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GUARDIAN AD LITEM STAFF ATTORNEY
CHILDREN’S LAW CENTER

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

Children’s Law Center fights so every child in DC can grow up with a loving family, good health and a quality education. Judges, pediatricians and families turn to us to advocate for children who are abused or neglected, who aren’t learning in school, or who have health problems that can’t be solved by medicine alone. With nearly 100 staff and hundreds of pro bono lawyers, we reach 1 out of every 9 children in DC’s poorest neighborhoods – more than 5,000 children and families each year. And, we multiply this impact by advocating for city-wide solutions that benefit all children.

Responsibilities:

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

CLC is committed to providing high quality representation. To achieve this goal, new attorneys participate in an intensive training course before representing clients and receive intensive supervision during their first year of practice. In addition, CLC maintains reasonable caseloads of approximately 35 cases and provides ongoing training opportunities for all attorneys.

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

Requirements and Qualifications:

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

Application Instructions:

Applications will be considered on a rolling basis. No telephone calls please. Send resume, cover letter, three references and writing sample (no more than 5 pages) via email to:

Guardian ad Litem Staff Attorney Search Committee
Children’s Law Center
501 3rd Street NW
Suite 800
Washington, DC 20001
jobs@childrenslawcenter.org

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

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.

ATTORNEY
DETAINED ADULT PROGRAM
CAPITAL AREA IMMIGRANTS’ RIGHTS (CAIR) COALITION

This position can be filled in Washington, DC or Baltimore offices.

The Capital Area Immigrants’ Rights (CAIR) Coalition is the only non-profit organization in the Washington, D.C. area with legal services programs focused exclusively on assisting immigrants detained by Immigration and Customs Enforcement in Virginia and Maryland, and unaccompanied immigrant children held in the custody of the Office of Refugee Resettlement in Virginia. We are seeking an attorney to join our Detained Adult Program and assist our team provide quality legal services to adults detained in the DMV. We seek a committed advocate who will enhance our team’s ability to provide empathetic legal services to detained immigrants hailing from a wide variety of countries and who speak many different languages. Responsibilities will include providing know your rights and intake services to adults detained in custody as well as providing direct representation.

Description of Position:

Direct Representation

CAIR Coalition is hiring an Attorney to represent and safeguard the rights of detained immigrants found mentally incompetent by an Immigration Judge. Through the National Qualified Representative Program (NQRP), CAIR Coalition has been appointed counsel for detained immigrants determined to be legally incompetent in immigration court. Incompetency is a legal standard that an Immigration Judge determines after reviewing indicia that an immigrant has mental health disability that affects her ability to represent herself without counsel in court.
Once appointed, the attorney would represent clients on a range of defenses from asylum, cancellation of removal, voluntary departure, and even deportation. An attorney in this position provides direct representation to detained adult men and women with mental health conditions and/or intellectual disabilities in immigration removal proceedings.

**Duties Include:**

- Representation in removal proceedings before the Arlington or Baltimore Immigration Courts on requests for custody redetermination (bond) and/or individual merits hearings;
- Representation may also include appellate proceedings before the Board of Immigration Appeals (BIA) and case-related work involving the services described above before United States Citizenship and Immigration Services (USCIS);
- Representation may also include pursuing post-conviction relief directly related to the above services;
- Advocacy and assistance with other holistic services reasonably necessary to prepare a “post-release plan” for release from Department of Homeland Security (DHS) custody (ex., efforts to connect the respondent to community-based mental health care, housing, or other community resources once out of DHS custody);
- Comply with data and program reporting requirements to keep track of case progress.

**Qualifications:**

- Juris Doctorate degree required;
- A valid driver’s license;
- Proficiency in Spanish is preferred, but applications for non-Spanish speakers will be considered;
- Experience working with detained immigrants or other incarcerated populations;
- Experience and/or interest working with individuals with mental disabilities preferred, our organization will also provide training on working with this population;
- Strong litigation experience and/or oral advocacy skills;
- Strong legal research and writing skills;
- Demonstrated ability and/or willingness to zealously pursue new and untested legal theories; and
- Demonstrated ability to take initiative and work under pressure.

**Salary & 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 an LRAP eligible employer.

**How to Apply:**

Please send resume and cover letter to HR@caircoalition.org with the subject "NQRP Attorney". Applications will be considered on a rolling basis early submissions are encouraged as the position is open immediately. No phone calls please.

**DEPUTY DIRECTOR**

**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 100 employees work from offices in the DC metro area, Baltimore, Houston, Atlanta, and the San Francisco Bay Area.

Tahirih is seeking to hire a Deputy Director for its Greater DC (GDC) office. The Deputy Director works with the Executive Director, Managing Attorney, and Social Services Program Manager to provide holistic trauma-informed support to clients receiving interdisciplinary representation. The Deputy Director plays a critical role in ensuring the GDC office exemplifies Tahirih’s overarching values including consultative decision-making; a continuous improvement environment through regular evaluation and analysis of program and operational practices; collection of feedback from outside the organization and self-reflection among staff; and, promoting a supportive work environment by working with staff to maintain professional boundaries, embodying trauma-informed supervision, and encouraging professional development.

**Primary Responsibilities:**

**Management**

- Ensure the GDC office is evaluating effectiveness of its client service and outreach efforts through annual surveys and other program evaluation tools in coordination with National Director of Legal and Social Services, GDC Executive Director and GDC Managers
- Supervise GDC Social Services Program Manager and Legal Services Program Manager to balance staff workloads and to manage GDC priorities and systems alignment with national expectations and resources
- Coordinate with National Program and Policy staff to ensure GDC policies and program delivery is consistent with national and local office policies and principles of interdisciplinary service delivery
- Support the implementation of policies and practices and coordinate with the national team to enhance GDC’s effective use and development of systems
- Manage interdepartmental communication with the Managing Attorney and Social Services Manager to develop best practices and procedures within an interdisciplinary model. Conduct periodic process mapping to ensure high quality, efficient interdisciplinary programming

**Program**

- Partner with National Director of Legal and Social Services and local managers on data systems enhancements to meet programmatic needs and ensure accurate data entry by staff
- Manage list of GDC’s membership and participation in coalitions and task force meetings, including ensuring accurate quarterly reports to the Executive Director on impacts to grants and value added to the GDC team
- Support the Executive Director in developing program budgets for specialized projects
- Collaborate with Executive Director to recruit and onboard staff, fellows and interns, and support performance management, management training, and staff equity

**Grants**

- Collaborate with GDC Executive Director and the National Grants Management Team to manage foundation and government grants full funding cycles
- Create grants summaries to ensure deliverables and compliance for government grants
• Ensure staff time is successfully captured to effectively reach targeted grants deliverables
• Review monthly Finance reports to analyze grant spending against approved budgets, adjust staff assignments when necessary, and support the Grant Amendment Notice (GAN) process to ensure the drawdown of all available funds

Requirements:

• Current bar membership in good standing in any state in the U.S. or District of Columbia
• 6-10 years of demonstrated management experience directly supervising attorneys, paralegals and interns who work with immigrant survivors of gender-based violence in asylum, VAWA, T visa, and/or U visa cases before DHS, Immigration Courts and BIA
• Experience having worked closely or supervised non-legal staff, specifically social services staff
• Be familiar with social work/social services practices or experience working in multi-disciplinary or interdisciplinary teams
• Excellent legal analysis, written and oral advocacy and presentation skills
• Responsible, self-initiating, and focused, with proven ability to work independently and 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 skills with an ability to manage large amounts of information, establish priorities, and meet deadlines
• Strong interpersonal and record of cultural competence and cross-cultural communication skills
• Commitment to Tahirih’s foundational values and mission, and demonstrated commitment to interdisciplinary legal services, public interest law, and/or social justice

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:

Please include a cover letter, resume, and a list of three references at https://recruiting.paylocity.com/Recruiting/Jobs/Details/176753.

Please note: Candidates must be authorized to work in the United States.

Tahirih Justice Center is committed to diversity, equity and unity as core values. We practice inclusiveness in decision making through consultation with employees throughout the organization. Tahirih seeks to hire and retain employees whose diversity reflects the communities we serve. We encourage candidates who are committed to equity and who are from all backgrounds, experiences, abilities and identities to apply.
SUPERVISING ATTORNEY
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.

MANAGING ATTORNEY

DAVID A. CLARKE SCHOOL OF LAW

UNIVERSITY OF THE DISTRICT OF COLUMBIA

The Managing Attorney of Clinical and Experiential Programs will responsible for the quality of the law services provided by the clinic program and experiential program. The Managing Attorney has supervisory authority over administrative matters related to the experiential programs which includes responding to the needs of faculty and students. The Managing Attorney is expected to use his/her expertise in client service, case management, and law office administration to ensure the highest level of client service is delivered by the programs. The Managing Attorney reports to the Associate Dean for Clinical and Experiential Programs.

Essential Duties and Responsibilities:

- Develops, implements and leads the administrative operations and professional infrastructure for the School of Law’s full range of clinical and experiential programs in keeping with ABA and other professional standards and best practices.
- Supervises administrative staff for the experiential and clinical programs.
- Drives the marketing work of the clinical and experiential programs. In conjunction with the faculty and marketing team, produces materials about the experiential and clinical programs. Materials (print and electronic) are designed for applicants, marketing, fundraising activities and events, and other stakeholders.
- Develops and maintains network of supporters and case-referral sources.
- Leads the clinic enrollment process.
- Oversees the client information management systems (paper and electronic) to include training and records retention activities.
- Manages the grant process (pre and post award) for all experiential grants.
- Manages litigation and escrow accounts of the Clinical Law Program.
- Collaborates on program budgetary needs and procurements of supplies, services and equipment with appropriate personnel.
- Identifies and works with community-based partners, in conjunction with Office of Career and Professional Development (OCPD) to establish internship and externship opportunities at government, non-profit, and community-based organizations that serve vulnerable people, including seniors. Helps students to obtain internship and externship placements.
• Develops appropriate reporting materials for program evaluation annually. This includes the collection of data about internship, placements, clinic caseloads and other, relevant data.
• Responds to non-substantive management of clinic cases during breaks in the academic calendar. Provide substantive oversight of clinic cases during breaks in the academic calendar.
• Performs other duties as assigned.

**Minimum Job Requirements:**

• Juris Doctor degree
• A minimum of five years of relevant experience (Examples of relevant experience include, but are not limited to, professional administrative and/or program/practice management, delivery of legal services to low-income or otherwise marginalized populations, non-profit programming, government systems, supervision of staff, and project management).
• Must be admitted to or eligible for admission to the D.C. Bar.

**Information to Applicant:**

**Collective Bargaining Unit (Union):** This position is not part of the collective bargaining unit.

**Employment Benefits:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the University of the District of Columbia's retirement plan (TIAA).

**Equal Opportunity Employer:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

**Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the University of the District of Columbia does not discriminate on the basis of actual or perceived actual race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of an intrafamily offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**Veterans Preference:** Applicants claiming veterans’ preference must submit official proof at the time of application.

**Visa Sponsorship:** At this time, the University of the District of Columbia does not provide sponsorship for visas (e.g. H-1B). This position is also ineligible for Optional Practical Training (OPT).
**Residency Preference:** The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system in which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency reference at the time of application. An applicant selected for an appointment based on District residency will be required to submit no less than eight (8) proofs of bona fide District residency on or before the effective date of the appointment. Bona fide District residency must be maintained from the date of appointment to the position for seven (7) consecutive years. Failure to maintain bona fide District residency for the (7) year period will result in forfeiture of employment.

**Drug-Free Workplace:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of any criminal drug statute occurring in the workplace.

**Background Investigation:** Employment with the University of the District of Columbia is contingent upon a satisfactory background investigation. The determination of a "satisfactory background investigation" is made at the sole discretion of the University of the District of Columbia. The University may refuse to hire a finalist, rescind an offer of employment to a finalist or review and may terminate the employment of a current employee based on the results of a background investigation.

**Disposition of Resume:** Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore, if selected for employment a UDC application will be required.

**Job Offers:** Official Job Offers are made by the University of the District of Columbia, Office of Human Resources Only.

**Contact Information:** All inquiries related to employment and job applications should be directed to UDC Office of Talent Management at (202) 274-5380.

**To Apply:**
https://udc.applicantstack.com/x/detail/a2hbyxhhefq8

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**PROFESSOR OF LAW**
**DAVID A. CLARKE SCHOOL OF LAW**
**UNIVERSITY OF THE DISTRICT OF COLUMBIA**

THE UNIVERSITY OF THE DISTRICT OF COLUMBIA DAVID A. CLARKE SCHOOL OF LAW (UDC LAW) seeks to hire multiple tenure-track faculty members to join our dynamic and mission-driven community in the 2020-2021 academic year.

