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LEGAL POSITIONS

HEALTHY TOGETHER STAFF ATTORNEY
CHILDREN’S LAW CENTER

Children’s Law Center (CLC) fights so every child in DC can grow up with a loving family, good health and a quality education. Judges, pediatricians and families turn to us to be the voice for children who are abused or neglected, who aren’t learning in school, or who have health problems that can’t be solved by medicine alone. With over 85 staff and hundreds of pro bono lawyers, we reach 1 out of every 9 children in DC’s poorest neighborhoods – more than 5,000 children and families each year. And, we multiply this impact by advocating for city-wide solutions that benefit all children. Learn more at childrenslawcenter.org.

CLC’s Healthy Together is a medical-legal partnership for DC’s children. CLC partners with Children’s National Health System, Mary’s Center and Unity Health Care to help vulnerable children and their families overcome barriers to good health by holding agencies, landlords, and schools accountable for inappropriate school programs, the failure to provide medically necessary services, and illegal, unhealthy housing conditions.

Position Description:

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

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

Requirements and Qualifications:

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

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

Start date is ASAP.

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

Healthy Together Staff Attorney Search Committee
Children’s Law Center
501 3rd Street NW, 8th Floor
Washington, DC 20001
202.467.4949 (fax)
jobs@childrenslawcenter.org

PRESIDENT
AMERICAN CONSTITUTION SOCIETY

The American Constitution Society’s (ACS) President role is a unique and important opportunity for an experienced and committed professional to build on the organization’s nearly two-decade history and lead the next chapter of exciting growth and deep impact. The President will be charged with fully realizing the potential of ACS as a key partner in a larger progressive community. As a thought leader and trusted partner around legal and constitutional rights, ACS’ President will engage and strengthen ACS’ vibrant Network and grow its membership, help to place the next generation of talented and progressive legal professionals in positions of leadership, and grow the state and federal judicial pipelines with nominees from diverse backgrounds who are committed to a progressive understanding of the Constitution and the law, and who reflect the diversity of our country. The President will also be charged with strengthening the organization’s governance and processes and developing and recruiting a broad range of talent.

The Organization and Mission:

ACS is committed to realizing the promises of the Constitution by building and leading a progressive and diverse legal community dedicated to advancing and defending democracy, equality, liberty, access to justice, and the rule of law. Founded in 2001 in response to the Supreme Court’s Bush v. Gore decision, ACS is one of the nation’s leading progressive legal organizations, with over 200 student and lawyer chapters in almost every state and on most law campuses.

The ACS network of lawyers, law students, judges, scholars, and many others provide a source of ideas, innovation, energy, and talent for the progressive legal community. Through its public programs (over 1,400 debates, conferences, and press briefings across America each year), publications, and active online presence,
ACS generates intellectual capital for ready use by its allies and shapes debates on key legal and public policy issues including access to courts, voting, equality, immigration, workers’ rights, and many others. ACS nurtures the next generation of progressive lawyers, judges, policy experts, legislators, and academics by providing opportunities for networking, mentoring, and organizing around matters of both local and national significance.

Roles/Responsibilities:

Strategic Planning, Leadership and Management

- Articulate a clear vision for the organization.
- Finalize and then implement ACS’ new strategic plan.
- Maintain and grow the organization through robust governance, strong management, fiscal responsibility, budget oversight, effective communications, and team building.
- Develop its diverse, dynamic, and integrated team and foster a culture of collaboration, empowerment, and accountability.
- Promote a respectful workplace that values staff, encourages teamwork, and supports inclusiveness and transparency in decision-making.
- Bring visible energy and enthusiasm to ACS’ work environment.

Membership, Fundraising, and External Relations

- Grow, empower and fully engage ACS’s membership to defend the Constitution and its promise.
- In collaboration with the development team, engage current and prospective ACS members as well as foundation, corporate, and individual donors to increase contributed revenue.
- Deepen and expand relationships with ACS Student chapters on law school campuses nationwide.
- Promote a robust career pipeline for ACS members to secure judicial clerkships, professional development opportunities, and political positions.
- Empower ACS Lawyer Chapter members to provide support for key litigation, policymaking, organizing, and communications efforts launched by ACS and its allied organizations.
- Strengthen ACS’ image and brand among policymakers, advocacy organizations, the media, and its membership.
- Serve as the public face and official spokesperson of ACS.
- Ensure that the ACS leadership serves as thought-leaders for progressive law and policy through speaking engagements, special events, and face-to-face meetings with policy makers and other leaders and influencers.

Board Relations

- Maintain a transparent relationship with the Board and work collaboratively with Board members to set ACS’ strategic direction and policies, enabling the organization to adapt to a constantly changing external environment.
- Keep the Board informed of progress, activities, risks and challenges. Provide accurate monthly reports and annual budget to the Board.

Professional Experiences/Qualifications:
The next President will be a leader with a demonstrated passion for ACS’ mission. The executive will be highly motivated, a visionary, and an inspiring leader. Candidates should possess at least ten years of successful leadership experience in a related field and served at the helm of a comparable organization or entity.

**Desired qualities and background include:**

- Deep knowledge of the law and the Constitution.
- Politically savvy; experience building and sustaining relationships with many constituencies, both internal and external.
- Strong leadership abilities and strategic thinking to create, plan, share, and implement the organization’s vision. Ability to turn strategy into concrete action plans, and to influence and motivate others toward reaching organizational goals.
- Collaborative, approachable and accessible with high EQ to foster the growth of a highly productive team. Proven ability to attract, develop, recognize, and retain top talent.
- Experience in most, if not all, functions of the President, including interfacing with a board of directors, managing a major budgetary function, overseeing contract management, technology, program delivery and participating in resource development and public relations.
- Demonstrated commitment to diversity, equity, and inclusion.
- Strong professional ethics, transparency, integrity and accountability in all actions.

**Education:**

An undergraduate degree and a Juris Doctorate or higher degree of law is required.

**Compensation:**

A comprehensive, competitive compensation and benefits package will be offered to the successful candidate.

**How to Apply:**

Anyone with interest or recommendations may also contact our search firm, Korn Ferry, directly using the contact information included below or through a dedicated email box ACSsearch@kornferry.com. All correspondence with Korn Ferry will be treated with confidentiality.

**Divina Gamble**  
Senior Client Partner  
Co-Leader, Nonprofit Practice  
202.955.0901  
ACSsearch@kornferry.com

**Charles Ingersoll**  
Senior Client Partner  
Co-Leader, Nonprofit Practice  
202.955.0947  
ACSsearch@kornferry.com
The Environment and Natural Resources Division (ENRD) of the U.S. Department of Justice is seeking experienced litigators for its Natural Resources Section in Washington, DC.

The Natural Resources Section handles litigation arising under more than 80 natural resource, environmental, and cultural resource statutes, various treaties and international agreements, interstate compacts, and congressional referrals. The Section's cases involve the National Environmental Policy Act, the National Forest Management Act, the National Park Service Organic Act, the Coastal Zone Management Act, the National Historic Preservation Act, the Archaeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, the National Marine Sanctuaries Act, the Indian Gaming Regulatory Act, and the National Trails System Act, among others. The Section's cases involve the stewardship of our national parks, forests, rangelands, wildlife refuges, and offshore resources; the Nation's trust relationship with Native Americans and Tribes; vital federal programs ranging from nuclear materials management to military preparedness to energy policy and resource extraction; and original actions in the U.S. Supreme Court to resolve boundary and water allocation disputes. The Section is also responsible for the defense of real property claims brought in the United States Court of Federal Claims arising under the Just Compensation Clause of the Fifth Amendment to the United States Constitution. These inverse condemnation cases cover the full spectrum of governmental activity relating to land use and environmental regulation and involve issues such as border security, military readiness, transportation infrastructure, and flood control.

The Section's cases are tried throughout the United States and its possessions and territories in both state and federal court, including the Court of Federal Claims. The Section represents virtually every major federal agency.

**Job Description:**

The Natural Resources Section seeks to hire and cultivate talented trial attorneys and provides its lawyers with frequent and meaningful court experience in a variety of jurisdictions on a broad range of issues. Because of the diverse nature of our docket, the ideal candidate should be comfortable in a "first-chair" role in multiple complex cases and have demonstrated substantial experience in all aspects of civil litigation, including pre-trial discovery, presentation of oral argument, and examination of fact and expert witnesses.

The cases handled by the Section require attorneys to achieve intellectual command of complicated facts, scientific principles, and legal issues, often rapidly. Successful candidates will be intellectually curious, driven, and will enjoy having primary responsibilities in sophisticated litigation, proficiency in working with a wide range of experts, and the ability to harness leading edge technology and litigation support in the preparation of cases. Creative thinking and considerable talent in problem-solving -- whether in a litigation or settlement context --
are indispensable. Collegiality is fundamental to our Section. The ideal candidate will be comfortable working collaboratively with other attorneys and providing support and mentorship to less experienced attorneys.

**Qualifications:**

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and be a U.S. citizen or national. Applicants should have a strong interest in federal litigation and/or trial work and an exceptional academic background. Judicial clerkship experience and familiarity with defensive civil litigation is highly desirable and knowledge of Fifth Amendment takings, natural resource law, or Indian law is a plus. Applicants must demonstrate superior research, analytical, and writing abilities.

**Specific grade level requirements:**

GS-14: At least 4 years of post-J.D. litigation experience.
GS-15: At least 5 years of post-J.D. litigation experience.

You must complete a background investigation to include pre-employment drug testing.

**Salary:**

Current salary and years of experience will determine the appropriate salary level. The possible salary range is GS-14 ($117,191 to $152,352) and GS-15 ($137,849 to $166,500) per annum.

**Travel:**

Periodic travel is required.

**Application Process:**

Applicants must submit a current resume, cover letter highlighting relevant experience, writing sample, and OF-306, Declaration for Federal Employment (https://www.opm.gov/forms/pdf_fill/of0306.pdf), and DD-214 (if applicable) to:

Lisa Lynne Russell,
Chief, Natural Resources Section
U.S. Department of Justice

Email applications to: ATTYAPPLY-NRS.ENRD@USDOJ.GOV.

No telephone calls, please.

**How You Will Be Evaluated:**

You will be evaluated based on your qualifications for this position as evidenced by the experience you report relative to this position. Paid or unpaid experience will be considered.

You must submit your application so that it will be received by 11:59 p.m. Eastern Time on the closing date.
Please note: The Selecting Official may select additional candidates if more positions become available within 90 days after the announcement closes.

Internet Sites:

For more information about the Environment & Natural Resources Division, visit the Justice Department’s website at: http://www.usdoj.gov/enrd.

This and selected other legal position announcements can be found on the Internet at: http://www.usdoj.gov/oarm/attvacancies.html.

Application Deadline:
Friday, September 27, 2019

Relocation Expenses:

Relocation expenses will not be authorized.

Number of Positions:

2

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

ATTORNEY
OFFICE OF INTELLIGENCE - OVERSIGHT
DEPARTMENT OF JUSTICE

The mission of the National Security Division (NSD) is to coordinate the Department of Justice’s efforts in carrying out its top priority of preventing and combating terrorism and protecting the national security. NSD provides legal and policy advice on national security matters, litigates counterterrorism, counterintelligence, and foreign intelligence surveillance matters, represents the Government before the Foreign Intelligence Surveillance Court and other federal trial and appellate courts, and conducts oversight over the activities of various United States Intelligence Community (USIC) agencies.

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:

The Office of Intelligence (OI) of the NSD is seeking experienced attorneys for its Oversight Section. Attorneys in the Oversight Section oversee foreign intelligence, counterintelligence, and other national security activities of the USIC, including activities pursuant to the Foreign Intelligence Surveillance Act (FISA), to ensure compliance with governing authorities and executive branch policies.

To accomplish this mandate, Oversight Section attorneys coordinate with representatives of USIC agencies to conduct reviews of the USIC’s national security activities, including the collection, retention, and dissemination of foreign intelligence information. A significant part of the Oversight Section’s work involves analyzing large
volumes of information to assess the USIC’s compliance with procedures governing the United States’ foreign intelligence programs. Oversight Section attorneys must possess mature interpersonal skills, as well as the ability to exercise sound judgment and keen focus for extended periods of time.

Oversight Section attorneys must be comfortable delivering training to large groups of individuals. Oversight Section attorneys are expected to travel, resulting in the attorney being out of town for up to several (non-consecutive) weeks per year, in order to conduct oversight reviews at USIC agencies and to conduct training during such reviews. Oversight Section attorneys are also engaged in developing policies relating to oversight and compliance matters. In addition to its oversight responsibilities, the Oversight Section also fulfills various reporting obligations, including statutorily required reporting to congressional oversight committees.

To fulfill those obligations, Oversight Section attorneys are responsible for tracking and synthesizing significant amounts of information and for drafting comprehensive reports for Congress. Oversight Section attorneys work closely with other components of the DOJ and with USIC agencies, often in collaboration with the Office of the Director of National Intelligence, to provide guidance on the interpretation and application of governing authorities. The Oversight Section also works closely with OI’s Operations and Litigation Sections.

Qualifications:

- Applicants must be able to qualify for the highest and most sensitive security clearances.
- Applicants must possess a J.D. degree with at least one and half years of post-J.D. experience and be an active member of a bar (any jurisdiction).
- Candidates must be able to demonstrate aptitude and interest in designing, developing, analyzing, managing, and implementing compliance programs and performing oversight to ensure compliance, improvement through remedial measures, management controls, and/or long-range planning of program activities.
- Applicants must have superior academic credentials, possess excellent analytical and writing skills, and have the dedication and capacity to work both independently and collaboratively in a very demanding environment.
- Applicants must be able to develop and maintain close and collaborative working relationships with colleagues within the Department and the USIC.
- Applicants must possess the capability to both successfully organize and lead projects, including collaborating effectively with attorneys and other personnel at external audits and reviews, and to work well as a member of teams led by other attorneys.
- Applicants must possess the ability to effectively manage multiple work assignments and competing priorities concurrently.
- Applicants must be able to occasionally travel out-of-town.
- Although past experience in national security/intelligence collection or in oversight/compliance areas is not required, please explain clearly in your cover letter your experience and skills that bear on such work and explain clearly why you desire to perform oversight and compliance work related to national security and intelligence collection.
- Candidates selected for an attorney position with NSD are expected to make a three-year commitment.

Salary:

http://www.opm.gov/ Current salary and years of experience determine the appropriate salary level: (GS-13) $99,172 - $128,920 per annum; (GS-14) $117,191 - $152,352 per annum; (GS-15) $137,849 - $166,500 per annum
Travel:

Routine travel is required.

Application Process:

Please submit the following documents:

- A cover letter highlighting your relevant skills and experience, describing your interest in oversight and compliance, and explaining how your professional experiences relate to the qualifications listed above
- A copy of your resume
- A writing sample (we encourage you to submit a legal memorandum or brief)
- A current performance appraisal (if a current performance appraisal is available)
- Applicants with three or fewer years of post J.D. experience must submit a copy of their law school transcript (unofficial is acceptable)

Please submit your completed application package to:

The following email address (preferred): intelligenceoversightvacancy@usdoj.gov with the subject line “Oversight Vacancy.” Or, via U.S. Mail to:

U.S. Department of Justice
National Security Division
950 Pennsylvania Avenue, NW
Washington, D.C. 20530
ATTN: Aprel Thompson/Oversight Vacancy

No telephone calls please.

Application Deadline: September 26, 2019

Relocation Expenses:

Relocation expenses are not authorized.

