and at least 2-5 years of experience as a practicing attorney or advocate.
• Experience conducting training programs and working with coalitions.
• Experience advising nonprofits on compliance with tax and campaign finance law strongly preferred.
• Experience with lobbying or nonprofit advocacy programs preferred.
• Excellent oral and written communication skills, including the ability to write clearly and quickly and comfort with public speaking.
• Spanish fluency is a plus.
• Strong collaborator, and able to adapt quickly to changing situations.
• Travel approximately 40-50 days per year.
• Ability to work with a wide range of individuals and interests.
• Knowledge of federal tax and election law; some familiarity with state lobbying and elections law and experience lobbying for a nonprofit a plus.
• Excellent interpersonal skills.
• Highly organized and detail oriented.
• Commitment to social justice causes.

Compensation:

The salary range is $70,000-$85,000, commensurate with experience. AFJ provides a comprehensive benefits package including medical, prescription, optional vision, dental, flexible spending account, and life and disability insurance, as well as commuter benefits and retirement programs.
How to Apply:

Qualified applicants please reference Bolder Advocacy Counsel in your subject line and submit a letter of interest, resume and writing sample at https://www.afj.org/about-afj/jobs/counsel-bolder-advocacy.

AFJ is an Equal Opportunity Employer. AFJ prohibits discrimination against its employees and applicants for employment based on race, color, national origin, age, disability, sex, gender identity, religion, reprisal, sero-status and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or income.

DIRECTOR
SPECIAL JUSTICE INITIATIVES
ALLIANCE FOR JUSTICE

Alliance for Justice (AFJ) is seeking a counsel with 7+ years of experience to serve in the newly created role of Director of Special Justice Initiatives. In this role, the director will oversee strategic implementation, external partner management and operational decisions as they impact the goals and outcomes of AFJ's new signature initiative Building the Bench (BtB), as well as play a key role in the strategic development and implementation of other initiatives in the justice arena. The recently launched BtB is designed to develop a pool of highly qualified federal judicial nominees to put forward for the next administration, as well as lead a complementary and coordinated campaign to highlight the importance of filling vacancies.

Responsibilities:

The Director, Special Justice Initiatives will report to the Vice President of Programs and Operations and will be responsible for the following:

- Set strategies, identify geographic priorities, and develop a two-year work plan for BtB and other new justice program initiatives;
- Identify potential vacancies and identify and research potential qualified candidates for the BtB pipeline;
- Oversee the research of potential nominees, including in coordination with law firms, initiative partners, outside counsel, and volunteers;
- Work with the Director of Justice, Director of Communications, and Senior Management to draft, review, and edit press and collateral materials for BtB, including fact sheets, blogs, web presence, social media, press, and reports;
- Coordinate and staff key meetings with Congressional offices in coordination with the Director of Justice;
- Liaise with partner groups, nominations coalition, AFJ members, and other thought-leaders;
- Work with the Directors of Justice and Outreach and other staff to build relationships with legal and allied organizations;
- Work with AFJ’s networks of attorneys and legal community leaders, as sources of referrals or potential candidates;
- Speak at legal and policy conferences, and brief academics, congressional staff, Board of Directors, member organizations, and other audiences on BtB and other initiatives;
- Work with Development and Executive staff to ensure sufficient funding for the Initiative;
- Recruit and hire other team members as necessary;
- Serve as primary liaison with the BtB Advisory Council; and
- Other duties as assigned.
Qualifications:

• J.D. and 7+ years of experience in legal, policy or advocacy work;
• Experience in civil rights, labor, consumer and/or constitutional law preferred;
• Strong networking experience with progressive coalitions;
• Ability to work quickly and independently under pressure, with shifting deadlines and priorities;
• Experience managing staff across various geographies and issue areas;
• Capacity to manage multiple long- and short-term projects/programs;
• Strong attention to detail and ability to multitask;
• Ability to maintain confidentiality of all work products and discussions related to AFJ’s work;
• Hill experience desirable;
• Ability to inspire and work collegially with others;
• Passion for civil rights, social justice, and judicial advocacy; and
• Strong interpersonal skills and positive attitude.

Compensation:

The salary range for this position is commensurate with experience. AFJ provides a comprehensive benefits package including medical, prescription, optional vision, dental, flexible spending account, and life and disability insurance, as well as commuter benefits and retirement programs.

How to Apply:

Qualified applicants please reference Director, Special Justice Initiatives in your subject line and submit a letter of interest, resume and writing sample to the Director of Administration, Alicia Peyton at alliance@afj.org.

AFJ is an Equal Opportunity Employer. AFJ prohibits discrimination against its employees and applicants for employment based on race, color, national origin, age, disability, sex, gender identity, religion, reprisal, sero-status and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or income.

STAFF ATTORNEY
ENVIRONMENTAL INTEGRITY PROJECT

The Environmental Integrity Project (EIP) is hiring a Staff Attorney to conduct Clean Water Act legal advocacy and enforcement in the Chesapeake Bay, with an emphasis on strengthening water discharge permits and improving rates of Clean Water Act compliance in Maryland. The position requires 1-5 years of post-law school legal experience, and the selected candidate will work closely with coalition partners on Chesapeake Bay-related enforcement priorities.

EIP is a nonprofit organization established in March of 2002 by former EPA enforcement attorneys to advocate for more effective enforcement of environmental laws. Comprised of public interest lawyers, analysts, investigators, and community organizers, EIP has three goals: (1) to provide objective analyses of how the failure to enforce or implement environmental laws increases pollution and affects the public’s health; (2) to hold federal and state agencies, as well as individual corporations, accountable for failing to enforce or comply with environmental laws; and (3) to help local communities obtain the protection of environmental laws.
Responsibilities:

- Work closely with EIP attorneys and other staff, coalition partners, and clients to investigate, develop, and prosecute cases and appeal weak, deficient permits.
- Participate, with increasing responsibility, in a range of tasks required for case development and litigation than can include factual investigation, legal research, discovery, briefing, witness preparation, and oral advocacy.

Qualifications

- Law school graduate admitted to, or eligible to apply for admission to, the District of Columbia Bar.
- 1-5 years of post-law school legal experience, with litigation experience preferred.
- Excellent research, analytic, writing, and communication skills.
- Strong work ethic, initiative, sound judgment, and creativity.
- Ability to work constructively and with professionalism in a diverse, dynamic, and hard-working team-oriented atmosphere.
- Commitment to public interest work and a passion for the role of EIP and its mission.
- Awareness and sensitivity to the needs and concerns of diverse individuals.

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

To Apply:

Interested candidates should submit a resume, cover letter, a legal writing sample of no more than 7 pages, phone and email contacts for three references, and law school transcripts. Applications will be reviewed on a rolling basis until the position is filled. Please submit your application materials to Mary Greene at hr@environmentalintegrity.org.

STAFF ATTORNEY
HUMAN RIGHTS, NON-PROFIT VETERANS
NATIONAL VETERANS LEGAL SERVICES PROGRAM

The National Veterans Legal Services Program (NVLSP) is a national nonprofit veterans service organization based in Washington DC. Established in 1981, NVLSP's mission is to ensure that the government delivers to our nation's 22 million veterans and active duty personnel the benefits to which they are entitled due to the disabilities that resulted from their military service. To this end, NVLSP and its attorneys provide free legal representation to veterans and surviving family members before the U.S. Court of Appeals for Veterans Claims (CAVC) and other federal courts, the Board of Veterans' Appeals, and VA regional offices. NVLSP often serves as amicus or lead counsel in impact litigation throughout the United States. NVLSP's impact litigation alone has resulted in payment of more than $5.2 billion in benefits to more than 100,000 veterans and their survivors. In addition, NVLSP trains hundreds of other lawyer and non-lawyer advocates in veterans/military law and publishes advocacy materials to assist these advocates in their representation of veterans, service members, and their families including the nation's first veterans law treatise, the Veterans Benefits Manual. NVLSP annually updates the 2,200-page Veterans Benefits Manual.
Responsibilities:

- NVLSP is looking for a full-time staff attorney to handle cases at the Court of Appeals for Veterans Claims and mentor cases at the Board of Veterans' Appeals.
- For cases at the Court of Appeals for Veterans Claims, responsibilities will include conducting legal research, drafting legal arguments, and possibly conducting oral argument. Some cases will be placed with pro bono counsel, and the staff attorney would mentor those cases.
- For cases at the Board of Veterans' Appeals, responsibilities will include screening cases that have been remanded by the Court and mentoring pro bono counsel on these cases.

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 and knowledge of Board procedures is strongly preferred.

Opening/Closing Date:

Available immediately; closes when filled.

Salary and Benefits:

NVLSP offers a competitive salary commensurate with experience and a generous benefits program, with health insurance provided at no cost to employee. A retirement plan is also offered.

Applications:

A resume, writing sample, salary requirements and a list of three references should be e-mailed to the attention of Stacy Tromble, Director of Litigation, at personnel@nvlsp.org. The subject line should read: Staff Attorney.

All applications will be reviewed in confidence.

NVLSP is an equal opportunity employer.

TENURE-TRACK FACULTY POSITION
HOWARD UNIVERSITY SCHOOL OF LAW

Howard University School of Law invites applications for a tenure-track faculty position to begin in the fall of 2020. The faculty position is an entry level position with primary teaching responsibility in Legislation and Regulation. Additional areas of interest include, corporate law (banking, corporate finance, mergers & acquisitions, or transnational investment law), tax, or a civil rights appellate litigation clinic. Candidates must have a J.D. from an accredited law school. Additionally, applicants should have distinguished academic credentials, a record of excellence in academia or in practice, and the potential to be an outstanding scholar and classroom teacher. Applicants should also be prepared to spend significant time outside the classroom working with students.

Interested persons should send a cover letter, curriculum vitae, references, and subject area preferences to Professor Alice Thomas, Chair of the Initial Appointments Subcommittee, at athomas@law.howard.edu and to Ms. Donnice Butler, Director of Faculty Services, at donnice.butler@law.howard.edu.
Howard University School of Law is committed to a diverse faculty, staff, and student body. We encourage applications from women, minorities, persons with disabilities, and others whose background, experience, and viewpoints contribute to the diversity of our institution.

**IMMIGRATION STAFF ATTORNEY**

**AYUDA**

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 on a wide range of issues, in the process acquiring nationally recognized expertise in a number of fields including immigration law, language access, domestic violence and human trafficking. Ayuda has office locations in Washington, DC, Fairfax, VA, and Silver Spring, MD. This position will be based in Ayuda’s Washington DC (Takoma) office).

**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.
- That diversity and equality make this country better.

**What will this job entail?**

- Provide direct immigration legal representation in 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; individuals seeking family unification through the family-based immigration process, and those seeking other forms of immigration relief and representation in immigration matters.
- Attend and provide mentorship to volunteer attorneys at Ayuda’s pro bono immigration clinics.
- Mentor pro bono attorneys taking cases for long-term representation through Ayuda’s pro bono case pipeline.
- 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.
- Support Ayuda’s fundraising efforts through attendance and providing client stories and client speakers for events.
- Other duties as assigned.
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 Bar of any state, DC or MD strongly preferred;
- Fluency in Spanish or another language relevant to Ayuda’s client community;
- Three to five years’ experience in immigration law;
- 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 survivors of family violence, domestic violence, sexual assault or other trauma a plus; and
- Experience supervising paralegals, legal assistants, BIA accredited representatives, and/or junior attorneys a plus;
- 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:

Please apply with resume and cover letter online here. Writing samples and/or law school transcripts may be requested.

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

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

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

STAFF ATTORNEY
COMMISSION ON IMMIGRATION
ABA DC

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.

Staff Attorney 2/Chief Counsel does substantive legal work and may manage a grant funded project or provide substantive support to an ABA entity. May manage that entity. May be supervised by another attorney and
frequently supervises more junior attorneys and/or other staff. Includes legal research, writing, speaking, provision of technical assistance, and may include grant development and/or fundraising.

**Principal Duties and Responsibilities:**

- Conduct research and write speeches, memoranda, articles, frequently for publication.
- Provide substantive advice, information and make policy recommendations. Serve as principal ABA expert on a substantive area of law or public policy. Includes contacts with government entities and with the media.
- Give presentations and/or teach on legal and public policy issues. Act as a consultant designing substantive content of events, developing model documents, and conducting trainings.
- Manage substantive/legal project aspects. Oversee research, report-writing, and publication. Coordinate or support member sub-groups and coordinate with external constituencies. Manage consultants, interns/externs.
- Analyze laws, regulations, court rules and policies/policy proposals; prepare memoranda of law or on public policy; provide legal counsel.
- Research, draft, write, review and critique legislative/rule/policy or regulatory text. Manage policy adoption process.
- Secure outside funding; write grants; deal with grantmakers.
- Other duties as assigned.

**Experience:**

At least 4 years working in relevant specialized area of law. High level of skills at legal writing and research, oral and written communications, and organizational skill. Substantial experience in policy analysis.

**Education:**

Doctoral Degree (JD, PhD) and admission to the bar in at least one jurisdiction.

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.

**Other Details:**

- Min Hiring Rate $68,900.00
- Max Hiring Rate $82,300.00
- Required Education Doctorate

**To Apply:**

The Metropolitan Maryland Office announces a full-time staff attorney position available to qualified applicants. The position is for a staff attorney to represent low-income clients in court, assist with outreach and intake as needed. Areas of practice include, but are not limited to family law, housing law, consumer law, and employment law. The geographic area served is Prince George’s and Howard Counties. Local travel is required.

**Essential Functions:**

Handle all functions related to casework from initial intake through representation of clients before all relevant agencies, courts, etc. Staff attorneys may be expected to work with other attorneys, law graduates, legal assistants/paralegals, social workers, and students on cases or projects. Maintain case files in accordance with Bureau standards.

**Duties and Responsibilities:**

Tasks assigned to staff attorneys include, but are not limited to;

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

**Qualifications:**

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

**To Apply:**

The online employment application is available [here](#), but candidates are also welcome to e-mail Sabrina Wear at swear@mdlab.org directly. Her information is below. Applicants are encouraged to apply by **August 2, 2019**.

Sabrina B. Wear  
Supervising Attorney  
Maryland Legal Aid  
Metropolitan Maryland Office  
8401 Corporate Drive, Suite 200
ATTORNEY
NATURE CONSERVANCY

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world’s toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit www.nature.org or follow @nature_press on Twitter.

The Nature Conservancy offers competitive compensation, 401k or savings-plan matching for eligible employees, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

Your Position:

The Attorney provides legal services under the direction of a more experienced Conservancy attorney to advance Conservancy priorities and appropriately manage risk.

Essential Functions:

The Attorney provides legal services for the Latin America and Caribbean programs, as well as some global programs, under the direction of a more experienced Conservancy attorney to advance Conservancy priorities and appropriately manage risk. They ensure that transactions and activities are legally sound and consistent with the Conservancy’s mission, authority, policies and procedures. The Attorney clearly articulates legal concepts and options to assigned programs.

Responsibilities and Scope:

- Reviews, edits and approves contracts such as contracts for services, grants, leases, licenses, purchases, corporate documents (bylaws, articles of incorporation, power of attorney), etc.
- Works with paralegals and Certified Contracts Specialists in management of overall contracts process.
- Provides individual and group trainings to clients and other colleagues in the legal department.
- Provides legal services related to the Conservancy’s operations in Latin America and the Caribbean (opening/closing branches, registering powers of attorney, opening/closing bank accounts, etc.)
- Provides support to regional attorneys who are the primary legal contacts for various Latin America and Caribbean countries.
- Assists in special projects as requested by department management (ex. corporate engagements, legal research, etc.)
• Travels occasionally; works long or flexible hours as needed.

**Minimum Qualifications:**

• Juris Doctorate or equivalent and license to practice law in the United States and/or one of the Latin American counties. If law degree is from a country in Latin America, LL.M. degree is required.
• Verbal and written fluency in English, Spanish and Portuguese.
• Eligible to work in the United States.
• Experience working across cultures.

**Desired Qualifications:**

• Multi-lingual skills and multi-cultural experience appreciated.
• Contractual and transactional work experience and experience negotiating agreements in transactions throughout Latin American and Caribbean countries and/or the U.S.
• Experience in developing, directing, and managing multiple projects and implementing strategic program goals.
• Experience drafting, proofing and reviewing correspondence and legal documents in English, Spanish and Portuguese.
• Experience working in the Latin American/Caribbean region, especially Brazil.
• Working knowledge of current trends in relevant discipline.

**How to Apply:**

To apply to position number 47883, submit resume and cover letter (both required) separately using the upload buttons. All applications must be submitted in the system prior to 11:59 p.m. Eastern Time on Monday, August 26, 2019.

Click “submit” to apply for the position or “save for later” to create a draft application for future submission. Once submitted, applications cannot be revised or edited. Failure to complete required fields may result in your application being disqualified from consideration.

**Direct Link:**
https://careers.nature.org/psp/tnccareers/APPLICANT/APPL/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1

If you experience technical issues, please refer to our applicant user guide or contact applyhelp@tnc.org.

**The Nature Conservancy is an Equal Opportunity Employer**

Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

*The successful applicant must meet the requirements of The Nature Conservancy’s background screening process.*
COUNSEL
COMMITTEE ON NATURAL RESOURCES’ SUBCOMMITTEE
ON OVERSIGHT AND INVESTIGATIONS

The Committee on Natural Resources’ Subcommittee on Oversight and Investigations is seeking to fill a Counsel position on the Republican staff. The ideal candidate will have at least three years of experience with a background or strong interest in investigations. Experience in natural resources issues is a plus. Responsibilities include, but are not limited to, staffing Subcommittee and some Full Committee congressional hearings, drafting Subcommittee and some Full Committee correspondence to and from the Executive Branch as well as with outside organizations, depositions/ transcribed interviews, reviewing document productions, research, managing external sources of information, and interacting with various congressional committee and personal offices. Candidates must possess a strong work ethic, superior attention to detail, be self-motivated, work well under pressure, and possess excellent written and oral communication skills. JD required. Prior Hill experience preferred, but not required.

Interested candidates should send a resume and cover letter to NaturalResources.Jobs@mail.house.gov, with “O&I Counsel” in the subject line.

EXECUTIVE DIRECTOR
D.C. LAW STUDENTS IN COURT

About Law Students in Court:

Since 1969, D.C. Law Students In Court’s mission has been to teach and inspire the next generation of law students while providing the highest quality legal representation to the District’s low-income residents. D.C. Law Students In Court (LSIC) has made “equal justice under law” a reality for thousands of our clients each year, and has trained and inspired thousands of lawyers to protect the legal rights of the less fortunate.