We are looking broadly for candidates, but welcome in particular applications from aspiring faculty and junior lateral candidates with an interest in teaching Criminal Law, Criminal Procedure, and/or a desire to teach in our nationally ranked clinical law program. We are specifically interested in hiring faculty members to direct our
Housing & Consumer Law Clinic or our Juvenile & Special Education Law Clinic. Each position will begin on August 16, 2020. Candidates must have a J.D. degree and must demonstrate high scholarly distinction or promise and a commitment to teaching excellence. Applications are encouraged from women, members of minority groups, and others whose background and experience would contribute to the diversity of the law school community.

UDC LAW is the only public law school in the nation’s capital and is one of only six American Bar Association accredited law schools at Historically Black Colleges and Universities. UDC LAW has a statutory mission to recruit and enroll students from groups traditionally underrepresented at the bar; to provide a well-rounded theoretical and practical legal education that will enable students to be effective and ethical advocates; and to represent the legal needs of low-income residents through the School’s legal clinics. Notably, UDC LAW is:

- ranked No. 1 most chosen law school by older students (Princeton Review, 2019);
- ranked No. 1 for its commitment to community service (PreLaw Magazine, 2017);
- ranked No. 2 most diverse faculty (Princeton Review, 2019);
- ranked No. 4 for greatest resources for women (Princeton Review, 2019);
- ranked No. 5 for greatest resources for minority students (Princeton Review, 2019);
- ranked No. 7 in the nation for diversity (US News & World Report, 2018); and

UDC LAW has been a leader in clinical and experiential education for more than forty years, beginning with its predecessor, Antioch School of Law. Every successful student completes two 300-hour clinical courses, as well as forty hours of community service. UDC LAW also has a robust evening program.

To Apply:

All candidates must apply through the Human Resources link located on the university website: https://udc.applicantstack.com/x/detail/a2hbyxh9runy?sort=1&sortdir=a

Interested candidates may also send a resume and cover letter to the Faculty Appointments Committee, with attention to Professor Wilhelmina Reuben-Cooke. Materials can be delivered by email to Ms. Khadijah Muhammad at khadijah.muhammad1@udc.edu. Although we will accept applications until the positions are filled, we strongly encourage interested applicants to submit applications by October 31, 2019 for complete consideration.

STAFF ATTORNEY
BRIEF SERVICES UNIT
NEIGHBORHOOD LEGAL SERVICES PROGRAM

About NLSP:

Neighborhood Legal Services Program (NLSP) is a private, non-profit law firm that provides vigorous, high quality civil legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for the poor, combining direct representation to protect essential rights and opportunities for low-income individuals and families with efforts to achieve broad-based change. Its three offices are located in the poorest sections of the District, to maximize its visibility, accessibility and connections to the communities it serves. The program has an operating budget of approximately $2.4 million.
NLSP seeks a full-time Staff Attorney for the Brief Services Unit (BSU) for our office at 4609 Polk Street NE, Washington, DC 20019. The Staff Attorney will also have a limited case load of extended service cases in one of NLSP’s practice areas. NLSP provides legal representation in a full range of civil matters affecting the lives of low-income DC residents; including housing, consumer protection, family court disputes, income maintenance, barriers to employment and public benefits. Applicants who express an interest in representing individuals in extended service family law cases will be given additional consideration.

**Primary Responsibilities:**

The successful candidate will:

- Handle BSU cases in a variety of substantive areas within NLSP case priorities;
- Be the first point of contact with clients for legal evaluation of their case;
- Be responsible for gathering factual information and completing a preliminary analysis of the case. After review of the case with the BSU supervisor, the attorney will either provide advice or brief services or forward the case for representation to an extended service attorney;
- Have a limited caseload of extended service cases in one of NLSP’s practice areas.
- Actively participate as a member of the NLSP team, including but not limited to participation in cross-practice advocacy and activities;
- Adhere to program and case-handling policies, procedures and standards of practice, as well as the highest professional ethical standards.

**Experience And Qualifications:**

- Juris Doctorate, member in good standing of the District of Columbia or a state Bar (eligible to become a DC Bar member);
- Prior experience in a majority of NLSP’s practice areas;
- Minimum of two years of experience as a practicing attorney in a civil legal services environment;
- Familiarity with DC, including its government, courts, social services and the Bar;
- Demonstrated commitment to serving low-income persons;
- Excellent written and verbal communication skills;
- Cross-cultural competence;
- A strong work ethic and commitment to working with a team;
- Other responsibilities as assigned by the Managing Attorney, Litigation and Advocacy Director and/or Executive Director

**Compensation:**

Competitive salary and benefits package including: 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.

**Application Process**

Those interested in applying for the Staff Attorney position of the Brief Services Unit and Extended Service should email the application materials by 5:00 pm on Wednesday, October 16, 2019. The job will remain posted until filled.
The application materials should include:

- A letter of interest, which must include a specific extended service practice interest
- Resume
- Writing Sample (no longer than 10 pages)
- Contact information for three professional references

**Application materials and any questions should be directed to:**

Ashley Graham-Watanabe, Managing Attorney for the Brief Services Unit at aghraham@nlsp.org

NLSP is an equal opportunity employer, committed to inclusive hiring and dedicated diversity in our staff. It is the policy of NLSP that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act. NLSP thrives on our diversity and we strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, returning citizens and persons from other underrepresented groups to apply.

**ASSOCIATE GENERAL COUNSEL**

**BROOKINGS INSTITUTION**

The Brookings Institution is a nonprofit public policy organization based in Washington, DC. Our mission is to conduct in-depth research that leads to new ideas for solving problems facing society at the local, national and global level.

We bring together leading experts in government and academia from all over the world, rooted in open-minded inquiry and representing diverse points of view, who provide the highest quality research, policy recommendations, and analysis. Research topics cover a full range of public policy issues in economics, foreign policy, development, governance and metropolitan policy.

With fair and transparent business practices, clear communication, mutual respect, and a collaborative atmosphere that offers both professional and personal development opportunities, Brookings offers an inclusive and welcoming workplace that values the efforts of all contributors.

The Office of the General Counsel supports the work of the Institution through facilitating the legal and ethical pursuit of its objectives, manages legal issues when they arise and serves as a resource to Brookings stakeholders.

**Responsibilities:**

Ready to contribute to Brookings success?

The Associate General Counsel works within the Office of General Counsel (OGC) and is responsible for assisting the General Counsel in handling the legal affairs of the Institution. Provide counsel on wide array of legal, policy, ethical and reputational issues. The Associate General Counsel (AGC) shall assist the OGC in: (i) supporting the work of the Institution through facilitating the legal and ethical pursuit of its objectives; (ii) proactively managing risk to the Institution through policy development, education and enforcement and risk assessment and management; and (iii) serving as a resource to various Brookings stakeholders.
Compliance, Policies and Risk Management (20%)

- Provide subject-matter expertise (SME) on specific enterprise-wide policies and procedures.
- Develop, interpret, periodically review and revise Institutional policies, collaborating with other Brookings staff as needed.
- Monitor compliance with Institutional policies, responding to questions about policies, flagging issues, reviewing alleged violations of policies and recommending appropriate resolutions.
- Provide counsel on risk management matters for the Institution.

Contracts, Proposals and Reports (20%)

- Regularly review contracts, MOUs, NDAs and other legally binding agreements routed for review and approval pursuant to Brookings policies and procedures.
- Work to improve transactional documents and their process for their review.
- Support the negotiation, drafting of major transactional and relational agreements and documents.
- Collaborate with other relevant staff, negotiating and reviewing agreements, including supervising and/or serving as resource.

General and Specialized Legal Assistance (20%)

- Provide general legal advice to the Institution.
- Conduct research on various issues as requested.
- Manage outside legal counsel and the legal advice they provide.
- Providing “self-help” resources (e.g., check-lists, standard forms, policies, etc.) to Brookings personnel and building the OGC’s formal store of legal knowledge capital.
- Provide SME in the Office of General Counsel on the following areas of law:
  - Media and reputational risks
  - Employment and employee benefits law
  - Internal investigations
  - Litigation and disputes
  - Insurance
  - Other areas as necessary
- Special projects as assigned.

Training and Point of Contact (20%)

- Develop, deliver and update trainings for Institutional stakeholders
- Develop, revise and deliver effective compliance training programs in connection with other relevant personnel (particularly Human Resources, Communications and Finance).
- Represent the General Counsel and OGC at internal and external meetings as needed. Assist with presentations to internal and external audiences.

Strategy, Governance, and Knowledge Management (15%)

- Contribute to the development and execution of OGC strategies and projects.
- Support the maintenance of departmental knowledge management resources.
- Participate in departmental systems for measuring and evaluating impact to the Institution.
- Support the OGC’s work with the Board of Trustees and related committees.
International Operations and Immigration (5%)

- Provide back-up support to the OGC on legal matters relating to Brookings’s international offices and subsidiaries.
- Oversee Paralegal’s work on Brookings’s Visitor Exchange Program and other visa matters.
- Serve as SEVIS Alternate Responsible Officer.
- Keep apprised of legal (including agency and consulate) developments affecting Brookings visa holders.

Qualifications:

Ready to make an impact? In this role, you will support Brookings values of collegiality, respect, inclusion, diversity and community, and bring the following qualifications:

Education/Experience Requirements:

Juris Doctor from an American Bar Association accredited law school. Minimum five years of legal experience. Experience with an Am Law 200 international law firm preferred. Must be licensed to practice law in the District of Columbia or eligible to waive into DC to practice. Must be authorized to work for any employer in the U.S.

Knowledge/Skills Requirements:

Highest ethical standards, professional independence; demonstrated excellent oral and written communication skills; initiative; diplomacy, discretion; commitment to excellence, teamwork and change management; excellent problem solving and decision-making ability. Demonstrate a commitment to Brookings values of collegiality, respect, inclusion, diversity and community. Experience with contracts. Experience in an in-house and/or government setting in addition to law firm preferred. Highly desirable qualifications include: demonstrated interest in or experience in public policy, public and/or private international law, lobbying, government ethics non-profit/exempt organizations; tax; data privacy/data security and IT or another area of law relevant to Brookings.

Additional Information:

Brookings requires that all applicants submit a cover letter and resume. Please attach your cover letter and resume as one document when you apply at https://careers-brookings.icims.com/jobs/2187/associate-general-counsel-%28job-id%3a-2019-2187%29/job

Successful completion of a background investigation is required for employment at Brookings.

Brookings is an equal-opportunity employer that is committed to promoting a diverse and inclusive workplace. We welcome applications from all qualified individuals regardless of race, color, national origin, gender, sexual orientation, age, religion, physical or mental disability, marital status, veteran status, or other factors protected by law.

STAFF ATTORNEY
ENVIRONMENTAL INTEGRITY PROJECT

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

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

Skills and Qualifications:

- Law school graduate.
- 3-5 years of post-law-school legal experience, preferably including litigation and experience with the federal Clean Air Act.
- Excellent research, writing, and analytical skills, and strong work ethic.
- Passion for protecting public health and the environment, and motivation to respond to the local and global threat posed by climate change.
- Prior experience or demonstrated commitment to working with members of front-line communities who are directly affected by pollution.
- Ability to work cooperatively and constructively in a fast-paced, team-oriented environment.
- The ideal applicant will have a scientific background and/or aptitude for performing quantitative analyses and using science and data in support of legal advocacy.
- Prior experience working on pollution issues associated with the oil and gas industry a plus.
- We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits.

To Apply:

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

ATTORNEY
AMERICAN OVERSIGHT

Come join a team of extraordinary lawyers bringing accountability to bear on the Trump administration. Through open records requests, backed by aggressive litigation, American Oversight attorneys shine a light on corruption, malfeasance, and other misconduct. The organization is uniquely positioned to drive accountability in 2019 and 2020, working in parallel with congressional investigators to ensure that facts matter and bad actors are scrutinized.
If you’ve thought about jumping into the fight and putting your legal and litigation skills to work for the truth, American Oversight wants to hear from you. You can make a difference here. You can make administration officials answer for their conduct. You can help supercharge congressional investigations and investigative journalism. You also get to wake up in the morning feeling like you’re fighting the good fight alongside an extraordinary team of amazing and friendly professionals.

While working on a broad range of substantive issues — from EPA policy, to corruption concerns at DOJ, to interference with the 2020 Census — our lawyers are litigators first and foremost. They file pleadings, engage in extended meet-and-confers with opposing counsel, and battle to enforce the public’s right to transparency. The organization shares the fruits of our litigation with others, including the press, other nonprofits, Congress, and the public, to ensure they have an impact. Our litigators are key to the entire mission.