Number of Positions:

Multiple

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

SENIOR STAFF ATTORNEY
NATIONAL IMMIGRATION PROJECT OF THE NATIONAL LAWYERS GUILD

The National Immigration Project of the National Lawyers Guild seeks to immediately fill a senior staff attorney position to oversee ongoing litigation projects and assist the Executive Director in managing the immediate needs of the legal department.
The National Immigration Project is a national membership organization of lawyers, law students, legal workers and advocates, and jailhouse lawyers working to defend and extend the rights of all noncitizens in the United States, regardless of immigration status. The National Lawyers Guild (NLG) was founded in 1937 as the first racially integrated bar association in the United States.

**Immediate responsibilities will include:**

- Managing NIPNLG cases
- Overseeing staff attorneys or legal fellows
- Providing technical assistance and training on immigration law
- Preparing amicus briefs as needed
- Assisting the Executive Director with legal team transition
- Speaking on panels
- Other duties as assigned by the Executive Director.

**Ongoing responsibilities will include:**

- Developing and participating in new federal litigation
- Identifying and implementing legal and advocacy strategies to promote immigrants’ rights
- Implementing the National Immigration Project/NLG’s programmatic priorities
- Collaborating with national immigrants’ rights groups on litigation and advocacy
- Writing legal materials for community-based organizations and professional organizations

**Requirements:**

- Five to eight years federal court litigation experience
- Commitment to immigrants’ rights and social justice
- Excellent analytic, advocacy, and legal skills
- Excellent written and oral communication skills
- Law degree

**Benefits:**

The salary package is commensurate with experience and includes fully paid health, dental, and disability insurance, retirement plan, and four weeks annual leave. This is a union position.

**How to Apply:**

jobs@nipnlg.org
http://www.nationalimmigrationproject.org

NIPNLG is a national organization. Location for this position is flexible. The executive director is based in the Washington, DC area.

We seek to fill this position immediately. Please send a cover letter, resume, list of references, and 5-10 page legal writing sample in a single PDF to: jobs@nipnlg.org. Please put “Senior Staff Attorney” in the subject line.

The National Immigration Project of the National Lawyers Guild is an affirmative action employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities,
Immigrants, and formerly incarcerated persons. For more information about the organization’s work, see 
www.nipnlg.org

NIPNLG is a national organization. Location for this position is flexible. The executive director is based in the 
Washington, DC area.

**LEGAL DIRECTOR**

**NATIONAL IMMIGRATION PROJECT OF THE NATIONAL LAWYERS GUILD**

The National Immigration Project is a national membership organization of lawyers, law students, legal workers 
and advocates, and jailhouse lawyers working to defend and extend the rights of all noncitizens in the United 
States, regardless of immigration status. The National Lawyers Guild (NLG) was founded in 1937 as the first 
racially integrated bar association in the United States.

The Legal Director will work with the Executive Director to oversee NIPNLG’s legal work and rebuild and supervise 
the legal team. The Legal Director will also litigate cases and submit amicus briefs in the organization’s 
programmatic priority areas and provide technical assistance and training to members and other advocates. 
Finally, the Legal Director will assist and advise the Executive Director on transition and strategic priorities for 
the legal team.

**Responsibilities:**

- Oversees NIPNLG’s legal work and provides direct supervision to the legal staff
- Meets with legal staff to ensure proper case analysis and assessment
- Communicates regularly with legal staff about programmatic work
- Develops and litigates impact cases in areas of NIPNLG programmatic priorities
- Collaborates with immigrants’ rights and community groups on litigation and advocacy
- Submits friend of the court briefs in areas of programmatic priorities
- Provides technical assistance to members, community groups, and other advocates
- Trains immigration practitioners, criminal defense counsel, and other advocates on immigration law
- Publishes practice advisories and other legal materials and updates existing legal resources
- Assists in recruitment and supervision of legal interns
- Represents NIPNLG on panels, in the media, and in community-facing events
- Supports organization-wide initiatives and mentors staff
- In collaboration with the ED, implements the NIPNLG programmatic priorities.

**Requirements:**

- Eight to ten years litigation experience
- Management experience
- Commitment to immigrants’ rights and social justice
- Excellent analytic, advocacy, and legal skills
- Excellent written and oral communication skills
- Law degree

**Benefits:**

The salary package is commensurate with experience and includes fully paid health, dental, and disability 
insurance, retirement plan, and four weeks annual leave. This is a union position.
How to Apply:

jobs@nipnlg.org
http://www.nationalimmigrationproject.org

Location:

NIPNLG is a national organization. Location for this position is flexible. The executive director is based in the Washington, DC area.

Application Process:

Please send a cover letter, resume, list of references, and 5-10 page legal writing sample in a single PDF to: jobs@nipnlg.org. Please put “Legal Director” in the subject line.

The National Immigration Project of the National Lawyers Guild is an affirmative action employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons. For more information about the organization’s work, see www.nipnlg.org

NIPNLG is a national organization. Location for this position is flexible. The executive director is based in the Washington, DC area.

PRO BONO MANAGING ATTORNEY
AYUDA

Ayuda seeks a managing attorney to oversee our growing Pro Bono program. The attorney will be the direct supervisor for our pro bono coordinating attorney and our legal assistant and will oversee the pro bono work of Ayuda and provide mentorship. The position will be based in our Takoma, Washington DC or our Silver Spring, MD office.

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 and Falls Church, VA. The Pro Bono Managing attorney will be based in our Takoma, Washington, DC or our Silver Spring, MD office.

Why You Want This Job?

Because, just like everyone at Ayuda, you believe:

- In seeing communities where all immigrants 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?

- Serve as the lead for Ayuda’s thriving Pro Bono program; oversee and grow clinics, pro-bono representation, and network of law firm relationships
- Recruit, train, and mentor pro bono attorneys representing individuals in immigration matters
- Promote pro bono opportunities and establish new and robust relationships with attorneys and law firms not yet in Ayuda’s network
- Plan and manage regular brief services clinic offerings in coordination with other community stakeholders and legal service providers
- Identify and implement innovative ways to train and support pro bono attorneys
- Oversee and improve procedures and protocols, training, and reporting for the program
- Oversee case management of full representation matters evaluated and placed by Ayuda’s pro bono pipeline
- Supervise the Pro Bono Coordinating Attorney and Legal Assistant
- Serve as grant lead for the program’s grants, to include drafting proposals, submitting, amending, monitoring and managing budgets, and ensuring performance measures are met
- Provide input regarding appropriate Ayuda pro bono deliverables are included under various grants in coordination with other grant leads and then work to ensure that such deliverables are met under grants awarded to Ayuda
- Provide the Development team opportunities for forming fundraising partnerships especially from law firms and in-house counsel
- Collaborate with legal staff in the development of pro bono case placements and senior management in the development of pro bono program activities
- Assist in office operations, including case management, data entry and maintenance, and producing regular program reports.

How Do You Know If You Can Do This Job?

Eligibility:

- Must be legally able to work in the United States and maintain proper work authorization throughout employment.
- Must be able to meet the physical requirements of the position presented in a general office environment.

Education/Experience:

- J.D. or LL.M from an accredited law school
- Current bar membership in good standing to practice law in any of the United States
- Minimum four years of relevant experience; five or more years preferred
- Immigration legal experience particularly in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas Experience working with low-income immigrant populations
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of Ayuda’s programs to all stakeholders
- A strong record of cultural competence and cross-cultural communication skills
- Excellent professional judgment, ability to hit the ground running, multi-task, and work independently
- Ability to work collaboratively; flexibility and good humor highly desirable
Technological Skills:

- Proficient in Microsoft Office

Required Knowledge and Skills:

- Fluency in written and oral Spanish and English strongly preferred; fluency in English plus another language may be considered as well
- Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations
- Excellent written and verbal communications skills, must be comfortable presenting Ability to work independently and as part of a diverse multidisciplinary team
- Professionalism with both internal and external customers
- Professional demeanor, strong work ethic, discrete, resources, and ability to maintain confidentiality
- Ability to communicate with a variety of people, both internal and external
- Detail-oriented
- Ability to adapt to changing priorities and meet deadlines
- Proven problem-solving skills with ability to analyze situations, identify existing or potential problems, and recommend solutions
- Strong quantitative and analytical skills Strong multi-tasking abilities Strong ethics and sound judgment
- Able to transport and lift moderately heavy materials needed for pro-bono clinics

Salary and Benefits:

Salary 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. Writing samples 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.
IMMIGRATION STAFF ATTORNEY
TAHIRIH JUSTICE CENTER

About the Tahirih Justice Center:

The Tahirih Justice Center is a growing national non-profit organization that supports the courage of immigrant women and girls who refuse to be victims of violence by providing holistic legal services and advocacy in courts, Congress, and communities. Through pro bono holistic legal services, community outreach and education and nonpartisan public policy advocacy, Tahirih protects women and girls seeking protection from gender-based human rights abuses such as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes, and forced marriage. Tahirih is a Bahá’í-inspired organization and works to create a world where women and girls can live in safety and with dignity. Tahirih’s 80 employees work from offices in the DC metro area, Baltimore, Houston, Atlanta, and the San Francisco Bay Area.

Position Summary:

Tahirih is seeking to hire a full-time Immigration Staff Attorney in the Greater DC Office.

Primary Responsibilities:

- Provide intake, advice and counseling, and direct legal representation to clients in immigration legal matters before the DHS, Immigration Courts and BIA within the scope of Tahirih’s mission
- Provide hands-on mentorship and training to pro bono attorneys who co-counsel Tahirih cases
- Prepare and conduct outreach and education programs on immigration law and domestic violence to stakeholder groups
- Represent Tahirih in coalition meetings; network and build relationships with like-minded organizations
- Maintain accurate data entry and record-keeping for grant-funded projects
- Contribute to grant proposals, reports and periodic communications pieces
- Supervise paralegal, and train and oversee legal interns

Requirements:

- Current bar membership in good standing in any state in the US or District of Columbia
- At least 2-5 years of experience representing immigrant women and/or girls in asylum, VAWA, T visa, and/or U visa cases before the DHS, Immigration Courts and BIA strongly preferred; candidates with exceptional clinical or internship experience may also be considered
- Strong substantive understanding of U.S. immigration law; candidates with family based immigration law and consular processing practice, are encouraged to apply
- Experience working with survivors of domestic violence and trauma
- Excellent legal analysis, written and oral advocacy and presentation skills
- Responsible, self-initiating, and focused, with proven ability to work independently and also collaboratively in a team-based decision-making environment
- Experience designing trainings and presenting to legal and non-legal audiences
- Demonstrated ability to be a respected and effective representative among stakeholders
- Meticulous organizational habits with an ability to manage large amounts of information, establish priorities, and meet deadlines
- Strong interpersonal skills and record of cultural competence and cross-cultural communication skills; experience working with clients, staff and interns of diverse backgrounds
- Fluency in Spanish
• Commitment to Tahirih’s foundational values and mission, and demonstrated commitment to legal services, public interest law, and/or social justice
• Understanding of the law firm and pro bono culture a plus.
• Able to travel on occasion and attend functions from time to time outside regular business hours.

Annual salary and benefits:

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

Submissions:

Apply
Please include a cover letter, resume, and a list of three references.
Please note: Candidates must be authorized to work in the United States for any employer.

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

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)
- At least 1 year 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.

Starting salary will range from $58,000 to $65,000 depending on experience. Excellent health and retirement benefits.
To Apply:

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

- Detailed cover letter
- 5-10 page legal writing sample
- 3 to 4 professional references
- Optional: Additional writing samples
- Optional: law school transcript

STAFF ATTORNEY
DETAINED CHILDREN’S PROGRAM
CAPITAL AREA IMMIGRANTS’ RIGHTS (CAIR)

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
ABA 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.

Principal Duties and Responsibilities:

• Conduct research, write memoranda, and 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.
• Answer hotline calls and respond to written detainee correspondence.
• Provide appropriate follow-up services via phone or mail.
• Recruit, train, and supervise three (3) intern cycles per year.
• Manage volunteer staff and provide oversight on responding to calls and required follow-up.
• Participate in stakeholder meetings and calls.
• Monitor conditions and submit reports as needed.
• Develop new legal materials as needed.
• 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:

JD and admission to the bar in at least one jurisdiction.

How to Apply:

Apply online.

HOUSING STAFF ATTORNEY
DISABILITY RIGHTS MARYLAND

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

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

Reports to: Managing Attorney

Supervises: Legal Interns

Responsibilities Include:

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

Minimum Qualifications:

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

Preferred Qualifications:

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

Salary and Benefits:

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

Detailed description of position can be found at https://disabilityrightsmd.org/careers/
To Apply:

E-MAIL resume, cover letter, a writing sample to jobs@DisabilityRightsMD.org with “Community Inclusion/Housing Attorney Position” in the subject line. This position remains open until filled. Priority will be given to applications received prior to September 30, 2019. We are looking for thoughtful, personalized cover letters that demonstrate the applicant's qualifications, work style and interest in being part of a team working to advance the civil rights of persons with disabilities in Maryland.

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

ATTORNEY
OFFICE OF LEGAL POLICY
DEPARTMENT OF JUSTICE

About the Office:

The mission of the Office of Legal Policy (OLP) is to develop and implement the Department's significant policy initiatives, handle special projects that implicate the interests of multiple Department components, coordinate with other interested Department components and other Executive Branch agencies, and serve as the primary policy advisor to the Attorney General and the Deputy Attorney General. OLP also reviews and coordinates regulations promulgated by the Department and all of its components, assists the Attorney General with responsibilities in recommending candidates for federal judgeships, and coordinates the judicial nomination and confirmation process with the White House and the Senate.

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:

OLP is seeking an experienced attorney to serve in the capacity of Nominations Counsel. Candidates must have superior attention to detail and interest in the selection, vetting, nomination, and confirmation of the President’s judicial nominees. The Counsel will consider and evaluate sensitive and confidential information including FBI background investigations, financial disclosures, and confidential reviews of candidates. He or she will also be called upon to review judicial opinions, legal briefs, publications, and other materials related to judicial candidates. In addition, this position involves significant collaboration with individuals and entities involved in the nomination and confirmation process, including nominees, the White House Counsel’s Office, the United States Senate, and the FBI.

As needed, this position may also involve assisting in OLP’s policy work on a wide range of legal issues relevant to the Department’s work. Willingness to work on topics outside a specific area of expertise is also expected.

Qualifications:

Applicants must possess a J.D. degree, have at least two years of post-J.D. legal experience, and be an active member of the bar of any state (or the District of Columbia). Judicial clerkship experience is preferred but not required.
Salary:  

Current salary and years of experience will determine the appropriate salary level ranging from GS-13 ($99,127 - $128,920) to GS-15 ($137,849 - $165,500) and/or its AD equivalent.

Travel:  Rare

Application Process:

Applicants must submit a cover letter (highlighting relevant experience) and a resume or OF-612 (Optional Application for Federal Employment) to: U.S. Department of Justice Office of Legal Policy (Attn: M. Matthews) 950 Pennsylvania Ave., N.W., Room 4517 Washington, D.C. 20530. Alternatively, applications can be faxed to 202-616-4566 or emailed to Matrina.Matthews@usdoj.gov. No telephone calls please. Please reference this announcement, OLP ATY 19-002, in your cover letter. This vacancy will be open until September 20, 2019, or until a selection has been made.

STAFF ATTORNEY
JUST NEIGHBORS

Just Neighbors seeks a passionate, talented staff attorney to provide immigration legal services to immigrants and refugees in the rural parts of Virginia. Position will be based out of our main Annandale office, but requires travel.

