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LEGAL POSITIONS

LEGAL AID ATTORNEY
CONSUMER FRAUD AND FINANCIAL ABUSE
LEGAL COUNSEL FOR THE ELDERLY

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

LCE staff help 6,000+ clients each year in many areas of civil law. Attorneys represent seniors facing foreclosures, evictions, and consumer fraud. LCE handles Medicaid and Social Security cases, provides benefits checkups to assure that seniors and Veterans are receiving the benefits they are due, prepares Wills and Powers of Attorney, and educates elders in ways to avoid Medicare and Medicaid fraud. Clients come to LCE directly through the LCE Legal Hotline, they are referred by partner organizations and the courts, and LCE attorneys, plus its more than 800 volunteers, are regularly in the community meeting elders at senior centers and faith-based organizations. LCE also accommodates homebound seniors by providing legal services in their homes.

LCE houses the office of the D.C. Long-Term Care Ombudsman Program, which advocates on behalf of seniors in nursing homes, assisted living facilities, and those receiving home health care. LCE has a strong relationship with a number of pro bono law firms that assist staff with approximately 600 cases a year. LCE staff testify and make recommendations regarding laws before the D.C. Council that affect seniors and have been instrumental in bettering conditions for D.C. seniors through assistance with local legislation. More than 40 years after its
founding, LCE continues to develop innovative, cost-effective ways to deliver legal services, serving as a model for organizations around the country. LCE is incorporated as a 501(c) (3) and is an affiliate of AARP.

**Summary:**

Provides legal representation in court and with government agencies, generally in the area of foreclosure defense, debt collection defense, real property fraud, financial exploitation, and other consumer protection matters to carry out mission of the Consumer Fraud and Financial Abuse Unit.

**Responsibilities:**

- Provides extended representation in the D.C. Superior Court, the Federal Court, and governmental agencies.
- Provides representation and/or timely accurate information, legal advice, referral, and guidance largely in area of expertise.
- Maintains a high quality of legal practice as measured by regular case reviews, outcomes achieved, lack of substantiated grievances, and responses from client satisfaction surveys.
- Effectively carries out activities for the Consumer Fraud and Financial Abuse Unit, including working with other agencies, participating in case management meetings, and ensuring that client problems are identified and resolved.
- Prepares materials, reports, and trainings.
- Maintains accurate, timely, and complete records concerning cases handled.
- Supervises volunteers and law students in carrying out objectives of Unit.
- Presents at community education events.
- Attends continuing legal education courses and/or other relevant subject matter trainings.
- Identifies and develops systemic law reform projects for older DC residents, in coordination with other LCE staff. When appropriate, participates on committees with other legal services advocates, clients, and community leaders with the purpose of working on larger issues.
- Provides guidance, refers cases, and monitors work of volunteer attorneys and paralegals on assigned cases. Provides back-up support and technical assistance to the legal hotline, the outreach program, pro bono panel, long-term care ombudsman program, less experienced staff, and other projects, as assigned.
- Demonstrates AARP values at all times.

**Requirements:**

- Completion of a Juris Doctorate degree.
- member of the D.C. Bar (or eligible to waive in).
- A minimum of 2 years legal experience, preferably in a legal services setting (clinical experience may count toward this requirement).
- Strong problem-solving and multi-tasking skills required.
- Demonstrated commitment to poverty/public interest law.
- Knowledge of the D.C. legal and social service communities a plus.
- Good organizational and communication skills.
- Amenability to local travel, including client home visits.
- Spanish-speaking and experience with consumer protection a plus.
Benefits Offered:

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

To Apply:

Interested candidates should apply online at: https://careers.aarp.org/ShowJob/Id/2148971/Legal-Aid-Attorney-Consumer-Fraud-and-Financial-Abuse-Unit/.

Equal Employment Opportunity:

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

PRO BONO COORDINATING ATTORNEY
KIDS IN NEED OF DEFENSE (KIND)

About KIND:

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

KIND's social services program ensures that migrant and refugee children - who have often endured trauma - receive counseling, educational support, medical care and other comprehensive services. To address the root causes of child migration from Central America and strengthen protection of unaccompanied children, KIND advocates for policy changes and educates lawmakers, the media, and the broader public on the conditions that drive these children to flee their home countries. KIND supports children returning to their home countries by connecting them to essential support services and sponsors gender-based violence prevention programs in Central America to protect children in countries of origin and transit.

KIND is also building upon its expertise in the protection of unaccompanied children to encourage the development of pro bono initiatives across Europe in partnership with European NGOs.

Position Purpose:

KIND seeks a Pro Bono Coordinating Attorney in KIND's Washington, D.C. field office to help develop, maintain, and oversee the provision of high-quality pro bono legal representation to unaccompanied children through KIND's network of major law firms, corporate partners, and law schools. The Pro Bono Coordinating Attorney will recruit, train and advise volunteer firm and corporate attorneys to ensure effective pro bono representation of individual child clients before immigration and state courts, and immigration agencies and also conduct outreach to law firms, corporate partners and other organizations within the Washington DC metro area, including Northern Virginia.
Primary Responsibilities:

Responsibilities of the Pro Bono Coordinating Attorney include, but are not limited to, the following:

- Recruit, train, and provide robust consultation and technical assistance to pro bono attorneys providing unaccompanied children full scope immigration representation and representation in related family law matters;
- In coordination with KIND's Training and Technical Assistance Team and Washington D.C. field office supervisors, as needed, help develop pro bono training resources and local training curriculum, including sample filings and guidance packets. With supervision, present trainings to pro bono attorneys and community groups;
- Foster KIND's relationships with law firms and corporate counsel in coordination with the other legal services team members;
- Ensure entry of timely, accurate, and detailed case data into KIND's case management systems;
- Assist in office operations and contribute to overall office functioning, including joining field office and KIND-wide calls and meetings, participating in field office and KIND-wide committees, and assisting with office events; and
- As needed, supervise, paralegals, program assistants, interns, and/or other non-legal staff including: onboarding, skills training, daily support and coaching, review and quality assurance of filings, regular check-ins and performance evaluations, and provision of consistent and effective supervision and oversight.
- Collaborate with KIND management in support of KIND's mission; and
- Participate in conferences, meetings, and trainings as needed.

Minimum Qualifications:

- J.D. and admission to practice law in the District of Columbia, Virginia, or Maryland;
- At least one year of experience practicing immigration law in a professional or volunteer capacity, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- Minimum 1-year experience working with law firm attorneys and/or other legal volunteers required.
- Spanish speaking preferred;
- Family law experience a plus;
- A strong record of cultural competence and cross-cultural communication skills;
- Excellent oral and written communication skills;
- Excellent professional judgment;
- Ability to hit the ground working, multi-task, and work independently; and
- Ability to work collaboratively.

Physical Demands and Work Environment:

Ability to work within an office environment and have regular interaction via telephone, videoconference, IM, and email with KIND's team.

To Apply:

Applications, including a cover letter, resume, writing sample, and three references, should be submitted online at: https://supportkind.org/jobs/
Applications that do not contain all of the above-listed required materials will not be considered.

Applications should be submitted as soon as possible, and not later than the posted deadline. Applications will be considered on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work.

The selected applicant will be asked to undergo a background check before acceptance of the final offer.

**SENIOR REPRODUCTIVE AND SEXUAL HEALTH ATTORNEY**
**NATIONAL HEALTH LAW PROGRAM**

The National Health Law Program (NHeLP) protects and advances the health rights of low income and underserved individuals. Our offices (in Los Angeles, Washington DC, and Carrboro, North Carolina) engage in national, state, and local advocacy efforts, ranging from complex analyses of federal and state laws, policy advocacy, litigation, and individual technical support. We work with lawyers and advocates, community-based entities, federal and state policy makers, health care providers, and clients. Reproductive health is core to our vision of quality, comprehensive health care.

The National Health Law Program is committed to cultivating an environment that empowers an exceptional and diverse staff and to advancing health equity in our work. We welcome applicants who represent that diversity and who will contribute to our equity journey, including people of color, women, people with disabilities, and LGBTQ individuals.

**The Position:**

We are seeking a full time, experienced attorney for our Washington DC office. The position will involve a broad range of advocacy on Medicaid, the Affordable Care Act (ACA), and other low-income health care programs, through a reproductive health lens. The ideal candidate will have working knowledge of the Medicaid program at the national or state level and have experience as a reproductive and sexual health advocate. This candidate will think proactively and strategically and respond quickly to changing circumstances; have an interest in and willingness to listen and learn in partnership with state advocates; demonstrate strong leadership, communication, research, and writing skills; and be able to work individually and in teams. The attorney will help to develop and implement NHeLP's legal, policy, and advocacy strategies for advancing access to quality reproductive and sexual health, focusing on national policy strategies. The ideal candidate will have experience working within communities of color and will demonstrate an understanding of the issues of reproductive justice as they impact low-income people, women of color, and other underserved populations.

**Specifically, the Attorney Will Perform the Following Functions:**

- Analyze state and federal legislation, regulation, and other policies as they impact Medicaid and reproductive health and rights in the states;
- Represent NHeLP on reproductive health issues with the administration, federal agencies, Congress, and within coalitions;
- Review and draft legislation and regulations on proactive and defensive strategies to advance and protect access to high quality Medicaid and reproductive health services;
- Expand and maintain partnerships with state and local advocates to advance Medicaid and reproductive health policies in the states;
• Develop publications including fact sheets, memoranda, and articles concerning legal and policy developments, legislation, and regulations concerning Medicaid, reproductive health, and other issues in NHeLP’s priority areas;
• Respond to requests for legal analysis from staff as well as external sources, including Congressional and administrative staff, state legislators and administrative agencies, policy makers, coalition partners, attorneys and advocates, media, and scholars;
• Maintain and expand relationships with the media and represent NHeLP’s perspective to the press, as appropriate; and
• Provide timely input on communications strategies and fundraising proposals and reports as needed.

Additional Qualifications:
• JD degree and admission to a state bar
• 7-10 years’ legal experience
• Knowledge of health law, especially Medicaid and the ACA, and how they intersect with sexual and reproductive health, and reproductive justice
• Legislative and administrative lawyering is a plus
• Commitment to NHeLP’s mission and values
• Demonstrated commitment to advancing diversity, equity, and inclusion
• Strong interpersonal and communication (oral and written) skills
• A high level of independence and initiative, good judgment, excellent presentation skills and written communication abilities, creativity, ability to find joy and humor even when health rights are under attack, and a willingness to work with others
• An ability to talk about legal and other complex issues in clear, persuasive terms for non-lawyer audiences
• Some travel required

Commitment: Full-time, immediate availability

Salary:
Highly competitive with other public interest organizations and is commensurate with experience, in accordance with NHeLP’s pay scale for attorneys. For example, for an attorney with 7 years’ legal experience, the starting salary is $85,000. For an attorney with 10 years’ legal experience, the starting salary is $97,000. Generous benefits available, including employer-paid medical, dental, life, and disability insurance, as well as pre-tax savings plans, transportation benefits in DC and CA, a retirement savings opportunity, and a telecommuting policy. The National Health Law Program also offers generous paid time off including holidays, sick time, personal time, parental leave, 150 hours (20 days) of vacation per year, and more.