Lawyers also play a key role, in conjunction with our investigations team, in identifying ideas for potential Freedom of Information Act (FOIA) requests, developing investigation strategies, crafting effective FOIA requests, and identifying issues in records produced in response to our requests.

American Oversight is looking for attorneys with preferably at least three years of legal experience, including at least one year of civil litigation. Responsibilities and salary will vary based on experience and skills. We are a small team in a fast-paced environment. Collegiality and ability to work effectively on multiple projects, balance priorities, and excel in a team-based environment is essential.

This position is based in Washington, DC, and reports to the Chief Counsel.

**Responsibilities:**

- Litigate Freedom of Information Act (FOIA) and state open records act requests on behalf of American Oversight and other clients.
- Draft court pleadings, including complaints, motions, and briefs.
- Engage in legal and factual research, motions practice, and brief writing.
- When appropriate, engage in drafting of discovery requests, appellate briefs, amicus briefs, and regulatory comments.
- Draft FOIA and state open records act requests and administrative appeals.
- Review and research current events to spot potential legal issues and to identify opportunities to uncover government malfeasance or unethical conduct.
- Work with investigations team to research and develop investigation strategies.
- Engage in frequent negotiations with executive branch FOIA and state agency open records personnel and with government counsel in litigation.
- Prepare demand letters to advance ethics and transparency of executive branch.
- Work with communications and investigations teams on messaging materials and blog posts as needed.
- Represent American Oversight in meetings with coalition partners and congressional committees.
- Participating in internal organizational development initiatives.

**Qualifications:**

- Law degree and admission to practice in at least one state (with eligibility to join DC bar).
- Preferably at least three years of legal experience, including a preference for at least one year in civil litigation.
- Commitment to public interest advocacy.
- An interest in American Oversight’s mission of government accountability and transparency.
• Exceptional legal writing, research, and verbal communications skills.
• Strong organizational and project-management abilities.
• Sound judgment and ability to analyze situations and information.
• Ability to work collaboratively.
• High degree of professional ethics and integrity.
• Demonstrated knowledge of the Freedom of Information Act and/or government ethics laws helpful but not required.

Additional Information:

American Oversight is proudly an equal opportunity employer and is committed to building a diverse team. People of color, women, persons with disabilities, LGBTQ+ individuals, and/or veterans are encouraged to apply. The salary range for this position is $80,000 to $125,000, commensurate with experience. Generous and comprehensive benefits package.

How to Apply:

Please send application materials, including a one-page cover letter describing relevant experience and interest, resume, and writing sample to jobs@americanoversight.org with “Counsel Position” in the subject line. Please indicate in your email how you heard about this opening.

Interested applicants are encouraged to apply as soon as possible. We will be reviewing applications on a rolling basis and will complete our first round of review by October 18, 2019.

STAFF ATTORNEY
NATIONAL EMPLOYMENT LAW PROJECT

The National Employment Law Project (NELP) seeks a dynamic and experienced Staff Attorney to join our Work Quality team to advance NELP's long-term goal to raise job standards, enforce hard-won workers' rights, and support racial equity. We are seeking someone with a minimum of 3 years' experience.

Who We Are:

NELP is a national non-profit with offices in New York, Washington, D.C., Seattle, and Berkeley, promoting federal, state, and local policies designed to ensure that all workers—particularly people of color, women, and the unemployed—can achieve and sustain economic opportunity and security through their labor. These include policies to raise wages, build worker power, enforce worker rights, and improve benefits and services for unemployed workers. NELP believes that we will achieve our mission only when we have dismantled structural racism, addressed income inequality, and built worker power. In collaboration with national and grassroots partners, NELP advances its work through research, advocacy, litigation support, and technical assistance designed to raise wages, end wage theft and workplace violations, ensure safe and healthy workplaces, strengthen unemployment insurance and workers' compensation, secure employer accountability, expand employment of people with arrest and conviction records, and promote a comprehensive policy framework to build a good jobs economy. For more information, see www.nelp.org.

As advocates for workers' rights, including the right to organize and bargain over working conditions, non-management staff at NELP are members of Local 2320, UAW.
What You Will Do:

You will report to the Work Quality Director and work in conjunction with NELP's staff of lawyers, policy experts, and strategic communications staff in the Work Quality team. The Work Quality team partners with grassroots organizing groups and reformers to test new models and promote policies in the states and cities that will respond to the pressing issues of the U.S. labor market, laying the foundation for federal reform. Your work will include supporting the following:

- Developing new strategies to improve enforcement of basic workplace rights and core labor standards to combat the rise in workers who are not paid the minimum wage or overtime, endure unsafe workplaces, or face retaliation when trying to organize or assert their basic rights;
- Developing policies and providing campaign support to raise labor standards at the federal, state, and local levels, with a particular focus on supporting ongoing worker campaigns for $15 an hour and the right to organize;
- Fighting back against rollbacks of core labor and employment rights at the federal, state, and local levels, and eliminating loopholes that exclude immigrants, people of color, and contingent and temporary workers from core workplace protections; and
- Deepening our racial equity framework and approaches, through cross-team participation, analysis of policies, and partnerships with state and local partners.

You will be based in NELP's New York City or Washington D.C. office and will be responsible for the following:

- Leading local and state advocacy in key policy priority areas, as described above in the Work Quality portfolio, by engaging key constituencies, allied organizations, and policymakers.
- Providing legal, policy, and strategic support for campaigns across the country, including drafting model legislation, policy briefs, and legal analyses.
- Drafting amicus briefs and supporting strategic litigation related to Work Quality issues.
- Representing NELP in advocacy coalitions, public forums, legislative and agency hearings, and in the media.
- Drafting reports, op-eds, blogs, and educational materials, and engaging in strategic communications.
- Supporting NELP's racial equity work and campaigns with key constituencies, allied organizations, and policymakers.
- Supporting a workplace culture where all team members grow and develop professionally.
- Actively contributing to NELP's work in becoming an anti-racist organization that reflects and embodies internally the values of social justice, diversity, and inclusion.

Who You Are:

- You have advocacy experience promoting labor and employment rights, civil rights and racial justice, or other economic justice issues. Your experience in labor law, employment law and/or organizing is especially welcome.
- You have real interest in and commitment to developing expertise in racial equity and the work quality issues described above.
- You have a J.D., with a minimum of three years of related legal experience preferred. You must be admitted to the D.C. or New York bar or willing to sit for admission to one of these bars.
- You have excellent written and oral communication skills (Spanish-language fluency a plus).
- You have demonstrated commitment to economic and racial justice.
• You are a strategic and clear-headed thinker and doer who is comfortable managing multiple projects simultaneously.

Start Date, Location, Compensation & Benefits:

This position will be based in New York City or Washington D.C. Start date will be as soon as possible. Salary is competitive within the non-profit sector and commensurate with experience and education based on NELP's collective bargaining scale. An attorney with three years' experience would be paid $69,900 under our collective bargaining scale. Excellent benefits package. This position is in NELP's bargaining unit, represented by National Organization of Legal Service Workers, UAW Local 2320.

To Apply:

Submit cover letter, resume, and three references to http://bit.ly/WorkWithNelp, noting "Work Quality Staff Attorney" in the subject line. If you have questions regarding this announcement, please forward those to nelp@nelp.org, noting "Work Quality Staff Attorney" in the subject line. No phone calls or other email inquiries please. We will consider applications on a rolling basis. Applications due by October 31, 2019.

NELP is a 501(c)(3) non-profit organization and an equal opportunity, fair chance, affirmative action employer, committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.

PRO BONO COORDINATOR
AMERICAN IMMIGRATION COUNCIL

The American Immigration Council (the "Council") works to strengthen America by shaping how America thinks about and acts towards immigrants and immigration and by working toward a more fair and just immigration system that opens its doors to those in need of protection and unleashes the energy and skills that immigrants bring.

The Pro Bono Coordinator is responsible for cultivating and working with the 11,000+ volunteers in the Immigration Justice Campaign’s growing network. The Campaign’s volunteers consist of attorneys as well as supporting volunteers such as law students, paralegals, and interpreters/translators. The Coordinator will take primary responsibility for ensuring that cases awaiting placement are matched with pro bono attorneys, and that those attorneys receive proper orientation and are connected into the Campaign’s mentorship systems. This will require working collaboratively with local partners who are referring cases in need of representation, orienting our volunteers, and are providing on the ground administrative support throughout the case. The Coordinator will also take primary responsibility for recruiting and maintaining relationships with law firms around the country, and for coordinating trainings for law firms (which may require travel).

The position requires designing and executing a Law Firm recruitment plan and engagement ladder for volunteer lawyers who have different skills and interests, assessing ways to increase repeat volunteer engagement, and building out new pro bono projects to create new opportunities for engagement. In addition, the Coordinator will be responsible for recruiting new volunteers to the Campaign community. Finally, the Pro Bono Coordinator is tasked with keeping track of data on volunteers (including logging interactions and assisting with the team's data tracking needs) and reporting out on volunteer engagement data.
As with all positions at the Council, this position requires commitment to the Council’s mission.

**Essential Job Functions of This Role Include:**

- Bring creativity and initiative to designing and executing engagement strategies for the Campaign’s robust and growing volunteer network;
- Collaborate regularly with our local partner fellows on the ground to maximize the placement of cases with legal representation and to ensure that volunteers receive careful orientation, training and other support during the case that sets them up for success.
- Proactively communicate with volunteers by phone and email to answer their questions, respond to their applications, place them with pro bono cases, ensure they are oriented and launched on their detained removal defense matters, and serve as point of contact to help them navigate the Campaign’s training and mentorship resources;
- Take responsibility for building and maintaining relationships with law firms;
- Cultivate volunteer networks for specific Campaign pilot site partners;
- Design, build out and manage special targeted pro bono projects with the Campaign’s local partners to increase volunteer engagement as needed;
- Recruit volunteers into the Campaign network, including speaking on webinars, giving live presentations, etc.;
- Participate in several weekly meetings with the Campaign’s pro bono coordination team and in check-in meetings with our partner sites;
- Input, track and report out on data relating to volunteer communications, applications, vetting, case placement, and case outcomes; and
- Remain flexible to perform other related duties and tasks as assigned.

**Required Education and Experience:**

- Bachelor’s Degree required.
- J.D. or other advanced legal training preferred.
- 3-4 years of relevant experience required.
- Prior experience working within the legal community or recruiting and coordinating legal volunteers preferred.
- Project management experience a plus.
- Experience using web-based volunteer management systems and online community platforms a plus.

**Our Workplace:**

We offer an extremely generous total compensation package (salary and benefits). Benefits include – medical, dental, vision, 401k with employer match, monthly transit subsidy, flexible work schedules, 3+ weeks’ vacation, 11 Federal holidays, on-site fitness center and many more exciting benefit programs.

**Your Colleagues:**

- Dedicated, dynamic, collaborative and compassionate.
- A community of individuals passionate about their work.
To Apply:

Qualified applicants are to submit cover letter, resume and salary requirement at https://www.americanimmigrationcouncil.org/jobs/pro-bono-coordinator. Cover letter should include a summary of how your background, knowledge, skills and abilities relate to the responsibilities and requirements of the position.

NOTE: Applications without cover letters and which do not indicate desired salary may not be considered.

The American Immigration Council ("Council") is an equal opportunity employer, and is committed to treating all applicants and employees without regard to unlawful considerations of race, religious creed, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (cancer or genetic characteristics), genetic information, military and veterans status, citizenship and immigration status, or any other classification protected by applicable local, state, or federal laws. This equal employment opportunity commitment applies to all aspects of employment, including but not limited to, advertising, recruiting, hiring, job assignment, compensation, promotion, demotion, benefits, training, discipline, and termination.

The Council believes that diversity is a strength. The Council is committed to being a safe, respectful and inclusive space, where a broad range of viewpoints and experiences are encouraged and every member of its staff and board is given the opportunity to thrive.

ATTORNEY COMMITTEE ON ETHICS

The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office. The Committee’s financial disclosure counsel are responsible for reviewing financial statements and providing legal advice on a high volume of financial disclosure issues, education and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, ethics counseling, accounting, auditing, investment management, taxation, corporate finance, and securities law. Salary commensurate with experience.