Who we Are:

Just Neighbors (www.justneighbors.org) is a nonprofit immigration legal service office which provides immigration legal services to low-income immigrants and refugees in Virginia. Our dedicated legal staff focuses almost exclusively on humanitarian-based immigration. Just Neighbors is a member site of National Justice For Our Neighbors, a national non-profit dedicated to providing quality immigration legal services throughout the nation.

Responsibilities:

- Maintain a robust case load focusing on humanitarian immigration, including VAWA petitions, U Visa, Special Immigrant Juvenile, T Visa, Asylum, Removal Defense, as well as a limited number of family-based immigration cases. Work requires meeting with clients for initial consultations and preparing applications for submission to USCIS (including the Arlington Asylum Office) as well as court filings and representation before EOIR.
- Coordinate and attend evening and/or weekend immigration consultation legal clinics, focusing on clinics in the rural areas of Virginia; specifically, the Eastern Shore, Staunton, Harrisonburg, and Lynchburg.
- Supervise and work with volunteer attorneys and pro bono counsel; Develop and foster relationships with volunteer attorneys and local pro bono counsel in rural areas of Virginia.
- Conduct community outreach presentations in rural areas or locally on issues surrounding immigration. Some presentations may be in Spanish or languages other than English.
- Assist in administrative office tasks
- Position is based out of our main Annandale office but requires travel to satellite offices in rural parts of Virginia.
Qualifications:

- Active bar membership; Virginia preferred
- Spanish fluency required
- Excellent attention to detail
- Hard working, flexible, able to carry a heavy caseload and to work as a team member in a close-knit, small office with people of all backgrounds
- Strong public speaking skills
- Passion for immigration, human-rights, and the non-profit sector
- Ability to work with volunteers
- Ability to work extensively with trauma victims
- Valid driver’s license

Beginning salary is $54,000, but negotiable if applicant has years of relevant experience practicing humanitarian-based immigration.

Just Neighbors offers a flexible working environment as well as excellent benefits including generous vacation and holiday leave, health insurance, professional liability insurance, paid bar and AILA dues and a retirement pension plan.

How to Apply:

Deadline: Position open until COB September 27, 2019. Candidates must email a cover letter, resume, list of references (minimum three) and writing sample to Dominique Poirier, Director of Legal Services at dominique@justneighbors.org with “Staff Attorney Position” in the subject line.

Just Neighbors is an Equal Opportunity Employer. We encourage applicants of all religions, genders, races, ethnicities, ages, physical abilities and sexual orientations.
addition to the firm’s traditional practice areas, NLSP also has recently launched, two new highly specialized and successful practices focused on jobseekers and veterans. The successful candidate for this position must be an experienced, legal services litigator with a strong track-record of training, mentoring and supervising junior attorneys in a dynamic law firm environment. The (LAD) also oversees the firm’s appellate work, impact litigation and our broad-based advocacy efforts.

The firm’s four Managing Attorneys (Intake/ Brief Services Unit, Housing, Family, Barriers to Employment) all report directly to the LAD. The LAD reports directly to the Executive Director, serves on the Senior Management Team and is actively involved in all aspects of law firm management including setting case acceptance priorities, attorney hiring, budgeting, development (including grant-writing) and long-term, strategic planning.

**Primary Responsibilities:**

- Serves as the firm’s chief lawyer and oversees all of the direct, legal services work of the firm at the trial and appellate level, including all affirmative and impact litigation. NLSP’s service delivery model is anchored in a walk-in/telephone, neighborhood-based intake system that results in community members receiving referrals, legal information, brief services and/or extended service representation. Our multiple, intake sites include three library-based clinics and a monthly clinic at the VA Medical Center.
- Directly supervises the day-to-day legal work of the staff attorneys, post-graduate fellows and loaned associates in the firm’s public benefits, veterans, and consumer law practices. The LAD may also directly represent clients and/or co-counsel matters with NLSP attorneys.
- Identify, shape and guide NLSP’s broad-based, high-impact advocacy efforts.
- Play leadership role in developing and implementing litigation skills and substantive training programs.
- Ensure adherence to program and case handling standards, funder requirements and the highest, professional standards.
- Collaborate closely with other legal services providers locally and nationally to identify opportunities to better serve our shared, client community and to pursue, shared advocacy goals.
- Serve as a resource on professional responsibility and ethical issues for attorneys.
- Establish and implement firm program policies relating to legal work.
- Work closely with NLSP’s Pro Bono counsel to promote community engagement strategies and use of volunteers in a manner that furthers NLSP’s overall advocacy goals and strengthens its capacity to serve clients.
- Other responsibilities as assigned by the Executive Director.

**Experience and Qualifications:**

- Must be an active member of the District of Columbia Bar or eligible to immediately seek admission.
- At least eight (8) years of legal services experience with preference shown to candidates with substantial litigation experience in Housing, Family or other areas of law which touch on economic security. Must also have experience supervising attorneys in a litigation setting.
- Experience with complex litigation (state and/or federal) and appellate advocacy desirable.
- Demonstrated commitment to lawyering in the public interest and a familiarity with the legal services community.

**Compensation:**

Competitive salary depends on experience (beginning salary starts at $110,000) and benefits package includes employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life
and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax-free transit benefits.

About NLSP:

Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents which have retained their vitality and relevance. NLSP remains embedded in D.C.’s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.

Application Process:

Applications are due by September 15, 2019. Interested applicants should submit their application materials as soon as possible for full consideration. Interested persons should submit a current resume and a cover letter (no longer than one page single-spaced) expressing your qualifications and interest in this position, one writing sample (no more than 10 pages), and contact information for three professional references. Submit all requested documents to Karen A. Newton Cole, Executive Director at KNewtonCole@nlsp.org or by mail to Neighborhood Legal Services Program, 64 New York Avenue NE, Suite 180, Washington D.C. 20002, Attn: Karen A. Newton Cole, Executive Director.

Questions about the position or application process should be directed to Karen A. Newton Cole, Executive Director at KNewtonCole@nlsp.org.

It is the policy of the Neighborhood Legal Services Program 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.

HUMAN TRAFFICKING POLICY PROJECT ATTORNEY

MCASA

MCASA is Maryland’s sexual assault coalition and includes the State’s rape crisis centers and others concerned with ending sexual violence. MCASA includes SALI (the Sexual Assault Legal Institute) which provides direct legal services to survivors, Policy Projects addressing systemic change, and a Program Division which includes training, technical assistance, and prevention designed to respond to and end sexual violence in the state of Maryland. MCASA’s Human Trafficking Policy Project Attorney will help develop Maryland’s capacity to respond to Human Sex Trafficking through Maryland’s “Coordinated Action Against Sex Trafficking,” help support policy development, and handle a small caseload. This is a full-time position that reports directly to the Managing Attorney.

Responsibilities and Duties:

• Develop expertise regarding direct service needs of sex trafficking survivors in Maryland
• Collaborate closely with MCASA member agencies to develop Maryland’s capacity to respond to sex trafficking
• Coordinate service provision by rape crisis centers (and other victim services providers working with survivors of sex trafficking) assisting victim/survivors of human sex trafficking

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Identify and coordinate resources for victim services providers working with survivors of human sex trafficking
Identify gaps in policies and resources for human sex trafficking survivors and develop strategies to address gaps
Work in coalition with others to support the needs of diverse communities, including diverse communities of survivors and diversity among service providers
Attend meetings of state and local human trafficking task forces
Develop policy, standards, and procedures regarding provision of services for survivors of human sex trafficking
Provide advocacy or representation (if licensed to practice law) to a limited number of survivors of human sex trafficking regarding crime victim rights, immigration, protective/peace orders, victim compensation proceedings, and related matters
Coordinate with other MCASA/SALI staff and programs
Provide community outreach, technical assistance and training
Assist in production of training and technical assistance materials
Ensure materials and presentations are trauma informed and culturally respectful
Collect data needed for grant reports or other reasons; assist in report preparation
Assist in recruiting and supervision of interns
Prioritize and fulfill responsibilities in accordance with available funding and grant requirements
Comply with Maryland Rules of Professional Conduct
Such other duties as assigned by the managing attorney or executive director

Qualifications:

- JD from accredited law school and admission or pending admission to the Maryland Bar.
- Attorneys currently licensed in another State may be eligible for admission under Maryland Rule 19-218 (temporary admission for public interest attorneys licensed out of state). Attorneys admitted under Rule 19-218 must commit to taking the Maryland Bar Exam or have a plan for admission prior to the expiration of temporary admission.
- Experience with debate, performing arts, or public speaking helpful.
- Access to a car and valid driver's license; this position requires some travel within the State of Maryland
- Knowledge or previous work experience with survivors of human trafficking or sexual assault related issues preferred
- Ability to work with other organizations, strong personalities, and people with varying perspectives
- Ability to identify goals and take steps to implement change
- Strong planning skills required
- Respect for differences between cultures, experiences, and priorities

To Apply:

Send resume, cover letter, and legal writing sample to jobs@mcasa.org with "Human Trafficking Project" and your name in subject line. NOTE: Deadline to apply is September 20, 2019, however applications will be considered as received and applicants are encouraged to apply as soon as possible.

LEGISLATIVE COUNSEL
OFFICE OF REP. JUSTIN AMASH

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

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

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/](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.

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**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.
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
- Detailed cover letter
- 5-10-page legal writing sample
- 3 to 4 professional references
- Optional: Additional writing samples
- Optional: law school transcript

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 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

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].

**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.

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 to 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 eearldy@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, (tnelly@aarp.org). Please feel free to share this posting with your networks.

**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.

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

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

PART-TIME COORDINATOR
DC REFERS

DC Refers is an online directory of lawyers willing to provide reduced-fee legal services to people of modest means in the District of Columbia. We are seeking a part-time independent contractor to serve as our Coordinator to help us advance our mission to bridge the justice gap for moderate-income people in DC.

About us:

DC Refers is a 501(c)(3) tax-exempt organization that connects qualified lawyers with potential modest-means clients who are seeking reduced fee legal services in the District of Columbia. Many people in the District of Columbia earn too much to qualify for free legal services from a pro bono lawyer or nonprofit legal aid provider, but do not earn enough to afford to pay the amount that most lawyers charge for legal services. People whose
incomes fall between 200-400% of the federal poverty guidelines often have no good options for obtaining legal assistance. We seek to fill that justice gap.

**Coordinator (part-time position)**

**Job summary:**

The Coordinator will help DC Refers continue to grow by expanding our outreach to the client community, increasing the pool of participating lawyers, bolstering our fundraising, and providing general administrative support to the Board of Directors.

**Responsibilities:**

**Client Outreach**

- Conduct outreach to potential clients to increase awareness of DC Refers as a resource for modest means individuals.
- Strategize with DC Refers board to identify additional client outreach channels

**Lawyer Outreach, Trainings, and Events**

- Build a strong network of lawyers willing to provide reduced fee services to people of modest means
- Conduct outreach to lawyers who may wish to join the DC Refers online directory
- Organize trainings for lawyers to learn skills useful to them in serving people of modest means
- Develop and produce written recruitment materials

**Social Media**

- Create content for Facebook and Twitter to expand our outreach to the lawyer and client communities and become a thought leader in the area of reduced fee services in DC

**Administrative Support**

- Assist the Board of Directors as needed
- Perform other duties and special projects as assigned.

**Requirements:**

- Bachelor’s degree required.
- Basic knowledge of G-Suite: Google Drive, Google Docs, Google Sheets
- Must be detail-oriented, organized, and able to work independently.
- Excellent time and task management skills.
- Strong communications and interpersonal skills.
- Must exude a strong commitment to professionalism.

**Hours:**

Must be able to work an average of 10 hours per week. Hours are generally flexible but must include some availability during regular business hours. DC Refers does not have a physical office space.
To Apply:

Please email a resume and cover letter to dcreducedfealawyers@gmail.com. Please write “DC Refers Coordinator” in the subject line of your email and include any salary requirements.

Application Deadline:

We encourage the submission of applications as soon as possible. Priority will be given to applications received prior to September 20. The position will remain open until filled.

**LAW SCHOOL ENGAGEMENT & ADVOCACY SPECIALIST**
**EQUAL JUSTICE WORKS**

The Law School Engagement & Advocacy Specialist plays an integral role in the work of the Law School Engagement & Advocacy unit’s efforts to engage with law school professionals, law students, and the public interest community on issues related to careers in public interest law, educational debt, and Public Service Loan Forgiveness. The role will support the unit's work in facilitating short-term student fellowship opportunities; the largest public service legal career fair in the country; and educational, leadership, and networking opportunities for students. The position is part of a collaborative team and reports directly to the Director of the Law School Engagement & Advocacy unit.

We are looking for a dynamic and creative team member who knows how to communicate and effectively organize members of the legal community (law students, law school professionals, and public interest attorneys). Qualified applicants will demonstrate a deep understanding of the priorities of the public interest law community as well as the obstacles that face this community and have a passion for assisting it.

**Specific Responsibilities:**

- Develop and maintain strong working relationships with the organization’s key constituents and allies, including law schools, law school professionals, legal organizations, and higher education advocacy groups.
- Work closely with the Director of Law School Engagement & Advocacy and maintain the organization’s active involvement in the Coalition to Preserve Public Service Loan Forgiveness.
- Increase, maintain, and engage the Equal Justice Works’ Student Representative Program that encompasses law students from across the country who strive to be public service leaders on their campuses.
- Create and give compelling presentations at law schools, conferences, and via regular online webinars.
- Demonstrate superior writing skills and the ability to produce and update written digital marketing content.
- Capture and analyze data on Equal Justice Works opportunities.
- Perform other duties as needed.

**Education & Experience:**

- Bachelor's degree preferred, plus three years relevant working experience.
- Strong public speaking, communication, and writing skills.
- Experience with advocacy campaigns or Hill experience and/or previous experience on student debt relief programs a plus.
• Demonstrated proficiency with social media platforms and strategies strongly preferred. Previous experience with grassroots advocacy software a plus.
• Demonstrated project management, problem solving, and analytical skills.
• Strong computer skills including knowledge of Microsoft Office applications (e.g. Excel, Outlook, PowerPoint, and Word).
• Ability to work with current technology and to adapt to new technology.
• Strong interpersonal and collaborative skills.
• Willingness to travel.
• Ability to multi-task.
• Proven ability to take individual initiative and responsibility for assignments.

Technical Skills:

Proficient in Microsoft Office (Word, Excel, PowerPoint, DynamicsSL), ability to use technology to manage and consolidate data, grants management, and report writing.

Travel:

Ability and willingness to travel domestically.

Physical Requirements:

Lifting responsibilities of up to 10 pounds.

Location:

Daily activities are conducted in a typical office environment.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the Law School Engagement & Advocacy Unit and Equal Justice Works.

To Apply:

Apply for this opening

BILINGUAL PUBLIC BENEFITS AND INSURANCE NAVIGATOR
WHITMAN-WALKER HEALTH

Whitman-Walker envisions a society where all persons are seen for who they are, treated with dignity and respect, and afforded equal opportunity to health and wellbeing. Through care, advocacy, research, and education, we empower all persons to live healthy, love openly, and achieve equality and inclusion. For over 40 years, we have been meeting the needs of our communities with the endless dedication of our diverse teams.