How to Apply:
Qualified applicants should email a cover letter, resume, a writing sample, and a list of references, with subject “Senior Reproductive Health Attorney” to: dcjobs@healthlaw.org

Cover letter, resume, a brief writing sample (preferred length between 3-10 pages) and a list of references should be in PDF format. Please add your name to each attachment that you send. For example: JaneSmithCoverLetter.pdf, JohnSmithResume.pdf. Email applications are preferred.
Applicants may also submit materials to:

Senior Reproductive and Sexual Health Attorney
1444 I Street, NW, Suite 1105
Washington, DC 20005

No phone calls please. For more information, please visit: www.healthlaw.org

NHeLP is committed to maintaining a diverse staff and we particularly encourage applications from members of racial and ethnic minority groups, women, the LGBTQ community, people with disabilities, and others whose background may contribute to more effective representation of low-income people and underserved communities.

NHeLP is also committed to the full inclusion of all qualified applicants. If a reasonable accommodation is needed to participate in the job application or interview process, please contact us at: dcjobs@healthlaw.org or at 202-289-7661.

STAFF ATTORNEY
CAPITAL AREA IMMIGRANTS’ RIGHTS

CAIR (Capital Area Immigrants' Rights) Coalition is the only legal services organization in the Washington, D.C. area focused exclusively on assisting detained immigrant adults and children. We have openings for staff attorney and senior attorney positions in our Detained Children's Program. These positions will focus on the provision of direct legal services to unaccompanied immigrant children being held in facilities in Virginia and Maryland, as well as those reunified locally to DC, Maryland and Virginia, recruitment and mentoring of pro bono attorneys, and training and outreach. The senior attorney will also supervise attorneys and other staff. Staff attorneys may supervise non-attorney staff.

Job Responsibilities:

- **Detention work**: Conduct regular visits with unaccompanied immigrant children detained in Virginia and Maryland. Perform Know-Your-Rights presentations and conduct individual intakes with unaccompanied immigrant children at the detention facilities. Provide necessary follow-up after intakes to evaluate eligibility for relief. Follow-up may include performing legal research, securing criminal/juvenile delinquency records and obtaining additional information from family members.

- **Direct legal services**: Manage a caseload of in-house and pro bono mentorship cases including Special Immigrant Juvenile Status, asylum, U and T visa cases. This includes representation before USCIS and the Arlington and Baltimore Immigration Courts. Appear as "friend of the court" for minors appearing on the juvenile docket at the Immigration Court in Arlington, Virginia and Baltimore, MD. Maintain and develop relevant stakeholder relationships and represent CAIR Coalition in meetings with stakeholders.

- **Pro Bono Services**: Provide training to pro bono attorneys and conduct relevant outreach. Mentor teams of pro bono attorneys on cases through the life of the case. Assist in the development and maintenance of resources for pro bono teams.

- **Supervisory responsibilities**: Supervise legal assistants, staff attorneys, and legal interns on a regular basis. Review written work product and provide feedback. Conduct weekly supervisory meetings with supervisees to review workload, case questions and provide administrative supervision.
Job Requirements:

- JD and relevant experience in family law and/or immigration law. Must have experience in representing immigrant youth.
- 1-3 years of experience for staff attorney candidates, 3-5 years for senior attorney candidates.
- Must be licensed to practice law in Maryland or Virginia.
- Written and oral Spanish fluency required.
- Driver’s license required.
- Must be able to pass a required background check.
- (For senior attorney position) Prior supervisory experience

Salary and Benefits:

Salary commensurate with experience. A generous benefits package that includes medical, dental and vision insurance, four weeks' vacation plus all federal holidays. We are a DC Bar Foundation LRAP eligible employer.

Application Process:

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

STAFF ATTORNEY
PENSION RIGHTS CENTER

The Pension Rights Center is a national nonprofit organization in Washington, D.C. that is dedicated to protecting and promoting retirement security for all Americans. In its more than forty years, the Center has played a significant role in bringing about important reforms to the U.S. retirement system, including reforms that have evened the playing field for women and low-income workers. The Center’s work on retirement security intersects with social justice issues that include gender equality, racial equality, LGBT equality, income equality, and aging issues.

The Staff Attorney will play a key role within the Center’s legal program. Through its legal program, the Center acts as a resource center to six federally funded pension counseling projects around the country that make up the Administration for Community Living’s Pension Counseling and Information Program (PCIP). The projects provide free legal assistance to individuals who need help understanding or obtaining an earned retirement benefit that has been wrongly denied. PCIP enjoys bi-partisan support.

The Center’s legal program has also launched a new initiative on dividing retirement benefits at divorce. This Initiative recognizes that divorced women are at much higher risk of facing poverty in old age – a problem that is even greater for women of color and survivors of domestic violence. Furthermore, while many women are awarded a share of a former spouse’s retirement benefits at divorce, the process of dividing these benefits is so complicated that many divorced women never receive these benefits. The Center’s Initiative seeks to identify the obstacles that prevent divorced women from receiving the benefits that were awarded to them and to create solutions that will enable women to access these much-needed benefits, which can be the key to avoiding poverty later in life. The Staff Attorney will support the various activities of the Initiative.
Core Position Functions:

- Provide referrals, brief legal assistance and full-length representation to individual clients over the phone and online
- Legal research and writing, including internal memoranda as well as case summaries both for internal use and for public consumption
- Coordinate, develop and present legal training programs and materials for internal and external audiences
- Develop public-facing educational resources, including fact sheets and blog posts
- Monitor and analyze regulatory developments and help author comments on proposed regulations
- Work with members of the media writing on retirement issues
- Facilitate referral and training relationships with legal services providers and other outside organizations, and manage updates to the Center’s various referral resources
- Manage undergraduate and law student interns
- Perform general counsel functions, including review of vendor contracts and insurance policies and drafting of internal policies as needed
- Log and maintain web-hosted case management software
- Represent the Center at events and conferences

Mandatory Qualifications:

- License to practice law in any state (DC pending status or DC license preferred)
- 1-3 years of legal practice experience
- 3.0 law school GPA or higher
- Excellent oral and written communication skills
- Strong organization and time-management capabilities
- Fluent in all computer basics, including basic Internet skills, e-mail, Microsoft Windows OS, and Microsoft Office

Additional Qualifications Desired:

- A track record of commitment to work in the non-profit and/or public sector
- Practice experience, internship experience or law school course work relating to employee benefits law (ERISA)
- Background in tax law, labor law, employment law, bankruptcy and/or trusts and estates
- Experience performing corporate records research
- Experience providing legal or other professional services over the phone or in a clinic environment
- Experience in graphic design and/or video editing

The Staff Attorney will report directly to the Center’s Legal Program Director.

Salary commensurate with staff attorney positions at comparable non-profit organizations. Excellent health and retirement benefits.

To Apply:

Send the following to jobs@pensionrights.org – include “Staff Attorney Position“ in your subject line:

- Resume
About Us:

Every night in this country, about 450,000 people are jailed only because they cannot buy their freedom. This widespread pretrial detention is just one way in which our criminal system targets and punishes people struggling to make ends meet – even as they are presumed innocent. Founded in 2016, CRC challenges wealth-based and race-based systems of oppression. We’ve already won groundbreaking litigation challenging the rise of debtors’ prisons, abusive private probation schemes, and wealth-based pre-trial detention. CRC works closely with community partners and is committed to fundamentally change our country’s approach to the criminal system. We approach our work with urgency. Learn more at civilrightscorps.org.

Job Description:

The Supervising Attorney will supervise and engage in impact litigation and advocacy. The Supervising Attorney reports to the Director of Litigation. Specific job responsibilities include:

- Serve as close partner to the Director of Litigation in the development of litigation strategies and case priorities;
- Oversee litigation teams, responsible for approving major strategic decisions, and managing the preparation of pleadings, motions, briefs, and discovery.
- Ensure connection of casework and litigation strategy to local community, directly impacted individuals, and broader movement goals;
- Advocate in court;
- Supervise attorneys (in addition to supervising individual cases);
- Work with the Director of Litigation to arrange, conduct and guide trainings as needed;
- Ensure that litigation is well coordinated with CRC’s communications, policy, community engagement, and operation teams; and
- Occasionally serve as a spokesperson for CRC.

Qualifications:

The ideal applicant is passionate about social justice, an outstanding and experienced attorney, interpersonally and culturally competent and able to work well in a collaborative environment. Innovative thinking, an unwillingness to accept things as they are, and a strong work ethic are essential. Specific qualifications for this position include:

Outstanding legal work, as established by many of the following criteria:

- Experience directly representing clients and significant courtroom litigation experience;
- Demonstrated excellence in oral and written advocacy, investigation and development of cases, and public speaking skills;
Experience in both civil and criminal cases; work in civil rights litigation and with those directly impacted by the criminal system is preferred.

Excellent manager, as evidenced by such things as:

- Day-to-day management of attorneys managing complex litigation and projects;
- Leading goal setting processes and individual performance evaluations;
- Effectively supervising teams of people, including trial teams and/or investigatory teams;
- Ability to manage multiple projects simultaneously with focus and effective prioritization.

- Demonstrated commitment to training, mentoring and advancing more junior attorneys.
- Demonstrated commitment to an integrated strategy, including litigation, policy and community engagement.
- Race and identity competency, ability to understand and navigate issues of identity, power, and privilege with clients, partners and colleagues.
- J.D. degree and a member in good standing of the bar of a U.S. state.

Salary and Benefits:

This is a full-time exempt position based in Washington, DC and offers a competitive nonprofit salary with excellent benefits. The position also offers paid vacation and sick leave, including all federal holidays.

Application Requirements:

Interested applicants should submit a cover letter, resume, writing sample, and four references. Please include as one of the references someone whom you have supervised. In your cover letter please include one or more examples of litigation in which you have applied an integrated strategy, including policy changes or engagement with and accountability to the community represented by your clients.

The position is open until filled. We guarantee consideration for applications received by August 22, 2019. Materials should be addressed to jobs@civilrightscorps.org. Please include your name and “SA” in the subject line.

Civil Rights Corps is an equal opportunity employer. We greatly value a diverse workforce and management team and an inclusive culture. Civil Rights Corps is committed to promoting an environment free of barriers and discriminatory practices for its clients and staff.

GENERAL COUNSEL
DC OFFICE OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Job Summary:

The mission of the Board of Ethics and Government Accountability (“BEGA” or “Ethics Board”) is to foster high ethical standards for District government employees and strengthen the public’s confidence that the Government’s business is conducted with impartiality and integrity. BEGA is comprised of the Office of Government Ethics (OGE) and the Office of Open Government (OOG). The OGE is responsible for administering the Code of Conduct applicable to all District government employees; receiving, investigating and adjudicating violations of the Code of Conduct; training District employees on ethics standards; issuing rules and regulations governing District employees and public officials; administering the financial disclosure and lobbyist registration systems; and providing formal and informal ethics advice. The OOG is responsible for ensuring that public bodies comply with the Open Meetings Act and providing advisory guidance on the D.C. Freedom of Information Act (FOIA).
This position serves as the General Counsel to the Ethics Board, reporting to the OGE Director (the “Director”), and functions as the Ethics Board’s chief legal officer. The General Counsel provides legal advice to the Ethics Board and the Director, represents the Board and Director in various legal proceedings, and acts as the Board's principal attorney in the development of new and amended legislation and regulations. The General Counsel serves at the pleasure of the Ethics Board.