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

TRIAL ATTORNEY LAND ACQUISITION SECTION DEPARTMENT OF JUSTICE

The Environment and Natural Resources Division (ENRD) of the U.S. Department of Justice is seeking experienced litigators for its Land Acquisition Section (LAS) in Washington, D.C. LAS is responsible for acquiring land and other real property on behalf of the United States through condemnation proceedings for purposes ranging from establishing national parks to creating military training centers to expanding our border security infrastructure.
Recent cases handled by LAS include the acquisition of land to create and expand national parks and forests such as the Flight 93 National Memorial in Pennsylvania, the Baca Ranch in New Mexico and the Everglades National Park in Florida. LAS also has initiated hundreds of cases throughout the United States for military and national security reasons, including construction of border security infrastructure and land ports of entry such as the Peace Arch in Blaine, Washington, expansion of military training facilities in California, Nevada and South Carolina, and storage of the nation’s Strategic Petroleum Reserve. The attorneys hired through this advertisement will focus, in part, on condemnation actions involving acquisition of land for the continued development and construction of border security infrastructure along the United States-Mexico border - a project LAS has been working on since the 1990s.

LAS seeks to attract, retain, and promote individuals of exceptional ability and talent from all walks of life to reflect the people it serves by drawing its workforce from all segments of society and from across the United States.

ENRD has been ranked among the top fifteen agency sub-components as the Best Place to Work in the Federal Government by the Partnership for Public Service in each of the years that sub-components have been ranked. Three of those rankings have been #1. This is due in no small part to the varied, challenging, and important work that we do, and the recognition that ENRD values all of its employees, regardless of gender, sexual orientation, ethnic or religious background, age or disabilities. The work environment and atmosphere is open, diverse, collegial and inclusive. For more information about the Land Acquisition Section, visit the Justice Department’s web site at: http://www.justice.gov/enrd/ENRD_las.html.

**Job Description:**

Successful applicants will litigate complex cases associated with the exercise of the United States government’s power of eminent domain in federal district courts throughout the country. The Section is organized into teams in an effort to promote a collaborative and supportive environment. The Section's cases typically involve significant factual and expert discovery, a substantial motions practice, settlement negotiations and trial. This position will allow the selected applicants to utilize their legal research, writing and oral advocacy skills in all aspects of their assigned cases.

The legal and factual issues involved are often complex and can include the power of the United States to condemn under specific acts of Congress, ascertainment of the market value of property with millions of dollars at stake, and applicability of zoning and land use regulations. The work of the Section is critical to the ability of the federal government to function and serve the people. LAS offers a tremendous opportunity for those interested in complex civil litigation involving discovery, motion practice, settlement negotiations, work with sophisticated experts and significant trial work. This position also offers an opportunity to work on title issues and with expert witnesses, including appraisers, land use consultants and developers.

**Qualifications:**

LAS is looking for applicants with significant litigation experience, including discovery, motion practice, expert witness preparation and trial.

Successful applicants must have the following:

- At least 4 years of litigation experience to qualify for the GS-14 grade level.
- At least 5 years of litigation experience to qualify for the GS-15 grade level.
In addition to the above 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. Additionally, qualified applicants must demonstrate the ability to work well in a collaborative, team-oriented environment, outstanding legal writing skills, and a commitment to the highest ethical and professional standards. Experience in civil litigation involving real property and work with expert witnesses is desirable, but not necessary.

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

**Salary:**

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

**Travel:**

You may be expected to travel for this position.

**Application Process:**

Your application (resume, writing sample, a brief statement of interest) and OF-306, Declaration for Federal Employment (https://www.opm.gov/forms/Optional-forms/) and DD-214, if applicable, must be emailed to: ATTYAPPLY-LAS.ENRD@USDOJ.GOV. Attention: Barry Weiner, Deputy Section Chief. Please reference vacancy announcement number ENRD-19-065-EXC in the subject line.

**Note:** The Selecting Official may select additional candidates if more positions become available within 90 days after the announcement closes.

**Application Deadline:**

Thursday, October 31, 2019

**Relocation Expenses:**

Relocation expenses will not be authorized for this position.

**Number of Positions: 3**


**POLICY DIRECTOR**

**ACCOUNTABILITY COUNSEL**

Accountability Counsel is seeking a dynamic, experienced leader to join us as a full-time Policy Director, based in our Washington, D.C. office. This is a rare opportunity to be part of a growing, fast-paced, leading organization that works to achieve accountability for human rights and environmental abuses caused by international finance.

The Policy Director is a senior member of Accountability Counsel’s leadership team and is also responsible for implementation of the organization’s Policy Advocacy strategy, which is focused on non-judicial accountability systems. In particular, we are seeking a leader to advance our work focused on the improvement and creation
of accountability offices tied to international finance and development. The position reports to Accountability Counsel’s Executive Director.

**About Accountability Counsel:**

Accountability Counsel amplifies the voices of communities around the world to protect their human rights and environment. As advocates for people harmed by internationally financed projects, we employ community driven and policy level strategies to access justice. We seek a world where communities harmed by abuses can secure remedy to realize rights. We are creating a system where effective and robust accountability systems deter abuses.

We specialize in non-judicial accountability offices established to receive community grievances. We accomplish our mission through our work in three program areas: (1) Policy Advocacy, ensuring that accountability offices are accessible, transparent, and fair tools for justice; (2) Communities, providing grassroots legal support and assisting communities to use accountability offices effectively; and (3) our Research program, providing concrete research and tools for the movement for accountability more broadly. We work closely with civil society partners and community members to help voice their complaints. Our work is guided internally and externally by a respect-based approach. We pay particular attention to women, girls, and other marginalized groups, who are often the most deeply harmed by abuses.

Founded in 2009, Accountability Counsel is an award-winning non-profit organization with headquarters in San Francisco, a Washington D.C. office, and growing offices in world regions, including Asia and Africa.

**The Policy Director is responsible for:**

- Organizational Leadership and Management (15% of time)
- Policy Advocacy (80% of time)
- Other (5% of time)

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

https://www.accountabilitycounsel.org/work-with-us/careers/policy-director/

**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;
• Two 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 here https://jisco.re/2z0q3 with resume and cover letter. 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.

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 to 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 online here. 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.

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.

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.
DISABILITY RIGHTS ATTORNEY
DISABILITY RIGHTS DC AT UNIVERSITY LEGAL SERVICES

Disability Rights DC at University Legal Services (DRDC) is the federally mandated protection and advocacy program for people with disabilities in the District of Columbia. DRDC is seeking a full-time staff attorney to advocate and litigate cases on behalf of people with disabilities to ensure access to quality services and benefits, remedy discriminatory conduct, investigate and resolve incidents of abuse and neglect, and promote community inclusion and independent living options through enforcement of federal mandates under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and other civil rights laws.

Qualified candidates must have a minimum of 4 years of legal experience and excellent writing, analytic, research and communication skills. Candidates must have a demonstrated commitment to public interest work and to disability rights. Current DC Bar admission or the ability to waive into the DC Bar is required. Experience working in the District is preferred.

**Salary and Benefits:**

Generous public interest salary and benefits including employer-paid health insurance.

**Professional Level:** Professional

**Minimum Education Required:** JD

**How to Apply:**

Please email your resume with a cover letter to Sandy Bernstein, Legal Director, at sbernstein@uls-dc.org.

STAFF ATTORNEY
TASSC INTERNATIONAL

TASSC is looking for a Staff Attorney for our Legal Services Program. The Staff Attorney will provide direct legal representation to asylum-seeking torture survivors in both the affirmative and defensive context. While most of the legal issues encountered will focus on asylum, the Staff Attorney will also assist clientele with a smaller number of family reunification and applications.

The Staff Attorney will have a full-time Monday through Friday employment schedule at 37.5 hours per week. The Staff Attorney will report to the Legal Services Program Manager.

**Primary Responsibilities:**

- Ensure all eligible survivors receive high-quality legal representation by exercising due diligence, demonstrating an exemplary standard of professionalism, and strongly advocating for each survivor;
- Identify survivors who are eligible for legal services through TASSC's LSP by conducting individual consultations with survivors referred by TASSC's clinical Social Services Program case managers and interns;
- Work with TASSC's Social Services Program and Health & Wellness Program to provide trauma-informed direct legal representation to all survivors throughout the entirety of each survivor LSP client’s asylum process;
• Identify, analyze, and respond to legal and/or procedural changes that affect our asylum-seeking survivors of torture, including statutory changes, executive orders, proposed regulations, and decisions of the Board of Immigration Appeals, the federal circuit courts and SCOTUS;
• Mentor pro bono attorneys, interns, and fellows through their direct legal representation of, or supporting role apropos of, asylum-seeking survivors;
• Develop and conduct monthly Legal Orientations a.k.a. “Know Your Rights” presentations;
• Present for direct legal representation at hearings before the EOIR Baltimore and Arlington immigration courts in connection with survivors of torture asylum cases for relief from removal;
• Attend regular TASSC staff meetings, interdisciplinary meetings, LSP meetings, clinical meetings (as necessary), Community of Healing events, and other TASSC workshops and events;
• Play an active, professional role in TASSC’s annual June Survivors Week;
• Represent TASSC at meetings of other legal service providers in the DC Metro Area;
• Accurately and professionally communicate case updates to the Legal Services Program Manager.

Job Credentials Sought for This Position:

• Law degree (JD) from an ABA-accredited US institution, admission to any state bar and “good standing” status with such bar admission;
• Prior experience preferred in direct legal representation of asylum applicants, preferably survivors of torture or survivors of other serious trauma, before USCIS Asylum Offices, the EOIR’s Immigration Courts, the Board of Immigration Appeals, the federal courts, and/or local state courts;
• Commitment to working with survivors of torture, and dedication to the campaign to eradicate the world of the scourge of torture;
• Desire to work harmoniously and effectively with all TASSC staff in the interdisciplinary context, including the Legal Services Program Manager, legal interns, fellows, pro bono attorneys, psychologists, clinical Social Services Program case managers, advocacy consultants, job counselors, and social work interns;
• Ability to communicate patiently, respectfully, and empathetically with individuals from diverse global backgrounds, particularly survivors of torture arriving from many different countries;
• Ability to manage numerous tasks simultaneously, work under pressure, and identify and properly analyze legal issues, all while meeting deadlines;
• Excellent oral and written communication skills characterized by clarity and accuracy;
• Strong interpersonal skills;
• Bilingual preferred (particularly Amharic, French, or Arabic);
• Demonstrated ability to work independently, as well as collaboratively, including with volunteers;
• A teambuilding, collegial approach to interacting with coworkers;
• A true interest and commitment to learning about the effects of torture on survivors, their families, and their communities.

Additional Job Requirements:

• Commitment to TASSC’s overall mission
• Sincere desire to be an integral team player
• Humility and willingness to learn as well as share knowledge
• Flexibility
• Sense of humor
• Resourcefulness
• Personal integrity in handling ethically complex and confidential situations
• Self-motivated and comfortable working in stressful situations
• Strong research and analytical skills
Salary and Benefits Offered:

- Salary level $55,000 - $65,000 depending on experience;
- Excellent health and dental insurance benefits;
- Extremely generous vacation, personal time, religious holiday and family leave package;
- Paid annual bar admission dues;
- On-site, free parking;
- Walking distance from Brookland NE DC Metro station;
- As full-time TASSC employee, potentially eligible to apply for DC Bar Foundation LRAP loan repayment assistance program; and
- Collegial, supportive atmosphere and work family.

Please send cover letter, resume, writing sample, and references to the Legal Services Program Manager, Cynthia Vanderpool Garcia, at cindy@tassc.org. The cover letter should be no more than 1 page in length and should directly address 1.) Why you are interested in working for TASSC, 2.) How your background and experience fulfill the job position requirements, and 3.) How you will benefit TASSC as an interdisciplinary organization seeking to provide holistic services to survivors of torture and how TASSC will benefit your career goals and professional development. Additionally, application materials will be considered on a rolling basis until a candidate is chosen for the position. Start date for this position is January 1, 2020 with the potential to start sooner.

STAFF ATTORNEY

PRO BONO RESOURCE CENTER OF MARYLAND

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a highly motivated, organized and bright attorney who is fluent in Spanish to join the Maryland Immigrant Legal Assistance Project. The position will focus on management and supervision of the legal services offered at the program’s brief advice clinics which take place at the Baltimore Immigration Court twice per week. The attorney must be available Tuesdays and Wednesdays from 8:30 AM to 3:00 PM as those are the hours in which the court clinics take place.

Status:

This is a part-time, temporary position. Competitive salary, dependent on experience. Position to start as soon as possible.