Job Summary:

Whitman-Walker Health (WWH) is seeking one Bilingual Public Benefits and Insurance Navigator (Navigator). Navigators help WWH patients and DC residents with health insurance eligibility, enrollment, and literacy - connecting people to Medicaid, Medicare, Qualified Health Plans on the exchange, subsidies, and other insurance opportunities. Navigators become trained experts in both technical content and client counseling and
navigation skills. While the navigators will be trained and supervised by the Legal Services program, they are part of a specialized Insurance Navigation Team that, since 2007, has worked closely with reception and billing staff as well as medical, behavioral, and dental staff to ensure health insurance coverage for our patients. Navigators have been on the front lines of implementation of health reform as certified DC Health Link Assisters and providing critical consumer outreach and enrollment assistance to uninsured and under-insured DC residents.

**Primary Essential Duties:**

- Navigators assist consumers / patients by providing critical outreach, education, and counseling for consumers/patients seeking insurance.
- As part of WWH’s integrated service model, Navigators serve an important role to help ensure access to care.
- The Navigator will screen for insurance options and assist eligible clients to apply for insurance through the DC Health Benefit Exchange or other relevant options.
- The Navigator will assist with both Qualified Health Plan options as well as public insurance options, including but not limited to Medicaid, Medicare, Medicare Savings Programs, the DC Healthcare Alliance, HIV/AIDS-specific public benefits (including AIDS Drug Assistance Programs and AIDS Insurance Assistance Programs), and any other public health insurance options for our clients.
- They will explain the different options available through the Exchange or public insurance, the plan’s affordability and cost-sharing structure, and the consumer rights available under these options.
- The individual hired for this position will join the Insurance Navigation Team and rotate between all WWH sites.
- The Navigator will assist eligible clients in completing relevant applications, securing necessary supporting documentation, and filing the applications with the appropriate agencies.
- Documenting and tracking applications and submissions, advocating for consumers with government offices as necessary, and identifying matters that should be referred to WWH staff attorneys or other health center specialists for further action are additional parts of this position.
- Navigators must be strong team players and able to cultivate good working relationships both internally as part of integrated services and externally with staff at the government offices where applications are filed and for troubleshooting and advocating with those offices.
- Performs and behaves in accordance with Whitman-Walker’s mission, cultural norms and core values of dignity, respect, affirmation and humility.
- Maintains a respectful, non-judgmental, and compassionate manner with patients/clients/staff.
- Demonstrates excellent customer service by identifying and exceeding customer requirements.
- Adheres to Whitman-Walker policies and procedures, with special attention given to HIPAA requirements.
- Maintains data integrity through conscientious use of relevant tools and employing a system of checks and balances.
- Demonstrates organizational skills necessary to multi-task, meet deadlines and re-prioritize as needed.
- Participates in organizational quality and performance improvement activities.

**Education and Experience Required:**

- This position prefers a bachelor’s degree from an accredited college or university. However, candidates with 5 years closely related professional experience to this position may seek consideration as equivalent to meet the bachelor's degree requirement if they have not yet obtained it.
- Valid DC Licensure Requirements (if applicable).
- Valid Driver’s License and Personal Vehicle Insurance Requirements (if applicable).
• Experience working with a broadly diverse population and ability to work harmoniously with diverse groups of individuals required.

Working Conditions:

Working conditions for this position are normal for an office environment. Individual may be required to work evenings and / or weekends and organization events.

Physical Demands:

• Lifting: No more than 20 lbs. and infrequently.
• Movement: Standing and sitting for long periods.
• Visual: Long periods on computer.
• Concentration: Extended periods of engagement with computer systems where concentration is key to accuracy in data entry. Intermittent periods of engagement with a telephone system to respond to inquiries where concentration is key to task performance.
• Communication: Direct and indirect communication. Written and verbal competency.

To Apply and for more information regarding the position, please visit:

https://cho.tbe.taleo.net/cho01/ats/careers/requisition.jsp?org=WWC&cws=1&rid=595

Whitman-Walker is an equal employment opportunity employer and does not discriminate against applicants, its employees or former employees on the basis of race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, veteran status and gender identity. For accommodation in the application process, please contact Human Resources

PUBLIC BENEFITS AND INSURANCE NAVIGATOR
WHITMAN-WALKER HEALTH

Whitman-Walker envisions a society where all persons are seen for who they are, treated with dignity and respect, and afforded equal opportunity to health and wellbeing. Through care, advocacy, research, and education, we empower all persons to live healthy, love openly, and achieve equality and inclusion. For over 40 years, we have been meeting the needs of our communities with the endless dedication of our diverse teams.

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- Adheres to Whitman-Walker policies and procedures, with special attention given to HIPAA requirements.
- Maintains data integrity through conscientious use of relevant tools and employing a system of checks and balances.
- Demonstrates organizational skills necessary to multi-task, meet deadlines and re-prioritize as needed.
- Participates in organizational quality and performance improvement activities.

Education and Experience Required:

- This position prefers a bachelor’s degree from an accredited college or university. However, candidates with 5 years closely related professional experience to this position may seek consideration as equivalent to meet the bachelor’s degree requirement if they have not yet obtained it.
• Valid DC Licensure Requirements (if applicable).
• Valid Driver’s License and Personal Vehicle Insurance Requirements (if applicable).
• Experience working with a broadly diverse population and ability to work harmoniously with diverse groups of individuals required.

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Working conditions for this position are normal for an office environment. Individual may be required to work evenings and / or weekends and organization events.

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• Communication: Direct and indirect communication. Written and verbal competency.

To Apply and for more information regarding the position, please visit:

https://cho.tbe.taleo.net/cho01/ats/careers/requisition.jsp?org=WWC&cws=1&rid=591

Whitman-Walker is an equal employment opportunity employer and does not discriminate against applicants, its employees or former employees on the basis of race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, veteran status and gender identity. For accommodation in the application process, please contact Human Resources.

POLICY ADVISOR
SENIOR DEMOCRATIC MEMBER

Senior Democratic Member seeks Policy Advisor to serve in personal office and on Committee staff. Position will develop and implement legislative initiatives, conduct oversight and investigations, write floor speeches and committee statements, and handle meetings with constituents and interest groups on behalf of Member. Portfolio will include financial services, housing, education, small business and tax issues. Prior Hill experience is strongly preferred. Law degree is strongly preferred but will consider other advanced degrees with significant Hill experience.

To apply, please email a cover letter and resume with the words “Policy Advisor” in the subject line to job_09@live.com. Please paste your cover letter in the body of the email – do not send letter as an attachment.

OVERSIGHT COUNSEL
HOUSE COMMITTEE (DEMOCRATIC STAFF)

House Committee (Democratic Staff) is looking for a proactive, experienced oversight counsel. Responsibilities include planning and conducting congressional oversight and advising in policy matters related to oversight of issues within the committee’s jurisdiction. Candidates must possess relevant legal experience, excellent research and writing skills, and strong analytical and communication skills. Must also be a team player and able to work
well under pressure and with quick deadlines. Experience with congressional oversight preferred; Hill experience is a plus. J.D. is required; please no recent graduates. This is not an entry level position. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Please send cover letter and resume to hsbcdeems@gmail.com with the position name in the subject line.

DIRECTOR/ASSOCIATE DIRECTOR
LEGAL PROGRESS
AMERICAN PROGRESS

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

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

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

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

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

Responsibilities:

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

Requirements and qualifications:

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

To Apply:

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

https://www.americanprogress.org/about/jobs/470577/directorassociate-director-legal-progress/

This announcement will remain posted until the position is filled. No phone calls, please.

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

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

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

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

Responsibilities include, but are not limited to:

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

Qualifications:

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

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

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.

LEGAL AND POLICY DIRECTOR
INTERNATIONAL LABOR RIGHTS FORUM

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

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

Responsibilities:

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

Qualifications:

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

**Employment status:**

Full-time, exempt, management.

**Supervisor:** Executive Director.

**Compensation:**

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

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

**To Apply:**

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

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

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ECONOMIC POLICY LEGISLATIVE ASSISTANT
MIDWESTERN SENATOR

Midwestern Senator seeks experienced staffer to cover legislative portfolio for the Senator including banking, tax, trade, retirement benefits and small business. Responsibilities include staffing the Senator for the Joint Economic Committee. Additional duties include entrepreneurial development and executing legislative initiatives; constant monitoring of legislative developments; professionally representing the Senator; working with stakeholders; preparing materials for meetings, briefings, and hearings; working with state offices; and coordinating closely with senior staff and the Senator. This position requires excellent communication, research and writing skills, as well as the ability to work well under pressure and in a fast-paced environment. Preferred candidates will have an advanced degree and at least five years of legislative or policy experience. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. The office encourages candidates of diverse backgrounds to apply.

Please e-mail a cover letter and resume to SenateLegJobs@gmail.com

SENIOR POLICY ADVISOR
COMMITTEE ON HOMELAND SECURITY AND GOVERNMENTAL AFFAIRS

Committee on Homeland Security and Governmental Affairs Ranking Member seeks a Senior Policy Advisor to lead the Committee’s government affairs team. Primary responsibilities include managing staff in the...
entrepreneurial development and execution of legislative and oversight actions within the Committee’s jurisdiction; preparing the Senator for Committee hearings and markups; meeting with stakeholders; and other associated responsibilities. This portfolio includes government operations and reform, regulatory reform, federal employment matters, government ethics, spending oversight, environmental policy, and more. This is a senior level position. Management experience is required. Candidates must excel at managing a team, be exceptionally strong writers, detail-oriented, be able to work under tight deadlines, and be able to handle multiple projects at once. Salary will be based on education and experience. The Committee is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. The Committee strongly encourages candidates of diverse backgrounds to apply.

Please e-mail a cover letter, resume, and writing sample to job_application@hsgac.senate.gov with “HSGAC Senior Advisor” in the subject line.

FOREIGN POLICY/NATIONAL SECURITY STAFFER
NORTHEASTERN DEMOCRATIC SENATOR

Northeastern Democratic Senator seeks staffer to advise on matters related to arms control and nonproliferation, foreign policy, and national security. Responsibilities include drafting legislation, memos, talking points, letters, and vote recommendations as well as working with federal agencies, constituents, and stakeholders. Qualified candidates should also be entrepreneurial, possess excellent negotiation and writing skills, and work well in a fast-paced, team-oriented environment. This is not an entry-level position. A graduate degree is preferred, however it is not required. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity. Members of all diverse communities are encouraged to apply.

To apply, applicants should e-mail a cover letter, resume and two writing samples to senate_employment@saa.senate.gov.

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

CLINICAL TEACHING FELLOWSHIP
CENTER FOR APPLIED LEGAL STUDIES
GEORGETOWN UNIVERSITY

The Center for Applied Legal Studies (CALS) at Georgetown Law announces that it is now accepting applications for its annual fellowship program in clinical legal education. CALS will offer one lawyer a two-year teaching fellowship (July 2020-June 2022), providing a unique opportunity to learn how to teach law in a clinical setting.

At CALS, our two fellows and faculty members work as colleagues, sharing responsibilities for designing and teaching classes, supervising law students in their representation of clients, selecting and grading students, administering the clinic, and all other matters. In addition, the fellow will undertake independent legal scholarship, conducting the research and writing to produce a law review article of publishable quality.

This fellowship is particularly suitable for lawyers with some degree of practice experience who now want to embark upon careers in law teaching. Most of our previous fellows are now teaching law or have done so for substantial portions of their careers.
Since 1995, CALS has specialized in immigration law, specifically in asylum practice, and our docket focuses on presenting asylum claims in immigration court. Applicants with experience in U.S. immigration law will therefore, be given preference. The fellow must be a member of a bar at the start of the fellowship period.

The fellow will receive full tuition and fees in the LL.M. program at Georgetown University, and a stipend of $57,000 in the first year and $60,000 in the second year. On successful completion of the requirements, the Fellow will be granted the degree of Master of Laws (Advocacy) with distinction.

To apply, send a resume, an official or unofficial law school transcript, a writing sample, and a detailed statement of interest (approximately 5 pages). The materials must arrive by December 2, 2019. The statement should address: a) why you are interested in this fellowship; b) what you can contribute to the Clinic; c) your experience with asylum and other immigration cases; d) your professional or career goals for the next five or ten years; e) your reactions to the Clinic’s goals and teaching methods as described on its website, https://www.law.georgetown.edu/experiential-learning/clinics/center-for-applied-legal-studies/; and f) anything else that you consider pertinent. Address your application to Directors, Center for Applied Legal Studies, Georgetown Law, 600 New Jersey Avenue, NW, Suite 332, Washington, D.C. 20001, or electronically to lawcalsclinic@georgetown.edu.

Georgetown University is an equal opportunity affirmative action employer. We are committed to diversity in the workplace. If you have any questions, call CALS at (202) 662-9565 or email to lawcalsclinic@georgetown.edu.

LAW FELLOW
PICKERING FUND
AARP

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:
Conducts legal research and writes legal memoranda. Interviews clients, evaluates their legal problems, and determines appropriate assistance required. Provides additional litigation support, as required. Incumbent(s) in this position may perform all or a significant combination of duties depending on designated operational assignment.

Responsibilities:

- Performs case work under the supervision of an attorney including gathering facts and evidence, searching records and documents, conducting research, and/or contacting potential clients and witnesses to gather information.
- Conducts legal research, writes legal memoranda, and assists with client work related to individual case representation, systemic issues, or special projects.
- Maintains accurate, contemporaneous, and complete records and notes in the case management system concerning cases handled.
- Prepares educational materials and participates in community outreach and workshops as requested.
- Assists with the provision of legal information through speaking engagements, workshops, self-help seminars, and other ways to inform the public of our services.

Requirements:

- Possesses a demonstrated interest in public interest law.
- Completion of a Bachelor’s degree, with a minimum of 1 year at an accredited law school.

Benefits Offered:
This Fellowship position is not eligible for employee benefits.

To Apply:
Apply Now

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.

CIVIL RIGHTS INTERNSHIP
WASHINGTON LAWYERS’ COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs civil rights internships provides undergraduate and law students with hands-on experience in civil rights litigation and advocacy.

Each year, students from around the country spend a quarter, semester, or summer at the Committee completing a variety of assignments under the supervision of experienced staff.
Law Student Internships:

Law students assist staff attorneys in all aspects of our work. Depending on the needs of our cases and clients at a given time, law student interns should expect to do work in one or more of the following areas:

- Creating equal opportunity to economic stability for individuals and families.
- Challenging the conditions that force racial and economic segregation and that limit options for safe, decent and affordable housing based on race and national origin.
- Reducing barriers to public services and public accommodations.
- Creating equal opportunity for an education.
- Advocating on behalf of DC prisoners and reducing the impact of an unfair criminal system.

Work assignments will typically involve factual and legal research, drafting memos or pleadings, and other work supporting our litigation and advocacy agenda, as well as participating in case/issue area check-ins and strategy sessions. Full semester, part-time (15 hours/week minimum), and summer internships are available.

General Information:

Interns are an important part of our work and many remain connected to the Committee long after their internship is over. We expect our interns to be committed to social justice, to work hard, have fun, ask questions, and learn a great deal. During the summer, the Committee provides interns with a multi-day orientation and training program and provides additional training through a ‘lunch and learn’ series of talks. Throughout the year, we look for opportunities for interns to participate in many learning and other activities in Washington DC’s vibrant public interest legal community.

Students may be eligible to receive academic credit from their schools, depending on their school’s requirements.

Application Deadlines and How to Apply for Internships:

We are accepting applications for the following time periods. All applications are reviewed, and interns are selected, on a rolling basis. We encourage you to apply soon.