LSIC will celebrate 50 years this fall as a nationally recognized leader at training social justice advocates and representing clients in grave legal jeopardy in the District of Columbia. Recent signature achievements of the organization include:

- **Excellence in Teaching** - A staff of eight full-time faculty teach, supervise, and mentor law students in a clinical program designed to meet American Bar Association standards for clinical training. LSIC’s Housing Advocacy and Litigation Clinic (HALC) and the Criminal Defense Clinic train approximately 45 student attorneys from D.C. area law schools each semester.

- **Expanded Client Representation** – Physically located in the Landlord and Tenant Branch of D.C. Superior Court, LSIC’s Eviction Defense Services (EDS) is the only legal provider that is open every hour that the Court is open and on Wednesday nights and Saturday mornings. Through EDS and LSIC’s other clinical programs, law students, supervising attorneys, and staff attorneys provide representation to more than 4,000 clients each year and devote nearly 30,000 hours of pro bono legal services.

- **Innovations in Justice and Equity** – LSIC has a legacy of innovation, developing groundbreaking programs around expungement and immigration, launching a Civil Protection Order Project to represent respondents in intrafamily protection order cases, and pioneering the integration of social work students with clinical legal education.
Position Summary:

LSIC is seeking a new Executive Director to build on a 50-year legacy of passionate and committed legal services, a strong and stable organizational foundation, and a recent expansion and new vision to increase educational programming and legal and social services. Reporting to a Board of Directors and directing a staff of 30, the new Executive Director will lead the organization to and through its next exciting chapter of growth and impact.

The ideal candidate is a passionate and entrepreneurial leader who brings a record of success in organizational leadership, deep experience and understanding of the local legal community, and a commitment to the mission of LSIC.

Responsibilities:

- **Vision and strategy**: Lead implementation of LSIC’s strategic plan; collaborate with staff, the Board, and key stakeholders to set, meet and exceed clear goals aligned with the organization’s mission
- **Team leadership**: Manage, train, and mentor LSIC’s dedicated and high-performing team; create a cohesive and collaborative culture
- **Operations and financial management**: Oversee the successful execution of LSIC’s day-to-day operations, including financial management, reporting, and compliance; strengthen the organization’s internal infrastructure and systems
- **Partnership and relationship management**: Develop and maintain strong relationships with key stakeholders, including Board members, funders, community partners, staff, local law schools, and the courts
- **Fundraising**: Meet LSIC’s annual fundraising goals; manage existing funding relationships; generate new revenue from diverse sources
- **Communications**: Serve as the principal spokesperson and key external leader; proactively build awareness of the organization’s brand, programs, and impact

Requirements:

- Bachelor’s degree required; JD strongly preferred
- 10+ years of senior leadership experience
- Demonstrated passion for and commitment to LSIC’s mission
- A strong and seasoned team leader with a record of leading, mentoring, and developing high-performing teams through growth and change
- A strategic thinker with the ability to translate organizational vision to individual goals, establish clear priorities, monitor implementation of goals, and adapt to changes in circumstances
- Proven track record of creating alliances and strategic partnerships
- Demonstrated aptitude for cultivating and stewarding funding relationships, including experience diversifying funding streams
- Legal clinical experience and a track record of working with law school administration and faculty strongly preferred
- Experience collaborating with and cultivating a volunteer Board of Directors preferred
- Exceptional interpersonal, oral, and written communication skills
- Self-motivated and ability to thrive in a dynamic and fast-paced environment
- A commitment to a high level of personal and professional integrity and humility
How to apply:

Potential candidates may view the complete job description and submit their online application here or see the job description here. All inquiries should be directed to Annie Czerwinski at aczerwinski@leaderfit.org or Shaina Amaya at samaya@leaderfit.org.

TEMPORARY ATTORNEY
CONSUMER FRAUD AND FINANCIAL ABUSE UNIT
LEGAL COUNSEL FOR THE ELDERLY

Legal Counsel for the Elderly has an immediate need to hire a temporary attorney to fill a full-time position with the Consumer Fraud and Financial Abuse Unit.

We are looking for an experienced attorney with direct client experience and who can step into simple litigation in DC Superior Court. The caseload will include foreclosure and debt collection defense and general consumer matters. Prior experience with seniors, foreclosure, or consumer law is a plus but not required. A minimum of 2 years of experience is preferred.

Interested candidates should send resumes directly to Amy R. Mix at amix@aarp.org.

TEMPORARY ATTORNEY
PUBLIC BENEFITS AND GENERAL SERVICES UNIT
LEGAL COUNSEL FOR THE ELDERLY

Legal Counsel for the Elderly has an immediate need to hire a temporary attorney for a full-time position with the Public Benefits and General Services Unit. We are looking for a D.C. barred attorney with direct client experience who is familiar with issues impacting seniors with low income and or people living with disabilities. This person will represent clients in DC Medicaid cases in hearings before the DC Office of Administrative Hearings. The caseload will include Long Term Care Medicaid denials, terminations and reductions in personal care aide services as well as other general Medicaid and public benefits matters. DC bar required. Prior experience with seniors, Medicaid, health care or disability law is preferred but not required. A minimum of 2 years of experience providing direct services to clients in a clinic, legal services, or public interest setting preferred. Spanish speaking and writing ability a plus.

Interested candidates should send resume, a 3-5 page writing sample and 3 references directly to Tina Nelson, (tsnelson@aarp.org). Please feel free to share this posting with your networks.

ATTORNEY
REMOVAL DEFENSE PRACTICE
GROSSMAN YOUNG & HAMMOND, LLC

Nationally recognized, family-friendly, and established full-service immigration law practice, located in Bethesda, Maryland, is seeking an experienced Attorney to lead the Firm’s removal defense practice.

The ideal candidate is a team player, who thrives working in a collegial environment, and is passionate about advocating for immigrant rights. Must have proven litigation experience (federal court experience a plus), excellent organizational skills, superior writing ability, and precise attention to detail. The candidate is a creative thinker, articulate, has a can-do attitude, and is intellectually curious.
Responsibilities include managing a team of paralegals and an associate attorney in order to support client case work and litigation, representing clients before the immigration courts and federal agencies in a variety of complex immigration matters, assisting the Firm’s managing partner in the preparation of legal briefs and memoranda, as well as servicing high-profile and sensitive cases, and developing and improving best practices and procedures to contribute to the Firm’s efficiency and overall success, among other responsibilities.

Spanish language skills required.

Grossman Young & Hammond, LLC offers a competitive salary, excellent benefits and ample opportunity for professional growth.

Interested candidates should send their resume and cover letter to employment@grossmanyoung.com.

For more information on our firm, please visit our website at www.grossmanyoung.com.

SUPERVISING OR STAFF ATTORNEY
PUBLIC BENEFITS LAW UNIT
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks a Supervising Attorney or Staff Attorney for its public benefits law unit. Legal Aid was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest 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 public benefits practice. The public benefits law unit helps families and individuals who have been denied, terminated from, or had reduced essential safety net benefits such as Food Stamps (or SNAP), Supplemental Security Income (SSI), Social Security, Temporary Assistance for Needy Families (TANF), Medicaid, and DC Alliance. Our public benefits attorneys represent and advise clients in matters before federal and local agencies, including the D.C. Office of Administrative Hearings, and engage in systemic advocacy on behalf of our client community.

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

A Staff Attorney would handle a caseload of public benefits cases (including ones involving access to public benefits for non-citizens), conduct intake, and engage in community outreach, policy advocacy, and systemic reform efforts. He/she will be based out of Legal Aid’s main NW office but will also help staff intake at its community offices in SE Washington, D.C. and/or at community-based organizations that serve immigrants.

Qualifications:

The ideal candidate for either position will have the following:
Strong legal, organizational, oral and written communication, and leadership skills;
The ability to work collaboratively with Legal Aid staff, legal and social services providers in other organizations and representatives of federal and District government agencies;
Legal experience in public benefits work and/or immigration work a plus;
Litigation experience a plus;
A demonstrated commitment to social and economic justice; and
Bilingual Spanish skills strongly preferred but not required.

The ideal Supervising Attorney candidate will also have significant experience in legal services, preferably in public benefits law, and prior supervisory experience.

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 all interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve. Applications will be reviewed as they are submitted. Position remains open until filled.

IMMIGRATION LAWYER
IMMIGRANTS FIRST

Our vibrant, busy immigration law practice in Manassas, VA is seeking to hire an immigration lawyer for a beginning to mid-level position.

Seeking a lawyer who:

- Has Spanish fluency (strongly preferred)
- Has experience in immigration law (preferred, and will train)
- Is an excellent researcher and writer
- Is a good communicator with clients, in court and public meetings
- Presents a professional image
- Is cooperative, respectful and a team-player
- Can multi-task and respond to emergent situations (such as a client being arrested/facing deportation)
- Has willingness to devote the effort needed to do quality work - this is more than a job - it is a calling, a mission, a passion
STAFF ATTORNEY/CHIEF COUNSEL
AMERICAN BAR ASSOCIATION COMMISSION ON IMMIGRATION

The ABA Commission on Immigration seeks to hire a Staff Attorney to manage its detainee hotline and engage in broader advocacy efforts. The successful candidate should have at least four years of removal defense experience in a detention setting and be fluent in Spanish. Strong written and verbal communication skills are required. The ABA Detainee Hotline was established during the drafting of the 2000 National Detention Standard on Telephone Access and has been in service since early 2002. The hotline is available free of charge from all Immigration and Customs Enforcement (ICE) facilities across the country and provides a variety of services including information on relief from removal, communication with consulates, internet searches, and complaints about conditions of detention and the mistreatment of individuals in detention.

Does substantive legal work and may manage a grant funded project or provide substantive support to an ABA entity. May manage that entity. May be supervised by another attorney and frequently supervises more junior attorneys and/or other staff. Includes legal research, writing, speaking, provision of technical assistance, and may include grant development and/or fundraising.

Principal Duties and Responsibilities:

- Conduct research and write speeches, memoranda, articles, frequently for publication.
- Provide substantive advice, information and make policy recommendations. Serve as principal ABA expert on a substantive area of law or public policy. Includes contacts with government entities and with the media.
- Give presentations and/or teach on legal and public policy issues. Act as a consultant designing substantive content of events, developing model documents, and conducting trainings.
- Manage substantive/legal project aspects. Oversee research, report-writing, and publication. Coordinate or support member sub-groups and coordinate with external constituencies. Manage consultants, interns/externs.
- Analyze laws, regulations, court rules and policies/policy proposals; prepare memoranda of law or on public policy; provide legal counsel.
- Research, draft, write, review and critique legislative/rule/policy or regulatory text. Manage policy adoption process.
- Secure outside funding; write grants; deal with grantmakers.
- Other duties as assigned.

Job Requirements:  JD Required

Experience:

JD and admission to the bar in at least one jurisdiction. At least 4 years working in relevant specialized area of law. High level of skills at legal writing and research, oral and written communications, and organizational skill. Substantial experience in policy analysis.

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

**Job Description:**

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

**Hours and Location:**

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

**Minimum Qualifications:**

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

**Salary:**

Based on experience, starting in the low to mid-50s.

**To Apply:**

Apply here: [http://www.mdcla.org](http://www.mdcla.org)

**PRO BONO COORDINATING ATTORNEY (IMMIGRATION)**

**CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON**

Catholic Charities of the Diocese of Arlington seeks a full-time Pro Bono Coordinating Attorney for its Hogar Immigrant Services legal program. Hogar Immigrant Services offers a wide range of services at little or no cost to a vulnerable immigrant population, without regard to religious or ethnic identity. Our goal is for immigrants to achieve self-sufficiency and participate fully as productive members of American society.
The Pro Bono Coordinating Attorney will develop and oversee Hogar’s pro bono legal services, leveraging the interest and skills of volunteer attorneys to provide additional legal representation in family-based and humanitarian immigration matters such as asylum cases, U or T visas, Special Immigrant Juvenile Status, removal defense, and others. This includes recruiting pro bono attorney volunteers, assigning appropriate cases to pro bono attorneys, and providing guidance and mentorship to pro bono attorneys throughout the duration of each case.

**Additionally, the Pro Bono Coordinating Attorney will:**

- Conduct outreach and recruit potential pro bono attorney volunteers, in coordination with the Volunteer Coordinator for Newcomer Services
- Design and present training materials for pro bono attorneys with varying levels of prior experience in immigration law
- Develop and maintain up-to-date sample filings and other materials
- Maintain pro bono client files
- Provide technical assistance to pro bono attorneys throughout the duration of each case
- Conduct client consultations, identify cases appropriate for pro bono representation, and maintain a small caseload of clients for direct representation
- Participate as needed in agency and program-wide data collection, fundraising, training, and strategic planning
- Participate on a periodic basis in day-long weekend naturalization workshops

**Prerequisites for the Position:**

- Juris Doctor degree and admission to the bar of any state
- Minimum of two years of experience practicing family-based and/or humanitarian immigration law; experience with removal defense preferred
- Familiarity with private law firm and corporate pro bono culture
- VA Bar preferred
- Proficiency in Spanish and English (writing and speaking) preferred
- Ability to both multitask and work independently to manage a substantial workload with deadline pressures
- Competence in communicating and interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals experiencing substantial levels of emotional, physical, financial, or other hardship
- Ability to use basic Microsoft Office programs and online case management software
- Commitment to the mission and goals of Catholic Charities Hogar Immigrant Services

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**How to Apply:** Apply online [here](#).
GUARDIAN AD LITEM STAFF ATTORNEY  
CHILDREN’S LAW CENTER

Children’s Law Center (CLC) invites applications for full-time staff attorneys to work with the Guardian ad Litem program to begin Summer/Fall 2019. Start dates are subject to change.

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 advocate 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.

Responsibilities:

Lawyers in our Guardian ad Litem program represent children who are the subject of abuse and neglect cases in DC’s Family Court. CLC attorneys advocate for DC’s abused and neglected children, fighting to find safe homes and ensure that children receive the services they need to overcome the trauma that first brought them into the child welfare system.

CLC is committed to providing high quality representation. To achieve this goal, new attorneys participate in an intensive training course before representing clients and receive close supervision during their first year of practice. In addition, CLC maintains reasonable caseloads and provides ongoing training opportunities for all attorneys.

Staff attorneys work closely with CLC social workers, investigators and special education attorneys to advocate, formally and informally, to advance the best interests of clients with regard to their safety, permanency, physical and mental health and education.

Requirements and Qualifications:

- Bar admission in any jurisdiction required by start date
- Immediate eligibility to waive into DC Bar required by start date
- DC Bar membership required within 360 days of start date
- Valid Driver's license
- Spanish a plus
- Commitment to working with low-income clients
- Cultural humility
- Persistence
- Ability to spot issues
- Ability to problem solve and think creatively
- Strong independent judgement and decision-making
- Excellent interpersonal skills (building rapport, gathering information, teaming)
- Ability to multi-task
- Good time management and work/life balance
- Self-reflective, open to feedback and supervision

Applications will be considered on a rolling basis. No telephone calls please. Send resume, cover letter, three references and writing sample (see instructions below) via email to:
Writing Assignment
GAL Attorney Hiring 2019

**Assignment:** You are the guardian *ad litem* (GAL) for Janay Jackson; you have been appointed by the court to represent Janay’s best interests in an abuse and neglect case. Please draft a portion of a GAL report to the court based on the information provided. Do not worry about formatting or case captions. **The submission should be no more than 5 pages, double-spaced, with 1-inch margins.** You can add any details that would keep the story consistent. Outside research is not necessary or expected to complete the assignment; you are not expected to cite to any statutes, case law, or regulations. **Please include your submission in your application materials.**

**The Facts:**
Janay Jackson is 14 years old. Janay resided with her grandmother from ages 2 through 13, during which time her mother, Crystal Jackson, was periodically incarcerated. Janay’s grandmother passed away from cancer when Janay turned 13, and Janay began living with her mother. Three months ago, Janay was removed from Ms. Jackson’s home after her mother, while high on PCP, chased her with a bat into the street, and Janay flagged down a police officer. Janay has been in two different foster homes since her removal – she was first placed in a licensed foster home with a stranger for about 3 weeks. Then, her maternal aunt, Mia Robinson, became a foster parent, and Janay has been placed with her since that time.

At the initial hearing three months ago, the court ordered the Child and Family Services Agency (CFSA) to refer Janay to therapy. The social worker referred Janay to an agency which provides mental health services, Children First. Janay was evaluated at Children First about 6 weeks ago, which recommended individual therapy. Children First says they have a wait list for therapists, and they will link her with the first therapist available. You had requested that Janay be linked with a therapist specializing in grief and loss. The social worker says she has had good experiences with Children First and that if they change to another mental health agency, it may be the same waitlist. Janay has not started therapy yet. She has told you that she wants to participate in therapy. Since she was removed from her mother’s care, Janay has been acting out at school and in her aunt’s home. She routinely misses curfew and talks back to her aunt. Her aunt suspects that she may be smoking marijuana and is concerned. At school, Janay has been suspended twice for cursing out her teachers. She has also been cutting class and refusing to do her homework. Janay has told you that she does not like living with her aunt.
because she is too strict and constantly tells Janay if she does not clean up her act, she will end up like her mother. She denies using marijuana and says her aunt is just paranoid.

At the initial hearing, the court ordered Janay and Ms. Jackson to have supervised weekly visits. Janay and Ms. Jackson had a couple of visits at the beginning of the case. Then a warrant was issued for Ms. Jackson’s arrest in a different criminal case, and Ms. Jackson stopped coming to visits. Ms. Jackson’s whereabouts are currently unknown. Janay has not seen Ms. Jackson in about two months. Janay misses her grandmother and mother and wants to return to her mother’s care.

There is a court hearing coming up in this case. You are drafting a GAL report to update the court on what has happened since the initial hearing and to make recommendations regarding what is in Janay’s best interests. Include any information and make any recommendations that you think are needed to advance your client’s best interests. Such information and recommendations may encompass education, mental health services, placement, and any other information relevant to Janay and her family.

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**JD/BAR NOT REQUIRED**

**DIRECTOR/ASSOCIATE DIRECTOR**

**LEGAL PROGRESS**

**AMERICAN PROGRESS**

American Progress seeks two highly motivated, creative professionals for immediate openings for Director(s) and/or Associate Director(s) of Legal Progress. These candidates will manage the Legal Progress portfolio on the Democracy and Government Reform team.