Primary Responsibilities:

- Facilitate volunteer legal services for immigrants in removal proceedings at Project clinics at the Baltimore Immigration Court.
- Work with the Project Paralegal to staff in-court legal clinics to assist with intake, obtain necessary client paperwork, manage flow of clients, direct immigrants to additional resources, and support volunteers.
- Mentor volunteer attorneys giving legal advice at project clinics at Baltimore Immigration Court to ensure competent and accurate legal services are offered to clients receiving services.
- Track and summarize data related to clients served at the clinic.
- Communicate regularly with the Project Manager about the volunteers offering services at the court clinics.
- Assist in the development of any new materials needed to expand services from unaccompanied children to other areas of need as the program grows.
• Work with Project Manager to maintain and develop network of community partners.
• Attend bi-monthly meetings with other project staff to coordinate services across the project’s various clinics.
• Additional responsibilities, as deemed necessary, in support of the Project’s mission to ensure statewide recruitment and coordination of pro bono immigration legal services for immigrants in removal proceedings.

Qualifications:

• Spanish language fluency required.
• Two years of experience representing immigrants in removal proceedings preferred.
• Admission to practice before at least one state bar.
• Strong attention to detail and excellent organizational and record-keeping skills.
• Excellent interpersonal, written and verbal communication skills.
• Ability to work well with a variety of people, including other staff, volunteers, clients, public interest organizations, governmental entities, Board members, and donors.
• Experience working with children preferred.
• Strong commitment to helping the community and ensuring equal access to justice.
• Availability to commit to working two days per week for the Pro Bono Resource Center of Maryland

To Apply: Send resume, cover letter, and references to:

Pro Bono Resource Center of Maryland
Attn: Catherine H. Scenna, Esq.
520 W. Fayette Street, Suite 300
Baltimore, MD, 21201
Email to: cscenna@probonomd.org

PBRC is a statewide non-profit organization whose mission is to promote equal access to justice in Maryland by coordinating and supporting volunteer civil legal services, providing resources and support for legal advocates for the poor, and promoting cooperation within the legal community.

LEGAL COUNSEL
NATIONAL CENTER ON SEXUAL EXPLOITATION

Candidate will be a catalyst for launching lawsuits against the online hard-core porn industry and websites, digital platforms, and online providers that are engaged in human sex trafficking. Candidate will recruit and work with plaintiffs’ attorneys and develop a network of contacts and relationships in the plaintiffs’ bar that are aligned with the National Center in desiring to stop human sex trafficking and hard core pornography on the internet, and are willing and able to litigate against human sex trafficking entities and their facilitators. Candidate will work closely with organizations that exist to support survivors and victims of sex trafficking and facilitate the identification of potential plaintiffs for legal actions. Candidate will coordinate legal actions brought against perpetrators of human sex trafficking, coordinate with plaintiffs’ law firms and help facilitate lawsuits by being a conduit with survivors and victims on the one hand, and plaintiffs’ attorneys on the other.

In short candidate must facilitate and actualize the launching of litigation on behalf of the victims of sexual abuse and exploitation. Candidate will seek out and identify trafficked and prostituted women and children and, with the help of experienced civil attorney allies, help launch litigation for damages against the perpetrators.
Candidate should be an attorney in good standing and licensed in a State or the District of Columbia, Washington, DC.

Salary commensurate with experience.

Health insurance and 401K benefits available.

Candidate should be passionately opposed to sexual exploitation and human trafficking and be in alignment with the values and objectives of the National Center on Sexual Exploitation.

Candidate must be a self-starter. Have good people skills and strong interpersonal skills. Substantial litigation experience required.

Position will work out of The National Center’s office in Washington, DC but significant travel may be required.

Please contact:

Benjamin W. Bull
General Counsel
National Center of Sexual Exploitation
bbull@ncose.com
440 1st Street NW
Washington, DC 20007

EXECUTIVE DIRECTOR
DC AFFORDABLE LAW FIRM

About the DC Affordable Law Firm:

The DC Affordable Law Firm (DCALF) is a non-profit law firm whose mission is to provide high quality, affordable legal services to Washington D.C. residents with unmet legal needs who do not qualify for free legal representation and are unable to pay prevailing legal rates. Created in 2015 through a joint venture among the Georgetown University Law Center, DLA Piper, and Arent Fox, DCALF is staffed by recent law graduates who are enrolled in a 15-month Fellowship. Incoming fellows receive 12 weeks of intensive training prior to representing clients in family law, immigration, and estate planning cases. DCALF lawyers are supervised by the current Executive Director and by pro bono lawyers from DLA Piper, Arent Fox, and other DC-licensed lawyers. During its first four years, DCALF has handled more than 800 client matters receiving referrals from a variety of legal aid agencies and D.C. courts. DCALF is one of the first fee charging law firms in the country to receive a 501c3 designation and operate as a nonprofit organization.

About the Position:

DCALF is seeking a full-time Executive Director who is a passionate attorney and leader with a record of practice in legal services, preferably in D.C. Superior Court and/or Immigration Court, with experience in effectively leading an organization, department, initiative and has an interest in shaping and mentoring law graduates as they enter the legal profession. The Executive Director will oversee all aspects of DCALF, including strategic planning, financial and operational leadership, community outreach, attorney and staff supervision, and leading DCALF through its next phase of growth. The Executive Director will report to a Board of Directors.
This position is based in Washington, D.C.

**Key Responsibilities:**

- Ensure the provision of high quality of legal services;
- In conjunction with DCALF’s Board of Directors, design and implement organizational strategy;
- Identify new and creative ways to expand DCALF’s services, while honoring its mission;
- Secure DCALF’s sustainability through sound planning and expanded financial support;
- Supervise the work of lawyers in a way that fosters development of excellent lawyering and litigation skills;
- Build close working relationships with key organizational stakeholders, legal aid providers and community organizations; and
- Communicate and collaborate with the Board of Directors, maintaining active engagement and dialogue on all critical administrative and operational issues relating to the organization.

**Qualifications:**

- JD and DC Bar membership, with a minimum of five years of experience;
- Demonstrated experience representing clients in one or more of DCALF’s practice areas;
- Record of passionate advocacy for the legal rights of low-income persons;
- Management experience in a law firm, legal services, or other similar organization;
- Record of decisive leadership capabilities;
- Ability to manage and supervise newly licensed lawyers;
- Demonstrated ability to engage in fundraising; and
- Ability to work collaboratively with the DCALF Board of Directors and with members of the DC Consortium of Legal Aid Providers.

**To Apply:**

https://leaderfit.catsone.com/careers/20424-General/jobs/12710464-Executive-Director-DC-Affordable-Law-Firm

**MANAGER AND LEGAL AID**

**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:

Strong problem-solving and multi-tasking skills required. Collaborates with other staff in the Legal Counsel for the Elderly (LCE) office. Supervises volunteers who assist with cases and provides training on areas of expertise to other LCE staff, as needed. Position interacts with clients daily and must listen with empathy, allow the client dignity, and provide accurate legal advice. Ability to interface with internal and external clients and contacts at all levels.

Responsibilities:

- Oversees and provides timely, accurate information, legal advice, referral, self-help materials, guidance, and other assistance to clients in the area of consumer protection, homeownership preservation, elder abuse and financial exploitation prevention, on a high-volume basis.
- Directs manages and provides extended representation in D.C. Superior Court, Federal Court, and governmental agencies, sometimes involving complex and novel litigation theories. Ensures a high quality of legal work conducted by the staff.
- Represents LCE within the DC legal services community on workgroups and committees and serves as a liaison with community partners on issues affecting the LCE client community.
- Ensures expenses do not exceed available resources. Manages assigned fundraising, outreach, and administrative efforts, especially pertaining to grant proposals, internal and external reports, and related coordination.
- Recruits, trains and supervises staff and volunteers to work in the unit. Provides direction and guidance, as needed. Performs career development, performance management, and input into pay determination.
- Develops and implements case management procedures adhering to deadlines and guidelines that facilitate efficient case handling.
- Conducts periodic training and community education events. Attends continuing legal education courses.
- Develops systemic law reform projects for older D.C. residents that may be worked on in collaboration with pro bono attorneys.
- Provides guidance, refers cases to, and/or supervises volunteer attorneys and paralegals on new and pending cases.
- Maintains accurate and complete records concerning cases handled. Completes reports, proposals and applications as needed for internal and external distribution.
- Represents LCE as needed at AARP and externally with grantors, community groups and in the community generally.
- Writes articles for journals and other periodicals.

Requirements:

Completion of a Juris Doctorate degree, a member in good standing of the D.C. Bar, 10 years of legal experience, with 5 years directly involving civil litigation and trial practice (at least 3 years in substantive area of law – real property and consumer protection) and 3 years of management/ supervisory experience or an equivalent combination of training and experience related to the duties of the position.
Incumbent Must Have:

- Experience working with elder clients or other vulnerable populations
- Excellent verbal and writing skills
- Demonstrated track record of collaboration with various stakeholders such as funders, law firm attorneys, and government officials
- Interpersonal skills to work collaboratively with a variety of work styles
- Strong organizational skills with the ability to delegate

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:

Link to apply [here](#).

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

SENIOR ATTORNEY  
ABA CENTER ON CHILDREN AND THE LAW

The Center on Children and the Law is seeking a full-time Senior Attorney to work with our team to facilitate child welfare system change as part of our Permanency Barriers Project. The Senior Attorney will help manage a grant funded project and provide substantive legal guidance and support on other Center projects. The Senior Attorney will be supervised by the Center Director and may supervise more junior attorneys and/or other staff. The Senior Attorney will conduct legal research and writing, facilitate meetings with multiple child welfare stakeholders, speak and provide training and technical assistance on substantive child welfare topics including safety, permanency and well-being, legal representation, education, and kinship. The attorney may also work on grant development for new project areas.

Principal Job Duties:

- Guide legal system reforms and collaborative approaches to improving child welfare outcomes within states and counties.
- Analyze laws, regulations, court rules and policies/policy proposals.
- Develop policy and practice recommendations based on local engagement with child welfare legal system stakeholders.
- Serve as principal ABA expert on a substantive area of law or public policy. Includes contacts with government entities.
- Give presentations and trainings on legal and public policy issues. Design substantive content of events, develop model documents, and conduct trainings.
- Conduct research and prepare trainings, write memoranda and articles, frequently for publication.
- Manage substantive legal projects. Oversee research, report-writing, and publication. Coordinate or support sub-groups and coordinate with external constituencies.
• Manage consultants, attorneys and interns on staff.
• Research, draft, write and review legislative and regulatory texts.
• Assist with ABA policy adoption and dissemination process.
• Support Center efforts to secure outside funding; write grants; work collaboratively with funders.

Job Requirements:

Education: Doctoral Degree (JD)

Experience:

JD and admission to the bar in at least one jurisdiction. At least 8 years working in relevant specialized area of law. High level of skills at legal writing and research, oral and written communications, and organizational skills. Substantial experience in child welfare law and policy analysis. Grant administration and supplemental subject matter experience may be required.

Some travel required up to 50%.

How to Apply:

Apply Online.

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

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.

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 NHLP’s legal, policy, and advocacy strategies for advancing access to quality reproductive and sexual health, focusing on national policy strategies. The ideal candidate will have experience working within communities of color and will demonstrate an understanding of the issues of reproductive justice as they impact low-income people, women of color, and other underserved populations.

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

Additional Qualifications:

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

Commitment:

Full-time, immediate availability

Salary:

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

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

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

Applicants may also submit materials to:

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

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

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

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

STAFF ATTORNEY
CAPITAL AREA IMMIGRANTS’ RIGHTS

CAIR (Capital Area Immigrants' Rights) Coalition is the only legal services organization in the Washington, D.C. area focused exclusively on assisting detained immigrant adults and children. We have openings for staff attorney and senior attorney positions in our Detained Children's Program. These positions will focus on the provision of direct legal services to unaccompanied immigrant children being held in facilities in Virginia and Maryland, as well as those reunited 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.

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**JD/BAR NOT REQUIRED**

**PROJECT DIRECTOR**

**DC APPLESEED**

**Organization Description:**

DC Appleseed is an independent nonprofit organization dedicated to solving public policy problems facing the District of Columbia. DC Appleseed works with broad coalitions of community leaders, government officials, attorneys, expert consultants, and others, to analyze and develop measured, well-researched practical solutions to complex, multi-faceted problems facing our community. Our mission is to improve the lives of all who live and work in the D.C. area and to address racial, economic, educational, and social inequities.