- Fall 2019
- Spring 2020
- Summer 2020

Applications must include the following, combined in one PDF document:

- Cover letter explaining your interest in the internship, your experience with/commitment to social justice, and your anticipated dates of availability.
- Current resume.
- Brief writing sample.
- List of references.
- Undergraduates interested in workers’ rights: Spanish language fluency is a plus.
- Current transcript (unofficial is fine).
- Email subject should specify Law or Undergrad (undergrads – select either Prisoners’ Rights or Workers’ Rights), and Fall/Spring/Summer internship.

Applications should be sent to: internships@washlaw.org.
The Committee is an equal opportunity employer.

INTERNSHIPS
RISING FOR JUSTICE

Every year, Rising for Justice (formerly DC Law students in Court) 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.


LAW STUDENT VOLUNTEER
ENVIRONMENT AND NATURAL RESOURCES DIVISION
DEPARTMENT OF JUSTICE

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](#).

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**OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)**

**SUPERVISING ATTORNEY**  
**IMMIGRATION DEFENSE PRACTICE**  
**NEIGHBORHOOD DEFENDER SERVICE**  
**HARLEM, NEW YORK**

The Neighborhood Defender Service of Harlem (NDS) is a community-based, client-centered, holistic public defense office located in Harlem, providing criminal, civil, and family representation. NDS Clients are represented
by multidisciplinary teams. NDS is accepting applications for the position of Supervising Attorney with the Immigration Defense Practice.

The Immigration Defense Practice works as part of NDS's Civil Defense Practice to minimize the immigration consequences of touches with criminal justice and child welfare systems. Additionally, NDS' immigration attorneys represent those in need of deportation defense in Immigration Court removal proceedings detained and not detained. IDP also represents clients applying for benefits with USCIS such as adjustment of status, work permit renewals, green card renewals, naturalization, asylum and Deferred Action for Childhood Arrivals (DACA).

Responsibilities:

- Embrace NDS' philosophy of client-centered, community-based, holistic representation and commitment to excellence.
- Supervise staff attorneys and legal advocates working with detained and non-detained immigrants in removal proceedings; representing clients in affirmative applications; and providing consultations to criminal defense attorneys representing non-citizen clients.
- Promote professional development of staff members through case reviews and moots, trainings, evaluations and mentorship.
- Provide direct representation to clients in removal proceedings and affirmative applications.
- Ensure collaboration across practices to obtain comprehensive legal outcomes for clients, including facilitating training and communication with colleagues in NDS' other practice areas.
- Foster and maintain relationships with other defender officers and other immigration legal services providers and represent NDS in various coalitions.
- Participate with the Communications Specialist in efforts to engage media and legislators on policy matters impacting the Immigration Defense Practice and its clients.
- Assist in recruiting and training staff and interns.
- Respond to client, community and staff concerns.
- Work closely with the Managing Attorney to further develop the Immigration Defense Practice.

Qualifications:

- Admission to the New York State Bar.
- Must possess a demonstrated commitment to criminal justice, indigent defense, social justice issues and/or the northern Manhattan community.
- Must have at least five years of experience representing clients in immigration cases.
- Comprehensive knowledge of immigration law, especially the intersection of criminal and immigration law.
- Must possess a high level of organizational and administrative skills.
- Must be able to work cooperatively in a team setting.
- Must be able to communicate clearly and effectively, both orally and in writing.
- Bi-lingual (Spanish) candidates are strongly preferred.
- Barred in the Second Circuit and Southern District of New York is highly desirable.

Benefits:

Excellent and fully paid medical and dental coverage. Vision offered. 403(b) with employer match, STD, LTD and life insurance. Generous time off policy.
Level of Language Proficiency:

Spanish proficiency strongly desired.

How to Apply:

Interested applicants should email a cover letter and resume to clemens@ndsny.org with the subject line, “Supervising Attorney, Immigration Defense Practice.” Please send your application as one document, preferably PDF.

Neighborhood Defender Service, Inc. is an Equal Opportunity Employer.

CHILD AND FAMILY STAFF ATTORNEY
IMMIGRANT LEGAL CENTER
OMAHA, NEBRASKA

Immigrant Legal Center seeks a full-time staff attorney to help run its Child and Family program, primarily by providing direct legal representation to immigrant children and families.

The ideal candidate will have a proven ability to provide holistic representation to diverse and vulnerable individuals. They will be committed to achieving high-quality, client-driven results. This position is an excellent opportunity to engage with state courts, federal agencies, and local social services.

Organizational Description:

Immigrant Legal Center welcomes immigrants into our communities by providing high-quality legal services, education, and advocacy. We are a non-profit immigration law firm that prioritizes services to immigrant survivors of domestic violence, vulnerable children and families, refugees and asylum seekers, and those with acute medical needs. ILC is an affiliate of the national Justice For Our Neighbors network.

ILC is an equal opportunity employer. ILC does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, or disability.

Position Description:

The Child and Family Staff Attorney provides direct legal representation to immigrant children and families. The Staff Attorney handles a complex caseload including Special Immigrant Juvenile Status, asylum claims (both affirmative and defensive), U-Visas, T-Visas, and family-based immigration. The Staff Attorney also works with Omaha-based partners to offer educational presentations. Additionally, the Staff Attorney has opportunities to advocate for policy changes that make it safe and lawful for immigrants to work, live, and thrive in the United States.

Job Responsibilities:

The Staff Attorney, who is based in Omaha and reports to the Child and Family Managing Attorney, is responsible for the following:

- Advising prospective clients who attend ILC legal clinics and consultations;
Representing clients before the Omaha Immigration Court, the Board of Immigration Appeals, U.S. Citizenship and Immigration Services, Immigration and Customs Enforcement, and Nebraska state courts.

- Working an assigned caseload under the supervision of ILC’s Child and Family Managing Attorney.
- Educating the public in the Omaha Metro area through presentations, tabling events, and media.
- Contributing to ILC’s work in Greater Nebraska and Southwest Iowa.
- Compiling and analyzing statistical information for program reports.
- Other related duties and responsibilities as assigned.

Qualifications:

We seek candidates who are committed to serving the public interest and possess the cultural competence to represent clients of diverse backgrounds, lifestyles, and faiths.

Applicants should meet the following requirements:

- Spanish language proficiency.
- A Juris Doctorate degree.
- Admission to practice in Nebraska or the ability to be admitted in Nebraska.
- A track record of thinking critically, working independently, managing time effectively, and spearheading projects.
- A willingness to delegate administrative tasks to support staff.
- Strong oral advocacy skills.
- Strong writing skills and attention to detail.
- Immigration and/or family law experience is strongly preferred.

Pay and Benefits:

- Salary range: $45,000 to $50,000 based upon experience.
- Medical, vision, and dental insurance.
- 403(b) retirement plan.

How to Apply:

- Send a resume, cover letter, references, and writing sample to Child and Family Managing Attorney Astrid Munn at astrid@immigrantlc.org
- Writing sample should be fewer than 10 pages (an excerpt is fine) and include a summary of when it was written and for what purpose.
- Position will remain open until filled.

Catholic Migration Services (“CMS”), an affiliated agency of Catholic Charities Brooklyn and Queens, provides high quality free legal services, community education, and advocacy for low-income immigrants residing in Brooklyn and Queens, regardless of race, religion, ethnicity, national origin, or immigration status. CMS assists individuals with their immigration, housing, and employment legal needs.
CMS is committed to “welcoming the stranger in our midst” by serving and working alongside underserved immigrant communities to advance equality and social justice in an ever changing landscape.

**Position:**

The Removal Defense Project of the CMS Immigration Unit seeks a full-time, highly motivated, experienced, and passionate immigration attorney to join our dynamic team. The attorney will counsel and represent individuals before the Executive Office for Immigration Review and before the United States Citizenship and Immigration Services. The attorney will also represent individuals in Family Court in guardianship and custody hearings and assist with special outreach events and community-based legal clinics in Brooklyn and Queens. The attorney will report to the Supervising Attorney of the Removal Defense Project. This is for a full-time position in our Brooklyn office, but the attorney may be required to work from our Queens office and travel to other locations within the City periodically.

**Essential Duties and Responsibilities:**

- Provide representation and legal advice to clients in removal proceedings before the Executive Office for Immigration Review seeking all types of relief, including but not limited to: Asylum, Cancellation of Removal, 212(c), and others;
- Represent clients before the United States Citizenship and Immigration Services, and in New York State Family Court;
- Represent clients before federal appellate bodies and district courts with supervisor approval;
- Maintain client files in good working order and routinely update case information in Lawlogix case management database;
- Participate in CMS staff meeting and case reviews;
- Attend USCIS and EOIR stakeholder meetings and local practitioner working group meeting as required;
- Report on outcomes and demographic information for grants,
- Assist in outreach and educational events with partner community based organizations and parishes in Brooklyn and Queens; and
- Assist in the supervision of interns and fellows.

**Qualifications:**

- Admission to the New York State Bar;
- 3+ years of previous experience practicing in Immigration Law;
- Demonstrated commitment to public interest work;
- Excellent written, oral and analytical skills;
- Fluency in a second language required;
- Excellent organizational skills;
- Demonstrated ability to take initiative and work independently as well as collaboratively in a team setting;
- Experience working with clients from diverse backgrounds and communities; and
- Demonstrated commitment to advocating for immigrant clients in a respectful and empowering way.

**Application Instructions:**

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, list of three professional references and two writing samples to: Alexandra Goncalves-Pena, Managing Attorney, at agoncalves-pena@catholicmigration.org. Please include “RDP Attorney Application” in the subject line.
CMS is an Equal Opportunity Employer and we welcome candidates from diverse backgrounds. Salary is commensurate with experience. CMS strives to create a positive, supportive, and inclusive work environment for all staff. We offer a competitive benefits package that includes a pension plan, medical, dental and vision insurance coverage and generous leave policies.

**ATTORNEY**

**CRIMINAL DIVISION**

**UNITED STATES DEPARTMENT OF JUSTICE**

**SACRAMENTO, CALIFORNIA**

The United States Attorney’s Office for the Eastern District of California represents the Federal government in virtually all litigation involving the United States in the Eastern District of California. This includes all criminal prosecutions for violations of Federal law, civil lawsuits by and against the government, and actions to collect judgments and restitution on behalf of victims and taxpayers.

The United States Attorney’s Office for the Eastern District of California is headquartered in Sacramento. The District includes the Central Valley and Sierra Nevada Mountains and encompasses most of the land mass of California – from the Coastal Mountain Range to the Nevada border, and from Bakersfield in the south to the Oregon border. The Bakersfield office serves Kern County and the surrounding areas within the southern part of the Eastern District of California.

Sacramento, the state capital, is located in the heart of California. The city has been on the move since it became the capital in 1854 and is now one of the fastest growing regions in the United States. Sacramento is home to professional ballet, opera, and theatre companies, including the Sacramento Music Circus, providing a wide range of cultural activities and events. Professional sports are represented by the Sacramento Kings of the NBA, the Sacramento River Cats, a Triple-A baseball team, and the Sacramento Republic FC, a professional soccer team. Bound by two rivers, water recreation tops the list for outdoor activities such as salmon fishing, river rafting, and boating. Nearby Folsom Lake and Lake Natoma offer sailing and windsurfing. Sacramento is located 90 miles northeast of San Francisco and approximately 90 miles west of Lake Tahoe and the Sierra Nevada mountain range, providing numerous recreational opportunities for skiing and boating enthusiasts.

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:**

The United States Attorney is seeking an experienced attorney to serve as an Assistant U.S. Attorney in the Criminal Division of the Sacramento. The Assistant U.S. Attorney will be responsible for handling a variety of criminal cases with an emphasis on narcotics and violent crime.

Following appointment, Assistant U.S. Attorneys generally must reside in the district to which they are appointed. See 28 U.S.C. § 545 for district-specific information.

This is a permanent position; however, all initial attorney appointments to the Department of Justice are made on a 14-month (temporary) basis pending favorable adjudication of a background investigation.

This position is open to any U.S. Citizen to apply.
Qualifications:

Required Qualifications:

Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory, or the District of Columbia, and have at least one year of post-J.D. experience. Applicants must be active members in good standing of the bar (any jurisdiction). Ideal qualifications include at least 3-5 years of experience litigating cases in federal courts, with substantial responsibility for all aspects of discovery, trial, and appeals.

Preferred Qualifications:

Applicants must demonstrate a quick analytical ability and the facility to accurately and precisely articulate the critical issues in a case. Applicants must demonstrate superior oral and writing skills as well as strong research and interpersonal skills, and good judgment. Applicants must possess excellent communication and courtroom skills and exhibit the ability to work in a supportive and professional manner with other attorneys, paralegals, support staff and client agencies. Applicants must have a demonstrated capacity to function, with minimal guidance, in a highly demanding environment.

Preferred Qualifications:

Applicants will be expected to do their own legal research and writing and will be substantially self-sufficient in preparing day-to-day correspondence and pleadings. Applicants must also demonstrate excellent computer literacy skills to include experience with automated research on the Internet, electronic court filing, and electronic e-mail and word processing systems.

Preferred Qualifications:

The ideal candidate will have some experience working with multi-agency task forces; will have substantial experience and familiarity with federal grand jury practice; will have experience with the use of a multitude of investigatory techniques, including electronic surveillance, tracking devices, search warrants, telephone toll record analysis and asset seizure and forfeiture; and will demonstrate the ability to handle complex cases from the initial investigative stage through trial. Additionally, the ideal candidate will have some subject matter expertise in prosecuting gang violence and/or drug trafficking organizations.

Security Requirements:

Initial appointment is conditioned upon a satisfactory pre-employment adjudication. This includes fingerprint, tax and credit checks, and drug testing. In addition, continued employment is subject to a favorable adjudication of a background investigation.

Salary:

Assistant U.S. Attorneys' pay is administratively determined, based in part on the number of years of professional attorney experience. The current recruiting range of pay is $67,574 to $158,552 (which includes 25.59% locality pay for Sacramento area).
Travel:
The position is based in Sacramento. Travel will occasionally be required.

Application Process:
Interested applicants should send a resume, cover letter, and recent writing sample to:

United States Attorney’s Office
ATTN: Phillip A. Talbert, First Assistant U.S. Attorney 501 I Street, Suite 10-100
Sacramento, CA 95814

Resumes should include a detailed description of employment history, to include dates of employment (month/year).

This announcement is open until filled but no later than Friday, October 18, 2019, and applications must be postmarked by that date to be considered. Please include the vacancy announcement number listed at the top of this announcement (19-EDCA-27A) on your resume and cover letter.

No telephone calls please.

This and other attorney vacancy announcements can be found at http://www.justice.gov/careers/legal/attvacancies.html and http://www.usdoj.gov/usao/case.

Application Deadline:
Friday, October 18, 2019

Relocation Expenses:
Relocation expenses are not authorized.

Number of Positions:
This announcement is to fill one position; however, depending on the needs of the office, additional positions may be filled using this announcement.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer

ATTORNEY
CRIMINAL DIVISION
UNITED STATES DEPARTMENT OF JUSTICE
CHICAGO, ILLINOIS

The United States Attorney Office for the Northern District of Illinois has over 160 Assistant United States Attorneys (AUSAs) working in its Criminal and Civil Divisions. AUSAs assigned to the Criminal Division handle a wide variety of cases, including drug trafficking and money-laundering crimes, terrorism-related offenses, firearms, and other violent crime offenses, cyber-crimes, environmental crimes, and a variety of fraud, public corruption, and white-collar offenses. AUSAs assigned to the Civil Division handle an array of defensive and
affirmative litigation on behalf of the United States, its agencies, and employees. Defensive litigation includes medical malpractice and other personal injury cases, employment discrimination cases, challenges to agency actions, FOIA, immigration, etc. Affirmative matters include civil rights, environmental, food and drug, along with healthcare and other civil fraud cases.