Over the past 40 years, conservatives have executed a rigorous strategy of using the courts to advance their ideological priorities. From undercutting civil rights, to constraining government, to protecting corporations from accountability, to weakening labor unions, the courts have served as the primary venue for some of the largest conservative gains over the past few decades.

Progressives have, for their part, overwhelmingly focused on advancing legislative solutions to address the major issues of the day, only to be repeatedly stymied by a court system that conservatives have increasingly tilted in their favor. As such, the courts remain a significant barrier to addressing many of the major threats and challenges facing the United States—from climate change, to structural racism, to income inequality, to corporate control of our democracy.

As a multi-issue think tank with capacity across virtually every issue area, American Progress is uniquely situated within the progressive space to elevate the courts as a priority. The Director(s)/Associate Director(s) of Legal Progress will build a vision and strategy to work with progressives on making the courts a priority and connecting judicial decisions to their effects on the lives of everyday people. This work will span a range of issues involving fair courts and access to justice in an effort to reform the operation of the courts.

These positions will also entail managing relationships with coalition partners and engaging with communities affected by harmful court decisions.
Responsibilities:

- Generate ideas for products that make the case for progressive action on the courts and expanded access to justice.
- Manage relationships with individuals affected by harmful court decisions.
- Engage with national and state-level stakeholders and coalitions on courts issues.
- Lead American Progress’ work in designing and executing strategies that build political and public support for progressive engagement on the courts.
- Research, write, and edit columns, briefs, and reports.
- Develop a communications and messaging strategy to elevate the salience of the courts and help the public understand the importance of key nominations and court decisions.
- Engage in rapid response on the issues—such as through talking points, fact sheets, columns, op-eds, and other tactics as appropriate—and serve as a resource to media and policymakers.
- Work closely with progressive allies to align strategic priorities and goals.
- When appropriate, serve as a witness at legislative hearings, briefings, and meetings to advance team goals, and support other Democracy and Government Reform staff.
- Prepare and review reports to donors on Legal Progress’ work and engage with donors to build the Legal Progress program.
- Work alongside the Organizing Associate for Legal Progress at the direction of the Vice President and Managing Director for Democracy and Government Reform.
- Work closely with Center for American Progress Action Fund advocacy, policy, government affairs, and online staff, as well as American Progress’ Communications staff, to drive narratives and advance goals.
- Perform other duties as assigned.

Requirements and qualifications:

- J.D. is preferred. Exceptional candidates with equivalent experience will be considered.
- Interest in the court system and ability to translate complex issues into compelling and resonant messages for the public.
- Fluency in and appreciation for digital communication tools and strategies as a critical avenue for reaching mass audiences.
- Experience working closely across multiple teams and an ability to establish productive collaborations and coalitions.
- Demonstrated ability to develop strategic long-term plans and implement them successfully.
- Appreciation for the importance of the court system in shaping the country and a passion for helping make the courts more progressive.
- Familiarity with the federal judiciary process and the prominent legal issues that arise in federal courts is preferred.
- Excellent written and oral communication and presentation skills.
- Ability to work in a fast-paced environment.
- Demonstrated aptitude for self-sufficiency and self-direction.

To Apply:

Please follow the link below to the online application. When completing the application, be sure to combine your cover letter and resume/CV into one Word or PDF file and upload this combined document. The system does not allow for multiple files.

https://www.americanprogress.org/about/jobs/470577/directorassociate-director-legal-progress/
This announcement will remain posted until the position is filled. **No phone calls, please.**

Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from American Progress.

**POLITICAL DIRECTOR, CAPITAL AREA DISTRICT**
**SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 323BJ**

32BJ SEIU is one of the largest and most dynamic labor unions in the East coast, representing over 168,000 property service workers in eleven East Coast states and the District of Columbia. 32BJ is at the forefront of building the nation’s labor movement, with an aggressive organizing program aimed at raising standards for security officers, airport workers, cleaners, residential maintenance workers and institutional food service workers. 32BJ also has active political, legislative and electoral campaigns to support organizing and raising standards for low wage workers, winning commonsense immigration reform, and fighting for racial justice, environmental justice and other social and economic justice policy initiatives. We are an affiliate of SEIU, the Service Employees International Union, which has 2.1 million members dedicated to raising industry standards, making life better for working families and our communities, and building a fair economy.

Reporting to the 32BJ Multistate Deputy Political Director, the **Political Director for the Capital Area District** is based in Washington, DC, and is responsible for all aspects of the Union’s political work in Maryland, Virginia, and the District of Columbia.

**Responsibilities include, but are not limited to:**

- Work with the Multistate Deputy Political Director, the Capital Area District Area Leader, and 32BJ’s policy team to develop and drive our public policy and political agenda throughout the region;
- Plan and coordinate field activities including lobby visits, phone banks, canvassing, and public events for our policy and political campaigns at the city, district, county, state and federal level in DC, VA, and DC;
- Supervise Capital Area political team;
- Serve as liaison between elected officials and their staff and the Union;
- Mobilize, train and educate new member leaders and activists for legislative and electoral activity;
- Plan and supervise electoral program for local, state and federal elections;
- Identify opportunities and drive organizational engagement in ongoing legislative and issue campaigns;
- Support contract and organizing campaigns, including rallies, press events, legislative opportunities and targeted owner activity;
- Build the Union’s capacity through grassroots political fundraising drives;
- Oversee and carry out regional activity for federal legislative campaigns;
- Coordinate the Union’s political work with SEIU International and other labor and community allies;
- Provide political, electoral, legislative and fundraising updates and reports to Union Officials, leaders and rank and file members;
- Create and lead political trainings for member leaders.
Qualifications:

- Minimum of five years’ experience in labor, political, or community organizing;
- Ability to design and implement powerful and effective political programs;
- Comprehensive knowledge of legislative processes, particularly in Maryland, Virginia, and DC;
- Experience working on electoral campaigns and managing field programs;
- Excellent communications skills and the ability to build strong working relationships with stakeholders across the Union;
- Fluent written and oral Spanish preferred but not required;
- Willingness to work a flexible schedule including occasional evenings, weekends and to travel within the Capital Area District and to 32BJ’s headquarters in New York when needed.

32BJ SEIU offers a competitive salary, including employer-paid health coverage for full-time staff and their qualified dependents.

32BJ SEIU is an equal opportunity employer. Women and people of color are encouraged to apply.

To Apply:

Please email a résumé and cover letter to: HR@seiu32bj.org. Please use “Political Director” in the Subject line of your email.

ORGANIZATIONAL SPECIALIST/GOVERNMENT RELATIONS (LOBBYIST), CENTER FOR PUBLIC AFFAIRS
MARYLAND STATE EDUCATION ASSOCIATION

About MSEA:

Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing 74,000 educators and school employees working in Maryland’s public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

Job Summary:

The Organizational Specialist/Government Relations serves as a lobbyist and policy analyst for MSEA. This position will lead in specific issue areas, including the Maryland state budget, school funding, school construction policy, and retirement security. The position will ensure an effective representation of MSEA in Maryland’s education communities, and within local, state and federal government agencies. This is a union position in the Professional Staff Association (PSA) bargaining unit, and reports to the Assistant Executive Director for Political & Legislative Affairs.

Job Duties and Responsibilities:

Advises and advocates on legislative and regulatory proposals that impact education funding and policy.
• Builds relationships and actively engages and monitors the work of the Interagency Commission on School Construction, the Board of Public Works, the Spending Affordability Committee, and other boards and commissions.
• Writes, edits, and delivers testimony to the Maryland General Assembly and the Executive Branch.
• Serves as principal resource, trainer, consultant and advisor to staff, members, assigned committees, councils and boards on all aspects of education funding. Advises in such areas as funding formulas, maintenance of effort, pension issues, retiree health care, and COMAR regulations on any of these issues (among others to be assigned).
• Develops and maintains collaborative relationships among members and coalition partners to support the association’s legislative and political goals.
• Attends meetings of local affiliate governing boards to develop our legislative agenda and build support among those board and local affiliate members.
• Supports the political action work and outreach for assigned county affiliates related to political organizing, advocacy, the MSEA Fund for Children and Public Education, and any coordinated legislative activities.
• Assists assigned local affiliates with the candidate recommendation process for federal, state, and local candidates for public office.
• Works extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities. Some driving within the state of Maryland may be required.
• Performs other duties as assigned.

Qualifications:
• Bachelor’s Degree in labor relations, public policy, education or equivalent required; graduate degree in labor relations or political science preferred, or law degree desirable;
• Three years (minimum) of experience in budget analysis, school finance, lobbying and/or general organizing;
• Direct knowledge and working relationship with the Maryland General Assembly and Executive Branch
• Working knowledge of the Maryland state budget process and existing school funding formulas;
• Working knowledge of the Maryland state laws governing political action;
• Familiar with the federal, Maryland state and local government personalities, agencies, and committees.
• Ability to exercise discretion, independent judgment, initiative and resourcefulness;
• Ability to influence, motivate or lead persons or groups in gaining compliance with Association objectives by persuasion or negotiation;
• Ability to identify and analyze complex data, and plan and carry out work projects while altering and refining the methods and techniques to be used;
• Ability to exercise a high degree of discretion and maintain confidentiality when working with sensitive correspondence and data of major importance;
• Ability to work independently within the Association, with affiliates and outside organizations/agencies for the accomplishment of Association goals;
• Ability to interact effectively and frequently with individuals and groups both inside and outside the Association in moderately unstructured situations;
• Ability to motivate members to advocate for the Association’s public positions, particularly during the legislative session;
• Ability to perform duties with a high level of efficiency and accuracy on deadline;
• Proficiency in verbal and written communication; and
• Experience working in Microsoft Office suite environment.
• Has or is able to obtain and maintain a driver’s license that complies with the State of Maryland.

Additional Qualifications:

• Experience with school finance (operating and capital) at the local board of education/county government level;
• Experience in political or issue-organizing campaigns; and
• Experience with voter files and voter activation network (VAN) is highly desirable.

This position offers a generous benefits package.

Application Procedure:

To be considered for this position, complete the MSEA employment application, it can be found on the career site of www.marylandeducators.org and submit along with a cover letter and your résumé to careers@mseanea.org.

DIRECTOR OF PARTNERSHIPS
WE THE ACTION

We The Action (WTA) is growing! We’re seeking a dynamic connector to lead the growth and management of our relationships with 160+ leading nonprofit organization partners, as well as to help manage larger mobilizations of lawyers work which is core to our mission.

Who We Are:

WTA is a digital platform that makes it easy for lawyers to volunteer for critical, impactful and often urgent legal needs posted by WTA’s nonprofit partners. Launched after the 2016 election, WTA engages and mobilizes the legal community toward the most pressing issues of the day. Lawyers sign up for free at WTA’s website, browse projects posted by our nonprofit partners, and volunteer for projects that interest them. Our community of more than 8,000 lawyers nationwide has completed over 3,000 projects for our partners, including thousands of hours of free legal work and volunteering/advocacy in voting rights, civil rights and equity, immigration, government oversight, and much more. We currently have more than 160 nonprofit partners ranging in size from large national leaders like the American Constitution Society, Election Protection, the Immigration Justice Campaign, and the Southern Poverty Law Center, to regional and local partners as well. In 2019 and beyond, we aim to grow our nonprofit partnerships and work closely with these partners to design, promote, and manage projects that meet critical needs and deliver quality experiences for WTA volunteers and our partners.

What You’ll Do:

The Director of Partnerships will be responsible for the following types of work:
• Coordinate and execute the recruitment and onboarding of potential new nonprofit partners;
• Manage, strengthen, and nurture WTA’s nonprofit relationships by maintaining engagement, identifying opportunities for better connections, and serving as the POC for all nonprofit partners;
• Think creatively to recruit new projects from current and prospective partners, including cultivation of larger mobilizations or strategic projects that can facilitate a broader impact;
• Manage the day-to-day operations of current larger mobilizations project (e.g., WTA’s role in helping to recruit and register legal volunteers for Election Protection, the nation’s largest nonpartisan voter protection effort), with a view toward driving engagement and maintaining effective organization;
• Track, analyze and report on metrics related to nonprofit partner recruitment, engagement, and satisfaction; and
• Identify conferences and events that will help WTA achieve success in nonprofit engagement and recruitment and represent WTA at the conferences and events.
• Other potential responsibilities may include cultivating and managing WTA relationships with pro bono programs at law firms and/or large in-house legal departments, assisting our lawyer engagement team on project placement, and others.

Who You Are:
The ideal candidate will:
• Be passionate and relentless about our mission and approach, especially the work of building and managing strong partnerships with nonprofit organizations; experience with partnership or coalition-building in the nonprofit sphere preferred;
• Have excellent oral and written communication skills, able to concisely and effectively deliver our message in person, by phone, or over email;
• Demonstrate a commitment to progressive nonprofit work through job experience, volunteerism, pro bono work, etc.;
• Have a general understanding of progressive legal issues, including familiarity with pro bono legal work across multiple areas of interest to WTA lawyers (e.g. voter protection, immigration, etc.);
• Be a self-starter —able to work effectively, independently, and collaboratively;
• Be marked by a healthy mix of idealism, good judgment, and practicality, coupled with personal kindness, diplomacy, good humor, and generosity of spirit; and
• Be results- and detail-oriented, with high standards for excellence in execution.
• A J.D. is strongly preferred.

What Else You Should Know:
• Washington, D.C. location required. Occasional travel.
• We offer competitive salary and benefits, including generous leave, employer matching for retirement plan contributions, and flexible working arrangements.
• WTA is an equal opportunity employer, committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual, or any other basis prohibited by applicable law.
• The statements herein are intended to describe the general nature and level of work being performed by the employee in this position —not an exhaustive list of all responsibilities, duties, and skills required of a person in this position.
How to Apply:

Interested applicants should send a resume, a list of three references, and a 1-page cover letter outlining their interest in the position of Director of Partnerships at We The Action todlarsen@wetheaction.org. The deadline for applications is August 12, 2019.

SENIOR DEVELOPMENT ASSOCIATE
CENTER FOR ECONOMIC AND POLICY RESEARCH

The Center for Economic and Policy Research (CEPR) has an immediate opening for a Senior Development Associate. This is a full-time, Washington, DC-based position.

Job Description: The Senior Development Associate is solely responsible for managing CEPR’s fundraising activities, including day-to-day operation of development tasks. He/she reports to and works closely with CEPR’s Co-directors to assure CEPR’s financial strength and sustainability by establishing and attaining fundraising goals. There is promotion possibility to Director of Development.

Responsibilities Include:

- Developing short- and long-term development plans, including fundraising goals, strategies and tasks timeline.
- Coordinating all fundraising activities, including tracking of proposal and report due dates and next steps.
- Identifying and pursuing new sources of income.
- Researching, writing and editing grant proposals and reports.
- Crafting compelling online solicitation campaigns.
- Maintaining active donor and database files. Analyzing donor data.
- Keeping donors and foundation contacts regularly informed about CEPR’s accomplishments.
- Providing accurate and timely development reports to management and the board.

Qualifications:

- Outstanding verbal and written communication skills. Need to be able to write compelling solicitation materials as well as technical grant reports and proposals.
- Demonstrated initiative and resourcefulness. Self-directed.
- Excellent organizational, interpersonal and planning skills.
- Willingness to work hands-on in developing and executing a variety of fundraising activities.
- Commitment to and ability to articulate the mission and work of CEPR.
- At least two years of experience working in a non-profit organization in a fundraising capacity. Must have experience with grant proposal and report writing.
- Commitment to progressive economic and social policies
- Experience with CRM systems for donation management and email communication, preferably EveryAction or similar.
- Bachelor’s degree required.
Salary & Benefits:

The salary range for this position is $62,746 - $70,000. CEPR provides an excellent benefits package. This position will be represented by the International Federation of Professional and Technical Engineers, Local #70, AFL-CIO.

Applications will be accepted on a rolling basis until the position is filled.

To Apply:

Send the following, in a single PDF file, to apply[at]cepr.net with the subject line “Senior Development Associate”:

1. a cover letter;
2. a résumé; and
3. two writing samples: a) a section of a grant report or proposal and b) a sample email solicitation for donations

Please do not submit additional information apart from the items listed above. You may address your cover letter to the Senior Development Associate Search Committee if you wish.

If you have any questions, please email cepr[at]cepr.net, the contact for the Senior Development Associate Search Committee. Absolutely no calls or faxes.

Organization Description:

CEPR was established in 1999 to promote democratic debate on the most important economic and social issues that affect people's lives. In order for citizens to effectively exercise their voices in a democracy, it is necessary that they be informed about the problems and choices that they face. An informed public should then be able to choose policies that lead to an improving quality of life, both for people within the United States, and around the world.

Toward this end, CEPR conducts both professional research and public education so that the public is better prepared to choose among the various policy options. The professional research is oriented towards filling important gaps in the understanding of particular economic and social problems, or the impact of specific policies, both domestically and globally. The public education portion of CEPR's mission is to present the findings of professional research, both by CEPR and others, in a manner that allows broad segments of the public to know exactly what is at stake in major policy debates. As part of its public education initiative, CEPR utilizes research findings and analysis to challenge the myths, assumptions, policies and institutions that perpetuate economic and social inequality.

CEPR's Co-directors are Eileen Appelbaum and Mark Weisbrot. Weisbrot founded CEPR along with Senior Economist Dean Baker.

CEPR is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status. Women and minorities are strongly encouraged to apply.
LEGISLATIVE ASSISTANT
SENIOR CONGRESSIONAL HISPANIC CAUCUS MEMBER AND CO-CHAIR OF THE LABOR AND WORKING FAMILIES CAUCUS

Senior Congressional Hispanic Caucus Member and Co-Chair of the Labor and Working Families Caucus seeks a Legislative Assistant to handle a diverse portfolio of issues including labor, immigration, housing, and civil rights. The Legislative Assistant will be responsible for developing legislative initiatives, meeting with constituents and interested groups on behalf of the Member and staffing the Member. Qualified candidates should have at least 2-4 years of experience and possess a strong understanding of the issues listed. Applicants must demonstrate an ability to work well with a team in a small, fast-paced environment, while maintaining a sense of humor. This is not an entry level position.

To apply, please submit a resume, cover letter, and writing sample to CAdemofficejob@gmail.com. No calls or drop-ins, please.

EXECUTIVE DIRECTOR
NATIONAL EMPLOYMENT LAW PROJECT
WASHINGTON, DC OR NEW YORK, NEW YORK

The National Employment Law Project has been at the forefront of advancing workers’ rights for five decades and its resolve is greater than ever to defend and advance the rights of working people. Economic injustice, structural racism and inequality are systemic and intersecting problems. NELP works from the ground up to build systemic change and ensure our nation’s workers can attain economic opportunity, security and dignity through their labor.