Depending on the problem being addressed, DC Appleseed’s projects involve conducting research, collaborating with diverse groups, issuing reports, and advocating to governmental decision-makers, as well as bringing or supporting litigation. DC Appleseed has five full- and one part-time staff, and a 32-member board. Applicants are encouraged to visit www.dcappleseed.org to read more about DC Appleseed’s current projects.
Position Description:

The Project Director is responsible for maintaining a policy portfolio that includes education and workforce development, as well as health-related projects. This involves working closely with project teams composed of staff, board members, pro bono experts, and organizational allies to establish strategies, develop advocacy materials, manage communications among team members and public officials, and represent DC Appleseed at coalition and other meetings. The Project Director is expected to serve as a leader among equals and work diplomatically and effectively across a range of professional and educational levels and experiences. This position reports to the Executive Director.

In addition to managing policy research and advocacy activities in these areas, this position is expected to support fundraising activities, especially those related to this policy portfolio, and contribute to the effective operations of the organization.

Duties:

This position will manage a portfolio of ongoing policy projects. While our project staff are expected to be flexible and skill up as needed, the organization would currently benefit from expertise in the following areas: early childhood education, public workforce development systems and job quality improvement strategies, and special education. Other project opportunities may become available.

- Engaging and managing project teams comprised of pro bono lawyers and other professionals, and developing workplans that promote leadership of pro bono partners;
- Working with Board members, local officials, and stakeholders to identify and advance project goals;
- Leading advocacy for DC Appleseed positions by: conducting research and interviews; writing, revising, and editing project reports and public testimony; meeting with government officials and private stakeholders; devising and implementing advocacy campaigns; shepherding legislative proposals from conception to final passage;
- Attending meetings of local coalitions and staying abreast of issue-area developments;
- Monitoring relevant budget and legislative activity;
- Planning meetings and small events when necessary to advance project goals;
- Supporting media outreach on specific projects, including producing website and social media content;
- Participating in fundraising activities, including: editing proposals and reports, meeting with donors as requested, bringing funding opportunities to the attention of development staff;
- Preparing reports on the progress of projects for communication with the Board;
- Participating in the development and management of new projects, which can involve: researching key local issues, developing substantive expertise in new policy areas,
- informing the scope of the project, working with the Executive Director and/or Board members to obtain Board approval, and establishing a project team;
- Working with finance staff to monitor project budgets and expenditures;
- Playing a supporting role in other DC Appleseed projects and activities as requested.

Requirements:

- Bachelor degree;
- 5 years’ experience in policy research, development, and/or advocacy;
- Excellent research skills, including qualitative and quantitative research experience and understanding of methodologies;
• Demonstrated excellent writing and oral communication skills;
• Experience writing for different media and audiences;
• Experience co-writing and editing;
• Knowledge of, and experience in, at least two of the following substantive research and policy advocacy areas: early childhood education, workforce development, special education;
• Demonstrated ability to direct policy and advocacy projects with minimal supervision;
• Experience working with elected officials and/or government agencies;
• Commitment to racial equity and inclusion, economic mobility, principles of democracy;
• Experience working with teams of professionals;
• Enjoyment of collaboration and working as part of a team;
• Enthusiasm for learning.

Preferred Requirements:

• MPP, MPA or JD;
• Experience in a substantively similar position;
• Successful leadership of an advocacy campaign or campaigns;
• Mastery of qualitative and quantitative research methodologies;
• Extensive knowledge of and experience in early childhood education, workforce development, and/or special education;
• Familiarity with policy and advocacy in a D.C. context;
• Established relationships with elected officials and/or government agencies;
• Experience operationalizing commitment to racial equity and inclusion, economic mobility, and/or democratic principles;
• Demonstrated success in project management involving teams of professionals;
• Spanish language skills.

Compensation:

DC Appleseed offers a competitive salary and benefit package, including health, dental, disability and retirement benefits, as well as an informal but highly professional work environment. Annual salary range for this position is $65,000-$80,000.

Application Process:

Send a resume, cover letter and a BRIEF writing sample (no more than 10 pages) by email to OfficeMgr@dcappleseed.org with Project Director Application as the subject. Incomplete applications and applications that are not tailored to this job will not be considered. Application deadline is October 18, 2019. Applicants are encouraged to submit as soon as possible, as interviews will be scheduled on a rolling basis.

LANGUAGE ACCESS COORDINATOR
AYUDA

Ayuda is seeking to hire a coordinator to offer additional support to our growing Language Access Program in our downtown DC office. This entry-level position plays a vital administrative role in ensuring that limited English proficient and Deaf residents of the Washington metro area have access to interpretation and translation when working with legal service providers to assert their rights and when working with social service providers after being victim to a crime. Our clients include attorneys, paralegals, social workers and other key staff at multiple nonprofits in the DMV area. The Language Access Program provides these necessary services through the
Community Legal Interpreter Bank and the Victim Services Interpreter Bank. This position reports to one of the two Language Access Managers. There are four Language Access Program Coordinators.

Organizational Profile:

Ayuda is a 501 (c)(3) nonprofit organization dedicated to providing direct legal, social and language access services; education; and outreach to low-income immigrants in the Washington, DC metropolitan area. Since 1973, Ayuda has provided critical services 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, Silver Spring, MD and Falls Church, VA.

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:

- Manage and respond to emails from interpreters, service providers, vendors, and community members in a timely fashion.
- Maintain and manage interpreter database through regular monitoring, data entry, and processing requests.
- Work with third-party interpretation services to fill interpreter requests when in-person interpreter requests cannot be filled by independent contractors accepting assignments from Ayuda.
- Manage translation requests through vendor(s).
- Manage in-person interpretation requests, including scheduling and assigning the interpreter, troubleshooting, and collecting evaluation materials.
- Monitor the submission of invoices from interpreters. When invoices have not been submitted in a timely fashion, send reminders to interpreters.
- Organize and update bookkeeping (binders, files, applications, MOUs, and contracts).
- Conduct research on language access resources.
- Solicit and evaluate feedback regarding program policies and practices from interpreters and service providers.
- Collect necessary paperwork from interpreters and providers (such as memorandum of understanding and independent contractor agreements).
- Assist the Language Access Managers with completing quarterly qualitative and quantitative grant reports.
- Assist with the implementation and coordination of trainings for service providers.
- Assist with the planning and execution of meetings of the Advisory Board for the Language Access Program.
- Generate invoices for paying customers of Ayuda’s interpreter banks.
- Provide general administrative support to Language Access team.
Other duties as assigned by the Language Access Director and Language Access Managers.

How Do You Know If You Can Do This Job:

We’re seeking candidates who are self-motivated, detail-oriented, highly organized, results-oriented, and have strong problem-solving skills. You should have:

- Demonstrated excellent written and verbal communication skills
- Experience managing multiple tasks and deadlines in a fast-paced environment
- Ability to identify, analyze, and report trends or patterns in complex data sets
- Experience with Microsoft Office (Word and Excel) and Adobe Acrobat
- A demonstrated ability to provide excellent customer service while communicating with people from diverse backgrounds in a culturally competent manner
- Interest in, or dedication to, improving access to services for immigrant, limited-English proficient, and Deaf communities.

The following skills and qualities are preferred, although not required:

- Experience using:
  - Salesforce/CRM databases
  - DocuSign
  - Bill.com
  - SurveyMonkey
  - Facebook
  - Google Docs
  - SharePoint
  - WordPress
- Prior experience in public speaking or developing presentations for training or teaching purposes
- Bilingual, bi-cultural background
- Experience working with interpreters

Salary and Benefits:

Salary of low to mid 40's, 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 non-exempt for overtime purposes.

To Apply:

Please apply at [https://jsco.re/36puw](https://jsco.re/36puw) 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.

**POLICY DIRECTOR**
**INTERNATIONAL REFUGEE ASSISTANT PROJECT**

The International Refugee Assistance Project (IRAP) works through a robust network of staff, pro bono attorneys and law students to fill a major gap in access to legal aid for refugees, asylum seekers, and other displaced people. IRAP has become the first advocacy organization to provide comprehensive legal representation to refugees throughout the registration, protection and resettlement processes. As fear, division, hatred, and economic uncertainty persist in the global consciousness and manifest in discriminatory policies, speech, and actions, individuals across the world must respond by demanding and upholding commitments to justice. IRAP is leveraging its volunteers and resources to fight back and ensure that we continue to uphold the humanitarian tradition of welcoming those who are in need of refuge.

IRAP is now seeking nominations and applications for the position of Policy Director.

Since its founding in 2008, IRAP has used legal aid, litigation and policy advocacy to protect and advance the rights of refugees, both domestically and internationally; the organization has also remained committed to developing the next generation of human rights attorneys through its work with law students. The global turn against refugee resettlement coupled with IRAP’s highly effective model has led to a period of rapid expansion to meet new levels of demand. In the past two years, IRAP’s annual budget has increased from $2 million to $9 million, and over the past six years, its staff has grown from ten to seventy.

IRAP has a formidable track record of successful advocacy at the systemic level, having helped enact into law federal legislation offering life-saving visas and legal protections to over 160,000 displaced people. IRAP’s unique model utilizes lessons learned in individual casework to advocate for systemic changes that benefit broader refugee populations. Building non-traditional, non-partisan coalitions including veterans, religious groups, and corporate attorneys to advocate for the rights of refugees and displaced persons, IRAP also plays a major role in including refugees in U.S. immigration legislation, advocating for procedural protections for refugees, implementing trauma-sensitive policies for LGBTI individuals and survivors of torture, and extending protections for Iraqi and Afghan wartime allies of the U.S. Government.

Reporting to IRAP’s Executive Director, Becca Heller, the Policy Director will lead a team of two attorneys and two communications staff, and as lead for one of the three programmatic departments, will provide critical strategic partnership to the Executive Director as IRAP navigates a new phase of growth. In concert with the team, the Director will advance policy strategies that create and expand pathways to safety for refugees and displaced people, as well as build public support through strategic communications and systemic advocacy.

The ideal candidate will be a seasoned policy leader with a record of success advocating for systemic change and advancing effective strategic communications and messaging campaigns. S/he/they will demonstrate the capacity to identify opportunities and build relationships that result in meaningful change, garnering broad bipartisan support while staying true to IRAP’s core mission and values. The Director will have experience managing and supervising staff and the capacity to multitask and manage a high-volume workload while remaining flexible and organized. The Director will have six or more years’ experience in policy work, such as government or legislative work or advocacy, along with outstanding writing, research, and analytical skills. S/he/they will oversee staff based in New York City and Washington, DC and can be based in either city, with frequent travel to the other.
To Apply:

More information about IRAP may be found at: https://refugeerights.org/.

DIRECTOR OF OPERATIONS
AMARA LEGAL CENTER

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

Role Overview:

The successful candidate will lead the execution of day-to-day tasks at the Amara Legal Center. This will include daily financial management, management of Amara’s existing grants and contracts, management of operational partnerships and timelines, and serve as the human resources point person. This position will report directly to the executive director and will be based in Washington, DC.

Required Qualifications:

- Strong interest in domestic sex trafficking, sex workers’ rights, and/or sexual assault
- Strong commitment to social justice and public interest
- Bachelor’s degree or three years of professional managerial experience
- Interest in building systems and processes to help maximize organizational efficiency
- Exceptional organizational skills and attention to details
- Excellent written and verbal communication skills
- Ability to manage multiple deadlines
- Minimum of two years of professional experience
- Demonstrated success in taking initiative and being flexible
- Self-driven with the motivation to provide an excellent work ethic

Desired Qualifications:

- Human resources certificate or experience
- Accounting/finance certificate or experience

Duties:

Office Management

- Basic human resources including assisting new staff with onboarding, enrolling new employees in payroll and benefits programs such as health insurance and retirement plans
- Maintain electronic personnel files
- Management of office resources, vendors, technology, and supplies
- Monitor organization’s cyber security strength
- Research new methods to run organization more efficiently
- Organize staff appreciation events, team activities, and opportunities to practice self-care
- Provide support to the executive director
• Compliance with legal and financial reports, certifications, and registration

**Programmatic**

• Generate reports in case management system and add client services data to grant reporting databases
• Request information from partner organizations
• Assist clients: conduct phone intake calls/interviews, research referral organizations, discuss potential cases with lawyers, and connect clients to resources
• Attend trainings

**Financial**

• Oversee all financial operations in collaboration with bookkeeper and accountant
• Prepare for and coordinate annual audit and provide requested financial documents
• Create and manage grant and organizational budgets
• Review financial statements created by bookkeeper
• Correspond with grant managers regarding grant performance
• Prepare reports and invoices for grants and contracts
• Process and approve invoices and reimbursements

**Strategic Development**

• Supervision of communications consultant
• Support communications consultant in grant application submissions
• Regularly meet with Amara stakeholders to increase individual giving
• Provide presentations on Amara’s services and mission to potential donors

**Annual Salary and Benefits:**

The starting salary for the position is $50,000, and the benefits package includes: 15 days of paid vacation leave, 5 days of paid sick leave, DC holidays, employer provided health and dental insurance, simple IRA retirement plan with up to a 3% employer match, flexible schedule, and an annual professional development budget

**To Apply:**

Submit a cover letter, three references, and your resume to recruiting@amaralegal.org. We will review resumes and schedule interviews on a rolling basis. References will not be contacted until the final phase of the hiring process.