Duties and Responsibilities:

Serves as legal advisor to the Ethics Board and the Director in promulgating and maintaining enforceable standards of ethical conduct to District government employees. Responsible for drafting and maintaining comprehensive and clear standards of conduct for District employees that are objective, reasonable, understandable and enforceable. This Code of Conduct covers issues such as gifts, financial conflicts of interest, impartiality, outside employment, misuses of position, outside activities, as well as any associated appearance concerns. Assists the Director in supervising, managing and directing OGE staff. Such duties include making assignments to staff assigned to the Office and reviewing their work for quality and consistency; evaluating staff performance, planning work to be accomplished; giving direction based on the office mission, goals and priorities identified; and supervising the technical work of the office. Reviews incoming requests for ethics advice, assigns OGE attorneys with responsibility for responding to such requests, and monitors those assignments to ensure requesters receive relevant and accurate ethics advice in a timely manner in accordance with BEGA’s established deadlines. Drafts and reviews formal and informal advisory opinions on the applicability of the Code of Conduct.

Defends those decisions when they are appealed to the full Ethics Board. Reviews complaints and determines whether probable cause exists to believe that a violation of the Code of Conduct occurred, and whether to recommend that the Ethics Board refer the complaint to the United States Attorney’s Office (USA) or the Office of the Attorney General (OAG) for the District of Columbia for criminal prosecution. In making these recommendations, considers such things as the weight of the evidence, importance of the case and cost of litigation, necessity of the uniform application of the law, and other salient factors. Prepares memoranda of facts and law recommending formal proceedings before the Board or referral for criminal prosecution. Prepares reports of the number and disposition of complaints, number and type of formal and informal requests for advice, and other legal matters under the purview of the General Counsel. Oversees the development and provision of education and training on the Code of Conduct for both new and experienced District government employees through workshops, seminars, outreach efforts, and symposia.

Qualifications and Education:

Must be a graduate from a law school approved by the American Bar Association; and must be an active member in good standing of the bar of the District of Columbia, or eligible for waiver into the bar. (If eligible for waiver, incumbent must successfully obtain admission to the D.C. Bar within one year of commencing employment).

Working Conditions/Environment:

Work is predominately sedentary; however, some walking, standing, and bending are encountered. The work is primarily performed in a typical office setting.
Other Significant Facts:

This position is an Excepted Service Appointment. Employees serving in Excepted Service positions serve at the pleasure of the appointing authority.

Domicile Requirement:
Excepted Service appointees must either be a District resident at the time of their appointment or become a District resident within 180 days of their appointment date.

Salary Range: $121,794 – $182,690

How to Apply:

Applicant should submit a cover letter and resume directly to our agency at bega@dc.gov.

Only individuals who meet minimum qualifications will be contacted.

Candidates for the position will be subject to a background check.

The District of Columbia is an equal opportunity employer. In accordance with DC Human Rights Act of 1977, as amended, DC Official Code 2-1401.01.

ASSISTANT GENERAL COUNSEL
DC OFFICE OF THE CHIEF FINANCIAL OFFICER

Government of the District of Columbia
Office of the Chief Financial Officer (OCFO)

Assistant General Counsel
$108,845.00 – 164,609.00

The Office of the Chief Financial Officer (OCFO) whose mission is to enhance the fiscal and financial stability, accountability and integrity of the Government of the District of Columbia is in search of an Assistant General Counsel. The incumbent provides legal advice through the General Counsel and Associate General Counsel to the Office of Lottery and Gaming (OLG) Executive Director and other OLG and OCFO officials, with respect to the implementation of laws, regulations, rules, and opinions and advice of the U.S. Congress and Council of the District of Columbia, Office of the Attorney General, as well as court opinions and administrative decisions. Additional duties include, but are not limited to:

- Conducting research of laws, legal opinions, policies, regulations, and cases bearing on legal issues involving the OLG
- Serving as legislative, regulatory and policy counsel focusing on administrative and government law, lottery law, sports wagering law, gambling law, intellectual property law, and advertising law
- Preparing complaints, motions, and legal briefs and memoranda as appropriate
- Preparing and conducting administrative litigation including preparing witnesses and exhibits, collecting and organizing evidence
- Preparing and conducting preliminary proceedings
- Identifying, procuring, preparing expert services, and examining witnesses
- Drafting complaints, motions and briefs, and participating in oral arguments
• Collaborating with attorney from the Office of the Attorney General as requested or as otherwise appropriate, as determined by the General Counsel or Associate General Counsel
• Serving as Freedom of Information Act (FOIA) Disclosure Counsel for OLG
• Performing other related duties as assigned

**Minimum Qualifications:**

Five (5) years of progressive experience performing the related duties such as:
• Reviewing, analyzing and drafting documents related to complex legal issues and legislation.
• Serving as a legal advisor.
• Working knowledge of one or more of the following disciplines: Litigation, Commercial, Corporation, Federal or State/Municipal Government, Labor, Contracts, Employment Law, or other relevant disciplines.

**Additional Qualifications:**

• A Juris Doctorate degree or equivalent from an accredited law school is required.
• D.C. licensure or admittance to membership in the D.C. Bar in accordance with the D.C. Bar rules within six (6) months of employment.
• An official transcript must be submitted in order to be considered for the position. If applicable, your application package must include a U.S. evaluation of all foreign transcripts.

For initial review, please submit your resume to the Office of the Chief Financial Officer, Office of Human Resources, located at 1101 4th Street, SW, Suite W220, Washington, DC 20024 or to letat.collins@dc.gov.

To complete an application or for additional details related to this vacancy, please visit [www.cfo.dc.gov](http://www.cfo.dc.gov) and reference announcement number: 19-AD-OGC-0002.

The OCFO offers a competitive salary and benefits package including medical, dental, retirement, and educational assistance.

*The Office of the Chief Financial Officer is an EQUAL OPPORTUNITY EMPLOYER*

**ATTORNEY ADVISOR**
**US DEPARTMENT OF JUSTICE**
**ENVIRONMENTAL DEFENSE SECTION**

**Summary:**

The Environmental Defense Section ("EDS" or "Section") represents the United States in complex civil litigation arising under a broad range of environmental statutes, including the Clean Air Act; Clean Water Act; Comprehensive Environmental Response, Compensation, and Liability Act; Toxic Substances Control Act; Safe Drinking Water Act; Resource Conservation and Recovery Act; and Federal Insecticide, Fungicide, and Rodenticide Act.
Responsibilities:

EDS is one of the only sections in the Department of Justice's Main-Justice components whose attorneys routinely handle cases in both federal courts of appeals and district courts, as well as both affirmative and defensive litigation. EDS defends rules and permits issued by the Environmental Protection Agency and other agencies, defends the United States on claims brought pursuant to the Administrative Procedure Act, and handles claims of liability against federal agencies under the pollution control laws, such as for costs of response actions at Superfund sites, federally-owned facilities and private sites. The Section also enforces the Clean Water Act against those who fill wetlands and other regulated waters.

Section attorneys are responsible for all aspects of complex litigation. This includes pre-trial tasks up to and through trial, such as preparation and filing of dispositive motions, drafting merits briefs, written and document discovery, taking and defending expert and fact witness depositions, presenting oral argument in court, handling witnesses at trial and other evidentiary hearings, and negotiating settlements. Section attorneys also defend cases seeking review of regulatory actions by the Environmental Protection Agency and U.S. Army Corps of Engineers in the federal courts of appeals and district courts. Cases range from simpler, single-attorney matters to complex disputes under the Comprehensive Environmental Response, Compensation, and Liability Act ("CERCLA") and other pollution control statutes. EDS cases present attorneys with the opportunity to regularly appear in district or appellate courts, to argue cases in the D.C. Circuit and other courts of appeals, and to periodically try cases or handle other evidentiary proceedings.

For more information about the Environmental Defense Section, visit http://www.justice.gov/enrd/environmental-defense-section

Travel Required:

Occasional travel - You may be expected to travel for this position.

Requirements:

Conditions of Employment
You must be a U.S. citizen or national.
You must complete a background investigation to include pre-employment drug testing.
Selective Service Registration is required, as applicable.
You must maintain a bank account for direct deposit of salary.

Qualifications:

The Section's docket is demanding and requires top caliber work products. Successful applicants will have a demonstrated record of outstanding legal writing, complex case management, initiative and creativity, strong courtroom skills, and a commitment to the highest ethical and professional standards.

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and be a U.S. citizen or national. The ideal candidate should possess an excellent academic record and strong analytical, writing and advocacy skills. The ideal candidate should also have a comprehensive understanding of environmental law and federal civil procedure, excellent interpersonal skills, and the ability to work effectively in a team environment.
**Specific Grade Level Requirements:**

At least 4 years of post J.D. relevant civil/environmental litigation experience to qualify for the GS-14 grade level.

At least 5 years of post J.D. relevant civil/environmental litigation experience to qualify for the GS-15 grade level.

Current salary and years of experience will determine the appropriate salary level. The possible salary range is:

GS-14 ($117,191 - $152,352)
GS-15 ($137,849 - $166,500)

Only experience and education obtained by the closing date of this announcement will be considered.

**Education:**

All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, see [www.ed.gov](http://www.ed.gov).

Education completed in foreign colleges or universities may be used to meet the above education requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to timely provide such evidence by submitting proof of creditability of education as evaluated by a credentialing agency with your application materials. More information may be found at [https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html](https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html)

All documentation must be in English or include an English translation. [https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html](https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html)

**Required Documents:**

- Resumé demonstrating relevant experience and month/year employment dates the experience was obtained
- Cover letter highlighting relevant litigation, environmental law, and legal writing (No more than 2 pages)
- Short writing sample from an advocacy piece (5-10 pages)
- OF-306, Declaration of Employment (Signed on line 17a)
- Law school transcript showing proof of J.D. or higher
- DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation, as applicable.

Your resumé MUST include full employment information such as periods of employment with month/year started and ended, title of position(s), PT hours worked, and description of duties. If you have Federal employment, you must list the grade of the position(s).

**Benefits:**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits.
How to Apply:

Applicants must email the (1) resumé; (2) cover letter of not more than two pages highlighting relevant litigation, environmental law, and legal writing experience and any other factors that you believe would be a good fit for EDS’ litigation practice; (3) short writing sample from an advocacy piece (5-10 pages); (4) OF-306 declaration for federal employment - https://www.opm.gov/forms/pdf_fill/of0306.pdf; (5) law school transcript; and (6) DD-214 (if applicable) to:

ATTYAPPLY-EDS.ENRD@USDOJ.GOV
Subject Line: ENRD-19-055-EXC

No telephone calls, please. You must submit your application so that it will be received by 11:59 p.m. Eastern Time on August 21, 2019.

Additional application information is available here. Please read the posting completely before applying.

STAFF ATTORNEY
MARYLAND CENTER FOR LEGAL ASSISTANCE

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

Job Description:

The attorney will primarily provide legal assistance to self-represented litigants in connection with civil cases before the 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 primarily occur via phone, live chat, video conference assistance, or as requested by the Court.

Hours and Location:

While this position is primarily located at the Maryland Courts Self-Help Center in Annapolis, Maryland, the attorneys will be called upon to support the District Court Self-Help Centers in Glen Burnie, Baltimore City, Upper Marlboro, Salisbury, Frederick, Cambridge, and any additional offices requested by the Maryland Judiciary. The Maryland Courts Self-Help Center operates from 8:30am to 8pm, Monday through Friday and the Staff Attorney will work varying shifts within those hours. While the District Courts Self-Help Centers operate from 8:30am to 4:30pm, Monday through Friday.

Minimum Qualifications:

Admitted to the Maryland Bar with one-year or more civil litigation experience. Excellent organizational, communications, and interpersonal skills required. Fluency in Spanish strongly preferred.