NELP leads through effective policy and legal advocacy, strategic research and communications, capacity building support for grassroots partnerships and strong leadership. With its current Executive Director, Christine Owens, stepping down later this year, NELP’s next leader will have an opportunity to build upon a track record of impact and success, supported by a committed and talented staff and board, as well as an engaged community of partners and worker allies at the federal, state and local level.

In an environment where workers are engaged and mobilizing in response to growing attacks on their rights, the Executive Director will lead NELP in envisioning and implementing strategies to advance the interests of low-wage workers and dismantle structures that foster inequity. Critical to that approach will be the ability to continue movement-building and develop worker-centered power and justice, with a keen understanding of the underlying and intersecting racial equity and social justice issues.

The Organization:

NELP is a respected leader in federal workers’ rights advocacy and the go-to resource for state and local worker movements, providing unmatched policy, legal and technical assistance. The National Employment Law Project was founded in 1969 as a Columbia Law School clinic, dedicated to helping workers vindicate their rights. Today, NELP has a budget of approximately $10M and a staff of 45, with offices in New York, Washington D.C., California and Seattle. NELP has strong relationships with think tanks, policy makers, labor unions and other worker organizations at the national, state and local levels. It also has the respect and support of committed and loyal funders, which have invested in the work of NELP. As advocates for workers’ rights, including the right to organize and bargain, NELP and its staff union, Local 2320, UAW, negotiate terms and conditions of employment through periodic collective bargaining.
NELP’s ability to constantly assess and refine its priorities has allowed it to respond to significant shifts in our political and economic environment. It works from the ground up in partnership with others to drive systemic change, often piloting ideas at the local level and scaling them nationally. NELP has been a key partner in successful worker movements, including the Fight for $15 and a Union, which has lifted wages for 22 million low-wage workers since 2012, and Fair Chance Hiring campaigns to limit questions about convictions in job applications and reform occupational licensing requirements to open up more job opportunities for people with records.

Other examples of NELP campaigns include advancing workers’ rights in contract employment, turning “gig” jobs into good jobs; enhancing workplace health and safety, particularly in low-wage jobs dominated by women, immigrants and workers of color; strengthening enforcement of basic labor standards; and improving support for unemployed and injured workers, including those experiencing job loss due to natural or economic emergencies.

NELP is committed to living its values. As it fights to eliminate structural racism across the economy and in America’s workplaces, it takes all steps necessary to examine and end its own internal policies and practices that replicate societal patterns of racism. Over the past two years, NELP has implemented an organizational restructuring designed to deepen operational skills and capacities generally, while enhancing inclusion and diversity within leadership and creating clear pathways for growth and opportunity for all NELP employees. This internal work to dismantle structural racism and promote power-sharing is ongoing, and NELP is sharing its learnings from this crucial work with nonprofit partners engaged in similar reflection and change.

NELP is committed to bringing a strong structural racism lens to its external work, prioritizing activities that directly challenge structural racism and assessing all its activities to determine how to maximize equity in our policy impacts.

**Mandate for the New Executive Director:**

The Executive Director will lead NELP into its next exciting era, build on a strong foundation and:

1. **Provide strategic vision and leadership.**

The Executive Director will have a keen understanding of the complex policy and organizing environment for workers at the national, state and local level and set a vision for how to create and preserve a strong workers’ rights infrastructure that ends structural racism, reduces economic inequality and builds worker power. The Executive Director will help ensure that NELP provides proactive leadership for the development of a nationwide workers’ rights agenda that is crucially informed by communities who would be impacted by those policies, while also supporting state and local initiatives led by advocates on the ground. The Executive Director will have the experience and insight to conceptualize the legal and political framework needed to drive lasting change, and to work in coordination with movement allies to execute those plans.

2. **Build fundraising capacity and grow the resources of the organization.**

NELP has earned the respect of funders over time. The Executive Director will build upon and grow these relationships to maintain and increase financial sustainability. They will also expand the organizational capacity and expertise of the Development team.
3. **Continue the work of racial equity and power sharing.**

The organizational transformation which began in 2017 has resulted in greater diversity within NELP overall and in its leadership, along with an increased focus on management expertise.

The Executive Director will continue this work, with an ongoing commitment to enhancing racial equity and power sharing internally and ensuring that NELP’s external work prioritizes racial equity.

4. **Leverage national relationships for state and local work and movement building.**

The Executive Director will leverage NELP’s expertise and stature in responding to the needs of local communities, deploying NELP resources to build the capacity of grassroots allies, with a special focus on communities of color. Consistent with NELP’s role as a trusted national intermediary, the Executive Director will ensure that NELP’s coalition activities drive a broad vision of workers’ rights that unite communities to build worker power and protect the rights of workers to act collectively.

5. **Inspire and manage a high performing team and organization.**

The Executive Director will maintain a healthy culture of mutual respect and value throughout the organization and leverage the considerable talent and passion of the team to achieve extraordinary results. He or she will manage the financial and operational aspects of the organization with fidelity and a commitment to excellence.

**The Candidate:**

The Executive Director will be a visionary, compelling leader who connects well with the full diversity of NELP stakeholders, including labor unions, Black and Brown-led worker centers and other worker organizations, national economic justice organizations, other grassroots partners, policy-makers and funders.

The Executive Director will be a seasoned leader, knowledgeable of the multi-faceted labor movement and its intersection with broader racial equity and social justice issues.

The Executive Director will be called to the work of NELP with personal assets that include:

- Bold and visionary leadership with knowledge of when and how to leverage research, policy proposals, litigation or advocacy and organizing to drive change;
- Credibility with public officials and the ability to assist in setting the agenda for the next decade;
- Demonstrated commitment to building worker power and workers’ rights;
- Demonstrated commitment to and experience in addressing structural racism within an organizational context; and an understanding of why this is so critical to building worker power and workers’ rights;
- A deep understanding of worker movements, key stakeholders (including unions and other worker organizations) within the broader movement, and the opportunities to assist in strengthening cross-movement relationships to advance the rights and interests of all workers;
- A deep understanding of how movements are built, including at the state and local level;
- Effective fundraising experience with diverse stakeholders;
- Strong financial acumen, including appreciation of and commitment to strong systems of financial management, reporting and accountability;
- High emotional intelligence and strong management skills with emphasis on effective and direct conflict management and resolution skills;
- Decisiveness as a leader who believes in, trusts and empowers staff;
- Organizational leadership, teambuilding and culture-building skills.

The Relationships:

The Executive Director reports to a Board of Directors and manages a total team of 45. Direct reports include a Deputy Executive Director, a Chief Operating Officer, a Chief of Programs, and a Development Director.

The Location:

The majority of NELP staff is located in New York and Washington D.C. The board is open to the either location for the next Executive Director.

How to Apply:

For potential consideration or to suggest a prospect, please email NELP@BoardWalkConsulting.com or call Crystal Stephens, John Sparrow, Patti Kish or Diane Westmore at 404-262-7392.

PROJECT DIRECTOR
PEW CHARITABLE TRUSTS

The Pew Charitable Trusts uses data to make a difference. For more than 70 years, we have focused on serving the public, invigorating civic life, conducting nonpartisan research, advancing effective public policies and practices, and achieving tangible results. Through rigorous inquiry and knowledge sharing, we inform and engage public-spirited citizens and organizations, linking diverse interests to pursue common cause. We are a dedicated team of researchers, communicators, advocates, subject matter experts, and professionals working on today’s big challenges – and we know we are more effective and creative collectively than we are individually. With Philadelphia as our hometown and the majority of our staff located in Washington, DC, our U.S. and international staff find working at Pew personally and professionally rewarding.

Wise stewardship of resources allows Pew employees to pursue work that strategically furthers our philanthropic mission in significant and measurable ways. We collaborate with a diverse range of philanthropic partners, public and private organizations, and concerned citizens who share our interest in fact-based solutions and goal-driven investments to improve society. Pew attracts top talent, people of integrity who are service-oriented and willing to take on challenging assignments. We provide competitive pay and benefits, a healthy work-life balance, and a respectful and inclusive workplace. Pew employees are proud of their colleagues, proud of where they work, and proud of the institution’s reputation.

Pew-Conservation International Ocean Alliance:

The International Union for Conservation of Nature recommends that countries strongly protect 30% of every habitat by 2030. As of May 2019, 4.8 percent of the world’s ocean is safeguarded through some form of marine protected area, or MPA, designation. The rate of protection needs to accelerate in the coming years to ensure a healthy, resilient ocean, safeguard biodiversity, and conserve critical ecosystems. In addition to the designation of new and expanded areas, it is important that existing protected areas have sufficient controls in place to ensure that the desired conservation outcomes are being achieved. This entails strengthening the management of existing reserves and upgrading their protections where needed. Pew seeks to expand these safeguards in part through a proposed partnership to expand and improve ocean conservation efforts. Pew and other prominent conservation organizations and funders will form an alliance to conserve and improve management of the global ocean in new MPAs, upgraded protections, and improved management of existing MPAs.
Position Overview:

The leader of this initiative works with the director, marine habitat protection as well as key internal partners, including the vice president and head of environment, to provide strategic direction for the alliance. This position will manage and oversee day-to-day operations and activities of the partnership implementation team, which includes delivering large-scale investments in sites around the world. The position works closely with and manages a partnership with Conservation International (CI) as well as close working relationships with major institutional partners. In addition to ensuring effective implementation of the strategy in multiple countries, the project director recruits and leverages commitments from new partner institutions to enhance the initiative's technical and financial resources in project sites around the world. The project director supervises staff located in Washington, DC and internationally. The position is based in Pew’s Washington, DC office, and reports to the director, marine habitat protection and works closely with the partnership leadership.

Responsibilities:

- Lead development and implementation of targeted, effective and measurable strategies that seek to secure policy reform and other necessary actions at a global level.
- Specifically, develop and oversee implementation of strategies to establish new or expanded MPAs, as well as upgrading protections and improving management of those already in place. In addition, work closely with partners to create investment frameworks and implement strategic plans and identify new opportunities and interventions to support the campaign’s objectives.
- Serve as key point of contact for donors to the alliance; cultivate strong, trusted relationships with partners, including high-net worth individuals.
- Develop global, regional and country level campaign strategies designed to secure marine conservation outcomes as well as to elevate the global prioritization of the effort.
- Manage and oversee day-to-day operations and activities of the implementation team at Pew and collaborate closely with project leadership and counterparts at CI to assess progress, refine strategies, and achieve critical milestones.
- Establish and maintain relationships with senior policymakers including ministers, heads of organizations, and other officials. Liaise with conservation groups, expert bodies, and other constituencies to advance campaign objectives.
- Provide strong leadership, management and oversight to Pew-CI Ocean Alliance staff, including setting of measurable goals and targets, establishing work plans and activity milestones, conducting performance evaluations, using evaluation mechanisms to monitor individual and team achievements, and ensuring staff are adhering to Pew policies and procedures. Also, evaluate capacity needs to ensure the campaign has the necessary support to achieve its objectives.
- Build and maintain strong working relationships with leadership at Pew and CI as well as with key programmatic staff and relevant leads in government relations, communications, and conservation science.
- Continually assess project’s performance against identified objectives, and where these are at risk of not being met, revise strategies and take appropriate steps to ensure objectives are met.
- Oversee the portions of the internal budget, monitor related expenses, and review and approve external payments.
- Serve as a Pew spokesperson for the Pew-CI Ocean Alliance to cultivate and engage the public and key constituencies on core issues, including representing the Trusts publicly at conferences, seminars, and official forums, authoring articles and other communications, and providing interviews to outside sources.
- Coordinate closely with other Pew and CI departments, as needed, including on staff hiring and management, contract development and management, budget management, and fundraising.
Contribute to and participate in the tasks of the environment department as assigned, as well as broad Trusts-related projects and activities, as needed.

Requirements

- Bachelor’s degree required with advanced degree preferred.
- At least 10 years of specialized experience in the conservation field, including experience working internationally and on large scale initiatives.
- Minimum of 3 years of previous direct supervisory experience required including experience managing performance management process for direct reports and providing career development advice and counsel.
- Prior to commencing employment with Pew, candidates for this position who were registered to lobby in any jurisdiction must certify termination of previous registration(s) and provide copies of termination notices with said jurisdiction(s) to Pew.
- Outcome-oriented style, with focus on achieving measurable and ambitious goals. Demonstrated ability to meet deadlines by maintaining high level of organization.
- Strong experience developing and executing conservation initiatives with grassroots organizers, communications professionals, scientists, policy leaders, community leaders, and government decision makers.
- Demonstrated track record of securing conservation outcomes through targeted types of intervention including but not limited to: conservation finance, legal establishment of protected areas, protected area financing, protected area management, monitoring, or enforcement, or coalition-building.
- Leadership experience working in coalitions preferred.
- Ability to exercise influence within highly matrixed organizations and with teams and individuals outside of direct supervisory chain.
- Demonstrated ability to work closely with high-net worth individuals and manage multi-million-dollar initiatives.
- Experience developing or managing initiatives with public funding, such as Global Environment Facility, Green Climate Fund, or World Bank, preferred.
- Demonstrated experience in identifying new opportunities and outcomes as well as pursuing partnerships and strategies to deliver greater impact.
- Ability to synthesize large amounts of information, determine whether issues are ripe for reform or intervention, and identify steps to achieve change. Ability to set short- and long-term planning goals in line with program strategy. Ability to analyze budgetary information and assess capacity.
- Seasoned judgment. Ability to make decisions, justify recommendations, and be professional, responsive, and authoritative in communications with consultants, partners, and stakeholders.
- Media-savvy and politically astute. Clear, effective writing style. Strong and persuasive oral presentation and facilitation skills.
- Strong interpersonal skills. Ability to develop and manage productive relationships with colleagues, consultants, partners and others who contribute to the campaign. Highly diplomatic; able to work productively with a wide array of people and institutions.
- Possess a strong network of relevant contacts and ability to leverage these relationships to advance objectives. Familiarity and connection with the conservation community and enforcement bodies is desirable.

Travel:

Frequent international travel anticipated. Travel may cross weekends and, on occasion, holidays to accommodate meeting schedules.
Total Rewards:

We offer a competitive salary and benefit program, including: comprehensive, affordable health care through medical, dental, and vision coverage; financial security with life and disability insurance; opportunities to save using health savings and flexible spending accounts; retirement benefits to help prepare for the future; and work/life benefits to maintain a good balance.

To Apply:

Apply online.

The Pew Charitable Trusts is an equal opportunity employer, committed to a diverse and inclusive workplace. Pew considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.

LEGISLATIVE ASSISTANT

SENATOR JACK REED

Senator Jack Reed seeks a Legislative Assistant with several years of Capitol Hill experience and expertise in energy, environment, natural resources, and agriculture issues. A qualified candidate will also possess excellent writing, analytical, research, negotiation, and organizational skills; have sound political judgement; be resourceful and creative in executing and advancing legislative initiatives; and have the ability to undertake multiple tasks and produce high quality work under deadline in a good-humored, fast-paced team environment. The Legislative Assistant will be expected to handle relevant constituent matters. This is not an entry-level position.

Please e-mail your resume and cover letter to Applications@reed.senate.gov and be sure to specify in the subject line or body of your email the number of years of Capitol Hill experience that you have working on environment and energy issues. Applicants who do not include this information in their email in this manner will not be considered. No phone calls or office emails please. Deadline for applying is August 9th. This office is an equal opportunity employer.

LEGISLATIVE ASSISTANT

NORTHEASTERN DEMOCRATIC SENATOR

Northeastern Democratic Senator seeks an experienced Legislative Assistant responsible for managing the Senator's robust energy and environment portfolio and advancing relevant key policy priorities. Ideal candidates must have an expertise in energy and environment issues, including but not limited to the climate change, innovation, water policy and conservation. The Legislative Assistant will bring strong policy connections and political sensibilities to a very active and creative office. Further, candidates must be able to demonstrate a history of thinking strategically and creatively, excellent written and verbal communication skills, and the ability to work collaboratively in a fast-paced, team environment. Previous Senate or Congressional experience preferred, but not required. Salary commensurate with experience. Office is an equal opportunity employer.

Please e-mail a cover letter and resume to NESenatejobs@gmail.com.
LEGISLATIVE AIDE
OFFICE OF SENATOR KIRSTEN GILLIBRAND

The Office of Senator Kirsten Gillibrand (D-NY) seeks a legislative aide to cover the issues of Armed Services and Veteran Affairs. This staff member will report to the Senior Advisor for National Security. Responsibilities include assisting the senior advisor with legislative research and writing, brief preparation and staffing the Senator at hearings, policy review, and constituent and policy meetings. The aide will also ensure that grant support letters and responses to constituent letters in these areas are completed and approved. Candidates must have strong writing skills and an enthusiasm for the portfolio. Military or veteran affairs experience and prior Congressional experience is strongly preferred. New York ties and experience with the federal grants system is a plus.

Apply HERE. No calls, please.

Our office is an equal opportunity employer.

PROJECT COORDINATOR
HOUSING COOPERATIVE PRESERVATION INITIATIVE
NEIGHBORHOOD LEGAL SERVICES PROGRAM

Neighborhood Legal Services Program (NLSP) is a private, non-profit law firm that provides 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 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 Cooperative Preservation Initiative supports low-income, affordable housing cooperatives in the District of Columbia. Housing cooperatives provide a rare opportunity for those who struggle around the poverty line—the possibility that housing need not be a state of constant emergency. Through a housing cooperative, low-income residents can control the building they live in. Cooperative members get to experience the pride of homeownership and the empowerment of learning to run their own building according to their own values. However, operating a housing cooperative is also a daunting proposition for most members. It involves adherence to a multitude of complex legal requirements, regular financial modeling and monitoring, and diligent self-governance by a board of directors composed of residents. Many apartment buildings converted into housing cooperatives are aging and in need of serious repairs, having suffered poor maintenance by slumlords for many years.

Through the Housing Cooperative Preservation Initiative, NLSP provides a variety of legal services and education to low-income housing cooperatives, while our project partner University Legal Services provides financial analysis and asset management.

The Project Coordinator will assist with recruiting and coordinating pro bono attorneys and community partners and will also provide administrative support to the Initiative.