The Amara Legal Center is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, work related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities or any other factor that the protects from employment discrimination.

**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.

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](#)

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**ECONOMIC POLICY STAFFER**

**HOUSE COMMITTEE DEMOCRATS**

House Committee Democrats seek an economic policy staffer to manage a broad policy portfolio including, tax, retirement, immigration, and other economic issues. Core responsibilities include developing legislation, planning events on key policy priorities, coordinating hearings, staffing Member, and drafting reports. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector, or policy think tank experience is preferred. An advanced degree is a plus. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Please send cover letter and resume to [hsbcduem@msn.com](mailto:hsbcduem@msn.com) with the position name in the subject line.
The Committee on Education and Labor, Majority is currently seeking undergraduate and graduate interns and fellows for spring of 2020. Specifically, we are seeking general undergraduate interns, graduate and legal interns and fellows for the labor policy team, graduate and legal interns and fellows for the health policy team and graduate and legal interns and fellows for the oversight team. Interns perform a variety of tasks that support the staff in our legislative and media work. Legislative tasks may include, but are not limited to: legislative research and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals. Media tasks may include helping to organize and staff Committee press conferences and assisting with the production of daily news clips.

Applicants who are applying for graduate internships or fellowships should be able to demonstrate academic or professional exposure to the subject matter of the team to which they are applying. Fellows must be participating in an established fellowship program. Applicants should be able to start in January and commit through April/May. Interested applicants should email their cover letter, resume and internship applicant information form to E&L_Interns&Fellows@mail.house.gov and indicate, in the subject line of the email, to which position they are applying. Please also include 'Spring 2020' in the subject line. If you are applying for a graduate internship or fellowship, please include two short, relevant writing samples in your application materials.

Please visit our website at https://edlabor.house.gov/about/internships for more information. Applicants should aim to submit their materials by November 1, 2019. The Committee on Education and Labor is a legislative office within the U.S. House of Representatives. The Committee has jurisdiction over a broad array of child welfare, education and labor policy areas, including early childhood education, K-12 education, higher education, employer/employee relations, worker safety, and employer provided health care. Representative Robert C. “Bobby” Scott (D-VA) serves as Chairman.

The House Committee on Financial Services-Republican Staff is seeking a legal intern for the Spring Semester. (Washington, DC) Applicants should be in their second or third year of law school. Although the internship is unpaid, the committee can offer credit. Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment.

**Job Responsibilities Include:**

- Researching policy issues under the committee’s jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsel and professional staff members
Please send resume and cover letter to Meg Shannon at meg.shannon@mail.house.gov

**SPITZER SUMMER INTERNSHIP PROGRAM**

**NATIONAL HEALTH LAW PROGRAM**

The National Health Law Program (NHeLP) is seeking applicants for our Spitzer Summer Internship Program, established in honor of our former Executive Director Emily Spitzer. Up to three law students will be awarded internships, including stipends of up to $10,000, for summer 2020. The positions are divided among NHeLP’s offices in Washington, DC, Carrboro, NC, and Los Angeles, CA.

**About the National Health Law Program:**

NHeLP, founded in 1969, protects and advances health rights of low-income and underserved individuals and families. We advocate, educate and litigate at the federal and state levels to advance health and civil rights in the U.S. Our lawyers and policy experts fight every day for the rights of the tens of millions of people struggling to access affordable, quality health care coverage free from discrimination.

NHeLP defends and fights to expand health and civil rights of those most in need and those with the fewest resources. We strive to give a voice to low-income individuals and families in federal and state policy making, promote the rights of patients in emerging managed-care health care systems that too often put profits over people, and advocate for a health care system that will ensure all people have access to quality and comprehensive health care.

Our offices 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.

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

**Qualifications:**

NHeLP seeks rising second-year (2Ls) law students (3Ls in 2020-2021 academic year) who have exemplary research, writing, and interpersonal skills. We also give priority to students who have a proven and demonstrated commitment to social justice work, public health, and/or poverty law, as well as an interest in working toward the expansion and protection of health care access for low-income and underserved populations.

**Responsibilities:**

Interns will develop a broad understanding of the issues facing low-income and underserved communities and gain exposure to the variety of advocacy methods that may be used to resolve them. Under the mentorship and supervision of NHeLP staff, interns may do any of the following:

- Contribute to analysis and development of health care policy, particularly with regard to Medicaid and the Affordable Care Act;
• Research novel areas of health law and draft legal and policy memoranda;
• Assist in responding to requests for legal and policy analysis from advocates around the country; and
• Gain exposure to high impact litigation and/or policy analysis.

Specific examples of past internship assignments include:

• Drafting comments on federal regulations and state Medicaid demonstration projects;
• Monitoring and analyzing state and federal legislation;
• Attending briefings and meetings with local, state and federal policy-makers;
• Participating in state and national coalition strategy meetings;
• Assisting with the production of substantive manuals, guides, and issue briefs for use by legal advocates;
• Assisting with production of articles, presentations and other materials for broader audiences, including policy makers and public health officials; and
• Assisting with research and drafting of litigation materials for use in state and federal court proceedings.

Compensation:

Spitzer Interns will receive up to $10,000 for 10 weeks of work. The specific compensation will be determined on a case by case basis, taking into consideration other funding that is available to the intern and any restrictions that are attached to it.

How to Apply:

Send an email including a cover letter, resume, and writing sample to nhelpnc@healthlaw.org. All three documents must be sent as one PDF file (separate attachments/files will not be accepted). Please indicate "Spitzer Internship Application" in the subject line.

Applicants must indicate in their cover letter in which office they would like to intern.

Applications must be received by October 25 at 11:59 pm (PDT).

DUNN FELLOWSHIP
AMERICAN CIVIL LIBERTIES UNION-DC

The ACLU-DC seeks a law student or recent law graduate for a full-time, two-year fellowship to begin in fall 2020.

The ACLU-DC is an affiliate office of the American Civil Liberties Union, a national nonprofit organization devoted to the protection of civil liberties and civil rights through litigation, legislation, and public education. The ACLU-DC works primarily on issues that directly impact people who live in, work in, and visit the District of Columbia, and also on challenges to certain federal government policies and practices where they fall within the jurisdiction of the D.C. federal courts.

Among the matters currently on our docket are: representing Black Lives Matter-DC in challenging the failure of D.C. police to comply with a D.C. law requiring collection of comprehensive data, including on subjects’ race and ethnicity, about all police stops in D.C.; a pending lawsuit over mass arrests, excessive uses of force, and unlawful conditions of confinement imposed by D.C. police on demonstrators, journalists, and legal observers on Inauguration Day 2017; negotiating with the D.C. Department of Public Works to obtain a reasonable accommodation for an employee who uses medical marijuana off duty to treat a disabling medical condition;
and suing the administrative arm of the federal judiciary to enjoin new rules that would prohibit more than 1,000 federal employees from expressing their views publicly about partisan candidates for office. To learn more about our work, visit acludc.org.

**Nature of Fellowship:**

We seek an attorney who has a passion for defending civil rights and civil liberties and is committed to serving the public interest. The Dunn Fellow will work full-time in the ACLU-DC Legal Department under the supervision of experienced civil rights litigators, who are deeply committed to providing comprehensive feedback and mentorship. Primary responsibilities include interviewing witnesses and potential clients; conducting legal research in support of both litigation and policy initiatives; investigating potential cases including through public records requests; taking and responding to discovery; and drafting complaints, motions, and other litigation documents. The Fellow will also support the Policy Department as a part of the ACLU-DC’s integrated advocacy, particularly where bills before the D.C. Council relate to current or potential ACLU-DC litigation.

Past legal fellows have had the opportunity to develop their own cases and serve as lead counsel, testify before the D.C. Council, conduct Know Your Rights trainings, take depositions, argue in court, and speak on behalf of the ACLU-DC to national and local media outlets.

The salary for this position is $52,000 per year. Benefits currently provided to all ACLU-DC employees include employer-paid health insurance, vacation and sick leave, and 401(k) availability with employer match.

**Qualifications:**

- You will have obtained a J.D. by fall 2020.
- You have excellent work ethic, including dependability, diligence, the ability to take ownership over projects, and the commitment to see projects through to completion in a fast-paced, collaborative environment.
- You are receptive to feedback, enthusiastic about learning and self-improvement, and eager to incorporate feedback into future work.
- You have excellent legal research skills, including the judgment to discern what cases are relevant to a particular research question, and thoroughness in covering the question asked.
- You have the capacity to engage in thoughtful and perceptive legal analysis, including the ability to build a logical and persuasive argument, to read and understand legal decisions and statutes, and to grasp whether and how legal authorities apply to a new set of facts.
- You have excellent legal writing skills, including the ability to present ideas in a clear and organized manner and to write a memo that teaches the reader what you have learned through research (whether the meaning of a specific case or the state of a body of law in general).
- You have the empathy and interpersonal skills necessary to connect with, listen to, learn from, advise, and work collaboratively with clients and other community members.
- Your experience includes at least one clinical or externship semester or summer internship working in a litigation setting involving legal research and writing.
- You will be a D.C. Bar member by fall 2020 or will seek admission during the fellowship.

**To Apply:**

The deadline for applying is 11:59pm Eastern time on **Sunday, October 27, 2019**. To apply, send an email to hr@acludc.org. The email should include the following attachments:
1. A copy of your resume that lists relevant experience.

2. A statement of interest of no more than 600 words that addresses the following three topics:
   a. What civil rights/liberties issue do you feel is most pressing right now and why?
   b. How do your skills and experiences make you a good fit for this position?
   c. Describe a specific example of when you took ownership (or responsibility) of a project or assignment. What did it mean to you to take ownership? What was the end result?

3. A list of three references, including a sentence about each one identifying what information the person can provide. If possible, at least one of your references should be a practicing attorney. The others may also be practitioners but could be professors, community members, coworkers, or others who can speak to your relevant skills and experience.

4. In place of a transcript, a list of all law school courses that you have taken, are currently taking, or are scheduled to take next semester.

The ACLU-DC is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU-DC encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, veteran status, or any other classification protected by the D.C. Human Rights Act or federal employment law. If you have a disability and need a reasonable accommodation regarding any part of the application process, please include your accommodation request(s) in your application email.

LAW CLERKS
SENATOR PATRICK LEAHY

Senator Patrick Leahy (D-Vt.) is seeking law clerks for the spring of 2020 to assist his Senate Judiciary Committee staff. This substantive position offers law students a unique opportunity to observe and participate in the legislative process working closely with Senator Leahy’s Committee staff on a wide variety of projects and issues. Committee law clerks are typically tasked with conducting legal research, drafting memoranda and materials related to Committee hearings and votes, attending Committee hearings and executive business meetings, and providing assistance with other legislative, nominations, and oversight matters. The clerkship is open to current law students only. Law students with Vermont ties are strongly encouraged to apply.

Please email resume, cover letter, two writing samples, law school transcript, and a list of three references to jobs@leahy.senate.gov by November 1, 2019.

LAW CLERKS
U.S. SENATE COMMITTEE ON HEALTH, EDUCATION, LABOR, AND PENSIONS

The U.S. Senate Committee on Health, Education, Labor, and Pensions (HELP), Office of the Ranking Member, seeks unpaid interns and law clerks for the spring of 2020. The positions offer undergraduate, graduate, and law students the opportunity to gain substantive experience in a Senate office while participating directly in the legislative process. Intern and law clerk responsibilities include but are not limited to assisting Committee staff in performing office duties, conducting research, analyzing legislation, drafting memorandums, and assisting in hearing preparation. Interns and law clerks play a key role in the office and will work closely with senior policy advisors and counsels.
HELP Committee:

The HELP Committee works on a wide range of issues in the areas of health, education, labor, workforce, pensions, and oversight. Please specify within your application which office or offices you would prefer to work in.

Qualifications:

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

Openings:

Health Policy Intern: interest and experience in health-related matters, including but not limited to: the Affordable Care Act, the Centers for Disease Control and Prevention, children’s health, the Food and Drug Administration, health equity/disparities, health information technology, health workforce, Medicare/Medicaid, mental health, the National Institutes of Health, public health and preparedness, and/or women’s health.

Education Policy Intern: interest in education-related policy including early childhood, k-12, postsecondary, workforce, and civil rights issues. Interest or experience teaching or working with students encouraged.