The District has two offices that are located in Chicago and Rockford. AUSAs are assigned to each of these offices to handle criminal and civil cases. Attorneys in both offices work closely with agents of all of the federal investigative agencies, such as the Federal Bureau of Investigation, Drug Enforcement Administration, Internal Revenue Service, Secret Service, the Department of Homeland Security's Immigration and Customs Enforcement, U.S. Postal Inspection Service, Bureau of Alcohol, Tobacco, Firearms and Explosives, and the offices of inspector general of the various federal agencies and departments (such as the Departments of Defense and State). The office also encourages extensive cooperation between state, local and federal law enforcement agencies. On the Civil side, virtually every federal agency, law-enforcement or not, is our client when it or its officials are sued.

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:

The Northern District of Illinois, Chicago Office is accepting applications for Assistant United States Attorney (AUSA) openings in its Criminal Division in Chicago, Illinois. The applicant selected will represent the U.S. Government as an AUSA in a wide range of unique and complex cases.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

Qualifications:

Required qualifications:

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least 2 years post-J.D. experience.

Preferred qualifications:

Excellent academics, significant litigation experience, criminal law experience (for our Criminal Division), strong legal writing skills, and a demonstrated commitment to public service.

United States citizenship is required.

Salary:

Assistant United States Attorneys' pay is administratively determined based, in part, on the number years of professional attorney experience. The range of basic pay is $53,805.00 to $140,733.00, plus applicable locality pay.
Travel:
Not on a regular basis.

Application Process:
Application information for **AUSA-NDIL-19-2** is available at the following site: [https://www.justice.gov/usao-ndil/job-listing](https://www.justice.gov/usao-ndil/job-listing).

Executive Assistant U.S. Attorney Meghan Morrissey
Office of the U.S. Attorney
219 S. Dearborn Street, 5th Floor
Chicago, Illinois 60604

No telephone calls please.

Application Deadline:
Monday, December 2, 2019

Relocation Expenses:
Relocation expenses will not be paid.

Number of Positions:
This announcement is to fill one position; however, depending on the needs of the office, additional positions may be filled using this announcement.

U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

**IMMIGRATION ATTORNEY**
**CATHOLIC CHARITIES ARCHDIOCESE OF NEW ORLEANS**
**NEW ORLEANS, LOUISIANA**

Catholic Charities in New Orleans is looking for up to two attorneys to join our team of over a dozen experienced immigration litigators and practitioners on behalf of unaccompanied children and other indigent immigrants. We provide pro bono and low bono services to allow immigrants access to all forms of family-based and humanitarian forms of legal relief. We have a robust training program; a culture of self-care; a passionate and progressive team of advocates; a holistic service model with literacy, employment, and social service support for clients; and are on the front lines of immigrant defense in Louisiana.

The Immigration Attorney will provide legal representation to immigrant clients in order to represent them in immigration removal proceedings and prepare cases for submission to USCIS, including but not limited to, applications for asylum, Special Immigrant Juvenile (SIJ) status, and/or T or U nonimmigrant status and other forms of immigration relief, as well as family-based petitions, bond hearings, and other types of legal relief. The majority of clients are unaccompanied children, as well as other populations in need of humanitarian protection. S/he will also represent these children in immigration court, and family court for predicate and custody orders in relation to SIJ cases. The Immigration Attorney will coordinate all aspects of a client’s case,
including client intake, client communication, relevant research, drafting personal statements, preparing immigration forms, writing briefs, drafting court motions and orders, and advocacy with law enforcement and other agencies, and direct representation in court.

Additionally, the Immigration Attorney will:

- Assist in the supervision of a legal assistants and volunteers.
- Assist in provision of public education in the community and collaborating with other agencies.
- Participate as needed in program-wide and grant-specific data collection.
- Participate in meetings with immigration legal service community-based organizations.
- Provide legal orientations/counseling to clients and families.
- Provide referrals to non-legal resources.
- Coordinate with supervisor(s) on placements with pro-bono attorneys and provide support on pro-bono mentoring, technical assistance, and training as needed.

Prerequisites for the Position:

- Juris Doctor Degree with active membership in a State Bar required; Louisiana license preferred.
- Bilingual in Spanish and English (writing and speaking) required.
- Two years or more experience practicing immigration law, or other relevant experience preferred; clinical experience will be counted.
- Experience with immigration and/or child dependency proceedings preferred.
- Experience working with children and/or survivors of abuse and trauma preferred.
- Ability to 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 database software.
- Candidates must successfully complete required background checks and clearances.

Job Status:

Full-time (Exempt), contingent upon grant funding.

Application Deadline:

Applications will be accepted on a rolling basis. To apply, please send cover letter, resume, and three references to ccanohr@ccano.org and jsearcy@ccano.org and include in the subject line: Immigration Attorney.

BILINGUAL ATTORNEY REMOVAL DEFENSE UNIT
NORTHWEST IMMIGRANT RIGHTS PROJECT
SEATTLE, WASHINGTON

Founded in 1984, NWIRP is a nationally recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 130 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community
education for immigrant communities and social service providers. NWIRP has a staff of over 100 and an annual budget of over $12 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

Northwest Immigrant Rights Project (NWIRP) seeks a full-time bilingual staff attorney to work with individuals in removal proceedings in Seattle, Washington.

The attorney will provide direct representation in removal proceedings, including at the Seattle and Tacoma Immigration Courts, the Board of Immigration Appeals, and the Ninth Circuit Court of Appeals. The attorney will be managing a high-volume workload with complex legal issues in immigration and criminal law. The attorney may also be assigned work relating to other immigration matters.

Beginning annual salary is $62,017 for a licensed attorney with no experience and is higher for attorneys with specific types of experience. For example, for someone with 10 years of non-profit immigration attorney experience the annual salary would be $84,644; 20 years = $100,355.

NWIRP is proud to be a unionized employer and this full time position is covered by NWIRP’s Collective Bargaining Agreement. NWIRP offers a generous benefits package, including 100% of premiums for excellent health, vision and dental plans; 3% employer retirement contributions; disability/life/AD&D coverage; annual leave of 16 paid vacation days, 13 paid holidays, 12 paid health-related days; subsidized transit pass; 12 weeks of paid parenthood leave after 6 months of employment; partially paid sabbatical after 6 years of employment.

Commitment to Inclusivity, Equity and Representation:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from people of color, immigrants (including individuals who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBT community, and other underrepresented and historically marginalized groups.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

Responsibilities:

- Provide direct representation to clients in removal proceedings before the Immigration Court, Board of Immigration Appeals, federal courts of appeal, and/or in custody of the Department of Homeland Security
- Provide direct representation to clients submitting affirmative applications with U.S. Citizenship and Immigration Services, and to persons undergoing consular processing with the U.S. Department of State
- Perform related administrative tasks related to grant reporting and other requirements
- Maintain a working knowledge of significant policies, laws, and trends in immigration law, particularly as it impacts low-income immigrants and refugees and those impacted by the criminal justice system
- Engage in outreach, community education in the area of immigrant rights
- Provide support to other NWIRP staff on cases
• Participate in NWIRP’s development efforts
• Perform other tasks as required and directed by supervisory staff

**Physical demands:**

While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper.

**Emotional demands:**

While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited, to discrimination, domestic abuse and violence.

**Skills and Qualifications:**

• Law degree
• Admission to the bar of any state in the U.S.
• Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP’s mission, vision, and values
• Excellent writing, communication, interpersonal, and organizational skills
• Commitment to working in a diverse working environment
• Fluency in English and a second language (preferably Spanish but will consider applicants who speak another language)
• Strong ability to work independently
• Prior immigration law and removal experience strongly preferred
• Experience handling a high-volume caseload preferred

**Reports to:**

Supervising Attorney – Removal Defense Unit

**To Apply:**

Send cover letter and resume to: henry@nwirp.org with the subject “RDU Attorney Application – NAME”. Full consideration will be given to those who apply by September 20, 2019, 5:00 p.m., but applications will be considered on a rolling basis until position is filled.

**SUPERVISING LITIGATION ATTORNEY**
**IMMIGRANT DEFENSE PROJECT**
**NEW YORK, NEW YORK**

The Immigrant Defense Project (IDP) is a New York City-based nonprofit that works to secure fairness and justice for all immigrants by transforming the racially biased U.S. criminal and immigration systems. IDP was founded over twenty years ago to address the crisis of escalating criminalization and mass deportation, and our work attacks the injustices at the intersection of the criminal and immigration systems via a multi-pronged strategy. We strengthen immigrant defense through training and expert advice, challenge unfair laws and enforcement policies and practices through impact litigation, shape just policies through advocacy, work
alongside communities and advocates through alliance building and education, and challenge negative narratives about immigrants through strategic communications.

IDP is a relatively small organization with big impact. Achievements include leading successful campaigns to protect immigrants from aggressive deportation tactics and playing an instrumental role in ensuring immigrant New Yorkers receive effective legal immigration advice after arrest. IDP has been central to strategic Supreme Court litigation campaigns, such as Padilla v. Kentucky strengthening the rights of immigrants in criminal proceedings, and several key immigration cases that have restricted the government’s overreaching and damaging interpretations of mandatory deportation and other immigration laws. IDP also operates a unique legal support hotline that provides cutting edge legal analysis for thousands of community members and attorneys annually and serves as a clearinghouse for ICE enforcement trends in New York City and beyond. In addition to training attorneys across New York, IDP develops Train-the-Trainees workshops for public school teachers, legal service providers, and other community-based organizations, on a range of topics, from complex criminal and immigration laws to community rights issues such as Know-Your-Rights with ICE.

**Position Summary:**

The full-time Supervising Litigation Attorney will lead our strategic litigation practice, and also have the flexibility to participate in IDP's other programmatic work (policy advocacy, legal resource development, communications) as needed. The Attorney will also perform general supervisory functions within our office. The Attorney's litigation work will focus on monitoring and participating in litigation before the federal and state courts and BIA to ameliorate the immigration consequences of criminal convictions and criminal legal system contact, and to counter ICE enforcement practices. Core responsibilities include: 1) supervising a broad docket of immigration appeals before the Supreme Court, federal Courts of Appeals and BIA through case monitoring, technical assistance, strategic coordination, amicus briefing, and direct representation; 2) recruiting and maintaining a wide network of pro bono partners; 3) supervising staff attorneys, legal fellows, and law students; 4) representing IDP in coalitions, meetings, and working groups; 5) contributing to IDP's fundraising efforts through grant and fellowship proposals; 6) contributing toward IDP's legal resources and trainings. The Attorney will work primarily with a staff of three litigation attorneys/legal fellows, and IDP's Senior Counsel and Executive Director.

**Responsibilities:**

- Manage IDP’s broad docket of immigration appeals through monitoring, technical assistance, and amicus coordination. IDP’s docket consists primarily of cases at various stages of litigation before the U.S. Supreme Court, federal Courts of Appeals, and BIA that involve appeals of deportation orders predicated on criminal convictions or criminal legal system contact. The Attorney will also be involved with federal district court litigation involving ICE abuse during enforcement and detention, and information requests under FOIA and state information laws.
- Recruit and maintain a wide network of pro bono litigation partners, including law firms, non-profit organizations, and law school clinics.
- Participate in IDP’s policy work.
- Field media inquiries and produce editorial content on immigration litigation and policy issues.
- Represent IDP and its litigation and policy work in a spectrum of coalitions, meetings, and working groups.
- Develop and participate in advanced trainings and webinars, and produce written practice advisories, on complex immigration litigation concepts.
- Supervise law school clinic teams on collaborative litigation and advocacy projects.
- Participate in IDP’s fundraising efforts through grant and fellowship applications.
• Provide general supervisory functions within IDP’s office and program areas.

Qualifications:

• Five or more years of experience that includes complex removal defense litigation before the federal courts or immigration agencies on issues involving criminal legal system contact and ICE enforcement, or other significant litigation experience before the federal courts.
• Excellent legal research, writing, and editing skills.
• Demonstrated commitment to immigrant rights and social justice issues.
• Exceptional organizational and written and oral communication skills; ability to timely respond to and balance numerous requests for assistance.
• Ability to work in a respectful, non-judgmental manner with impacted individuals (including people accused or convicted of serious crimes), and to work collaboratively, respectfully and supportively.
• Experience and ability to supervise and develop staff members.
• Ability to speak publicly on IDP’s behalf in coalitions, meetings, and before the media.
• JD degree. Admission in good standing to the bar of any state, and an ability to seek admission in the Second Circuit and other federal courts.
• Oral fluency in Spanish a plus.
• Strong command of Microsoft Word, PowerPoint, Excel, Google Suite (Docs, Slides, Sheets, etc.), Adobe Acrobat, and other standard productivity software.

Compensation:

Salary commensurate with relevant experience
Generous benefit package provided by IDP’s fiscal sponsor, Fund for the City of New York

To apply:

We are looking to fill this position as soon as possible and will be screening applications and interviewing on a rolling basis. Please submit cover letter, resume, and salary requirements to jobs@immdefense.org with the subject line “Supervising Litigation Attorney.” Writing samples and three references will be requested for those interviewed. No phone calls please.

The Immigrant Defense Project is an Equal Opportunity Employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons.

STAFF ATTORNEY
IMMIGRANT JUSTICE IDAHO
BOISE, IDAHO

Immigrant Justice Idaho (IJI) seeks a Staff Attorney with a demonstrated commitment to social justice and the experience in immigration law to join IJI’s effort to achieve universal representation before Idaho’s immigration courts. Launched in the Fall of 2018, IJI is non-profit successor entity of Andrade Legal Immigration Law and is Idaho’s only free and low-cost service provider and referral service recognized by the Department of Justice. IJI believes that informed community members are in the best position to advocate for themselves, to support one another, and are most likely to become and stay involved in the ongoing effort to advance just and humane immigration policies.
Job Description:

The staff attorney will be a key position within IJI to both deliver services and help build up IJI’s programs and delivery of services throughout Idaho. The staff attorney will handle his or her own sizeable docket; create and carry out educational programs; recruit and supervise volunteer students, attorneys and community members; manage and lead potential client consultations, and represent individuals before immigration agencies, administrative courts, and federal courts on immigration and immigration-related civil actions. The position occasionally requires work during non-traditional hours/days for community outreach, education and attendance at various events in both Idaho and Eastern Oregon. The attorney will receive as much training and mentorship as is desired and appropriate.

Minimum requirements:

- Demonstrated commitment to social justice and advancing immigrant’s rights.
- Experience in immigration law through clinical work, internships, fellowships, or employment.
- Spanish proficiency.
- Membership in any state bar.
- Excellent writing and legal research skills.
- Ability to manage multiple responsibilities, with various deadlines.
- History of respectfully working with colleagues and exercising good judgement.
- Comfortable speaking before a variety of audiences on immigration related issues.
- *Strong candidates will also have a firm grasp of the law of asylum, criminal-immigration law, and family immigration; for the experienced candidate, a senior position may be available.

Salary:

Immigrant Justice Idaho offers a competitive salary and benefits package including health care coverage (with dental and vision option), and retirement benefits. All experience levels welcome to apply.

Apply:

Send cover letter, resume, and references to b.stein@immigrantjusticeidaho.org and m.andrade@immigrantjusticeidaho.org. Applications are accepted on a rolling basis.