Experience:

NLSP seeks a non-attorney coordinator to assist its Housing Cooperative Preservation Initiative. The coordinator must be passionate about social justice and achieving housing stability for low-income individuals and families. Experience with volunteer programs and providing services to low-income person is highly desirable.
Duties & Responsibilities:

- Assist with recruiting pro bono attorneys, particularly by writing project descriptions based on the legal needs of client cooperatives and identifying private attorneys who can meet those needs.
- Develop and disseminate community outreach materials about NLSP’s services and services for housing cooperatives.
- Assist with preparing materials and conducting trainings for pro bono project attorneys.
- Coordinate and maintain communications with pro bono attorney volunteers.
- Track pro bono attorney involvement in NLSP’s case management system.
- Coordinate the evaluation of the project including administering surveys and tracking data.
- Monitor client and volunteer satisfaction.
- Assist housing attorneys to maintain files and enter data into NLSP’s case management system.
- Schedule client interviews and meetings as directed by staff attorneys under the project.
- Collaborate with NLSP staff on strategies to engage volunteers in advocacy, fundraising, and other initiatives.
- Other duties as assigned.

Qualifications:

- Demonstrated commitment to serving low-income persons and low-income communities.
- Willingness to do both programmatic and administrative work.
- Excellent written and verbal communication skills. Polished and compelling writing skills are critical to this job; a writing exercise will be part of the interview process.
- Strong computer skills and Microsoft Office proficiency.
- Creativity, energy, and initiative.
- Detail-oriented and strong time-management skills.
- Strong interpersonal skills and the ability to work well with teams.
- Fluency in Spanish, or another language frequently spoken by low-income DC residents, highly desirable.
- Familiarity with legal services, anti-poverty advocacy, or affordable housing, highly desirable.

Salary and Benefits:

- Salary commensurate with experience; starting salary begins at $45,000.
- Generous benefits package.
- Paid vacation, sick, and personal leave.

Application Process:

Submit, as a single pdf file, your letter of interest, resume, and contact information for three references to Bradford Voegeli at bvoegeli@nlsp.org with “HCPI Project Coordinator” in the subject line. We are looking for thoughtful, tailored cover letters that show commitment to our mission, how past experience with volunteers would be applied to this position, and attention to detail. Applications will be reviewed on a rolling basis. Please submit all applications by August 15, 2019. No phone calls, please.

The position will begin on October 1, 2019 and is funded for at least 2 years.

Neighborhood Legal Services Program is an equal opportunity employer, committed to inclusive hiring and dedicated to 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.

**LEGAL AND POLICY DIRECTOR**
**INTERNATIONAL LABOR RIGHTS FORUM**

The International Labor Rights Forum is a human rights organization that promotes dignity and justice for workers in the global economy. We hold global corporations accountable for labor rights violations in their supply chains and advance policies and laws that protect workers, in close collaboration with grassroots worker organizations around the world. More information about ILRF is available at [www.LaborRights.org](http://www.LaborRights.org).

The Legal and Policy Director will conceptualize, guide, and execute ILRF’s legal and policy advocacy across programs. A successful candidate will have broad experience working independently and within coalitions to advance workers’ rights in corporate supply chains, trade policy, and government procurement. Deep knowledge of US policy-making processes and actors, intricate familiarity with trade and labor policy mechanisms, and experience leveraging those mechanisms to advance workers’ rights is a must. The position requires excellence in articulating clear and coherent advocacy positions on complex policy issues related to social justice and workers’ rights in presentations, meetings, and in writing and in coordinating staff project teams and coalition building.

**Responsibilities:**

- Develop, guide, and carry out ILRF’s legal and policy advocacy strategies across the organization and provide policy advocacy leadership in various coalition-based advocacy campaigns
- Utilize existing complaint mechanisms (GSP, OECD, FTAs, etc.) in support of ILRF’s strategic campaigns, writing and filing complaints and preparing testimony as needed
- Maintain and strengthen ILRF’s leadership and innovation in testing and improving trade and development policy advocacy mechanisms
- Write and publish ILRF policy and issue briefs on selected topics, including transparency laws (due diligence), arbitration mechanisms, and the Tariff Act
- Represent ILRF in select DC-based policy roundtables (e.g. ICAR, OECD NCP advisory group, and others)
- Advise ILRF staff on legal issues and advocacy strategies and review a variety of written materials before publication
- Raise funds to sustain current programs and develop new projects and write grant proposals and reports in a timely manner

**Qualifications:**

- Excellent writing and legal research skills
- Ability to conceptualize, manage, and raise funds for policy advocacy programs
- Demonstrated capacity to analyze and utilize various policy levers to advance workers’ rights
- Ability to coordinate and build team strategies with ILRF staff, allies, and partners
- Ability to train and supervise staff
- Strong public speaking skills
- Diplomatic acumen and excellent judgment in managing and building relations among policymakers and other key actors
- Experience working with U.S. policy makers, trade unions, and/or human rights advocacy organizations
- Strong understanding and experience advocating for trade policy to advance labor rights globally and/or corporate accountability policies
- Knowledge of legal and policy issues pertaining to forced labor in international labor standards and corporate policies
- Law degree or equivalent experience in legal and policy analysis
- Enthusiasm for travel domestically and internationally to represent ILRF publicly and to build ILRF’s networks and alliances

**Employment status:**

Full-time, exempt, management.

**Supervisor:** Executive Director.

**Compensation:**

The salary range for this position is $78,000 - $90,000, depending on experience. ILRF has an excellent benefits package and provides 100% employer-paid health insurance.

**Location:** Washington, D.C.

**To Apply:**

Send cover letter, resume, a legal/policy writing sample, and a copy of a persuasive article/op-ed for a lay audience to employment@ilrf.org. The position is open until filled.

ILRF is an equal opportunity employer and actively recruits women, people of color, persons with disabilities, and persons with diverse gender and sexual identities.

**NEPA ADVOCATE**

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. 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, Juneau, Los Angeles, Tallahassee, Miami, Chicago, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, and Washington, DC.

This position provides legislative and administrative strategy development and implementation to defend the National Environmental Policy Act (NEPA) and to handle other issues (e.g., border wall, infrastructure) as assigned by Supervisor.
Responsibilities:

**Lobby Strategy Development and Implementation:**

- Track legislation and policy initiatives relating to assigned issues.
- Perform policy and legislative analysis.
- Work with Legislative Director, and when warranted other internal partners, to develop positions on relevant legislative and administrative actions.
- Develop and implement legislative and administrative advocacy strategies relating to assigned issues.
- Directly lobby Congress and the Administration.
- Create and maintain relationships with key congressional offices, including relevant committees of jurisdiction and congressional leadership.
- Educate Congress and the Administration on key legal challenges and rulings.
- Develop lobby and education materials, including but not limited to fact sheets, letters, action alerts, and blogs.
- Collaborate with the Earthjustice Communications Department and/or media consultants to develop media strategies and serve as an Earthjustice spokesperson on assigned issues.
- Develop creative strategies in key geographic regions and with key constituencies to help further advocacy efforts on assigned issues.
- Serve as a liaison with Earthjustice litigation staff working on assigned issues.
- Brief Earthjustice development staff, donors, and trustees on assigned issues as requested.
- Manage projects and other efforts performed on assigned issues by Assistants, Interns, Contractors or others.

**Coalition and Partnerships:**

- Represent Earthjustice in coalitions and with allies on assigned issues.
- Cultivate and sustain allies, thoughtful partnerships, and coalitions in support of assigned issues.
- Create opportunities for partners and allies to engage in advocacy on assigned issues and to be engaged in strategy development as appropriate.
- Coordinate briefings, seminars, and informational sessions with partners as well as support partners’ traditional and social media outreach as appropriate.

**Internal Coordination and Administration:**

- Represent the Earthjustice Policy and Legislation (PAL) team in internal working groups related to assigned issues.
- Ensure that PAL Vice President, Legislative Directors, and other PAL lobbyists are aware of work you are doing that may impact their work, etc.
- Act as a team player, including assisting other PAL lobbyists when time-pressed to complete actions on their assigned issues.
- Coordinate with other PAL lobbyists on shared legislation or crosscutting issues.
- Participate and contribute in strategy meetings on possible or pending litigation bound to impact advocacy efforts on assigned issues.
- Contribute to Earthjustice’s Diversity, Equity and Inclusion (DEI) mission through involvement in trainings and internal working groups.
- Ensure timely submission of attendance, time accounting, and reimbursement requests.
Qualifications:

- Three or more years of experience with the legislative process.
- Bachelor’s degree.
- JD preferred.
- Familiarity with the administrative rulemaking process.
- Familiarity with the legislative process.
- Three or more years of experience with the legislative process.
- Commitment to serving the public interest and passion for Earthjustice’s mission.
- Ability to handle multiple tasks, projects, and deadlines.
- Detail oriented and good organizational skills.
- Excellent writing and oral communications skills.
- Proven ability to work in coalitions and with allies.
- Experience in working with traditional and social media.
- Proven ability to work independently and proactively.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.
- Spanish language fluency a plus.
- 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:
https://earthjustice.org/about/jobs/38025/nepa-advocate

- Cover letter
- Resume
- 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.

CONSUMER PROTECTION ADVOCATE
U.S. PIRG

U.S. PIRG seeks a Consumer Protection Advocate to uncover unsafe products, unfair practices, or exploitative policies that leave consumers vulnerable in the marketplace. We’re looking for an experienced political advocate
to be responsible for campaign development, media outreach, coalition-building, advocacy, and coordinating among our state affiliates; fundraising; as well as staff recruitment and development.

Too often in the pursuit of economic growth, products, technologies, and practices that put consumers health, safety, or well-being at risk are brought to market. In just the last few years, Equifax exposed private personal and financial information of 147 million people, VW defrauded consumers when they cheated on diesel air quality standards, the nuclear industry won multi-billion dollar ratepayer bailouts, Wells Fargo created millions of fake customer accounts, while loopholes have let unsafe drugs hit the market, killing some patients. Even well-informed consumers will struggle to navigate all of these problems, and that is where the PIRG Consumer Watchdog comes in.

For more than 40 years, U.S. PIRG has been a national leader in alerting consumers to the threats in the marketplace by advocating for policy solutions, developing consumer guides to help the public protect themselves, and shifting the marketplace so it protects consumers first. Our work has lead to more than 150 unsafe toys being recalled due to our annual watchdog report. We helped establish identity theft protections in 49 states. And, we helped create the Consumer Financial Protection Bureau, reforming Wall Street and reining in abusive practices in the financial marketplace.

**Key responsibilities of the Consumer Protection Advocate Include:**

**Media Outreach:** Serve as the spokesperson for our campaigns through media events, press releases and opinion writing. Keep abreast of consumer issues, raise the profile of consumer issues in the media.

**Coalition Building:** Build relationships, coordinate and mobilize support with key constituencies, including legal allies, consumers, business owners and others.

**Watchdog:** Identify failures in the marketplace that hurt consumers and rapid response plans to highlight those issues in the media, mobilize our network and allies, and develop guides to empower consumers.

**Advocacy:** Advocate for policies that will protect and empower consumers. Build relationships with players in key regulatory agencies, statehouses, in Congress, and other forums where relevant decisions are being made.

**Campaign Strategy:** Develop plans to win our campaigns using research, advocacy, coalition-building, media attention, and grassroots mobilization; assess opportunities for building political support for our agenda.

**Fundraising:** Write grant proposals, build relationships with foundations, and meet with major donors, to bring more resources to our campaigns. Work with our citizen outreach staff to build and deepen our membership base.

**Staff Recruitment and Development:**

Recruit new staff and volunteers. Oversee other staff working on our Consumer Program team, coordinate with our state staff and provide training and leadership development.

**Qualifications:**

Candidates must have at least 4 years of relevant professional experience. Advanced degrees like a JD, or a master’s degree may count toward experience. Qualified candidates will have a demonstrated commitment to public interest or consumer issues and to citizen-based social change, as well as a track record of leadership. We’re looking for people who are goal-driven and results-oriented, who have excellent verbal, written and analytical skills, the ability to speak persuasively in a charged atmosphere, and driven to make positive policy change.
To Apply:

https://jobs.uspirg.org/consumer-watchdog-advocate.html

**LEGISLATIVE ASSISTANT**  
**OFFICE OF REP. JUSTIN AMASH**

The Office of Rep. Justin Amash (MI-03) is seeking a bright, creative, and self-motivated legislative assistant with a background in law to join our Washington, DC-based policy team. The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The person will be expected to handle a diverse portfolio of policy issues. The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. The applicant must demonstrate a strong commitment to individual liberty, economic freedom, the Rule of Law, and the Constitution. The person also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. An individual who prefers staid and steady work or who avoids challenges (and the occasional failure) may be more comfortable elsewhere. Applicants must have a JD or equivalent. Two years of relevant policy experience is preferred, although Hill experience is not required.

**To apply,** please send a résumé, cover letter, and two writing samples to applydc@amash.com. Please include "legislative assistant applicant" in the subject line. No walk-in applicants or phone interviews.

**LEGISLATIVE ASSISTANT**  
**NORTHEASTERN DEMOCRATIC SENATOR**

Northeastern Democratic Senator seeks an experienced Legislative Assistant responsible for managing the Senator's robust energy and environment portfolio and advancing relevant key policy priorities. Ideal candidates must have an expertise in energy and environment issues, including but not limited to the climate change, innovation, water policy and conservation. The Legislative Assistant will bring strong policy connections and political sensibilities to a very active and creative office. Further, candidates must be able to demonstrate a history of thinking strategically and creatively, excellent written and verbal communication skills, and the ability to work collaboratively in a fast-paced, team environment. Previous Senate or Congressional experience preferred, but not required. Salary commensurate with experience.

**To apply,** please e-mail a cover letter and resume to NESenatejobs@gmail.com.

Office is an equal opportunity employer.

**FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS**

**FALL 2019 INTERNS**  
**CONGRESSMAN RON ESTES**

Congressman Ron Estes (KS-04) is currently seeking applicants for part-time and full-time internships for the Fall of 2019 in Washington, D.C. Interns will assist with legislative and administrative work by attending briefings,
answering phones, drafting constituent correspondence letters, and performing legislative research, among other tasks. Kansas ties are preferred but are not required.

If interested, please send a resume and cover letter to KS04DC.InternApplication@mail.house.gov

LEGAL FELLOWSHIP
CONGRESSMAN MADELEINE DEAN

Congresswoman Madeleine Dean (PA-04), member of the House Judiciary Committee, is accepting applications for a legal fellowship position in her Washington D.C. office. Positions are available starting in August, and applications will be considered on a rolling basis. This fellowship will provide a valuable, hands-on experience in a Congressional office and a greater understanding of the legislative process. Fellows will work closely with an active legislative team and will be expected to produce high-level content under tight deadlines. Responsibilities will include, but are not limited to, conducting policy research, drafting legislation, memos and briefs, assisting staff with preparation for Committee hearings and attending hearings and briefings. Fellows should expect to work on a variety of issue areas including matters before the House Judiciary and Financial Services Committees.

Qualified applicants should have excellent research and writing skills, the ability to perform under pressure, interest in the legislative process, a professional demeanor and a collegial attitude.

This is an excellent opportunity for current law school students seeking substantive Capitol Hill experience. No undergraduate students will be considered. Part-time applicants are encouraged. This is fellowship is unpaid and is for school credit only. Pennsylvania ties are preferred, but not required.

Interested applicants should email a resume, cover letter and a short writing sample to pa04applications@gmail.com with “Legal Fellowship” in the subject line. Applicants must include their proposed start/end dates and availability in the email application. Please, no calls or walk-ins.

INTERNS
OFFICE OF CONGRESSMAN TOM MCCLINTOCK

The Office of Congressman Tom McClintock (CA-04) is currently seeking full or part-time interns for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Interested applicants should send their resume, availability, and a brief cover letter to hannah.cooke@mail.house.gov. No phone calls or drop-ins, please.

LEGAL INTERN
OFFICE OF CONGRESSMAN ELIJAH E. CUMMINGS

The Office of Congressman Elijah E. Cummings (MD-07) seeks a dedicated, detail-oriented, and energetic law student to be a legal intern in his Washington, D.C. office. Applicants are to possess strong interpersonal skills, the ability to manage multiple tasks, advanced writing skills, superb research abilities and demonstrate a solid work ethic. Applicants must also be enrolled in good standing at an accredited law school. Interest in criminal justice and/or technology issues preferred. Reporting directly to the Legislative Director, responsibilities include but are not limited to: supporting the Legislative Director and Counsels with legislative and legal research, assisting in developing legislation and preparing for investigative hearings, attending congressional briefings and
hearings, participating in meeting preparation, composing memos and letters, and other administrative duties as assigned. This full time or part-time position is available beginning in mid-August to mid-December.

**To apply,** please visit the Congressman’s Internship Page [https://cummings.house.gov/services/internships](https://cummings.house.gov/services/internships). Please thoroughly complete the application and submit that information for consideration. In order to be considered for the position, you must thoroughly submit the application located on the website above.

**LAW CLERKS**

**MINORITY STAFF OF THE COMMITTEE ON OVERSIGHT AND REFORM**

The Minority Staff of the Committee on Oversight and Reform, the chief investigative body of the House of Representatives, is seeking full- and part-time law clerks for the fall semester. Law Clerks will have the opportunity to work with the oversight and policy teams, conducting researching, reviewing documents, and preparing for hearings and markups. Fall clerkships begin in August or September and typically run through the middle of December. Specific dates for this internship will be determined on a case-by-case basis, and preference will be afforded to those who are available at least three days a week. Applicants must be law school students or recent graduates who are strong writers, organized, and detail-oriented, as they will balance multiple, often disparate, projects corresponding with the broad jurisdiction of the Committee. The strongest candidates will also exhibit discretion in working on confidential matters and be enthusiastic and knowledgeable about the Committee’s work. This Page 7 of 17 position is unpaid, but we are happy to work with an applicant so they can receive class credit.

Interested individuals should submit a cover letter and resume to [oversight.committee@mail.house.gov](mailto:oversight.committee@mail.house.gov). Please place "LAW CLERK" in the subject line. Applications will be reviewed on a rolling basis.

**LAW FELLOW - FALL 2020**

**NATIONAL ADVOCATES FOR PREGNANT WOMEN**

NAPW seeks applicants for the position of Law Fellow to begin in the Fall of 2020. If selected, the candidate will be responsible for securing funding through a fellowship (such as Soros, Equal Justice Works, or other public interest law fellowship), as NAPW will not provide compensation. Candidates should identify potential sources of funding before applying but do not need to have secured such funding at the time of application submission.