To Apply:

Apply online.
Maryland Volunteer Lawyers Service (MVLS), founded in 1981, is the oldest and largest volunteer legal services organization in Maryland. Our mission is to connect low-income Marylanders with volunteer lawyers and community partners to deliver free civil legal assistance because there should be justice for all, not just for those who can afford it. We achieve this goal primarily through our core pro bono program as well as more targeted programs that address specialized legal needs. For more program information, visit our website: www.mvlslaw.org.

The Director of Program Management (Director) is a management position responsible for the successful day-to-day operations of our pro bono programs. The Director will be responsible for recruiting and supporting volunteer attorneys, supervising relevant program staff, assisting with grant writing and ensuring timely grant reporting, providing compliance and governance support to the Executive Director, overseeing internship programs, and participating in community outreach activities.

Program Management

Pro Bono Program Oversight:

- Provide guidance to paralegals when Pro Bono Program Manager is not available or unable to provide the requested information.
- Supervise and support the Pro Bono Program Manager when legal, policy or administrative issues arise.
- Ensure effective day to day operations of pro bono program through periodic review and analysis with the Pro Bono Program Manager including monitoring and implementation of improvements to client intake, case placement, case management system, communication methods, etc.
- The Director is responsible for handling attorney and client complaints or issues that the Pro Bono Program Manager is unable to resolve.
- Oversight of data accuracy within MVLS’ case management system, Legal Server.
- With the Executive Director, help identify new pro bono programs, assist with funding opportunities and oversee successful implementation.

Volunteer recruitment, retention and training of MVLS volunteers:

- Plan, organize, and implement new strategies to recruit and retain volunteer attorneys.
- Conduct outreach to law firms, government agencies and others to recruit attorneys.
- Provide MVLS presentations at various events to recruit volunteers.
- Table at MSBA conferences and other events to promote MVLS volunteer opportunities.
- Work with local bar associations across the state to attract volunteers.
- Develop and implement annual volunteer training plan to attract and retain volunteer lawyers.
- Identify and draft MVLS nominations for volunteer pro bono awards.
- Oversee quarterly attorney newsletter and other pertinent volunteer attorney updates.
- Assist with planning volunteer recognition opportunities.
- Timely respond to questions from new and existing volunteer attorneys.
- Participate in both the staff and board volunteer recruitment and retention committees.
- Participate in local pro bono committee activities.
- Attend legal services awards ceremonies and benefits.
- Attend relevant bar association meetings and events.

**Operations Management**

**Grants Compliance:**

- Oversee grant reporting for several programmatic funders including drafting of reports, data gathering and meeting all reporting deadlines.
- Identifying and implementing any necessary changes to MVLS intake and reporting processes per funding requirements.
- Implement appropriate protocols to ensure all grant timelines are met.
- Oversee administrative compliance through LegalServer and intake practices with grant guidelines.

**Administrative Compliance:**

- Assist Executive Director with reviewing governance policies and procedures and making ongoing recommendations.
- In conjunction with Executive Director, ensure compliance with all relevant financial, employment or other administrative requirements by local, state and federal policies.

**Supervision:**

- Direct supervision of Pro Bono Program Manager and five intake paralegals.
- Supervise other appropriate program staff as identified by Executive Director.
- Oversee internship and fellowship programs at MVLS, including direct supervision of all law clerks, college and high school students, and other office volunteers.
- Promote volunteer opportunities through local law schools, paralegal programs and others.
- Work closely with law school career development offices.
- Attend various law school activities including presentations and career fairs.
- Interview all candidates and directly supervise office volunteers including support, training and mentoring.
- Comply with all required reporting for students from schools, agencies, or other entities.

**Miscellaneous:**

- Respond to requests for legal services from community organizations and other legal services providers.
- Participate in outreach efforts to community groups, government agencies, and others.
- Support all fundraising, communications and marketing efforts as it relates to MVLS programs.
- Attend relevant national, state and local trainings, workshops and conferences.

**Job Skills:**

- Strong legal and analytical skills.
- Strong written and oral communication skills.
- Strong time management and organizational skills.
- Ability to work with diverse client population and volunteer lawyers.
- Ability to collaborate with legal partners and other community organizations and agencies.
- Ability to identify and resolve problems quickly.
• Ability to work independently and with a team.
• Professional Experience:
  • J.D. from an accredited law school.
  • Demonstrated commitment to public interest.
  • 5 years of related legal experience.
  • Strong computer skills, including Microsoft Office Suite.
• Familiar with case management software.

Salary is $75,000 with excellent benefits, including health insurance (with dental and vision benefits), sick leave and vacation. The position does require evening and weekend hours and regular travel.

Submit a cover letter and resume via email with “Director of Program & Operations Management” in the subject line to mvls@mvlslaw.org. Applications are due no later than Friday, August 30. Please, no telephone calls.

MVLS is an equal opportunity employer. MVLS does not discriminate against any applicant for employment or any employee because of such individual’s race, nationality, ethnicity, age, religion, disability status, sex assigned at birth, gender identity, gender presentation, immigration status, or sexual orientation.

ATTORNEY
OFFICE OF THE GENERAL COUNSEL
FEDERAL BUREAU OF INVESTIGATION

About the Office:
Legal Forfeiture Unit:

This unit provide legal oversight for all aspects of the FBI's asset forfeiture program. The Legal Forfeiture Unit must meet these demands from FBIHQ Divisions. The Department of Justice (DOJ), and the Field Offices for legal forfeiture guidance and training. Those entities can successfully utilize the forfeiture sanction to remove the profit from crime, dismantle existing and emerging organized criminal enterprises and terrorist organizations, and disrupt those activities which threaten the physical or economic security of the United States and its allies.

Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified men and women from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Mission:

The FBI’s mission is to protect the American People and uphold the Constitution of the United States.

Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified men and women from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

• Conduct legal research and prepare written analyses on relevant topics.
• Assist in the FBI's legal oversight of the FBI’s asset forfeiture efforts.
• Assist and advise clients verbally and in writing on legal issues relating to any subject matters covered by the Legal Forfeiture Unit
• Briefs executive management on legal conclusions derived from comprehensive legal research.
• Serves as subject matter expert on all legal issues related to asset forfeiture.

Qualifications:

Key Requirements:

• Must be a U.S. citizen
• Must be able to obtain a Top-Secret/SCI clearance
• Selectee will be required to complete form FD-887, Request for Access to Sensitive Compartmented Information (SCI)
• Selectee will be required to complete a Confidential Financial Disclosure Report, OGE-450 annually.

Please be advised that candidates that are selected for this position must be approved by the Department of Justice.

Please make sure your experience/requirement(s) can be identified in your resume. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. Applicants must meet the qualification requirements at the time of application.

Candidates deemed most competitive will be sent to the hiring official for employment consideration.

All applicants will be rated on the following Competencies:

• Governance and Legal Jurisprudence
• Analytical Thinking
• Communication

Basic Requirement:

All applicants must possess a law degree from a law school accredited by the American Bar Association and be an active member if the bar (any US jurisdiction).

Positive Education Requirement: This position has a specific education requirement; all applicants must verify completion of this basic requirement by submitting both proof of JD degree and proof of good standing with a bar within US jurisdiction. Please see the "Required Documents" section of this announcement for additional information.

Education: Applicant must possess a J.D. degree from a law school accredited by the American Bar Association (or have a LLM degree or other graduate law school degree in addition to J.D.) and be an active member of the bar (any US jurisdiction).

Salary:

GS-14: $117,191 - $152,352; GS-15: $137,847 - $166,500

Application Process:
How to Apply:

To apply for this position, you must provide a complete application package which includes the following REQUIRED documents:

1. Your resume and cover letter
2. A writing sample, not to exceed 10 pages;
3. Proof of current and active bar association membership
4. Photocopy of Law School Transcripts
5. Current SF-50 (if external government employee)

Please Note: FBI employees currently assigned to a General Attorney position do not need to provide Law School Transcripts or Proof of Bar Association Membership.

Step 1 - Create a new email and attach all required electronic documents. Include contact information (phone number) and a brief introduction (2-3 sentences) in the body of the email.
Step 2 - Title the subject of the email using the following format, indicating whether you are an internal or external candidate. Example: OGC_MH_2019_LFU_External/Internal
Step 3 - Submit the completed application email to OGC-JOBS@fbi.gov

Important additional application information is available here. Please read the complete listing before applying.

BENEFITS ATTORNEY
AIR LINE PILOTS ASSOCIATION, INTERNATIONAL

The Air Line Pilots Association, International (ALPA), the largest airline pilot union in the world (representing over 62,000 pilots at 35 U.S. and Canadian airlines) seeks a Benefits Attorney for our headquarters in Tysons, Virginia. The Benefits Attorney represents ALPA’s interests in a broad range of employee benefits matters. S/he is responsible for providing legal advice with respect to the pilot employee benefit plans negotiated by ALPA, including qualified defined benefit plans, defined contribution plans, nonqualified deferred compensation plans, welfare benefit plans, and other employee fringe benefit plans.

Local, national, and international travel: 10%-30%.

Minorities, veterans, and people with disabilities are encouraged to apply.

Qualifications:

- Juris Doctor (JD) from an approved school of law required.
- Member in good standing of the Bar.
- Five (5) years of related experience. At management discretion, a Master of Law (LLM) or significant labor experience may be substituted for some years of experience.
- Excellent communication and writing skills.
- Ability to demonstrate confidence and executive presence in business transactions.
- Ability to work effectively as a member of a team.
- Ability to organize and coordinate long-term projects.
- Ability to use independent judgment to formulate decisions and/or solve problems under time pressure and urgent conditions.
• Ability to work efficiently, meet demanding deadlines, and management projects in an ever-changing environment.
• Must possess strong interpersonal skills.
• Experience using online legal research, Westlaw, or the equivalent, preferred.
• Software: Microsoft Word, Excel, PowerPoint, and Outlook required.

Physical Demands:

Note: The physical demands described herein are characteristic of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential physical activities of this position described below.

Constantly operates a computer/smartphone/tablet. Regularly required to maintain a stationary position, move about the office and the local metropolitan area, determine what others have said or written, and converse with others and exchange accurate information.

Regularly required to sit, stand, bend, reach, and move about the office and travel (locally, nationally, and, infrequently, internationally). Also includes occasional bending, stooping, squatting, and/or pushing and pulling or moving, e.g., to pack, unpack, and/or move cases.

Occasionally required to move, raise, reach, and/or retrieve binders, books, boxes, and files up to ten (10) pounds (lbs.). While on travel, could be responsible to move, raise, reach, and/or retrieve luggage weighing as much as 50 lbs. (Assistance may not always be available.)

To Apply:

Apply online here.

LITIGATION ASSOCIATE
MEHRI & SKALET, PLLC

The Washington, D.C. law firm of Mehri & Skalet, PLLC ("M&S") seeks a litigation associate to join our practice. M&S represents plaintiffs – primarily employees, whistleblowers, consumers, and non-profits – in complex litigation under federal and state laws. The firm engages in class action and impact litigation, including matters involving consumer protection, public health crises (such as the opioid epidemic and gun violence), insurance, the False Claims Act, whistleblower rights, civil rights, employment discrimination, Title IX, and wage and hour laws. More information about M&S is available on our website at www.findjustice.com.

Position Responsibilities:

The associate will work in a variety of practice areas and will be responsible for handling all aspects of litigation such as investigations, research, motion practice, complex discovery, management of electronically stored information, and settlement. The attorney will work directly with clients and other attorneys often in a team environment. The position may involve travel throughout the United States.