DETENTION ATTORNEY
AMERICAN FRIENDS SERVICE COMMITTEE
NEWARK, NEW JERSEY

The Detention Attorney will be part of AFSC’s Friends Representation Initiative of New Jersey (FRINJ), a publicly funded project that will provide representation for immigrants who are detained by ICE at immigration facilities in New Jersey and facing removal hearings at either the Newark or Elizabeth Immigration Courts. The Detention Attorney is responsible for direct legal representation of immigrant detainees in removal proceedings.

Summary of Principal Responsibilities:

The Detention Attorney will be part of AFSC’s Friends Representation Initiative of New Jersey (FRINJ), a publicly funded project that will provide representation for immigrants who are detained by ICE at immigration facilities in New Jersey and facing removal hearings at either the Newark or Elizabeth Immigration Courts. The Detention Attorney is responsible for direct legal representation of immigrant detainees in removal proceedings.
Essential Functions/Responsibilities:

The key responsibilities of the Detention Attorney include the following:

- Provide in-depth individual consultations and representation to indigent unrepresented immigrant detainees before the Elizabeth and Newark Immigration Courts, the Board of Immigration Appeals, and federal District Courts and Courts of Appeals.
- Participate in meetings with Department of Homeland Security representatives, jail staff and service providers on detention issues.
- Monitor conditions and access at the detention center and jails for use in reports and advocacy activities.
- Assist in the documentation of the project’s experiences and in the preparation of AFSC quarterly reports and reports to funding sources.
- Work with AFSC’s Social Worker to meet clients’ social services’ needs.
- In collaboration with AFSC staff and other stakeholders, engage in policy and advocacy work concerning issues raised by clients and constituents.
- Participate in AFSC staff meetings and case reviews.

Minimum Qualifications

Education:

Admission to a state bar required.

Experience:

- A minimum of two years’ experience (including law school clinical experience) with immigration law and procedures, with detained removal defense preferred.
- Excellent legal skills and understanding of movement lawyering principles.
- Bilingual English/Spanish or English/French highly desirable.
- Strong written and oral communication skills including public speaking.
- Self-motivated, detail oriented, well-organized, able to prioritize assignments and work load.
- Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, the public and donors.
- Familiarity with software applications in a Windows environment, including Microsoft Word and LawLogix.
- Ability to work some evenings and weekends; ability to travel out of state.

Other Required Skills and Abilities:

- Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
- Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.
Compensation:

Salary Range starts at $65,000 - Exempt – Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker’s compensation and social security.

How to Apply:

Apply online.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

SENIOR DETENTION ATTORNEY
AMERICAN FRIENDS SERVICE COMMITTEE
NEWARK, NEW JERSEY

The Senior Detention Attorney will be part of AFSC’s Friends Representation Initiative of New Jersey (FRINJ), a publicly funded project that will provide representation for immigrants who are detained by ICE at immigration facilities in New Jersey and facing removal hearings at either the Newark or Elizabeth Immigration Courts. The Senior Detention Attorney is responsible for: direct legal representation; mentoring detention attorneys and staff; and participation in statewide and nationwide detention-related advocacy activities.

Essential Functions/Responsibilities:

The key responsibilities of the Senior Detention Attorney include the following:

- Provide in-depth individual consultations and representation to indigent, unrepresented immigrant detainees before the Elizabeth and Newark Immigration Courts, the Board of Immigration Appeals, and federal District Courts and Courts of Appeals.
- Provide support and mentorship to AFSC Detention Attorneys and Legal Assistants on substantive legal issues.
- Manage caseload and maintain client files in good order, including photocopying applications, letters, supporting documentation, and follow up work. Maintain client and case information in Law Logix.
- Participate in meetings with Department of Homeland Security representatives, jail staff and service providers on detention issues.
- Monitor conditions and access at the detention center and jails for use in reports and advocacy activities.
- Compile quarterly narrative and statistical reports regarding case consultation and case representation. Assist in the documentation of FRINJ’s experiences and in the preparation of AFSC quarterly reports and reports to funding sources.
- Conduct presentations on immigration and detention issues to the general public.
- Respond to the media to publicize detention practices and policies and the impact of detention on immigrants and their families.
- Participate in AFSC staff meetings and case reviews.

Education:

Admission to a state bar required.
Experience:

- A minimum of three years’ experience with immigration law and procedures preferred, especially detained removal defense.
- Excellent legal skills and understanding of movement lawyering principles.
- Bilingual English/Spanish or English/French highly desirable.
- Strong written and oral communication skills including public speaking.
- Self-motivated, detail oriented, well-organized, able to prioritize assignments and work load.
- Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, the public and donors.
- Familiarity with software applications in a Windows environment, including Microsoft Word and Law Logix.
- Ability to work some evenings and weekends; ability to travel out of state.

Other Required Skills and Abilities:

- Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
- Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

Compensation:

Salary Range starts at $68,000 – Exempt – Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker’s compensation and social security.

How to Apply:

Apply online.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

ASSISTANT UNITED STATES ATTORNEY
CRIMINAL DIVISION
DEPARTMENT OF JUSTICE
NASHVILLE, TENNESSEE

About the Office:

The United States Attorney’s Office for the Eastern District of California represents the Federal government in virtually all litigation involving the United States in the Eastern District of California. This includes all criminal prosecutions for violations of Federal law, civil lawsuits by and against the government, and actions to collect judgments and restitution on behalf of victims and taxpayers.
The United States Attorney’s Office for the Eastern District of California is headquartered in Sacramento. The District includes the Central Valley and Sierra Nevada Mountains and encompasses most of the land mass of California – from the Coastal Mountain Range to the Nevada border, and from Bakersfield in the south to the Oregon border. The Bakersfield office serves Kern County and the surrounding areas within the southern part of the Eastern District of California.

Fresno is one of the fastest growing cities in California, due in part to its central location to major tourist areas in California. Fresno is located in the middle of the fertile San Joaquin Valley, also known as the Central Valley, which is a major supplier of food and agricultural products for the United States and the world. This area also includes national treasures such as Yosemite National Park and Sequoia-Kings Canyon National Parks.

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:

The United States Attorney is seeking an experienced attorney to serve as an Assistant United States Attorney in the Criminal Division, of the Fresno Office. The Assistant United States Attorney will be dedicated to handling criminal immigration and other felony cases for the office.

Following appointment, Assistant U.S. Attorneys generally must reside in the district to which they are appointed. See 28 U.S.C. § 545 for district-specific information.

This is a permanent position; however, all initial attorney appointments to the Department of Justice are made on a 14-month (temporary) basis pending favorable adjudication of a background investigation.

This position is open to any U.S. Citizen to apply.

Qualifications:

Required Qualifications:

Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory, or the District of Columbia, and have at least one year of post-J.D. experience. Applicants must be active members in good standing of the bar (any jurisdiction). Ideal qualifications include at least 3-5 years of experience litigating cases in federal courts, with substantial responsibility for all aspects of discovery, trial, and appeals.

Preferred Qualifications:

Applicants must demonstrate a quick analytical ability and the facility to accurately and precisely articulate the critical issues in a case. Applicants must demonstrate superior oral and writing skills as well as strong research and interpersonal skills, and good judgment. Applicants must possess excellent communication and courtroom skills and exhibit the ability to work in a supportive and professional manner with other attorneys, paralegals, support staff and client agencies. Applicants must have a demonstrated capacity to function, with minimal guidance, in a highly demanding environment.
Preferred Qualifications:

Applicants will be expected to do their own legal research and writing and will be substantially self-sufficient in preparing day-to-day correspondence and pleadings. Applicants must also demonstrate excellent computer literacy skills to include experience with automated research on the Internet, electronic court filing, and electronic e-mail and word processing systems.

Preferred Qualifications:

The ideal candidate will have some experience working with multi-agency task forces; will have substantial experience and familiarity with federal grand jury practice; will have experience with the use of a multitude of investigatory techniques, including electronic surveillance, tracking devices, search warrants, telephone toll record analysis and asset seizure and forfeiture; and will demonstrate the ability to handle complex cases from the initial investigative stage through trial. Additionally, the ideal candidate will have some subject matter expertise in prosecuting gang violence and/or drug trafficking organizations.

Security Requirements:

Initial appointment is conditioned upon a satisfactory pre-employment adjudication. This includes fingerprint, tax and credit checks, and drug testing. In addition, continued employment is subject to a favorable adjudication of a background investigation.

Salary:

Assistant U.S. Attorneys' pay is administratively determined, based in part on the number of years of professional attorney experience. The current recruiting range of pay is $62,236 to $146,029 (which includes 15.67% locality pay for the Fresno area).

Travel:

The position is based in Fresno. Travel will occasionally be required.

Application Process:

Interested applicants should send a resume, cover letter, and recent writing sample to:

United States Attorney's Office
ATTN: Phillip A. Talbert, First Assistant U.S. Attorney
501 I Street, Suite 10-100
Sacramento, CA 95814

Resumes should include a detailed description of employment history, to include dates of employment month/year). This announcement is open until filled but no later than Friday, October 4, 2019, and applications must be postmarked by that date to be considered. Please include the vacancy announcement number listed at the top of this announcement (19-EDCA-24A) on your resume and cover letter.

No telephone calls please.
STAFF ATTORNEYS - IMMIGRATION LEGAL SERVICES OF NEW JERSEY EDISON, NEW JERSEY

Legal Services of New Jersey, a non-profit that provides free civil legal assistance to low income New Jerseyans, has several immediate openings for attorneys to provide legal representation to immigrant detainees and other noncitizens facing deportation. LSNJ is based in Edison, and the positions will require travel to ICE detention facilities and immigration courts in Newark and Elizabeth. The strongest candidates will have considerable related experience, including criminal defense and removal defense. Spanish fluency is a positive and will be required for some of the positions.

LSNJ offers a positive workplace among colleagues who enjoy and are passionate about their work. We encourage a supportive, teamwork environment, with work-life balance. Benefits include comprehensive health and retirement plans and in-house trainings that offer CLE credit.

To be considered, send a cover letter describing the reasons for your interest in the position and related legal background and the salary you seek, along with a resume detailing your previous related experience and the states and years of all bar admissions. Please also include two recent legal writing samples. Send all required components to jobs@lsnj.org. EOE.

SUPERVISING ATTORNEY - IMMIGRATION LEGAL SERVICES OF NEW JERSEY EDISON, NEW JERSEY

Legal Services of New Jersey, a non-profit that provides free civil legal assistance to low income New Jerseyans, has an immediate opening for an experienced attorney to provide supervision on immigration detention cases. The supervising attorney will be responsible for mentoring and supporting our team of detention attorneys and paralegals on removal cases for detained non-citizens, and for providing direct representation to detained clients as resources allow. LSNJ is based in Edison, and the positions will require travel to ICE detention facilities and immigration courts in Newark and Elizabeth. The strongest candidates will be fluent in Spanish and will have at least three years of related experience in removal defense and in supervising other attorneys.

LSNJ offers a positive workplace among colleagues who enjoy and are passionate about their work. We encourage a supportive, teamwork environment, with work-life balance. Benefits include comprehensive health and retirement plans and in-house trainings that offer CLE credit.

To be considered, send a cover letter describing the reasons for your interest in the position and related legal background and the salary you seek, along with a resume detailing your previous related experience and the states and years of all bar admissions. Please also include two recent legal writing samples. Send all required components to jobs@lsnj.org. EOE.

DIRECTOR OF PRO BONO SERVICES EQUAL ACCESS TO JUSTICE COLLAR COUNTY REGION, IL

Prairie State Legal Services (PSLS) is a not-for-profit legal aid organization that provides civil legal aid services to the poor, elderly, and people with disabilities. PSLS has 12 offices serving 36 counties throughout northern and central Illinois. We focus services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and similar needs. PSLS is the
only legal aid organization in the majority of our service area. Annually, we handle over 22,000 applications for legal help and serve over 16,000 clients. We pride ourselves on providing high quality legal services to our clients while fostering a work environment that is motivating, collaborative, and fun, with plenty of opportunities for professional growth.

**Job Description:**

PSLS encourages and invites private-practice attorneys to provide pro bono legal help to low-income clients to supplement the work of its paid staff. There are nine individual staff members who devote all or a portion of their time to local pro bono coordination. Some of this local work has been recognized regionally and nationally. We are proud of the number of clients we are serving through pro bono involvement, but we know there is opportunity to do much more. The Director of Pro Bono Services is a new position for PSLS which will be focused on building upon best practices, expanding pro bono work that has the best impact for our clients, and developing relationships to expand pro bono services using untapped volunteer resources. **The start date for this position is October 1, 2019.**

**Responsibilities:**

Among other duties as assigned, the Director of Pro Bono Services will:

- Conduct an in-depth inventory and assessment of pro bono currently taking place at PSLS, including leading an analysis of the value and potential value of pro bono, which takes full measure of the variety of direct and indirect benefits to clients
- Be responsible for leading and overseeing pro bono activities at PSLS and, together with the Executive Director, for charting the direction of the development of those activities
- Be responsible for long-term planning for pro bono activities at PSLS, and, together with the Executive Director, for setting specific goals for pro bono including numbers of cases handled and numbers of attorneys volunteering
- Conduct assessments every six months to evaluate both the progress on the pro bono plan and the impact of that progress in terms of clients served, the types of cases for which they receive assistance, and the practical results of that assistance
- Work closely with the Managing Attorneys of the local offices (or their designees) and with the local office PAI (pro bono) Coordinators to ensure that pro bono is well-integrated into the work of the local offices, addresses legal issues which have a significant impact on clients’ lives, and leverages the maximum involvement of the private bar in PSLS’ work
- Develop relations with corporate law departments and the organized bar, design appropriate opportunities for in-house counsel and other volunteers to participate in pro bono with PSLS, and work with other staff members who will be responsible for administration of those opportunities
- Prepare grant reports to submit to the Legal Services Corporation that include in-depth analyses of goals and objectives, summaries of major accomplishments, major lessons and recommendations, and other program information
- Exhibit a high level of personal energy, organization, and commitment to the position and the PSLS mission

**Salary and Benefits:**

Full-time position, 37.5 hours per week. Salary starts at $70,000 per year, higher depending upon experience; Excellent comprehensive benefits package including health, dental, retirement, training and education, and generous leave time.
**Qualifications:**

- Currently admitted to the practice of law in the State of Illinois, or eligible for licensing within six months of the first date of employment with PSLS
- Significant trial or other relevant legal experience
- Member in good standing of any state bar for at least five years
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Ability to work effectively as a team member

The ideal candidate will have a demonstrated commitment to serving disadvantaged populations and we will give preference to candidates who have knowledge of poverty law, and experience with a legal services program, pro bono service, bar associations, and/or firm or corporate practice.

Local travel is required, with a valid driver’s license and reliable transportation.

**Application Details:**

Please indicate “Director of Pro Bono Services” in the subject line and email a letter explaining your interest and experience, resume, three references, and a short writing sample (no more than 10 pages) to:

- Director of Human Resources Jessica Hodierne at jkhodierne@pslegal.org
- Program Administrator Connie Peterson at cpeterson@pslegal.org

**Resumes accepted until position is filled**

Prairie State Legal Services is committed to creating a diverse environment and is proud to be an equal opportunity, affirmative action employer. We will recruit, employ, pay, and promote qualified applicants and employees without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or any other legally protected status.