The Law Fellow will design the project in conjunction with NAPW’s Director of Legal Advocacy. As a small and dynamic non-profit organization, NAPW offers Fellows the opportunity to undertake significant legal work, community organizing and policy advocacy, media writing and public speaking, and the opportunity to attend conferences and make site visits to clients.

**Responsibilities may include:**

- Participating in constitutional and statutory litigation;
- Legal research and writing;
- Social science and medical research and writing;
- Drafting motions and briefs;
- Maintaining regular contact with clients;
- Tracking and analyzing developments in state and federal legislation and at the United Nations;
- Conducting intake and respond to help inquiries;
- Engaging in public speaking and attend meetings/conferences;
- Writing pieces for publication;
• Liaising with other reproductive justice, social justice, economic justice and drug policy, child welfare, and criminal justice reform organizations to jointly develop and undertake community organizing;
• Supervising student interns.

**Experience and Qualifications:**

• J.D. degree by Spring of 2020;
• Strong commitment to social justice and knowledge of reproductive justice, racial justice, drug policy reform and reform of the criminal legal and child welfare systems;
• Demonstrated ability to conduct legal research, analysis and writing;
• Self-motivated with ability to take initiative and work independently;
• Excellent verbal and written communication skills, time management, and interpersonal skills;
• Experience with client communication;
• Ability to undertake occasional travel;
• Advanced-level proficiency (within a Mac environment) in MS Office Suite and other software applications, social media platforms, and search engines (e.g. Zoom, Google Hangout, Skype, InstaGram, Twitter, Facebook, LinkedIn, YouTube); Familiarity with (or trainability in) a variety of database and project management applications (e.g. WestLaw, LexisNexis, 4D, Podio).

**To Apply:**

Please submit the following (must include all items listed below):

• Cover Letter that includes a few sentences about the fellowships to which you seek to apply;
• Resumé;
• One (1) Writing Sample;
• Complete contact information for three (3) professional references.

**Instructions:**

Application must be sent as one single PDF VIA EMAIL ONLY

SEND TO: Fellowships@AdvocatesForPregnantWomen.org
SUBJECT: ATTN: Human Resources – Law Fellow (Fall 2020)

**INTERNSHIP NATIONAL VETERANS LEGAL SERVICES PROGRAM**

The National Veterans Legal Services Program (NVLSP) is a high-impact national veterans service organization based in Washington DC. Our mission is to ensure that the government delivers to our nation’s 22 million veterans and active duty personnel the benefits to which they are entitled due to the disabilities that resulted from their military service. NVLSP’s Lawyers Serving Warriors® ("LSW") program provides free legal representation, through a nationwide pro bono network of private law firms and corporate legal departments, to disabled active duty personnel and veterans and their families. LSW has assisted more than 2,000 disabled veterans through its pro bono network. The majority of the clients served through LSW have Post-Traumatic Stress Disorder (PTSD), traumatic brain injuries (TBI), or other mental health conditions that are related to military service.
NVLSP seeks a fall law student to assist with screening cases. The student will contact veterans for information needed during the screening process and will reach out to government offices to follow up on file requests. The student will review veterans' medical and personnel files to determine merit for pro bono placement. For meritorious cases, the student will draft a screening memo setting forth the legal and factual basis for the claim. The student will also assist with organizing LSW's clinics in the community, including speaking with interested veterans and publicizing the event.

The position is funded at $22/hour for 10 hours per week.

To apply:

Send a cover letter, resume, writing sample, and list of 3 references to

Rochelle Bobroff, Director of Pro Bono
Via e-mail: Rochelle@nvlp.org
National Veterans Legal Services Program
1600 K Street, NW, Suite 500
Washington, DC 20006

LAW FELLOW
VETERANS ADVOCACY PROJECT

LCE is currently recruiting for a Law Fellow to work with staff attorneys in our Veterans Advocacy Project. The VAP assists veterans and spouses of veterans in applying for VA pension, spousal support claims, some service-connected disability claims, and waivers of debt to the VA. The position is for a current law student. The preferred candidate would be a veteran or one who has worked with veterans in an employment or volunteer capacity.

Interested candidates must apply through the AARP link provided here. AARP LCE Law Fellow - Pickering Fund

FALL POLICY INTERN
COMMITTEE ON ENERGY AND NATURAL RESOURCES

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

To apply, please submit a cover letter, resume, and a relevant writing sample to senate_employment@saa.senate.gov. Please include the job referral number in the subject line.
EQUAL JUSTICE WORKS FELLOWSHIPS
NATIONAL HEALTH LAW PROGRAM

The National Health Law Program is seeking to host recent law school graduates for Equal Justice Works Fellowships beginning in September 2020. This is an exciting opportunity for individuals interested in defending and advancing health care access and quality for low-income and underserved individuals and families.

The National Health Law Program is committed to creating health equity — ensuring that everyone has access to the all resources they need to be healthy - and to cultivating an internal environment that empowers an exceptional and diverse staff. We welcome applicants who bring a variety of perspectives, lived experiences, and competencies. People of color, women, people with disabilities and chronic conditions, and LGBTQ+ persons are encouraged to apply.

Qualifications:

- JD anticipated by May 2020, recent law graduate, or experienced attorney seeking to make a career change to public interest work.
- Exemplary research, writing, and interpersonal skills.
- Demonstrated commitment to expanding and protecting health care access for low-income and underserved populations
- Knowledge of Medicaid, Affordable Care Act, public health and/or poverty law is preferred.
- Experience and/or interest in working on diversity, equity and inclusion.

About the National Health Law Program:

The National Health Law Program, founded in 1969, protects and advances health rights of low-income and underserved individuals and families. We advocate, educate and litigate at the federal and state levels to advance health and civil rights in the U.S.

Our lawyers and policy experts fight every day for the rights of the tens of millions of people struggling to access affordable, quality health care. The National Health Law Program manages a broad array of national, state, and local projects, including complex analyses of federal and state laws, class action litigation, and individualized technical support. We frame new legal theories, work to enact and enforce laws that protect low income individuals, and work with policy makers to implement programs grounded in the experience and needs of low-income and underserved communities. We also provide legal expertise to legal services providers, disability rights organizations, and other health care advocates. The National Health Law Program works on a day-to-day basis with other national and state advocacy and community-based organizations on strategy, analysis, and litigation. Fellows will develop an understanding of the issues facing low-income and underserved communities and gain exposure to the variety of advocacy methods to advance health equity.

To Apply:

Candidates should submit a cover letter, resume, and a brief outline of the project they are proposing in this area of law. Please email as a single PDF file to nhelpdc@healthlaw.org by COB September 3, 2019. No phone calls please.

To learn more about our work, please visit our website at www.healthlaw.org.
The Legal Aid Society of the District of Columbia seeks a candidate to sponsor for an Equal Justice Works and/or Skadden Fellowship to commence in the fall of 2020. The candidate selected will work with Legal Aid to develop a project proposal related to one of the following two areas that the organization has identified for possible expansion: (a) a D.C. Superior Court-based legal services project that assists low-income families with child custody and other family law matters; or (b) a legal services project based at the D.C. Office of Administrative Hearings that assists low-income families who have been denied, terminated from, or had reduced basic safety-net public benefits. Regardless of which project is selected, the Fellow will have significant litigation, outreach, and advocacy responsibilities.

Since 1932, Legal Aid has been working to make justice real—in individual and systemic ways—for persons living in poverty in the District of Columbia. 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. Legal Aid has successfully sponsored both Equal Justice Works and Skadden Fellows in the past, and our staff includes numerous current and former fellows. Legal Aid will assist the applicant we select in formulating a project to present to the fellowship programs.

Potential Project Ideas:

Free, high-quality legal services are often too difficult to access for those who most need them. In recent years, Legal Aid has found that locating resources and lawyers where individuals already must go to have their cases heard can significantly reduce the burden and difficulty of obtaining legal advice and representation. Today, Legal Aid maintains projects at a number of locations, including the Landlord & Tenant Branch, the Paternity & Support Branch, and the Foreclosure, Small Claims, and Debt Collection Calendars of D.C. Superior Court, as well as the Northwest and Southeast Domestic Violence Intake Centers (located at D.C. Superior Court and United Medical Center, respectively).

Legal Aid has identified two areas for possible growth through a fellowship project that would further expand access to justice by establishing or supporting a Legal Aid presence at another court branch or administrative body where the vast majority of individuals currently do not have legal representation. Applicants should indicate in their cover letters which of the following two potential projects they are interested in working with Legal Aid to flesh out, and why. (Indicating an interest in both is also an option.)

**Family Law.** A family law project would involve establishing or supporting a new court-based legal services project at the Domestic Relations Branch of the D.C. Superior Court. The Fellow would provide both same-day and extended representation to low-income families in child custody and other family law matters. The Fellow pursuing this project would join Legal Aid’s domestic violence/family law practice, which is currently staffed by three supervising attorneys, eight senior staff and staff attorneys, and a legal assistant.

**Public Benefits.** A public benefits law project would involve establishing or supporting a new legal services project based at the D.C. Office of Administrative Hearings. The Fellow would provide both same-day and extended representation to low-income families in a wide range of matters involving essential safety-net public benefits, such as Food Stamps (or SNAP), Temporary Assistance for Needy Families, Medicaid and unemployment insurance. The Fellow pursuing this project would join Legal Aid’s public benefits law practice, which is currently
staffed by two supervising attorneys, six senior staff and staff attorneys, one volunteer staff attorney, and a legal assistant.

A Fellow pursuing either project will dedicate the bulk of his/her/their time to handling a docket of direct representation matters in family law or public benefits. The Fellow will also engage in community outreach and education, conduct interviews of prospective clients, and work on systemic advocacy efforts in the substantive legal area as well as the practices of the court or administrative body. Moreover, the Fellow will work closely with the D.C. Superior Court or the D.C. Office of Administrative Hearings both to determine the best way to intervene in the matters where a lawyer can be most effective in advancing justice and to provide general legal information and/or “know your rights” trainings to court personnel, community partners and our client community.

**Qualifications:**

Applicants must be law students entering their third year or recent graduates who expect to complete a judicial clerkship in the summer of 2020. Applicants should have a commitment to a career in the public interest and a desire to work in a collaborative work environment. Additional qualifications include:

- Exceptional legal research and writing skills;
- Strong litigation, organizational, communication, and leadership skills;
- An ability to multitask, juggle and complete assignments, and meet deadlines;
- A demonstrated commitment to social, economic, and racial justice;
- An ability to work with Legal Aid’s diverse client community; and
- Proficiency or fluency in Spanish or another language a plus.

Membership or eligibility for membership in the D.C. Bar is required.

**To Apply:**

Please submit a resume and cover letter. Additional information, such as writing samples, transcripts, and references, may be sought from those selected to interview with Legal Aid. The selected candidate will work with Legal Aid on fellowship applications to be submitted to the Skadden Foundation and/or Equal Justice Works in the fall of 2019. The fellowship, if awarded, will begin in the fall of 2020 and is anticipated to last two years.

**Interested candidates should submit their resume and cover letter here:**
https://legalaiddc.bamboohr.com/jobs/view.php?id=33&source=consortium

Applications will be considered on a rolling basis until a candidate is selected.

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.
The Legal Aid Society of the District of Columbia is soliciting applications for our inaugural Steptoe Housing Law Fellow. Legal Aid is the oldest and currently largest general civil legal services program in the District of Columbia. This new and exciting two-year fellowship, made possible through the generous support of The Steptoe Foundation, will begin Fall 2019.

Since 1932, Legal Aid has been working to make justice real—in individual and systemic ways—for persons living in poverty in the District of Columbia. 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.

Public service at Steptoe has been an integral part of the firm’s history, ethos, and operations. The principle of increasing access to justice guides its pro bono efforts. Many pro bono matters handled by Steptoe lawyers involve significant legal issues with far-reaching effects, such as race, age, gender, sexual orientation, and disability discrimination; human rights; freedom of speech; prisoners’ rights; and voting rights. For nearly 40 years, Steptoe maintained a loaned associate program at Legal Aid. In addition, Steptoe has represented hundreds of pro bono clients referred by Legal Aid in areas of housing, family law, public benefits, among others. Steptoe is proud to be continuing this longstanding pro bono partnership with Legal Aid through the creation of the Steptoe Housing Law Fellow. Learn more about Steptoe’s pro bono program at https://www.steptoe.com/en/about/pro-bono-service.html.

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. The Steptoe Housing Law Fellow will join the Housing Law Unit, which currently includes 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.

The Steptoe Housing Law Fellow will work at Legal Aid's central office and out of its community office in Southeast DC. The Fellow will a docket of litigation and advocacy matters involving one or both of two housing-related 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. In addition, the Fellow will help facilitate the pro bono relationship between Legal Aid and Steptoe.

Qualifications:

Unlike many other fellowships, the Steptoe Housing Law Fellowship is not limited to recent law school graduates or individuals who have completed a judicial clerkship or will have completed a clerkship. Applicants with experience may also apply. The successful candidate will have the following:
• Exceptional legal research and writing skills;
• Strong litigation, organizational, communication, and leadership skills;
• An ability to multitask, juggle and complete assignments, and meet deadlines;
• A demonstrated commitment to social, economic, and racial justice;
• An ability to work with Legal Aid's diverse client community; and
• Proficiency or fluency in Spanish or another language a plus.

Membership or eligibility for membership in the D.C. Bar is required. The Steptoe Housing Law Fellow will be paid in accordance with Legal Aid's attorney salary scale. Legal Aid offers a generous benefits package.

Salary and Benefits:

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

How to Apply:

Interested applicants should submit their resume and cover letter here:

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

INTERNSHIPS
INTERNATIONAL LABOR RIGHTS FORUM

We welcome inquiries for summer 2020 positions from students receiving other funding or credit from their universities or through Fulbright or similar programs. For fall 2019 - spring 2019, we also have openings for students who receive federal work-study funding. Internship positions are customized based on interns' interests and experience.

These are some of the skills that we seek in interns:

• Excellent writing skills
• Corporate research
• Legal research
• Qualitative research
• Quantitative research
• Graphic design
• Web design
• Publications layout
• Video production and editing
• Data entry
• Attention to detail
• Professional phone demeanor
• Native-level fluency and professional-level writing skills in Bangla, Khmai, Chinese, Russian, Spanish, or Uzbek.

To apply:

Please email internships@ilrf.org with:

• A letter indicating why you are interested in interning at ILRF and your areas of interest and skills, how many hours per week you are available and for which start date and end date, whether you have a funded stipend or are eligible for college credit, and whether you are located in Washington, DC or in a different city
• Your resume / CV
• A copy of any of the following that you have produced, as relevant to your inquiry: research paper, published article, campaign-related writing, graphic design sample, or video
• If you are indicating language fluency in your application, then please include a writing sample in that language in addition to your English writing sample

ILRF is an equal opportunity employer and actively recruits women, people of color, persons with disabilities, and persons with diverse gender and sexual identities.

AARP FOUNDATION LITIGATION LAW FELLOW
AARP FOUNDATION

AARP Foundation is the charitable affiliate of AARP. We work to end senior poverty by helping vulnerable older adults build economic opportunity and social connectedness.

We run a public interest law firm that takes on cutting-edge impact litigation in federal and state courts nationwide to advance the legal rights and interests of people 50 and older. We take on unlawful government and industry practices to help older adults improve their well-being and stay connected to their communities.

Summary:

We are looking for a top-notch graduating law student with a passion for litigation to work with us to end senior poverty. If you are a critical thinker, an eager learner, and a team player who wants to gain valuable experience in public interest law, read on. AARP Foundation Litigation Fellows work full-time (40 hours/week) for six months. For additional information about our work, please visit www.aarpfoundation.org/litigation.

We Seek Someone Who:

• has strong academic credentials and a demonstrated interest in public service;
• is smart, ambitious, and intellectually curious;
• is a diligent researcher and an excellent writer; and
• is offended by injustice and wants to do something about it.

Responsibilities:

Working under the supervision of AARP Foundation attorneys, you will:
• conduct legal research;
• draft memoranda, pleadings, briefs, and other legal documents;
• assist in civil discovery;
• interview current and potential clients;
• work with outside co-counsel; and
• participate in litigation strategy.

Requirements:
Interns must be current third-year or otherwise graduating law students at an ABA accredited Law School. AARP also considers non-traditional interns who are looking to re-enter the workforce or change careers. This may include those who have previously graduated college and are now enrolled in a continuing education program.

Additional Requirements:
• Excellent oral, written, and interpersonal skills
• Proficiency with LEXIS and other legal research platforms
• Significant experience with The Blue Book: A Uniform System of Citation
• Demonstrated public interest/public service interest or experience
• Preference will be given to candidates with a language fluency in Spanish

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

How to Apply:
Apply online here.

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.

BILINGUAL (ENGLISH/SPANISH) AARP FOUNDATION LAW FELLOW
AARP FOUNDATION

AARP Foundation is the charitable affiliate of AARP. We work to end senior poverty by helping vulnerable older adults build economic opportunity and social connectedness.

We run a public interest law firm that takes on cutting-edge impact litigation in federal and state courts nationwide to advance the legal rights and interests of people 50 and older. We take on unlawful government and industry practices to help older adults improve their well-being and stay connected to their communities.

Summary:
We are looking for a top-notch graduating law student with a passion for litigation to work with us to end senior poverty. If you are a critical thinker, an eager learner, and a team player who wants to gain valuable experience
in public interest law, read on. AARP Foundation Litigation Fellows work full-time (40 hours/week) for six months. For additional information about our work, please visit www.aarpfoundation.org/litigation.

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Working under the supervision of AARP Foundation attorneys, you will:

- conduct legal research;
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- interview current and potential clients;
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- participate in litigation strategy.

Requirements:

Interns must be current third-year or otherwise graduating law students at an ABA accredited Law School. AARP also considers non-traditional interns who are looking to re-enter the workforce or change careers. This may include those who have previously graduated college and are now enrolled in a continuing education program.

Additional Requirements:

- Excellent oral, written, and interpersonal skills
- Proficiency with LEXIS and other legal research platforms
- Significant experience with *The Blue Book: A Uniform System of Citation*
- Demonstrated public interest/public service interest or experience
- Business-fluency in Spanish to communicate effectively with clients and courts (e.g., in Puerto Rico)

Benefits Offered:

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

How to Apply:

Apply online here.