Experience and Qualifications:

Candidates should have law degree from an ABA accredited institution and be licensed to practice law or eligible to practice law in the District of Columbia. Candidates must possess the ability to work well as part of a team
but also be energetic self-starters with initiative. The position requires strong research and writing skills, the ability to communicate effectively with diverse clients and co-counsel, a creative approach to litigation, the ability to carry a varied caseload, excellent organizational and planning skills, a commitment to social justice, and an interest in representing plaintiffs. At least 1-4 years of experience is preferred.

**Compensation and Benefits:**

Mehri & Skalet offers competitive compensation commensurate with experience and the opportunity to work in a collegial atmosphere. Benefits include health and dental insurance, 401k plan with employer matching contributions, profit-sharing, and 20 days of annual leave, plus holidays, sick, and parental leave. The firm values work-life balance for all employees and offers some opportunities for attorneys to work remotely.

**Inclusion, Diversity & Equal Opportunity:**

Mehri & Skalet is committed to fostering a diverse and inclusive work environment. We believe that a diverse team improves our work product, enhances our ability serve our clients, and strengthens our ability to attract talented individuals. We strive to maintain a culture that celebrates the strengths of every team member. The firm engages in ongoing efforts to foster a culture of mutual respect and to attract, retain, and promote outstanding lawyers and administrative staff from all backgrounds, perspectives, and abilities. We advance equal opportunity without discrimination on the basis of race, ethnicity, national origin, sex, pregnancy, gender identity, gender expression, ability, religion, sexual orientation, age, veteran status, marital status, personal appearance, family responsibilities, genetic information, matriculation, and credit history. M&S July 2019

**How to Apply:**

Interested persons should send a cover letter, resume, a recent writing sample of no more than 10 pages, law school transcripts, and the names and contact information of at least three references to info@findjustice.com. If you would like to request a reasonable accommodation during the application or hiring process, please contact Ellen Eardley at eeardley@findjustice.com or (202) 822-5100.

**HUMAN RIGHTS ASSOCIATE**

**COHEN MILSTEIN**

Cohen Milstein is one of the country’s premier plaintiffs’ class action firms. With more than ninety attorneys and six offices, we specialize in groundbreaking and high-stakes litigation concerning Securities, Antitrust, Civil Rights, Consumer Protection, Employee Benefits, Qui Tam/False Claims Act, International Human Rights, and matters representing state attorneys general in civil law enforcement investigations and litigation.

The Human Rights Practice Group of Cohen Milstein seeks an Associate with three to five years of litigation experience to work on human rights litigation, focusing on human trafficking. The Human Rights group represents individuals who have been victims of torture, human trafficking, forced and slave labor, sexual violence, and other violations of international law. More information on the practice can be found on our website at www.cohenmilstein.com.

A strong academic background with excellent writing skills and analytic ability is required, as is the ability to manage and thrive in a fast-paced work environment. Applicants must be able to take a leading role in discovery, including depositions and motion practice; researching and writing briefs; and at trial. Experience in tort litigation and trial experience are preferred.
Cohen Milstein is an equal opportunity employer committed to promoting a diverse workplace. We strongly encourage women, people of color, and other candidates from under-represented backgrounds to apply.

To be considered for this opportunity, please submit a cover letter, resume and law school transcript. All application materials should be sent in order as one PDF document to careers@cohenmilstein.com. Please indicate “Human Rights Associate” in the subject line.

IMPACT LITIGATION ATTORNEY
AARP

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

AARP Foundation is AARP's 501 c3 charitable affiliate. We are a public charity with revenue from federal agencies, corporations, foundations and individuals. AARP Foundation’s vision is a country free of poverty where no older person feels vulnerable. Staff are located in Washington DC and throughout the US.

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

Summary:

We are looking for a talented, mid-level litigator to help us expand economic opportunity and justice for older adults.

AARP Foundation Litigation (AFL), the litigating unit of AARP Foundation, engages in cutting-edge impact litigation and legal advocacy 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.

Responsibilities:

You will work with senior attorneys to litigate and file amicus briefs in federal and state courts nationwide to promote elder justice and economic opportunity by protecting the earnings, savings, and benefits of older adults, particularly low-income older adults, including matters involving:

- Age and disability discrimination in employment;
- Pension rights under ERISA and other statutes;
- Financial exploitation, including the deceptive marketing and sale of goods and services of particular interest to older Americans, including reverse mortgages, insurance, payday loans, college loans for grandchildren, and other financial instruments;
- Other emerging practices threatening the economic security of older adults.
- Age discrimination accessing capital, training, technology, or other needed inputs for starting a business
- Inappropriate or unreasonable regulatory, corporate, and business barriers to entry that thwart self-employment opportunities.

Requirements:

- Completion of a Juris Doctorate (J.D.) degree and at least two years of post-J.D. experience as a practicing attorney, with at least two years of experience handling complex litigation.
- Must be a member in good standing of the District of Columbia Bar or be eligible for admission to the District of Columbia Bar.
- Superior academic credentials.
- Experience in legal matters concerning low-income or older populations desirable.
- Experience with class or collective actions, especially on behalf of plaintiffs, desirable.
- Demonstrated ability to successfully litigate cases individually or in teams.
- Excellent oral, written, and interpersonal skills.
- Highly self-motivated and entrepreneurial.
- Ability to multi-task in a fast-paced professional environment.
- Discretion and respect for confidentiality essential.
- Bilingual Spanish/English preferred

Benefits Offered:

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

To Apply:


Equal Employment Opportunity

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

STAFF ATTORNEY
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.

**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.

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.

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.

**STAFF ATTORNEY, BAY PROGRAM
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.

**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.
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.
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.

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**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
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:


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 NaturalResourcesJobs@mail.house.gov, with “O&I Counsel” in the subject line.

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

For more information, please contact:

Lisa Johnson-Firth, lisa@immigrantsfirst.com

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 grant makers.
• 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.

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.

JD/BAR NOT REQUIRED

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 persons 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.

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 32BJ

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.

To Apply:

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

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

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.

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.

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.

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.

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

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.

**LEGISLATIVE ASSISTANT**
**SENIOR CONGRESSIONAL HISPANIC CAUCUS MEMBER**

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

**RESEARCH ASSISTANT**
**DEMOCRATIC STAFF/SENATE COMMITTEE**

The Democratic staff of a Senate committee is seeking a Research Assistant to join its investigations staff. This is a paid, part-time position with a target starting date of September 3, 2019. The person will be focused on the oversight of prescription drug prices and health care programs. Ideal candidates will have strong writing and communication skills, in addition to knowledge of prescription drug pricing practices and trends, pharmaceutical supply chains, insurance and formulary design, common health disparities found in low-income communities and communities of color and demonstrated data analysis skills. Current students pursuing graduate degrees in the fields of economics, public health, medicine, law or related fields are encouraged to apply. The Office is seeking a diverse application pool and encourages all people to submit applications, regardless of their ethnic background, gender identity, age, religion, national origin, sexual orientation, gender identity, or disability.

To apply, applicants should e-mail a cover letter, resume, 2-3 page writing sample, and two references in a single PDF document to senate_employment@saa.senate.gov. In your cover letter, please indicate the days that you will be available to work. Please include the job referral number in the subject line.

**FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS**

**INTERNSHIPS**
**LAW STUDENTS IN COURT**

Every year, LSIC welcomes talented and ambitious interns to work alongside our skilled lawyers in tackling issues of social justice and equality while gaining valuable insights into the day-to-day operations of a legal services nonprofit organization.

Our interns come from near and far with diverse academic interests and career aspirations. We offer meaningful, hands-on opportunities in the areas of public interest law, nonprofit administration, development, communications (writing, social media, graphic design), event planning, and database marketing and analytics.
Some typical assignments include:

- Researching statutes and case law
- Conducting investigations and interviewing clients
- Testifying in court
- Updating and making improvements to our donor database and case management software program
- Assisting with clinic and fundraising events
- Answering the main phone line and routing potential and current clients
- Sorting legal mail
- Assisting with the intake of potential clients

To Apply for an Internship:

We appreciate inquiries from undergrads, graduate students, and law students. If you’re passionate about social justice and want to make a real difference in someone’s life, please tell us about yourself by sending your resume and cover letter to info@dclawstudents.org

LAW CLERK
KALIJARVI, CHUZI, NEWMAN & FITCH, P.C.

Kalijarvi, Chuzi, Newman & Fitch, P.C. (KCNF) is a boutique law firm in Washington, D.C. committed to fighting for the rights of employees in the workplace. Our experienced attorneys are recognized experts in all aspects of employment law and handle the most sensitive and complex labor and employment law matters — in the U.S. and around the world.

KCNF is seeking 1 or more Law Clerks (2L/3L) to conduct potential-client intakes. This position is critical to KCNF’s mission of delivering an exceptional and personal client experience. Because the Law Clerk is the first point of contact, they are responsible for making a great first and lasting impression, which requires extraordinary courtesy and empathy. At the same time, the Law Clerk will need expert interview skills and the ability to analyze disparate facts for their relevance to various employment and other laws. This is a critically important position for our firm and one that should hone a law student’s ability to interview witnesses and analyze facts and law.

Our need is for full-time coverage (8:30 a.m. to 5:30 p.m.) M-F. We anticipate hiring one or more law students on a full or part-time basis to provide complete coverage for intakes; the number hired will depend on the schedules and availability of the selectees.

Responsibilities:

- Serve as the primary point of contact for all prospective clients;
- Systematic and careful interview of each potential client conducted with genuine empathy and compassion;
- Prompt, courteous response to every potential client;
- Accurate documentation of potential clients’ concerns and the processing of their intake;
- Excellent follow-up on all pending inquiries from potential clients;
- Conduct accurate conflicts checks with good judgment;
- Work closely with the intake attorney on conflicts and other issues relating to potential clients;
- Assist all attorneys with administrative tasks related to arranging consultations or opening new cases;
- Write emails, transcribe notes, and research conflicts or legal issues;
• Other duties as assigned.

Qualifications:

• Law student (2L/3L) with proven ability to analyze fact patterns;
• Ability to relate to individuals from diverse ethnic, cultural, and socioeconomic backgrounds;
• Expert people skills: patient, courteous, and empathetic;
• Outstanding verbal and written communication, interpersonal, and customer service skills;
• Strong time and work management skills with proven ability to multi-task;
• Extremely organized and able to meet concrete deadlines;
• Able to work collaboratively with attorneys and staff;
• Resourceful and motivated to solve issues as they arise;
• Case Management software experience a major plus.

Application Process:

If you are looking for a fast-paced and exciting opportunity, submit a cover letter, resume, references, and legal writing sample to recruitment@kcnlaw.com.

For more information about the firm, visit www.kcnfdc.com. NO telephone calls.

FALL 2019 INTERNSHIP
NATIONAL LGBT BAR ASSOCIATION

The National LGBT Bar Association offers two fall internships!

If you are an undergrad or law student who is passionate about LGBTQ+ equality and is dedicated to justice for all marginalized groups, please read on below for what the position responsibilities are and why this is a wonderful opportunity for a law student or a student interested in social justice. Both internships receive a $1000 stipend.

Office Intern:

You’ll be tasked with assisting us with our general programs – including cutting edge LGBTQ+ policy and legal work – and post-conference activities. Every year, with help from interns, we put on the Lavender Law® Conference and Career Fair. It is the largest minority legal career fair in the country, attended by more than 1,700 law students and legal professionals. You’ll help us prepare for and organize the 2020 conference, as well as assist with conference sponsorships, all the while interacting with some of the top legal minds in the country. Help ensure that law students and attorneys find their dream jobs, while also taking advantage of the opportunity to connect with our vast network of legal professionals. Fall interns assist with the post-conference cleanup and organizing. This position is based at our Washington, DC office.