**STAFF ATTORNEYS**

**LITIGATION UNIT**

**ACADIANA LEGAL SERVICE CORPORATION**

**MONROE, LOUISIANA**

The Litigation Unit is looking for licensed, full time Staff Attorneys to represent our clients. Two positions are available in Monroe office. These positions offer a competitive salary, and great fringe benefits. For the attorney positions, federal law prohibits an outside practice of law. AA/EEO Employer. Please e-mail resumes to jobs@la-law.org or tauge@la-law.org immediately. Must be licensed to practice law in Louisiana.

**STAFF ATTORNEY**

**CHILD IN NEED OF CARE UNIT**

**ACADIANA LEGAL SERVICE CORPORATION**

**ALEXANDRIA AND LAKE CHARLES MONROE, LOUISIANA**

The Child In Need of Care Unit (CINC) is looking for licensed, full time Staff Attorney to represent children in abuse, neglect, and abandonment cases. Several positions are available in the CINC Unit in the Alexandria and
Lake Charles Monroe, Louisiana offices. Legal experience in child welfare law is preferred, but not required. Extensive local travel is required. These positions offer a competitive salary, depending on experience, and great fringe benefits. For the attorney positions, federal law prohibits an outside practice of law. The staff attorney must be a LSBA licensed attorney AA/EEO Employer. Salary DOE with great benefits provided by employer. Send all resumes to jobs@la-law.org.

FAMILY LAW STAFF ATTORNEY
ACADIANA LEGAL SERVICE CORPORATION
SHREVEPORT, LOUISIANA

The staff attorney must be a LSBA licensed attorney and is expected to provide quality family law legal services to our low-income client population in a manner that is both compassionate and efficient. The attorney will handle domestic violence, uncontested adoptions, divorces, custody, and support matters that covers eight parishes. The attorney must be a self-starter and have a demonstrated commitment and understanding of the legal problems and needs of low-income clients. He/She must have excellent written and verbal communication skills and have the ability to meet deadlines and perform multiple tasks while maintaining attention to detail. Previous Family Law experience is preferred. The successful candidate should have good people skills and the ability to maintain positive relations with a diverse population. The position offers a competitive salary, depending on experience, and great fringe benefits. Federal regulations also prohibit the outside private practice of law. Send resumes to jobs@la-law.org. An EEOC/AA Employer with great benefits.

STAFF ATTORNEY
TENANT DEFENSE PROJECT
INNER CITY LAW CENTER
LOS ANGELES, CALIFORNIA

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and homeless veterans. Over the next six months, we will add about a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve far more people.

Position Description:

ICLC seeks a talented full-time Staff Attorney to help expand our tenant defense work by holistically addressing a broad range of issues that impact housing stability. A key component of the Staff Attorney position is robust eviction defense representation, including trial work. The Staff Attorney will also perform legal work in a wide array of areas, including maximizing income through government benefits and increased employability; limited immigration assistance; record expungement; citation defense; credit improvement; debt reduction; and preserving and obtaining housing subsidies. The Staff Attorney will partner closely with traditional homeless services providers and will bring a whatever-it-takes approach to ending and preventing homelessness for our clients.

Hiring Criteria:

Commitment to ICLC’s mission and values. Excellent oral and written communication skills. Organized and detail oriented. Excellent negotiation skills. Ability to assume responsibility quickly and work independently and as part of a team. Ability to interact with a wide range of clients in a kind, appropriate, client-centered manner.
Understanding of the legal barriers confronting people experiencing homelessness and appreciation for the vital role social workers and other non-lawyers play in addressing their needs. Membership in the California Bar is required. Ability to speak, read and write Spanish is required.

**Compensation:**

Salary commensurate with qualifications and experience. Excellent benefits. This position is funded for three years, with a possibility for extension based on future funding.

**How to Apply:**

Cover letters and resumes are reviewed upon receipt and applications will be accepted until the position is filled. To apply, please email your resume, cover letter detailing interest in the position, and three references to Ketayma Stewart, Hiring Consultant at careers@innercitylaw.org.

ICLC is an equal opportunity employer.

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ICLC is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and homeless veterans. Over the next six months, we will add about a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve far more people.

**Position Description:**

ICLC is seeking a talented full-time Staff Attorney with three to ten years of litigation experience to join our team and work on habitability litigation on behalf of low-income tenants. This position is part of ICLC’s Slum Housing Litigation Team, which combines outreach, education, tenant organizing, and litigation to address housing-related health hazards that threaten vulnerable, low-income tenants. ICLC’s lawyers, paralegals, and organizers seek to improve unhealthy living conditions, preserve affordable housing, protect against retaliation, and recover financial damages.

The Staff Attorney will litigate against landlords who rent unsafe and unhealthy apartments to vulnerable low-income tenants. The position may also participate in other litigation and policy work related to housing and homelessness and conduct outreach and education efforts. In addition, the position may partner with other legal or tenant advocacy organizations to provide direct client services through tenant clinics, participate in other projects related to improving affordable, safe, and healthy housing for low-income tenants, and perform other duties as needed. The Slum Housing Litigation Team works closely with pro bono counsel from private law firms in the majority of its cases.
Hiring Criteria:

Commitment to ICLC’s mission and values. Litigation experience. Excellent oral and written communication skills. Ability to assume responsibility quickly, and to manage an active caseload independently. Ability to work closely with a team including the Director of Litigation, staff attorneys, paralegals, organizers and administrative personnel. Ability to build trust and rapport with a wide range of clients in a kind, appropriate, and effective manner. Ability to use good judgment, multi-task, and meet deadlines. Demonstrated commitment to working with low-income communities. Membership in the California Bar or another State Bar is required.

Compensation:

Salary commensurate with qualifications and experience. Excellent benefits.

How to Apply:

Cover letters and resumes are reviewed upon receipt and applications will be accepted until the position is filled. To apply, please email your resume, cover letter detailing interest in the position, and three references to Ketayma Stewart, Hiring Consultant at careers@innercitylaw.org.

ICLC is an equal opportunity employer.

STAFF ATTORNEY
LAWYERS PREVENTING AND ENDING HOMELESSNESS PROJECT
INNER CITY LAW CENTER
LOS ANGELES, CALIFORNIA

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and homeless veterans. Over the next six months, we will add about a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve far more people.

Position Description:

ICLC seeks a talented full-time Staff Attorney to help expand our homelessness prevention work by holistically addressing a range of issues that impact housing stability. The project is focused on providing clients who are homeless or at risk for homelessness with a broad range of legal assistance that removes barriers to getting and staying housed. The Staff Attorney's role will be broad and include legal work in a wide-array of areas, including eviction defense; responding to unlawful detainer cases; maximizing income through government benefits and increased employability; consumer law; limited immigration assistance; record expungement; citation defense; credit improvement; debt reduction; and preserving and obtaining housing subsidies. The Staff Attorney will partner closely with traditional homeless services providers and will bring a whatever-it-takes approach to ending and preventing homelessness for our clients.

Hiring Criteria:

Commitment to ICLC’s mission and values. Excellent oral and written communication skills. Organized and detail oriented. Excellent negotiation skills. Ability to assume responsibility quickly and work independently and as part
of a team. Ability to interact with a wide range of clients in a kind, appropriate, client-centered manner. Understanding of the legal barriers confronting people experiencing homelessness and appreciation for the vital role social workers and other non-lawyers play in addressing their needs. Applicants should have 2 to 6 years of experience practicing law in one or more of the legal areas set forth in the position description. Membership in the California Bar is required.

Compensation:
Salary commensurate with qualifications and experience. Excellent benefits. This position is funded for three years, with a possibility for extension based on future funding.

How to Apply:
Cover letters and resumes are reviewed upon receipt and applications will be accepted until the position is filled. To apply, please email your resume, cover letter detailing interest in the position, and three references to Ketayma Stewart, Hiring Consultant at careers@innercitylaw.org.

ICLC is an equal opportunity employer.

FAMILY LAW AND GUARDIANSHIP STAFF ATTORNEY
VOLUNTEER LAWYERS PROJECT
MASSACHUSETTS LEGAL ASSISTANCE CORPORATION
BOSTON, MASSACHUSETTS

To apply, please submit resume and cover letter here.

The Volunteer Lawyers Project of the Boston Bar Association (VLP) is a non-profit legal services organization which provides free civil legal assistance to low-income residents of Greater Boston, primarily through the pro bono services of private attorneys. We are seeking a full-time staff attorney with a dedicated commitment to the communities and people we serve to work in our family law and guardianship units.

VLP is an equal opportunity employer and seeks to employ a diverse staff. Our ideal candidate is respectful of an inclusive work environment. Fluency in a second language is required, specifically Spanish, Haitian Creole, Cape Verdean Creole, Portuguese, Cantonese, or Vietnamese as a large percentage of our client population is limited English proficient.

Required Qualifications/Education/Training:

• Law degree from an accredited law school.
• Admission to and good standing in Massachusetts bar

Required Knowledge/Experience/Abilities/Skills:

• 1-3 years in full-time family law and guardianship practice, including litigation.
• Proficiency in use of Microsoft Office Suite.
• Strong written and verbal communication skills.
• Strong organizational skills and ability to effectively manage multiple tasks and meet deadlines.
• Ability to communicate effectively with colleagues and with staff at outside organizations.
• Ability to effectively engage with private bar to recruit, train and mentor volunteer attorneys.
**Required Physical Abilities/Skills:**

- Ability to use a computer several hours per day.
- Ability to communicate in person, by telephone and by computer.
- Ability to travel to courthouses and other clinic locations in Greater Boston.

Volunteer Lawyers Project is an Equal Opportunity Employer

**SUMMER LEGAL INTERN - 2020**

**DEPARTMENT OF PUBLIC DEFENSE**

**SEATTLE, WASHINGTON**

The Department of Public Defense (DPD) is now actively recruiting 2nd year law students to begin a 10-week paid internship beginning in June 2020. This is an excellent opportunity for students contemplating a career in public defense. It is a rolling application – internship positions will remain open until filled.

DPD represents indigent clients in several practice areas: criminal defense (felonies and misdemeanors), juvenile defense, family defense, involuntary commitment (mental illness), sex offender commitments, and contempt of court. Students will be offered an internship in a single practice area and should express any preference in their cover letter.

King County is an excellent place to work in public defense. In criminal cases, our state has robust discovery rules, requiring compulsory discovery of all materials held by the prosecutor; the Washington State Constitution's exacting standards for search and seizure extend well beyond the Fourth Amendment; public defense attorneys have the ability to retain top expert witnesses; and, particularly in King County, comparatively more of our cases go to trial. Further, we are an institutional provider of family defense representation, which allows for specialization in that area.

Employment at DPD offers the chance to practice public defense at a very high level while living in a vibrant urban environment surrounded by unparalleled natural beauty.

**Who May Apply:**

Second year law students in good academic standing at an American Bar Association approved law school. Proof of full-time or part-time enrollment in school is required upon hire and throughout employment on a recurring schedule for the regular school year (e.g. quarterly or on a semester basis) in advance of the commencement of the next period of enrollment.

Interviews will be conducted on a rolling basis. Out of state candidates selected for an interview will have the option of Skype.

First consideration will be given to candidates who apply prior to September 15, 2019. Once all positions are filled the posting will be closed.

**Job Duties:**

- Assist attorneys at arraignment hearings; pretrial hearings; motion hearings; sentencing and probation review; or other types of hearings in our civil practice areas
• Legal research and writing
• Assist with trial preparations (DPD makes an effort to provide but cannot guarantee trial experience)
• Discovery review and organization
• Client contact including jail visits
• Communication with social workers, service providers, and other individuals involved in a client's case
• Other duties as requested

Experience, Qualifications, Knowledge, Skills:

• By June 2020 the student will have completed two years of law school and be enrolled and in good academic standing at an American Bar Association approved law school
• Able to qualify as a Rule 9 Licensed Legal Intern
• A demonstrated interest in representing indigent persons
• Possess good moral character and fitness to practice law (APPs 20-24)
• Effective writing and communication skills
• Organizational and problem-solving skills
• Initiative and accountability skills for work product or service
• Ability to follow oral and written instructions
• Ability to maintain confidentiality of sensitive matters
• Knowledge of the operation of standard office equipment that may include personal computers, copiers, and fax machines
• Ability to multitask and self-direct in a fast-paced environment

Also Desired:

• Multilingual skills are a plus
• Completed at least one of the following courses: evidence, criminal procedure, and a clinical or trial advocacy course

Supplemental Information:

Please note: An offer of internship will be contingent on the ability to successfully pass a Washington State Patrol Background Check and security clearance and/or background check to secure access to correctional facilities.

Students offered paid internship positions at DPD may be asked to forgo other outside funding opportunities in order to ensure that all of our summer interns are compensated the same amount for the same work.

Required Application Materials:

Interested individuals should submit an online application, cover letter, resume, transcript, a three-page self-authored writing sample, and at least three references. You can find the online application at: http://www.kingcounty.gov/audience/employees/careers.aspx

Electronic submission is preferred. For inquiries, please feel free to contact Cassandra Montgomery at cassandra.montgomery@kingcounty.gov or 206-263-5866.
Earthjustice is seeking summer law clerks who share a passion for justice and a healthy environment. 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 and supporters 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 those who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with fourteen offices across the U.S.

Earthjustice’s work is currently divided into three major areas:

- Lands, Wildlife, and Oceans focuses on cases that protect endangered species, national forests, national parks, other public lands, water resources, and the oceans.
- Healthy Communities focuses on cases that protect public health, in particular clean air and water, toxic chemicals, and mercury. Recently, this work has also focused on food and agriculture, and the rights of farm workers.
- Climate and Energy focuses on cases that encourage clean energy and energy efficiency while challenging the reliance on coal, oil and other dirty fuels.

Summer law clerks work with attorneys on case development and litigation. Under the supervision of an attorney, a law clerk’s primary responsibilities are to perform legal and factual research, and to develop case strategy and legal theories. Law clerks may also have the opportunity to assist attorneys with preparing briefs and motions, to meet with clients and experts, to participate in moots of oral arguments, and to attend court proceedings and conferences with opposing counsel. In addition to involvement in ongoing litigation, the summer program includes seminars with attorneys from across the organization on current environmental issues.

The Earthjustice Summer Clerkship position includes a weekly stipend of $1,040 a week, with the average clerkship lasting 10 weeks (approximately $10,400 total). The total stipend amount will be dependent on the extent of a clerk’s ability to secure outside funding. Earthjustice will pay $1,040 a week less the total amount received from other sources. We strongly encourage candidates to pursue outside funding, but the ability to secure outside funding will not be considered as part of the hiring decision.

Earthjustice has 14 regional offices:

- Alaska - Anchorage and Juneau
- California - San Francisco and Los Angeles
- Coal Program - Chicago and Philadelphia
- Midwest - Chicago
- Florida - Tallahassee and Miami
- International - San Francisco
- Mid-Pacific - Honolulu
- Northeast - New York
Each of these offices accepts applications for summer law clerks, and students should submit an application to each office of interest.

**To Apply:**

Law students who have a minimum of ten weeks to commit in the summer are eligible to apply. Interested applicants should submit their:

- Cover letter. The best cover letters are one page and address why the applicant wants to work for Earthjustice and provide information about the applicant that is not apparent or fully explained in the resume.
- Resume
- Recent writing sample, preferably a legal brief or memorandum of no more than ten pages that primarily reflects your work.
- Unofficial transcript
- List of three references

Incomplete applications will not be considered. Please note that each office handles applications individually, so you will need to submit an application for each office that interests you. Identical applications for each office are fine, but a sentence or two in your cover letter on why you're interested in each office is preferred.

If you're having technical difficulties submitting your application, please reach out to jobs@earthjustice.org

No phone calls, drop-ins, or hard copies.

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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