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.
EQUAL JUSTICE WORKS OR SKADDEEN FELLOWSHIP SPONSOR
NATIONAL VETERANS LEGAL SERVICES PROGRAM

The National Veterans Legal Services Program (NVLSP) is a high-impact national veterans service organization based in Washington, DC. Our mission is to ensure that the government delivers to our nation's 22 million veterans and active duty personnel the benefits to which they are entitled due to the disabilities that resulted from their military service. NVLSP engages in individual representation as well as class action advocacy, such as the *Nehmer v. US Veterans Administration* suit which obtained a class action order that allowed Vietnam veterans and their families to receive disability and death benefits for diseases that scientific studies show are associated with exposure to Agent Orange.

NVLSP's Lawyers Serving Warriors® ("LSW") program provides free legal representation, through a nationwide pro bono network of private law firms and corporate legal departments, to disabled active duty personnel and veterans and their families. LSW has assisted more than 2,000 disabled veterans through its pro bono network.

NVLSP seeks an applicant to sponsor for a 2020 Equal Justice Works (EJW) Fellowship and/or Skadden Fellowship. Previous NVLSP EJW fellows have focused on assisting survivors of military sexual trauma, filing mandamus petitions in cases unduly delayed at the Board of Veterans' Appeals, and developing a national medical legal partnership to assist veterans seeking VA benefits, medical retirement or discharge upgrades.

The fellowship is targeted to candidates who are law students entering their third year or recent graduates completing a judicial clerkship in the summer of 2020. The fellowship would start in the fall of 2020 and continue for two years. Experienced NVLSP veterans' benefits attorneys will work closely with the fellow, providing guidance and support. Possible topics for the fellowship would include expansion of NVLSP's Military Sexual Trauma program and/or NVLSP's work assisting veterans exposed to harmful toxins in service.

The proposal must be submitted by mid-September 2019. We encourage immediate submission of applications to NVLSP.

**To apply,** send a cover letter, resume, writing sample, and list of 3 references to

Paul Wright, Deputy Executive Director  
Via e-mail: PaulW@nvlp.org

If accepted by EJW or Skadden, the funding would be in accordance with their respective programs. Frequently asked questions regarding the fellowships can be accessed at [http://www.equaljusticeworks.org/](http://www.equaljusticeworks.org/) and [https://www.skaddenfellowships.org/](https://www.skaddenfellowships.org/).

FULL TIME INTERNS
CONGRESSWOMAN ELAINE LURIA

Congresswoman Elaine Luria (VA-02), Member of the House Armed Services Committee and House Veterans Affairs Committee in which Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks full time interns for her Washington, D.C. office. Candidates should be motivated, flexible and detailed oriented with availability from August 26th – December 13th. Intern responsibilities include answering constituent phones, leading Capitol tours, up-keeping mail databases, writing memo’s, and assigned duties from full time staff. Candidates should be outgoing and possess strong oral and written communication skills. Virginia ties are preferred, but not required. Women, minorities, and LGBTQ+ persons are encouraged to apply.
Please send your resume and cover letter to VA02DC.Interns@mail.house.gov.

**INTERNS**
**MIDWEST REPUBLICAN**

Midwest Republican seeks a highly motivated individual with exceptional organizational skills and multitasking ability to serve as a paid intern in the Washington, D.C. office. This position requires an individual to provide excellent constituent service. Responsibilities include but are not limited to greeting constituents and meetings, tours and other information, answering telephone calls and taking messages, processing mail, maintaining the front office, and general office administrative duties. The successful candidate must be courteous and work well in a team environment.

Please e-mail your resume and cover letter to NE.01@mail.house.gov with "Fall Intern" in the subject line.

**FALL 2019 INTERNS**
**CONGRESSWOMAN KATHERINE M. CLARK**

The Office of Congresswoman Katherine M. Clark [MA-05] is currently seeking full-time & part-time paid interns for Fall of 2019 in her Washington, D.C. office. Qualified applicants should have strong oral & written communication skills, the ability to manage multiple tasks, the willingness to work in a fast-paced environment and be comfortable assisting constituents. A sound knowledge of Microsoft Office, a solid work ethic as well as a basic understanding of the political process in Congress is expected. Responsibilities include but are not limited to: answering and screening phone calls, leading capitol tours, working with staff to research legislative issues and process information, attending congressional briefings, assisting with administrative tasks, drafting constituent correspondence on a variety of issues, assisting the communications team with various tasks, and other projects as they arise. Full-time and part-time positions are available beginning in August 2019.

To apply, please send a resume, cover letter, and a brief writing sample to RepClarkInternships@mail.house.gov. Please indicate availability and expected start date.

**INTERNSHIPS**
**CONSERVATIVE MIDWESTERN**

Conservative Midwestern member of the House seeks motivated, detail-oriented, and energetic professionals for internships in Washington, DC. Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Missouri/Midwestern ties preferred but not required. Responsibilities include but are not limited to: Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading Capitol tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, assisting the Communications Director with drafting talking points, creating graphics for social media, tracking media coverage, and other duties as necessary. Full-time internship positions are available beginning in August 2019.

To apply, please send a resume, cover letter, and brief writing sample to Trevor.Ray@mail.house.gov with the phrase “Internship Application” in the subject line.
The Office of Congresswoman Gwen Moore (WI-04) is seeking highly motivated interns for Fall 2019 (starting at the beginning of August 2019). Qualified candidates will be dependable team players, capable of excelling in a fast-paced office, and will possess strong writing, editing, verbal communication, and organizational skills. Experience with research is a plus since there are opportunities to work with the legislative staff on relevant issues. This position’s responsibilities include serving as a primary contact with constituents, greeting visitors, providing Capitol Tours, and assisting with projects assigned from other staff members. These projects often include assisting with data entry or drafting correspondence. Interns will have the ability to attend Capitol Hill briefings, hearings, and other informative events that are available. Interns will also have the opportunity to gain professional and educational experience while learning more about Congress and the legislative process. Wisconsin ties are a plus.

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to maryah.thompson@mail.house.gov with “Fall 2019 Internship” in the subject line.

The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time Interns for the Washington, D.C. office starting at the end of August or beginning of September. Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting constituent correspondence, attending policy briefings and committee hearings, performing legislative research, producing daily press clips, leading Capitol tours, and supporting staff members on various projects of interest. Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong oral and written communication skills, and are committed to public service. Wisconsin ties are a plus! Candidates of all backgrounds are encouraged to apply.

To apply, please submit a form on our website at: https://pocan.house.gov/services/internships/congressional-internship-application or send a resume, cover letter, and a brief writing sample to Sydney.Scott@mail.house.gov with “2019 Pocan Fall Internship” in the subject line. Deadline to apply is August 1st.

For further information regarding the internship and scholarship programs, please see the internship page on our website at: https://pocan.house.gov/services/internships/.
OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)

STAFF ATTORNEY
TRANSGENDER LEGAL DEFENSE & EDUCATIONAL FUND
NEW YORK, NEW YORK

About Us:

Founded in 2003, the Transgender Legal Defense & Educational Fund (TLDEF) is committed to ending discrimination based on gender identity and expression and to achieving equality for transgender people through public education, test-case litigation, direct legal services, and public policy efforts. Along with its signature Name Change Project, which provides free legal name change services to community members through partnerships with some of nation's premier law firms, TLDEF's legal programs bring test-case litigation with wide impact in all areas of transgender equality.

Position Overview:

TLDEF seeks an organized, adaptive, and motivated Staff Attorney to join its growing Legal Program focused on providing immediate, comprehensive, and lasting legal change for transgender people, particularly those most pushed to the margins. The successful candidate will be intellectually curious and passionate about transgender legal advocacy; deeply committed to centering the needs of TLDEF's transgender clients and stakeholders; actively partnering with the broader movement for transgender justice and equality; and working across the organization to effectively advance TLDEF's mission. The Staff Attorney will have an opportunity to gain direct, hands on experience with transgender litigation and policy advocacy. The Staff Attorney reports to the Legal Director. The Staff Attorney may supervise legal interns.

Primary Responsibilities:

- Participate in all phases of impact litigation, including development and investigation, administrative matters, pleadings, motion practice, discovery, trials, appeals, and settlement negotiations.
- Investigate new cases, including managing relationships with potential clients and experts, reviewing records, and drafting legal documents.
- Monitor federal and state legislation pertinent to potential litigation or advocacy.
- Draft legal and policy resources for a range of audiences, including “Know Your Rights” content, template legal documents, legal memos, and advocacy materials.
- Cultivate and steward partnerships with activists, lawyers, academic experts, and potential clients to advance movement goals.
- Engage in public-facing activities, including conferences, hearings, workshops or trainings, and other forums.
- Work with pro bono partners on amicus briefs, litigation, and related activities.
- Maintain detailed records regarding legal intakes, clients, and case management.

Additional Duties:

- Periodically supervise legal volunteers, including attorneys and law students.
• Assist the Development and Communications Teams by providing updates about TLDEF’s strategies and progress.
• Assist the Development Team with data collection for donor and funder reporting.
• Other duties as assigned, including special projects as needed.

Required Qualifications:

• A J.D. degree from an accredited U.S. law school and a license to practice law in any state is required. The successful candidate must become licensed to practice law in New York in their first year of hire.
• At least one year of relevant litigation experience.
• Familiarity with transgender-related legal precedents, including but not limited to Title VII, Title IX, and constitutional rights.
• Excellent legal research, writing, and analysis skills.
• A strong understanding and commitment to issues impacting transgender, gender nonconforming, and non-binary people. The ability to think critically about intersectional and systemic issues, including but not limited to transphobia, racism, classism, ableism, and xenophobia.
• Willingness to be part of a diverse movement with multiple leaders, and to represent and amplify the voices of communities that cross lines of gender identity and expression, race, class, ability, and immigration status.
• Strong relationship-building skills with the proven ability to effectively partner with diverse stakeholders.
• A demonstrated commitment to remain positive, maintain discretion, and resolve conflict from a place of integrity, humility, and compassion.
• Ability to set priorities and juggle multiple deadlines.
• Proficient in Microsoft applications, legal research tools, and Internet research.
• Ability to travel as needed.
• Ability to work evenings and weekends as needed.
• Fluency or proficiency in Spanish is a plus, but not required.

Compensation:

TLDEF offers a competitive salary and benefits package that includes transgender-inclusive medical, vision, and dental insurance, three weeks of paid vacation, paid holidays, paid sick days, employer contributions to retirement, pre-tax commuter benefits, and professional development opportunities.

To Apply:

Submit a compelling cover letter, resume or C.V., and legal writing sample to careers@transgenderlegal.org with the subject line “Staff Attorney.” Applications submitted without a cover letter, resume or C.V., and writing sample will not be considered. Applications will be accepted until the position is filled. No phone calls, please.

TLDEF is an equal opportunity employer. People of color; lesbian, gay, bisexual, transgender, queer, and intersex people; women; and people with disabilities, including HIV, are all strongly encouraged to apply.
and human rights; in which people are no longer punished for what they put into their own bodies but only for crimes against others; and in which the fears, prejudices, and punitive prohibitions of today are no more. Our mission is to advance those policies and attitudes that best reduce the harms of both drug misuse and drug prohibition, and to promote the sovereignty of individuals over their minds and bodies.

DPA is home to a passionate, diverse, and creative team at a critical time for the drug policy reform movement in the United States. U.S. leaders are now doubling down on the war on drugs, using it as a tool to stoke fear in society and rally their base, and as an excuse to lock up or deport people of color and immigrants. Tens of thousands of people are dying from opioid overdoses, with little meaningful response by the federal government. At the same time, we are seeing state and local governments taking action, increasingly legalizing marijuana, passing Good Samaritan laws, and even exploring safe consumption sites. Public opinion, too, is increasingly in our favor, with ever-larger numbers of people supporting alternatives to current policies of prohibition and criminalization. In this context, DPA’s expertise on drug policy, rigorous analysis, and strong, principled voice stand to make an enormous difference in shaping public opinion and policy, and ultimately making a concrete difference to the lives of millions in the U.S. and beyond.

In addition to the New York headquarters, DPA has to a total of five offices, including, California, New Mexico, D.C, and Ithaca NY, 50 plus staff, an annual operating budget of approximately $12 million, 25,000 dues-paying members and more than 300,000 online subscribers. It has a solid track record of success at the local, state, and federal levels and consistent visibility in prominent media and policy circles.

The International Drug Policy Reform Conference is a biennial event that brings together people from around the world who believe that the war on drugs must end. Reform attendees have the opportunity to spend three days interacting with people committed to finding alternatives to the war on drugs while participating in sessions given by leading experts from around the world.

More than 1,500 attendees representing over 80 countries joined us in Atlanta, GA in 2017 and we are primed for an even larger attendance when we bring the conference to St. Louis, MO in 2019.

The Position:

The Senior Policy Manager, Treatment in DPA’s Office of Law and Strategy engages in policy advocacy, litigation, legislative drafting, media relations, and public education in the local, state and federal jurisdictions in which DPA is active. This position shall have a particular focus on increasing access to substance use disorder treatment and recovery services in line with DPA’s principles and priorities.

The Senior Policy Manager, Treatment reports to the Senior Director, Public Health Law and Policy, will serve as a member of DPA’s Policy Team, and may also serve as a member and/or lead one or more internal working committees. This position is grant funded. Although we will pursue additional funding to extend the position, current funding has been secured for two years.

Primary Responsibilities:

- Play a lead role in developing and advancing DPA’s short and long term strategic advocacy agenda with respect to substance use disorder treatment and recovery;
- Research, develop, draft and propose treatment- and recovery-related policy proposals/initiatives, and, ideally, translate those proposals into legislation;
- Track, analyze, and synthesize new research on substance use disorder treatment and recovery and ensure DPA’s policies related to treatment and recovery are based on the best available evidence;
• Track and monitor legal, legislative, and other policy developments related to substance use disorder treatment and recovery;
• Draft materials related to substance use disorder treatment and recovery, including data analyses, literature reviews, policy briefs, blog posts, and op eds;
• Build relationships with and engage key stakeholders in the substance use disorder treatment and recovery communities to help advance DPA’s advocacy agenda;
• Assist with the development of communications messages and narratives related to a health, harm reduction, and treatment-oriented approach to substance use disorder;
• Conduct media outreach and public speaking on local, state and national substance use disorder and recovery issues;
• Testify before legislative bodies and executive commissions;
• Assist with planning and facilitating DPA-hosted meetings and conferences;
• Present at conferences, universities and community events.

Qualifications:

• Advanced degree in public health or related field or significant experience and expertise in public health; Juris Doctor Degree and admission to at least one state bar strongly preferred;
• Six plus years’ experience in policy or legal advocacy and/or regulatory work; three plus years’ experience related specifically to substance use disorder treatment issues;
• In-depth and demonstrated knowledge of substance use disorder treatment and recovery issues, including drug treatment funding mechanisms streams (including strong familiarity with the Affordable Care Act and state Medicaid programs), regulatory and oversight systems, insurance coverage and reimbursement rates, program licensing, professional credentialing and accreditation, data and evaluation, research, and barriers to access;
• Strong analytical skills and ability to translate scientific research into policy and into language accessible to lay audience;
• Ability to evaluate and synthesize complex legislation and regulations; legislative drafting skills strongly preferred;
• Working knowledge of state and federal legislative processes;
• Excellent writing, research, and oral advocacy skills;
• Strong communication and negotiation skills;
• Ability to be detail-oriented, work under pressure, meet deadlines and work independently with minimal supervision;
• Strong interpersonal skills and ability to build and cultivate relationships with people and organizations of various orientations and backgrounds;
• Brings a strong intersectional lens to the work, including racial justice, mental health, and disability rights;
• Embraces harm reduction as a core value and principle of substance use disorder treatment and recovery;
• A demonstrated passion for social and racial justice and commitment to the issues DPA addresses;
• Excellent computer skills (including familiarity with Word, Excel, and PowerPoint);
• Availability to work occasional evenings and weekends and to travel.

This position may be based in Oakland, Los Angeles, New York City, or Washington, D.C.; Oakland is preferred.

Compensation:

DPA offers a competitive salary and benefits package that includes health, dental, long-term disability, and life insurance; a generous 403(b) plan; and 25 days paid time off.
Application Process:

Please submit your application with resume, cover letter, and brief writing sample at: http://www.drugpolicy.org/about-us/jobs-and-internships.

No phone calls, please. We will only contact candidates who are under consideration.

The Drug Policy Alliance is an equal opportunity employer. We value a diverse workforce and an inclusive culture. DPA encourages applications from all qualified individuals without regard to race, color, religion, gender, ethnicity, personal appearance, political affiliation, family responsibility, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction. We are particularly interested in hiring people who have been adversely affected by the war on drugs.

MARIJUANA LAW AND POLICY DIRECTOR
OFFICE OF LEGAL AFFAIRS
DRUG POLICY ALLIANCE
OAKLAND, CALIFORNIA, WASHINGTON, DC OR NEW YORK, NEW YORK

The Drug Policy Alliance is the leading organization in the U.S. promoting alternatives to the war on drugs. We envision a just society in which the use and regulation of drugs are grounded in science, compassion, health, and human rights; in which people are no longer punished for what they put into their own bodies but only for crimes against others; and in which the fears, prejudices, and punitive prohibitions of today are no more. Our mission is to advance those policies and attitudes that best reduce the harms of both drug misuse and drug prohibition, and to promote the sovereignty of individuals over their minds and bodies.

DPA is home to a passionate, diverse, and creative team at a critical time for the drug policy reform movement in the United States. U.S. leaders are now doubling down on the war on drugs, using it as a tool to stoke fear in society and rally their base, and as an excuse to lock up or deport people of color and immigrants. Tens of thousands of people are dying from opioid overdoses, with little meaningful response by the federal government. At the same time, we are seeing state and local governments taking action, increasingly legalizing marijuana, passing Good Samaritan laws, and even exploring safe consumption sites. Public opinion, too, is increasingly in our favor, with ever-larger numbers of people supporting alternatives to current policies of prohibition and criminalization. In this context, DPA’s expertise on drug policy, rigorous analysis, and strong, principled voice stand to make an enormous difference in shaping public opinion and policy, and ultimately making a concrete difference to the lives of millions in the U.S. and beyond.

Over the last 15 years, DPA has expanded from its New York headquarters to a total of eight offices, close to 70 staff, an annual operating budget of approximately $15 million, 25,000 dues-paying members and more than 300,000 online subscribers. It has a solid track record of success at the local, state, and federal levels and consistent visibility in prominent media and policy circles. For more information, please visit our website at www.drugpolicy.org.

The Position:

The Marijuana Law and Policy Director in DPA’s Office of Legal Affairs leads the organization’s work as it relates to marijuana-related legislative drafting, policy advocacy, media relations, fundraising and public education across the United States. This position shall have a specific focus on marijuana regulation for medical and adult use and policy development.
The Marijuana Law and Policy Director for marijuana will report to the Director of the Office of Legal Affairs.