Legal Intern:

You’ll be tasked with assisting us with legal research and policy work, and with program development for LGBTQ+ and ally law students and attorneys. You’ll experience the nonprofit world while interacting with pro bono counsel at Am Law 100 firms and attorneys with years of experience in the LGBTQ+ advocacy realm. You’ll have the opportunity to make a difference on the issues you care about. Unlike the office intern, this intern has
the option to work remotely. Also, please note that this internship is only open to current law students and 2019 law school graduates.

To Apply:

Send the application materials to positions@lgbtbar.org. Please include “Fall 2019 Office/Legal Internship” in the Subject. Required documents: resume and cover letter.

Please apply by September 1, 2019.

GUPTA WESSLER FELLOWSHIP
APPELLATE AND CONSTITUTIONAL LITIGATION
GUPTA WESSLER PLLC

Gupta Wessler PLLC specializes in Supreme Court, appellate, and complex litigation on behalf of plaintiffs and public interest clients. Our cases span a wide range of issues, including consumers’ and workers’ rights, class actions, administrative law, civil rights, the First Amendment, gun control, and public health.

Each year, our firm seeks out a new attorney with exceptional writing ability, the capacity to think creatively about the law, strong advocacy instincts, and a genuine passion for public interest work. Judicial clerkship experience and experience in both public interest and appellate litigation are preferred.

The fellowship is ideally suited for a current or recent judicial law clerk interested in embarking on a career as a public interest litigator. Fellows are fully integrated into all aspects of the firm’s work and receive significant responsibility for cutting-edge appellate, constitutional, and complex litigation. They are expected to hit the ground running by researching and drafting briefs under close supervision and mentorship by the firm’s attorneys. Fellows will also play a critical role in monitoring developments in the U.S. Supreme Court and other courts, and in analyzing potential new cases for the firm.

How to Apply:

We are now accepting applications for the 2019-2020 fellowship. This position is based in Washington, D.C. Applicants should email a cover letter, resume, transcript, list of three references, and multiple writing samples (please review the guidance below) to fellowship@guptawessler.com. We will review candidates on a rolling basis until mid-September if a decision is not made before then, but we strongly encourage candidates to apply by August 25 to ensure full consideration. We are committed to considering applicants from all schools and backgrounds, and we actively seek applications from women and underrepresented groups.

Guidance on Writing Samples:

Writing samples are the most important part of the application process, and we encourage candidates to submit multiple samples. We prefer whole documents to excerpts. To facilitate blind review, each sample should be submitted as a separate PDF file, omitting the applicant’s identifying information (such as the applicant’s name, judge, and law school). We prefer writing samples that reflect a candidate’s most challenging and ambitious work so far, not cookie-cutter assignments. Scholarly papers are welcome but we would also like to see at least one in-depth advocacy piece or legal memorandum, such as a bench memo (if chambers policy permits, and redacted as necessary). Samples that have been edited or commented upon by others are perfectly fine so long as that fact is noted. We also like to see non-legal writing (or legal writing aimed at a general lay audience) that reveals a candidate’s interests and writing ability.
The Environment and Natural Resources Division (ENRD) litigates in five key areas:

- Pollution
- Natural Resources and Public Lands
- Wildlife
- Indian Resources
- Land Acquisition

ENRD’s attorneys represent federal agencies by preparing and arguing civil and criminal enforcement cases and by defending challenged federal agency actions under more than 100 federal laws. Cases handled by ENRD are at the cutting edge of environmental and natural resources law. The Division’s work protects our environment for future generations.

Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified men and women from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

Law Clerks assist the Division’s lawyers in litigating cases in Federal district and appellate courts. Responsibilities typically include conducting legal research and helping to draft pleadings, discovery documents, and memoranda of law dealing with a variety of federal environmental and natural resource issues. The Division handles cases covering a broad spectrum of issues including the listing of endangered species, civil and criminal enforcement of federal pollution control laws, and defense of federal agency actions under environmental and natural resources laws.

Using the section application form, law clerks may select which of ENRD’s nine litigating sections they wish to review their application. Any number from one to nine may be selected. To learn more about ENRD's sections and their work, visit [https://www.justice.gov/enrd/internships](https://www.justice.gov/enrd/internships) and download the "Section Overviews" pamphlet.

Qualifications:

ENRD is seeking students with:

- Strong academic accomplishments
- Strong research and writing skills
- An interest in one of ENRD’s five key areas, in litigation, and/or in public interest law.

In Addition, Applicants Must:

- Be U.S. citizens
- Successfully complete a background check prior to appointment
- Have been residents of the United States for at least 36 months out of the previous 5 years to their prospective date. Active duty military and Foreign Service employees posted abroad are exempt from this requirement.
Salary:
Volunteer only; ENRD will work with law schools that offer academic course credit or work-study. Travel reimbursement is available to law clerks.

Application Process:
Apply for a volunteer legal internship in Washington, DC by submitting via email to applyintern.enrd@usdoj.gov the following materials:

- Section application form (posted at www.justice.gov/enrd/internships)
- Cover letter stating hours/days available to work;
- Resume (which includes your country of citizenship);
- Writing sample;
- Copy of your most recent transcript (official or unofficial);
- Three references with contact information, including telephone and email (letters of recommendation not required).

Specify the year and term (i.e., Spring 2020) that you're applying for in your application and in the subject line of your application email. You must apply separately for each term. Positions will be filled on a rolling basis.

Application Deadline:
Wednesday, September 25, 2019

PDS LAW CLERK
PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA

The PDS Legal Clerkship Program allows law students to assist attorneys in all aspects of case preparation. PDS offers 40 to 50 law clerk positions each semester and 35 clerkships during the summer. Responsibilities include:

- Perform legal and case-preparation research
- Draft motions
- Interview incarcerated and institutionalized clients
- Represent juveniles and adults in institutional disciplinary hearings
- Respond to inmate letter requests for legal assistance
- Prepare pre-trial motions
- Attend trial, parole hearings, and appellate arguments

We strongly prefer second and third-year law students, although those first-year students with relevant pre-law experience are encouraged to apply. During the summer we host a weeklong substantive training class as well as a trial advocacy skills building series taught by experienced trial attorneys.

PDS no longer accepts split summers and requires that all law clerks commit to the full 10-week program. Law clerkships must be 40 hours per week during the summer and at least 15 hours per week during the academic year.

For information about our current hiring needs, please click Apply To This Job.
INTERNSHIP
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.

INTERNSHIP
DEMOCRATIC STAFF OF THE U.S. SENATE COMMITTEE ON RULES AND ADMINISTRATION

The Democratic Staff of the U.S. Senate Committee on Rules and Administration seeks full-time undergraduate, graduate, or law students to work during the Fall 2019 semester. Clerks and interns will assist Committee staff with research and the drafting of legislation, memos, talking points, and letters. Projects will focus on a variety of areas within the Committee’s jurisdiction, including election administration, campaign finance, and oversight. Successful applicants will have excellent research and writing skills and be highly motivated.

Please email a resume, cover letter, writing sample, and unofficial transcript to senate_employment@saa.senate.gov indicating the job referral number (225244) in the subject line. No phone calls or drop-ins please.

INTERNSHIP
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 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. Please place "LAW CLERK" in the subject line. Applications will be reviewed on a rolling basis.
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. 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 this page.

INTERN
DEMOCRATIC STAFF OF THE COMMITTEE RULES

The Democratic Staff of the Committee on Rules is seeking full-time, energetic interns for the upcoming semester (September – December). Our interns work closely with Committee staff to prepare materials for Committee meetings, process incoming amendments to bills, conduct research projects, answer phones, learn about the Rules of the House and the special-order process, and complete a variety of other administrative tasks. Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail oriented. Applicants must have a positive attitude and be willing to perform a variety of tasks. A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply.

Interested applicants should email a cover letter and resume with the subject line: Rules Intern Fall 2019 – Last Name, First Name explaining why you want to join the Democratic staff of the House Rules Committee to RulesInternDem.Application@mail.house.gov

INTERNSHIP
OFFICE OF CONGRESSMAN ROGER WILLIAMS

The Office of Congressman Roger Williams (TX-25) is currently seeking candidates for a paid internship for the 2019 Fall semester in our Washington D.C. office. Applicants must be motivated, professional, dependable, and hold strong communication skills. Primary responsibilities include answering phones, corresponding with constituents, leading U.S. Capitol tours, assisting the legislative staff, attending Congressional hearings, and completing legislative projects in a timely manner. Successful candidates will be personable, flexible, detail-oriented, willing to learn, and proactive. Interns will have the opportunity to learn more about the legislative process and work in a fast-paced congressional office. Texas ties are preferred but not required.

Interested applicants should email a resume and cover letter with the subject line “Fall 2019 Congressional Internship” to Colton Teis at Colton.Teis@mail.house.gov
LEGISLATIVE INTERN
OFFICE OF CONGRESSMAN JOHN SARBANES

The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative intern for the Fall 2019 session. Tasks include answering the phones, handling incoming and outgoing mail, addressing constituent concerns, attending briefings and supporting legislative staff as needed. Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail. Successful candidates would spend 25-40 hours per week interning in the DC office. Maryland ties a plus. A stipend is available.

To apply, please send a cover letter, a resume, list of references and availability to employment@mail.house.gov. If you have further questions, please call the Intern Coordinator at (202) 225-4016.

INTERNS
HOUSE FOREIGN AFFAIRS COMMITTEE MAJORITY STAFF

The House Foreign Affairs Committee Majority Staff is currently looking for full-time interns for the Fall 2019 semester. Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, and a variety of other tasks. Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision. This internship is open to undergraduates (rising seniors and above), recent graduates, and Master’s and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply. Please note that this internship is unpaid.

If you would like to be considered for an internship please submit a one-page resume and cover letter to hdfa_democrat@mail.house.gov and include “Fall 2019 Internship Application” in the subject line of the email.

INTERNSHIP
OFFICE OF TED BUDD

Southern Republican seeks a highly motivated individual to serve as a paid legislative intern in the Washington, D.C. office. Requirements: This position requires an individual with excellent communication and writing skills. 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. Office: Ted Budd (NC-13) Contact: sam.shumate@mail.house.gov

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.

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 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. 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.

EQUAL JUSTICE WORKS AND/OR SKADDEN FELLOWSHIP
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

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.

STEPTOE HOUSING LAW FELLOW
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

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
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: https://legalaiddc.bamboohr.com/jobs/view.php?id=31$source=consortium

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](mailto: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.

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
- 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 SKADDEN 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@nvls.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/ and https://www.skaddenfellowships.org/.

EQUAL JUSTICE WORKS FELLOWSHIP SPONSOR
DOMESTIC VIOLENCE LEGAL EMPOWERMENT AND APPEALS PROJECT

The Domestic Violence Legal Empowerment and Appeals Project (DV LEAP) seeks a recent law school graduate for an Equal Justice Works Fellowship beginning in September 2020. This is an exciting opportunity for a new attorney to participate in appellate litigation on behalf of survivors of domestic violence. We are seeking a Fellow to help DV LEAP develop tools and legal strategies to address two areas of critical concern to survivors: 1) ADA protections, and 2) litigation abuse, including the use of anti-SLAPP (strategic lawsuit against public participation) lawsuits. In addition, the Fellow will support ongoing efforts to identify/address other gaps in the field.

Founded in 2003, DV LEAP is the only nonprofit in the U.S. devoted solely to providing pro bono appellate legal services to abuse survivors nationwide. Despite legislative and policy reforms around domestic violence, many survivors and their children are still denied legal protections in court. Through targeted appellate litigation, DV LEAP works with pro bono law firm partners in Washington, D.C. and across the U.S. to protect survivors, remove barriers in the judicial system, and improve the law.

We welcome applicants who bring a variety of perspectives, lived experiences, and competencies. People of color, women, people with disabilities, and LGBTQ+ persons are especially encouraged to apply.

Candidates should submit a cover letter, resume, and a brief outline of the project to be proposed. Please email as a single PDF file to flora@dvleap.org by COB September 3, 2019. No phone calls please.

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 legal advocacy on behalf of survivors of domestic violence preferred.
· Knowledge of DV law, as well as the dynamics of abuse and trauma preferred.

To learn more about our work, please visit our website at www.dvleap.org.
CHILD DETENTION PROJECT FELLOWSHIP

JUSTICE IN MOTION

Justice in Motion seeks a lawyer to design an innovative project to ensure that child migrants do not needlessly suffer in detention in the US. The main purpose will be to mobilize Justice in Motion’s Defender Network both to provide country-of-origin support for detained children by expediting their safe release from detention, and to develop the infrastructure to take on cross-border impact work for detained children, as it emerges. This position does not include client representation or direct services. The successful fellow will be a bilingual English/Spanish lawyer, a positive team-player, and an active problem solver who has been involved in representing migrant children in government custody or has first-hand knowledge of child detention conditions and the legal landscape. This position includes strategic thinking about the role of international collaboration within civil society in advancing justice for migrants generally, and the added value of Justice in Motion’s model and Defender Network in child detention cases specifically. This is an incredible opportunity for someone motivated to work in a transnational context to maximize impact. The Child Detention Project Fellow will report to the Legal Director and will have the benefit of support from a Legal Assistant.

Responsibilities Include:

- Develop child detention pilot project, which includes program budgeting, design, implementation, and management under the guidance of Justice in Motion’s Legal Director, with the ability to absorb foreseen and unforeseen challenges in the fast-changing immigration law and policy landscape.
- Travel both domestically and internationally for site visits and meetings with partner organizations in the US and with Defenders in Mexico and Central America.
- Manage cross-border cases.
- Develop and sustain collegial working relationships with the Defenders in Mexico and Central America and with the Advocates in US who work with detained children and need the Defenders’ assistance. Deliver trainings (virtual and in-person) to both constituencies as needed.
- Maintain current knowledge of immigration law and procedure and US migration policy, particularly as it relates to immigrant child detention and child immigration law.
- Participate in Defender Network events, meetings, stakeholder convenings, and present at conferences throughout the region.

Ideal Candidate Profile:

**Connected to our work:** Interest in migration, cross-cultural collaboration, or international work. Demonstrated commitment to justice for migrants and sustainable social change for marginalized communities. Ideally has participated in a Flores Settlement monitoring visit and has a sense of what’s happening on the ground.

**Excellent interpersonal and intercultural communication skills,** with the ability to demonstrate tact and consistent professional demeanor in a variety of cultural settings.
A natural builder. This person is a systems thinker who has gravitated toward roles that didn’t exist before, has a start-up mentality, creates things with minimal resources, and truly enjoys getting their hands dirty while figuring out the way forward.

An organizational whiz. This person loves handling details and multiple projects running in parallel, methodically working through checklists (and creating them as well). This is the kind of person who might color-code their calendar or create a spreadsheet to plan a trip - and sets aside time to stay on top of emails. Thrives with feedback and learning. This is someone who requests and learns from feedback, approaches conflict with creativity and humility, who seeks out the context and history of situations, and is dedicated to their growth and development.

A proactive communicator. This is a person who has worked on dispersed teams before, and understands the value of overcommunicating, speaking up, and being direct, with the vision in mind as a guide. This person will take the lead in making conversations happen, and always makes sure the right people are at the table to give input.

Smart, patient, and curious problem-solver who takes the time to propose potential solutions.

Sense of humor. This work is important and challenging, and we need to not take everything so seriously, to manage our energy effectively.

Education and Experience:

- JD or LLM from accredited U.S. law school required.
- At least 2 years’ experience either as an immigration lawyer or working with migrants and in the field of child detention or children’s immigration law.
- Fluency in English and Spanish (speaking and writing with comprehension at professional level) is essential.
- Experience with public speaking and delivering trainings or legal presentations; ideally, equivalent work in Spanish as well.
- Experience in program development, project design, and project management a plus.
- Experience using case management databases (Salesforce).
- Meaningful work, travel, or study in Mexico or Central America.

Duration: This is a one-year, full-time fellowship role, running from September 1, 2019 through August 31, 2020.

Location and Travel: Brooklyn, NY or Atlanta, GA. Will require 30-50% travel, nationally and internationally.

Compensation: The salary for this fellowship is $70,000, negotiable depending on experience.

How to Apply:
Justice in Motion values diversity in our workforce and encourages candidates of diverse backgrounds to apply.

Please email a resume and cover letter to apply@justiceinmotion.org; in the subject line, please write: “CD FELLOW -- [Your Name].”
Work will begin as soon as possible. Candidates will be considered on a rolling basis. No phone calls or personal emails please.

Justice in Motion is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, gender, sexual orientation, disability, age, marital status, or status with regard to public assistance.

IMMIGRATION STAFF ATTORNEY
MAKE THE ROAD NEW YORK
WHITE PLAINS, NEW YORK

Make the Road New York seeks a bilingual (Spanish & English) immigration staff attorney. The position will be based in our Westchester office in White Plains. Depending on experience, this position may include supervision of paralegals and/or other attorneys as well as grants management responsibilities.

The Organization:

Make the Road New York builds the power of immigrant and working-class communities to achieve dignity and justice through organizing, policy innovation, transformative education, and survival services. Make the Road operates neighborhood-based community centers in Bushwick, Brooklyn; Jackson Heights, Queens; Port Richmond, Staten Island, Brentwood, Long Island and White Plains, Westchester. With a membership of more than 23,000 low-income New Yorkers, Make the Road tackles the critical issues facing our community: workplace justice, tenants’ rights, immigrant rights, language-access, TGNICQ justice, public education, health care access, and immigration reform.

Our Education Department offers ESOL, Spanish-language literacy, and computer literacy; and in-school and after-school youth programs. Our Community Organizing Projects help New Yorkers to implement strategies to combat shared problems and develop leadership and the capacity for civic participation. And our Department of Legal & Support Services provides direct legal representation, case management, facilitated enrollment into public health insurance programs, training, and strategic support for members and organizers. Our attorneys and advocates specialize in labor and employment law, public benefits, disability benefits, housing law, healthcare and health insurance access, immigration law, public education, and TGNCIQ (Transgender, Gender Non-Conforming, Intersex and Queer) civil rights issues.

Legal and Support Services at Make The Road New York:

The Department of Legal and Support Services at Make the Road New York (MRNY) works to strengthen Make the Road’s organizing work by (1) helping to envision and implement leverage strategies (including strategic litigation) that help win our organizing campaigns; (2) providing technical legal support for policy work; and (3) providing legal and support services to high-need immigrant communities and help meet the immediate needs of MRNY’s active members. The Department currently employs twenty-two attorneys, eighteen paralegals and advocates. Our legal team is integrated into all aspects of the organization’s work.

Current Opening:

We are hiring an Immigration Staff Attorney to join our dynamic immigration team. Depending on experience, this position may include supervision of paralegals and/or other attorneys. The attorney in this position will provide affirmative and defensive legal representation to immigrants from the Westchester area. The attorney
will also have the opportunity to participate in impact litigation projects, as well as support our community organizing and policy work serving our communities.

**Job Responsibilities Will Include:**

- Providing individualized assistance to clients currently in removal proceedings or eligible for immigration relief, in a broad range of categories including SIJS, Asylum, U/T visas, and cancellation of removal including representing individuals in immigration, family and federal district court
- Providing individualized advocacy and assistance to immigrants with complex cases due to criminal records and other issues
- Providing individualized assistance to community members impacted by ice raids including screening and representation of individuals with prior removal orders who face imminent deportation. Experience working on motions to reopen, stays, petitions for review and/or habeas litigation a strong plus
- Participating in strategic litigation, including federal court litigation
- Assisting with know-your-rights and other informational workshops to educate immigrant communities about immigration issues affecting their lives
- Supporting MRNY members and organizing campaigns through strategic litigation, legislative advocacy, research and action support
- Providing mentorship and supervision to BIA accredited reps and legal fellows
- Participating in team and department meetings and assisting with grant reporting

**Requirements:**

- Admission (or eligibility for admission) to practice law in New York State or the possibility of waiving into the state
- Eligible to work in the US
- Two to five years of practical, direct experience practicing immigration law, or similar cumulative experience
- Spanish language fluency
- Interpersonal and organizational skills of the highest caliber
- Experience working with populations that make up major portions of Make the Road’s membership – such as documented and undocumented immigrants, individuals facing domestic violence, members of LGBTQ communities, and youth.
- Experience in and interest with work supporting community organizing, campaigns, and policy and advocacy initiatives
- Ability to work in a fast-paced, high intensity environment
- Preference for Westchester residence and/or connection to the Westchester community

**Job Competencies:**

- Spanish language fluency
- Interpersonal and organizational skills of the highest caliber
- Ability to work in a fast-paced, high intensity environment
- Preference for Westchester residence and/or connection to the Westchester community

The ideal candidate will demonstrate a commitment to social justice issues, and in particular a commitment to assisting low-income immigrants navigate the complex immigration system. Additionally, the ideal candidate would have impeccable attention to detail, excellent writing skills, thrive on working in a fast-paced, dynamic work environment, and have a sense of humor.
Salary and Benefits:

Starting salary is based on a step scale based on years of experience. Generous package of vacation, personal and sick days. Excellent health and dental coverage and family leave policies.

To Apply:

Forward a cover letter, resume, and writing sample by email to Amy Taylor, Co-Legal Director, at Legalwestchesterjobs@maketheroad.org Applications will be considered on a rolling basis.

Make the Road New York is an equal opportunity and affirmative action employer and seeks to insure equal opportunity and equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, religion, color, citizenship, national origin, sex, age, disability, marital status, gender identity, genetic information and sexual orientation, in all employment decisions including but not limited to hiring, compensation, benefits, training, termination, and all other terms and conditions of employment.

IMMIGRATION LAW FELLOW
LEGAL AID SOCIETY OF HAWAII
IMMIGRANT JUSTICE CENTER
HONOLULU, HAWAII

The Legal Aid Society of Hawaii, a non-profit law firm, endeavors to provide civil legal services throughout the State of Hawaii to those most in need. Our mission is to address critical legal needs through high quality legal advocacy, outreach and education in the pursuit of fairness and justice. Our team of dedicated advocates come to work every day with a purposeful desire to help and serve our community. If working in a meaningful and rewarding environment is what you're searching for, and if you have been desiring work life balance, please review the position requirements below.

Position:

Immigration Law Fellow in the Legal Aid Society of Hawaii’s Immigrant Justice Center. Responsibilities include client representation for immigration, primarily focused on representing victims of crime or domestic violence. The Fellow will also participate in community engagement, outreach and education, statewide initiatives, and in day-to-day supervision of non-attorney staff. This is a two-year position, but there may be other opportunities to continue to work with Legal Aid in a different capacity after the end of the fellowship. The position is available as of October 1, 2019.