**Primary Responsibilities Include:**

- Playing a lead role in developing and advancing DPA’s short- and long-term strategic advocacy agenda and goals, particularly in the area of medical and adult use marijuana legalization, regulation and policy development;
- Collaborating with and provide advice to other drug policy reform advocates and organizations working on marijuana;
- Researching, developing and drafting marijuana-related legislation, ballot initiatives and other public policy initiatives;
- Advising and counseling each of DPA’s state-based and national offices with respect to marijuana-related litigation, legislation and regulation;
- Assessing when DPA should engage in marijuana-related litigation projects, including both direct representation and amicus curiae efforts;
- Assisting with related research, writing and representation tasks consistent with DPA principles and priorities; working with cooperating outside counsel and allied organizations;
- Testifying before legislative bodies and executive commissions;
- Presenting on marijuana-related issues of drug policy and drug law reform at conferences, universities and community events;
- Conducting media outreach and public speaking on local, state and national marijuana-related drug policy issues;
- Recruiting and supervising law, public policy, medical, public health and college students as DPA interns and law fellows;
- Responding to marijuana-related legal inquiries from DPA members and the general public.

**Qualifications:**

- Juris Doctor Degree;
- Admission to at least one state bar required;
- Ten years’ experience in litigation, legislative drafting or public policy advocacy;
- Excellent legislative drafting skills, ability to analyze complex legislation and regulations;
- Working knowledge of state and federal legislative processes;
- Excellent legal writing, research, and oral advocacy skills;
- A demonstrated commitment to the cause of ending the drug war;
- Ability to be detail-oriented, work under pressure, and meet deadlines;
- Ability to build and cultivate relationships with people and organizations of various orientations and backgrounds;
- Ability to work independently with minimal supervision;
- Strong leadership abilities and experience managing complex advocacy projects;
- Strong interpersonal skills, flexibility, and creativity;
- Availability to work occasional evenings and weekends and to travel within the U.S.

**Terms of Employment:**

This position is based in Oakland, CA; New York, NY; or Washington, DC. Telecommuting will not be considered. Some travel required.
Compensation:

The base salary for the job grade of this position is $87,500.00. Any offer of employment will take into account the particular candidate’s skills and experience. DPA offers a competitive benefits package including health, dental, long-term disability, and life insurance; a generous 403(b) plan; and 25 days paid time off.

Deadline:

Applications will be reviewed immediately and will be accepted until the position is filled.

Application Process:

Please submit your application with resume, cover letter, and brief writing sample at: https://drugpolicy.bamboohr.com/jobs

No phone calls, please. We will only contact candidates who are under consideration.

The Drug Policy Alliance is an equal opportunity employer. We value a diverse workforce and an inclusive culture. DPA encourages applications from all qualified individuals without regard to race, color, religion, gender, ethnicity, personal appearance, political affiliation, family responsibility, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction. We are particularly interested in hiring people who have been adversely affected by the war on drugs.

DIRECTOR OF POLICY
THE TRUSTEES
BOSTON, MASSACHUSETTS

The Director of Policy will further existing and develop new public policy priorities and strategic approaches for advancing the mission of The Trustees. Through leadership, collaboration, and strategic communications, the Director of Policy will continue to position and grow the organization as an active and influential member of the conservation and cultural resources advocacy community working to address policy, funding, legislation, and other actions that impact The Trustees' work and the quality of life in Massachusetts communities. Key mission areas of focus include conservation, with an emphasis on coastal conservation; cultural and historic resources; agriculture; natural resources; and public access and recreation.

This position is largely focused at the state level, though there will be specific opportunities to engage at the federal and local level as well. For local work, the position will largely advise and support property-based staff in addressing high-priority issues and community relations.

The Director of Policy reports to the Chief of Operations & Programs and is an active member of the Operations & Programs Team. This position also works closely with the Marketing and Communications staff to ensure effective, proactive, external communications around The Trustees’ priorities.

Responsibilities:

- Lead the development and implementation of policy and advocacy priorities and strategies that drive The Trustees’ strategic goals and objectives and position the organization’s voice in the public dialogue.
- Represent The Trustees before elected and appointed officials, and pursue networking and outreach opportunities that maintain/build The Trustees’ presence and effectiveness.
- Track and advocate for state and federal policy and funding for organizational priorities.
- Prepare briefings on key issues for the President/CEO.
- Lead and support advocacy best practices including:
  - Policy agenda-setting and annual work-planning that articulates a clear, proactive focus and sets priorities and targets. This will involve a collaborative process that engages internal and external stakeholders.
  - Coordinating staff relationships and interactions with public officials.
  - Communicating internally to ensure that the President, Board, and Executive Team are up-to-date and informed about our public issues-related positions and, when appropriate, are activated to support a successful outcome.
- Participating in broader staff communications.
- Work with Stakeholder Engagement Department to develop communications to members and other Trustees’ audiences and to the media. This may include drafting policy statements, talking points, op-eds and public remarks for various outlets to be delivered by the Director of Policy, members of the Executive Team and/or other staff, volunteers, or partners.
- Represent The Trustees in key mission-related partnerships and collaborations and engage The Trustees staff, including Program Directors, Executives, and leadership volunteers, in actions and issues.
- When relevant to a statewide position or strategy, support colleagues in addressing local issues that impact our reservations or the communities in which we have a presence.
- Ensure that The Trustees staff abides by lobbying laws and reporting requirements.

**Qualifications:**

- Five to ten years combined experience in positions of ever-increasing responsibility and leadership in government affairs, advocacy, community organizing, or policy, and subject matter expertise in one or more of the following areas: land conservation, coastal resource management, outdoor recreation, culture and arts, and agriculture
- Proven government relations professional with a solid understanding of public policy and advocacy
- Proven track record of strategic and tactical thinking and strong analytical skills
- Highly effective public speaker and strong writing skills
- Understanding of social media outlets
- History of actively seeking out and supporting collaborative thinking and problem solving
- Working knowledge of the policy-making processes at the state and federal level
- Proven experience networking and creating strong relationships internally and externally

The Director of Policy is a full-time, year-round, exempt position, based in The Trustees' Boston office. Salary is commensurate with experience.

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


EXECUTIVE DIRECTOR
BLUEPRINT NC
RALEIGH, NORTH CAROLINA

Blueprint North Carolina is a state-wide partnership of non-profit organizations working together to ensure all North Carolinians have a voice in their democracy and a full share of its benefits. A community-centered movement-building incubator and backbone organization, Blueprint NC provides opportunities for training,
resource-sharing, and convening for its coalition of partner organizations. Blueprint NC centers racial equity in its internal and external work and employs collective impact as a key strategy – aligning partners around shared values and a common agenda for base building and civic engagement work.

Blueprint NC is the North Carolina affiliate of the State Voices network and serves as a critical conduit between key communities in North Carolina and national efforts to advance civic engagement. Among funders, the organization is a trusted thought-partner and thought-leader that has influenced conversations about allocation of resources and the role of funders in movement-building in black and brown communities. In the years since its inception, Blueprint NC has grown in size and stature, from a team of four staff members to 12 currently and a budget of approximately $3M.

Blueprint NC now seeks a new Executive Director who will play an important role in helping shape the strategies of a diverse network of organizations building a community-centered movement to demand a more just and accessible democracy for North Carolinians. With an initial focus on upcoming priorities, including the 2020 Census, 2020 voter registration and turnout, and training and support for partners, the new Executive Director will play a key role in ongoing collaboration with network partners. Representing Blueprint NC throughout North Carolina and with external partners, the Executive Director will be a natural facilitator who is dedicated to a collective power building strategy and a thoughtful and strategic fundraiser who can build effective relationships with funding partners. S/he/they will be a seasoned manager who is committed to nurturing and developing a team, and a trusted partner to the board in stewarding the organization.

The successful candidate will be a skilled leader who brings a passion for inclusive decision making and who is firmly committed to racial equity and power building in communities of color, intersectionality, and dismantling white supremacy culture in political institutions and social justice organizations. S/he/they will bring sophisticated analytical skills around race, equity and power, and demonstrate a deep commitment to building a just society and healthy democracy through civic engagement.

For a detailed position description, please visit https://nonprofitprofessionals.com/current-searches-all/bpnc-ed

For more information on Blueprint NC, please visit https://blueprintnc.org/.

To Apply:

This search is being conducted with assistance from Carolyn Ho, Meredith Horton, and Yuniya Khan of NPAG.

For a detailed position description and to apply, please visit https://nonprofitprofessionals.com/current-searches-all/bpnc-ed

Please send nominations and/or applications including cover letter describing your interest and qualifications, your resume, and where you learned of the position to: BPNC-ED@nonprofitprofessionals.com. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) as the only contents in the subject line of your e-mail. All inquiries and discussions will be considered strictly confidential.

Blueprint NC is an equal opportunity employer that values a diverse workplace and an inclusive culture. Candidates of all backgrounds are encouraged to apply. Blueprint NC values and welcomes candidates from a wide range of personal and professional backgrounds and experiences.
RAICES is a 501(c)(3) nonprofit legal services agency that promotes justice by providing immigration legal services, education, and advocacy to underserved immigrant children, families and refugees in Texas. RAICES’ Family Detention Program coordinates the Karnes Pro Bono Project which provides these services to individuals detained at the Karnes County Residential Center. The Karnes detention center historically detained migrant families who were primarily asylum-seekers, but currently detains single adult women apprehended at the border and within the interior of the United States.

We seek a full time bilingual legal assistant to join the Program’s legal team in providing services at the detention center. This position is based in San Antonio, Texas.

Program Mission:

To empower and defend migrant families and to advocate for the abolition of immigrant detention through education, legal representation, and advocacy.

Program Vision:

We, the Family Detention Program team, envision a compassionate and cooperative community that advocates for and alongside migrants to protect human dignity and promote human rights.

Responsibilities:

This staff attorney's primary responsibilities are:

- Provide pro se assistance and direct legal representation to immigrant families and individuals detained at the Karnes County Residential Center in Karnes City, Texas;
- Regular travel to the Karnes County Residential Center;
- Conduct thorough intakes, prepare families for credible and reasonable fear interviews, represent families in immigration court and before the Asylum Office;
- Screen clients for persecution, trafficking, and torture utilizing trauma-informed approaches to provide services and support to clients;
- Identify outlier cases and follow up regarding next steps with supervisor;
- Participate in advocacy and litigation efforts to end immigrant detention;
- Responsible for individual case load, including detailed case management, research, and writing;
- Serve as lead attorney at Karnes for staff and volunteer group;
- Communicate with government agencies and contractors to facilitate the provision of legal services at Karnes;
- Provide legal services to recently released families and those residing in the jurisdiction of the San Antonio Immigration Court as needed;
- Assume general administrative responsibilities, including timekeeping, training new colleagues, and other tasks related to project compliance; and other duties, activities, and responsibilities, as assigned.
Qualifications:

Eligible applicants will satisfy each of the following criteria:

• Possess Juris Doctorate and be licensed in any state or the District of Columbia;
• Fluency in English and Spanish (written and verbal);
• Must be aligned with the program mission and vision;
• Ability to handle multiple projects, work independently with minimal supervision, be a self-starter, think critically in fast-paced situations, and be well-organized;
• Must be a team player who prioritizes collective success and works in solidarity with colleagues and clients;
• Ability to adapt and be flexible in a changing work environment;
• Must demonstrate good judgment and effective communication with clients, colleagues, and government employees;
• Excellent organizational skills and proficiency in the use of technology; and
• Experience in immigration law preferred;
• Experience working with children is a plus; and
• Court experience is preferred.

Terms of Employment & Office Expectations:

• The organization’s office hours are 8:30 - 5:30, Monday-Friday with weekend work as needed. However, staff working with the family detention team will exceed these hours when at Karnes. Attorneys may work partial office hours of 10:00 a.m. to 2:30 p.m. or 2:00 p.m. to 6:00 pm on non-Karnes days. Staff are periodically scheduled for a work week away from Karnes, during which time they will work 8:30-5:30 at the office.
• Attorneys working in excess of 40 hours per week may be eligible to accrue personal time off;
• Travel required to the detention center, court, and other offices as needed, and applicant must possess and use his or her own vehicle and automobile insurance and have a valid drivers’ license;
• References will be called and reviewed, and past employers may be called. Current employer may be called with the consent of the applicant;
• Optional medical, vision, dental, and disability insurance;
• Generous paid leave.
• Offer is contingent upon government clearance for admittance to Karnes Detention Facility.

Background Check:

This position may require completion of the National Sex Offender Public Website (NSOPW) check, as well as state criminal background checks. Presence on the National Sex Offender Public Website is a bar to service. Other criminal history does not necessarily disqualify you from employment.

How to Apply: Apply for this position

POLICY COUNSEL
AMERICAN CIVIL LIBERTIES UNION OF GEORGIA
ATLANTA, GEORGIA

The American Civil Liberties Union of Georgia (ACLU of GA) seeks a policy counsel to advance its civil liberties and civil rights agenda. The policy counsel will provide critical research and support for the ACLU of Georgia’s
policy and legislative program, with a focus on reproductive rights and voter rights. The position is primarily responsible for state legislative and executive branch policy development and research but also will be called upon to engage in advocacy efforts and cultivate partner relationships. The policy counsel will report to the Political Director.

Responsibilities:

- Help to develop and implement the ACLU of Georgia’s legislative agenda, including but not limited to lobbying members of the legislature, their staff and the Governor’s office, analyzing and tracking legislation, drafting amendments and preparing and delivering written and oral testimony.
- Conduct rigorous policy research and fact-finding;
- Identify opportunities for policy change at the local and state level;
- Draft factsheets, policy memos, talking points, speeches and other related materials;
- Help maintain and/or expand organizational and individual partners in relevant issue areas
- Support organizational spokespeople in providing expertise to policymakers, the press, and coalition partners;
- Participate in legislative interim activity, attend legislative hearings and participate in policy-related workgroups, coalitions and meetings.
- Contribute to other projects as needed by the organization;

Qualifications:

- Excellent communication skills, both written and oral, research and analytical skills and the ability to explain complex policy principles in simple terms;
- Particular expertise or knowledge in reproductive rights and/or voter rights is a plus.
- Basic knowledge of state and local government politics, including the legislative process;
- Ability to work independently when necessary and keep organized in a fast-paced environment, manage several projects simultaneously and adjust strategy to frequently changing demands;
- Demonstrated ability to build and sustain relationships with diverse groups
- Initiative, vision and ability to manage short- and long-term projects;
- Ability to work long hours and commute to meetings and events throughout the state, as needed;
- Strong organizational and time management skills, and attention to detail
- A demonstrable commitment to civil liberties and civil rights;
- Strong proficiency with the use of software platforms and high degree of comfort with multiple technology applications;
- Ability to negotiate, compromise and problem solve in collaborative settings;
- A demonstrated commitment to racial equity and incorporating a structural power analysis into their work, with knowledge and understanding of how power is manifested in matters of race, ethnicity, age, gender, sexual orientation, gender identity, gender expression, religion, ability and socio-economic circumstances.

For more information about the position, please visit:


How to Apply:

Submit a cover letter and resume to jobs@acluga.org. Put “Policy Counsel” in Subject.
ATTORNEY
MENTAL HEALTH TEAM
FLORENCE IMMIGRANT & REFUGEE RIGHTS PROJECT
TUCSON OR PHOENIX, ARIZONA

The Organization:

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

Position Description:

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

Essential Duties Include:

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

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

Qualifications:

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

Salary and Benefits:

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

Application Process:

This is an immediate opening. To apply, please email a cover letter, writing sample, and resume with three professional references to jobs@firrp.org, with “Mental Health Attorney” in the subject line. Please include in your email, the name of the publication/website where you found out about this job opportunity. Applications will be reviewed on a rolling basis, and candidates are encouraged to apply as soon as possible. Only those selected for an interview will be contacted. The Florence Project values diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, persons with disabilities, and members of under-represented communities.

This job announcement is for informational purposes only and is subject to change and modification without notice. This job announcement includes a non-exhaustive list of responsibilities, qualifications and requirements of the position, but does not include the essential job functions of the position.

LEAD ATTORNEY
INDIVIDUAL RIGHTS
LEGAL AID SOCIETY OF SAN DIEGO, INC.
SAN DIEGO, CALIFORNIA

Minimum Qualifications:

• Must have five (5) years’ experience as a practicing immigration attorney.
• Must have at least three (3) years handling complex immigration court cases.
• Must have the demonstrated skills and experience to develop a substantive and procedural expertise in the practice of immigration law.
Must have the desire and ability to work with lesser experienced attorneys.
Must be a member in good standing of a U.S. state bar and Federal Bar.
Must have experience in working with and representing our client communities.

Occupational Summary:

With minimum supervision, on larger teams (minimum 4 attorneys including Senior Attorney), effectively represent clients in all phases of litigation; with input from the Senior Attorney. Works with Senior Attorney to supervise, advise and co-counsel with lesser experienced staff attorneys to improve their litigation skills; assists with team administrative and grant reporting requirements.

Typical Work Performed:

- Interviewing of prospective clients, rendering legal advice, maintaining an increasingly complex caseload, and representing clients in all phases of affirmative immigration applications and immigration court removal defense.
- As time allows, and in concert with the Senior Attorney, assists less experienced staff attorneys to become effective in representation of their clients through trial preparation, drafting of pleadings, effective research, and case preparation and litigation strategy.
- Must develop a positive working relationship with client communities and community-based organizations.
- Efficiently handle team administration: Under the supervision of, and on behalf of, the Senior Attorney, assists with and in some cases handles team administration: monitoring, maintenance of team calendar, and review of cases in case management system to see that all cases meet funding requirements.
- Provide supervision to volunteers and interns in office and at community outreach presentations and workshops
- Legislative administrative advocacy.
- Under the direction of the Senior Attorney, assists in the implementation of management policies.
- Works with Senior Attorney to assist in proposal of new funding strategies and to solicit increased team funding via grant proposals and submissions. Works with Senior Attorney to administer and report on grants.
- As a team member, assist in the development and implementation of new strategies for resolution of systemic problems which adversely affect our client communities.

To Apply:

Anyone interested in the position should send a letter of interest and resume/CV to Miko A. Tokuhama-Olsen at mikot@lassd.org

Please visit www.wclawyers.org to learn more about Washington Council of Lawyers, and to register for upcoming programs.

We hope to see you soon!

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