Requirements:

- Graduate of an ABA accredited law school.
- Member in good standing of the Bar of the State of Hawaii or ability to take the next bar examination.
- Demonstrable commitment to social justice or experience working with disadvantaged and/or low-income populations, or issues affecting low-income populations required.
- Litigation experience and experience in one or more of the legal areas listed above preferred.
- Able to work collaboratively and maintain good working relationships in small office.
- Culturally sensitive and able to work well with diverse, low-income populations.
- Able to manage a busy litigation practice, meet deadlines, and perform multiple tasks with attention to detail.
Able to work under pressure in an empathetic and professional manner.
Fluency in writing and speaking a language other than English is preferred, but not required.

Compensation:

$46,615 – 49,365 commensurate with experience and qualifications. Benefits include HSBA dues, $150/month law school loan repayment, medical and dental insurance, 401K with employer match, life insurance, company paid long term care insurance, and long-term disability insurance.

Our organization embraces work life balance by offering our team a structured work week designed to achieve work excellence and ample time off to recharge, refresh and pursue individual passions. We offer an extremely generous benefit package which includes 21 days of vacation, 12 days of sick leave and 14 holidays a year. We are also proud to be an industry leader offering 8 weeks of fully paid parental leave for qualified employees. More information about Legal Aid can be found at www.legalaidhawaii.org

Please submit a cover letter, resume, and contact information for three professional references to jobs@legalaidhawaii.org. No Calls Please.

The Legal Aid Society of Hawaii is an Equal Opportunity Employer.

STAFF ATTORNEYS (3)
NATIONAL IMMIGRANT JUSTICE CENTER
CHICAGO, ILLINOIS

The National Immigrant Justice Center (NIJC) is pleased to announce that we are hiring several attorneys and paralegals to expand NIJC’s legal services under the City of Chicago’s Legal Protection Fund. The City of Chicago launched the Legal Protection Fund in January 2017 to help Chicago’s immigrant residents and their families defend against the expected onslaught of immigration enforcement actions by the Trump administration. The Fund, part of the City of Chicago’s One Chicago campaign, provides free immigration legal consultations and representation, and know your rights sessions for Chicago residents to help immigrants understand their rights and stay apprised of changing policies.

As part of this expansion of legal services, NIJC is hiring three staff attorneys and two paralegals to provide legal services to Chicago residents under the Legal Protection Fund:

- A staff attorney and a paralegal who will work under NIJC’s Immigrant Legal Defense Project, focusing on Chicago’s non-detained immigrant residents who are eligible for multiple forms of immigration relief, including asylum.
- A staff attorney and a paralegal who will work under NIJC’s Asylum Project, focusing on Chicago’s non-detained immigrant residents, including families, adults, and children, who are eligible for asylum.
- A staff attorney who will work under NIJC’s Detention Project, focusing on Chicago’s immigrant residents who are in immigration detention in the Chicago area.

The National Immigrant Justice Center (NIJC) is dedicated to ensuring human rights protections and access to justice for all immigrants, refugees and asylum seekers. With offices in Chicago, Indiana, and Washington, D.C., NIJC provides direct legal services to and advocates for these populations through policy reform, impact litigation, and public education. Since its founding three decades ago, NIJC has been unique in blending individual client advocacy with broad-based systemic change. NIJC provides legal services to more than 10,000 individuals each year and maintains a success rate of 90 percent in obtaining asylum for those fleeing persecution in their
home countries. NIJC and its pro bono attorneys have been on the vanguard of federal impact litigation and advocacy, setting positive precedents for those seeking human rights protections within our borders. NIJC offers competitive benefits, including vacation time, sick time, and floating holidays, as well as the opportunity to work with a team of experts on wide-ranging local and national immigration issues.

For more information and to apply, please click here.

STAFF ATTORNEY
AMERICAN GATEWAYS
AUSTIN, TEXAS

The staff attorney will provide high quality immigration legal services to low-income immigrants throughout Central Texas. Responsibilities include representing immigrants who qualify for VAWA, U visas, T visas, representation and consultations for potential asylum seekers, Family Based clients, those detained by ICE, and other immigrants who may qualify for immigration relief. Staff attorneys are also required to maintain program statistics, client databases and files, and provide reports as required. Education and outreach to the immigrant community on various legal issues may also be required of the staff attorney.

Major Duties and Responsibilities:

- In-office consultation for clients including: VAWA, U visa, T visa, asylum, detention and removal, and any other applicable relief.
- Screen immigrants in detention (T Don. Hutto Residential Center) for eligibility for services provided by AG including U & T visa
- Represent eligible immigrants in petitioning for U & T visas, and in bond and removal hearings and before US CIS
- Mentor pro bono attorneys representing clients
- Participate in community education and outreach activities as needed
- Maintain client databases and caseload, as determined with supervisor
- Provide monthly statistical reports of caseload and program activities
- Other duties as needed

Required Work Experience/Skills:

- Dedication to and experience in serving low income populations and social justice generally
- One – Two years of legal experience in immigration law, or in a non-profit organization serving low-income persons
- Bilingual in Spanish and English
- Excellent communication and writing skills
- Excellent organizational skills and attention to detail

Required Education/Qualifications:

- JD from accredited university
- Bar Admission in any US state (Texas preferred)

Preferred Education/Experience:

- Proficiency in any other language
• Criminal Law background
• Immigration clinic experience
• Immigration court experience
• Other court experience

Interested applicants, please send your resume, cover letter, 3 references and a short writing sample (no more than 5 pages) to americangateways@gmail.com.

As an equal opportunity employer, American Gateways embraces diversity and does not discriminate in employment on the basis of age, race, color, creed, gender, religion, marital status, veteran’s status, national origin, disability, or sexual orientation. Women and people of color are strongly encouraged to apply.

PUBLIC HEALTH STAFF ATTORNEY
DRUG POLICY ALLIANCE
OAKLAND, CALIFORNIA

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.

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.

For more information, please visit our website at www.drugpolicy.org.
The Position:

The Staff Attorney in DPA’s Office of Law and Strategy engages in the organization’s legal work as it relates to litigation, legislative drafting, policy advocacy, media relations, fundraising, and public education in the local, state and federal jurisdictions in which DPA is active. This position shall have a particular focus on public health law and policy as it relates to drug law reform, including prevention, drug education, harm reduction, substance use disorder treatment, and recovery.

The Staff Attorney reports to the Senior Director of Public Health Law and Policy, will serve as a member of DPA’s Policy Team and may also serve as a member of and/or lead one or more internal working committees.

Primary Responsibilities:

- Assist with researching, developing, drafting and proposing prevention, drug education, harm reduction, substance use disorder treatment, and recovery legislation and other public policy initiatives;
- Provide advice to DPA’s state-based and national offices with respect to litigation, legislation, and other public policy issues;
- Assist with litigation projects for DPA, including both direct representation and amicus curiae efforts; assist with related research, writing and representation tasks consistent with DPA principles and priorities; working with cooperating outside counsel and allied organizations;
- Testify before legislative bodies and executive commissions;
- Track legal, legislative and policy developments with respect to prevention, drug education, harm reduction, substance use disorder treatment, and recovery;
- Present on various issues of drug policy and drug law reform at conferences, universities and community events;
- Conduct media outreach and speak publicly on local, state and national drug policy issues;
- Assist with recruiting and supervising law, public policy, medical, public health and college students as OLA interns and law fellows;
- Respond to legal inquiries from DPA members and the general public.

Qualifications:

- Juris Doctor Degree and admission to at least one state bar required;
- Three plus years’ experience in litigation, legislative drafting and public policy advocacy;
- Legal and policy knowledge of multiple core DPA advocacy issues, with particular expertise in reform related to prevention, drug education, harm reduction, substance use disorder treatment, and recovery;
- Excellent legislative drafting skills, ability to analyze complex legislation and regulations;
- Working knowledge of state and federal legislative processes;
- Familiarity with local, state, and federal laws relating to drug policy;
- Excellent writing, research, and oral advocacy skills;
- Strong communication and negotiation skills;
- A demonstrated passion for social justice and commitment to the issues DPA addresses;
- 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 interpersonal skills, flexibility, creativity, and curiosity;
- Excellent computer skills (including familiarity with Word, Excel, and PowerPoint);
- Availability to work occasional evenings and weekends and to travel within and outside California.
Terms of Employment:

This position is based in Oakland, CA. Telecommuting will not be considered.

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.

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

Application Process:

Please submit your application with resume {please attached writing sample to the same document as your 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.

CRIMINAL JUSTICE STAFF ATTORNEY
DRUG POLICY ALLIANCE
SAN FRANCISCO, CALIFORNIA

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.
In addition to the New York headquarters, DPA has 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.

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For more information, please visit our website at www.drugpolicy.org.

The Position:

A Staff Attorney in DPA’s Office of Law and Strategy engages in the organization’s legal work as it relates to litigation, legislative drafting, policy advocacy, media relations, fundraising, and public education in the local, state and federal jurisdictions in which DPA is active. This position shall have a particular focus on criminal justice legislation and policy.

A Staff Attorney reports to the Senior Director, Criminal Justice Law and Policy, will serve as a member of DPA’s Policy Team and may also serve as a member of and/or lead one or more internal working committees.

Primary Responsibilities:

- Assist with researching, developing, drafting and proposing criminal justice legislation and other public policy initiatives;
- Provide advice to DPA’s state-based and national offices with respect to litigation, legislation, and other public policy issues;
- Assist with litigation projects for DPA, including both direct representation and amicus curiae efforts; assist with related research, writing and representation tasks consistent with DPA principles and priorities; working with cooperating outside counsel and allied organizations;
- Testify before legislative bodies and executive commissions;
- Track legal, legislative and policy developments in criminal justice reform;
- Present on various issues of drug policy and drug law reform at conferences, universities and community events;
- Conduct media outreach and speak publicly on local, state and national drug policy issues;
- Assist with recruiting and supervising law, public policy, medical, public health and college students as OLA interns and law fellows;
- Respond to legal inquiries from DPA members and the general public.

Qualifications:

- Juris Doctor Degree and admission to at least one state bar required;
- Three plus years’ experience in litigation, legislative drafting and public policy advocacy;
- Legal and policy knowledge of multiple core DPA advocacy issues, with particular expertise in criminal justice reform;
• Excellent legislative drafting skills, ability to analyze complex legislation and regulations;
• Working knowledge of state and federal legislative processes;
• Familiarity with local, state, and federal laws relating to drug policy;
• Excellent writing, research, and oral advocacy skills;
• Strong communication and negotiation skills;
• A demonstrated passion for social justice and commitment to the issues DPA addresses;
• 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 interpersonal skills, flexibility, creativity, and curiosity;
• Excellent computer skills (including familiarity with Word, Excel, and PowerPoint);
• Availability to work occasional evenings and weekends and to travel within and outside California.

Terms of Employment:

This position is based in Oakland, CA. Telecommuting will not be considered.

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.

Deadline:

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

Application Process:

Please submit your application with resume {please attached writing sample to the same document as your 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.

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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.

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:

https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=25597&clientkey=A116ACB81F47E0050535F1FC4DA6EE15

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](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.

**STAFF ATTORNEY**  
**FAMILY DETENTION PROGRAM**  
**RAICES**  
**SAN ANTONIO, TEXAS**

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;
  Able 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.

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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