Labor Policy Law Clerk: clerkship open to current law students or recent law school graduates who have an interest in or experience in issues facing workers, including workers’ rights, minimum wage and overtime, union rights and collective bargaining, inequality, occupational safety and health, international labor rights, family and medical leave, equal pay, and equal employment opportunity and civil rights.

Pensions Intern or Law Clerk: clerkship open to current law students and LLM candidates who have an interest in retirement policy. The Pensions team covers a wide range of topics from multiemployer defined benefit pension plans to 401(k)s to DOL’s conflicts of interest rule to coverage and leakage policies, among many other issues. Please note relevant classes taken, if any, in your cover letter.

Oversight Law Clerk: clerkship open to current law students or recent law school graduates who are interested in health, education, and labor law and policies that strive to protect consumers, workers, and the public. Previous experience in government is not required but candidates should have a general understanding of the legislative process.

Communications Intern: interest in press and communications, including: social media, press releases, speechwriting, op-ed writing, and media outreach (ii) an interest in public policy and (iii) a desire to learn. Strong candidates will demonstrate good attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Writing and research experience preferred. Policy issues will vary. Applicants for the communications position should prioritize press-oriented writing samples over academic-oriented ones.

Disability Policy Intern or Law Clerk: interest in issues and policy as it relates to individuals with disabilities that may include: equitable educational opportunities, the Individuals with Disabilities Education Act, seclusion and restraint, alternate assessment, equitable employment opportunities, AbilityOne, efforts to phase out
subminimum wage, health care broadly, home and community based services, health disparities, Medicaid, and disability rights.

Applications: Interested applicants should apply to this position by submitting a cover letter, resume, writing sample, and application form found on the OAM website. New users will have to sign up on the OAM portal to apply. Please indicate your availability. The deadline for the spring 2020 internship program is Friday, November 1st, 2019.

This office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex (including gender identity or sexual orientation), national origin, age, disability, gender, uniformed service, genetic information, or any other factor.

CONSTITUTIONAL LITIGATION FELLOWSHIP
AMERICANS UNITED FOR SEPARATION OF CHURCH AND STATE

Americans United for Separation of Church and State—the nation’s leading church-state advocacy organization—is accepting applications to join our eight-lawyer legal team for a two-year Constitutional Litigation Fellowship starting in September 2020. We have a diverse litigation and amicus curiae practice addressing a wide variety of constitutional questions. We defend the civil rights of women, LGBTQ people, religious minorities and others against religion-based discrimination and deprivation. We challenge religious activities in public schools, public financing of religious institutions, and government-sponsored prayers and religious displays.

Most of our cases involve novel, cutting-edge First Amendment and other constitutional issues. In just the past few years, for example, we have filed lawsuits and submitted amicus briefs challenging:

- Religion-based refusals by businesses and government officials to provide services to LGBTQ individuals.
- Trump administration regulations that permit religious objectors to deprive women of insurance coverage for contraceptives.
- The Trump administration’s anti-Muslim travel and immigration ban.

Fellows participate in all aspects of litigation before trial and appellate courts across the country. Fellows write briefs, draft pleadings and discovery, work with clients and interview witnesses, participate in settlement negotiations, screen incoming complaints, and assist with development of new cases. Fellows may also have opportunities to take and defend depositions, conduct in-court examinations of witnesses, take part in oral arguments, do media interviews, and deliver speeches. Fellows receive intensive training in trial and appellate litigation under the close supervision of our three experienced litigators. Former Fellows have subsequently served as judicial clerks or worked for public-interest organizations, government, academia, or law firms.

Eligibility and Requirements:

Recent law-school graduates and third-year law students are encouraged to apply. Applicants must have strong research, writing, and analytical skills and an interest in First Amendment litigation.

How to Apply:

Please email a cover letter, resume, law-school transcript, writing sample, and the names of three references to legaljobs@au.org. The writing sample should be your own work and should not be substantially edited by anyone else.
Deadline: Open until filled. **Candidates are encouraged to apply by Nov. 1, 2019.**

**LEGISLATIVE FELLOW**
**OFFICE OF CONGRESSWOMAN MARCY KAPTUR**

The Office of Congresswoman Marcy Kaptur seeks a highly motivated Legislative Fellow to assist DC office in development and execution of policy and legislative strategy on a broad range of issues. Responsibilities of the Fellow will include contributions to hearings and conduct relevant research; to staff meetings and attend briefings; conduct research, prepare questions, and help draft materials for the Member, including legislation. The position will also require occasional administrative duties. A candidate who is willing to be a team-player and assist with any project asked will best excel in this position. Candidates must possess strong communication (oral and written), writing, research, and time management skills.

Please send a cover letter, resume, and writing sample to Courtney.Hruska@mail.house.gov with “Kaptur Fellow” in the subject line. This fellowship will come with a stipend and is for the remainder of 2019, with the possibility of extension into 2020.

Women and minorities are encouraged to apply.

**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.

- 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](mailto: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.


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 skill 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.
Make the Road New York (MRNY) builds the power of immigrant and working-class communities to achieve dignity and justice through organizing, policy innovation, transformative education, and survival services. Make the Road New York operates community centers in Bushwick, Brooklyn; Jackson Heights, Queens; Port Richmond, Staten Island; Brentwood, Long Island and White Plains, Westchester County. With a membership of 23,000, MRNY tackles the critical issues facing our communities, including workplace justice, tenants’ rights, immigrant rights and civil rights, TGNCIQ justice, public education, health care access, and immigration reform. (TGNCIQ = transgender, gender non-conforming, intersex and queer)

MRNY is a multi-service organization. Our member-led organizing committees -- which work on the issues named above -- implement strategies to combat shared problems, and develop leadership and the capacity for civic participation. We also provide an array of high-quality bilingual services: We offer English for Speakers of Other Languages (ESOL), Spanish-language literacy, computer literacy, citizenship preparation, and in-school and after-school youth programs. We have a robust legal program that offers direct representation across a spectrum of practice areas, including employment law, immigration law, housing and benefits, and TGNCIQ civil rights; we also take on impact litigation as a strategy for achieving broad change. Our health program offers facilitated enrollment into health insurance programs and SNAP benefits, a community health worker home visit program, nutrition education and emergency food pantries, health care navigation, and more.

Legal and Support Service at Make the Road NY:

The Department of Legal and Support Services at MRNY works to strengthen the organization’s organizing work by (1) helping to envision and implement leverage strategies (including strategic litigation) that help win our organizing campaigns; (2) providing technical legal support for policy work; and (3) providing legal and support services to high-need immigrant communities and help meet the immediate needs of MRNY’s members. The Department currently employs approximately 45 attorneys, advocates and case managers. Our legal team is integrated into all aspects of the organization’s work.

Current Opening:

We are hiring an Immigration Staff Attorney to join our dynamic immigration team. The attorney in this position will help supervise a team of navigators (paralegals) under our Action NYC program. Through Action NYC, MRNY provides comprehensive immigration screenings and represents a high volume of clients who are eligible for immigration relief. The attorney will also have the opportunity to work on individual cases, participate in impact litigation projects, as well as support MRNY’s community organizing and policy goals identified by our members. This position will be based out of the Jackson Heights office.
Job Responsibilities:

• Supervision of 2 DOJ accredited representatives/paralegals Including supervision of comprehensive intakes, representation on affirmative applications including naturalization, DACA renewals, family-based petitions
• Engaging in programmatic oversight of ANYC
• Providing individualized assistance to clients currently in removal proceedings or eligible for immigration relief, in a broad range of categories including SIJS, Asylum, U/T visas, and cancellation of removal including representing individuals in immigration, family and federal district court
• Providing individualized advocacy and assistance to immigrants with complex cases due to criminal records and other issues
• Participating in strategic litigation, including federal court litigation
• Assisting with know-your-rights and other informational workshops to educate immigrant communities about immigration issues affecting their lives
• Supporting MRNY members and organizing campaigns through strategic litigation, legislative advocacy, research and action support
• Participating in team and department meetings and assisting with grant reporting

Requirements:

• Admission (or eligibility for admission) to practice law in New York State or the possibility of waiving into the state
• At least two to four years of practical, direct experience practicing immigration law, or similar cumulative experience. Experience representing immigrants in filing affirmative applications a plus.
• Experience working with populations that make up major portions of Make the Road’s membership – such as documented and undocumented immigrants, individuals facing domestic violence, members of LGBTQ communities, and youth.
• Experience in and interest with work supporting community organizing, campaigns, and policy and advocacy initiatives

Job Competencies:

• Spanish language fluency
• Interpersonal and organizational skills of the highest caliber
• Ability to work in a fast-paced, high intensity environment

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

Salary and Benefits:

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

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

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

LEGAL INTERNSHIPS
NORTH CAROLINA JUSTICE CENTER
RALEIGH, NORTH CAROLINA

The North Carolina Justice Center seeks three law student interns to help us carry out our mission. This opportunity is for the summer of 2020.

Legal interns work with NCJC staff on a variety of issues:

- Legal research and writing
- Litigation support
- Drafting model legislation
- Legislative research
- Assistance with lobbying efforts
- Research for policy reports or briefs
- Communication with clients and constituents
- Other related legal duties as assigned

Qualifications:

Legal interns must have a college undergraduate degree and completed at least one year of an accredited law school. Strong writing and analytical skills and ability to work with others are critical. Spanish proficiency is desirable.

Compensation:

Because we are a non-profit organization entirely dependent on grants and donations, we encourage you to apply for funding through your school and to explore other funding opportunities. Limited funding will be available from the Justice Center.

How to Apply:

To apply send your resume, a cover letter explaining why you are interested in this position and how your background and experiences would bring a diverse perspective to the Justice Center, and professional references as a single PDF file that has your name in its title, and “Legal Internship” in the subject line to hr@ncjustice.org. The positions will remain open until filled. We will review resumes on a rolling basis through mid-January 2020.
The Justice Center is an equal opportunity employer. People of color and individuals from diverse backgrounds are encouraged to apply for available positions. The Justice Center does not discriminate on the basis of race, ethnicity, country of origin, gender, gender identity, immigration status, citizenship status, sexual orientation, age, disability, color, religion, criminal record, income/wealth, familial status, or veteran’s status.

DIRECTOR
POLICY AND PLANNING
PRATT INSTITUTE
BROOKLYN, NEW YORK

The Pratt Center for Community Development www.prattcenter.net has worked for the past 50 years for a more just, equitable and sustainable city for all New Yorkers by empowering communities to plan for and realize their futures. As part of Pratt Institute, the Center leverages professional skills in planning, policy analysis, and advocacy to support community-based organizations in their efforts to improve neighborhood quality of life, attack the causes of poverty and inequality, and advance sustainable development.

Pratt Center currently seeks to hire a Director of Policy and Planning (DPP). Under the guidance and supervision of the Deputy Director, the DPP will lead in the development of the Center’s policy & advocacy initiatives and campaigns on issues including economic and workforce development, transportation, sustainability and environmental justice, land use, and community development. The DPP will supervise a staff of urban planners and GIS specialists who manage data-driven research projects, community planning technical assistance projects, and other collaborations with research and community-based partners. The DPP will lead the development of new grant-funded or client-based policy and urban planning projects; and will oversee the implementation of the projects and the development of project deliverables including community plans, data visualizations, and policy platforms. Working in coordination with the Deputy Director, the DPP is responsible for the delivery of all of Pratt Center’s policy-related communications, including positions and testimony, policy reports researched by themselves as well as other staff, issue briefs and other policy publications, and other communications as needed. The DPP will coordinate this work with staff members working on other areas of Pratt Center programs including communications, fundraising, and program development.

The DPP is a member of the senior leadership team of Pratt Center and collaborates with the Deputy Director and Executive Director on setting the goals and objectives that enable the Center to meet its mission. This position has considerable contact and communication with non-Pratt entities including community-based groups, elected officials, City agency representatives, and many other external partners.

Job Duties:

- Lead the development of Pratt Center’s policy and advocacy campaigns
- Oversee policy research, collect (or oversee collection of) and analyze original and secondary data, develop policy reports and other products
- Oversee the project managers of community planning technical assistance projects; responsible for the development of project work plans and budgets; responsible for implementation of all project tasks and creation of deliverables
- Coordinate the use of a wide range of methods (planning, demographic, economic, and statistical research; GIS; participatory action research and surveys; etc.) to identify key issues, develop public policy solutions, and advocate for policy change
- Coordinate and support policy research projects being conducted by program staff, from inception to publication
- Serve as lead staff member to research and write reports for several specific policy projects
• Represent Pratt Center in meetings with community-based organizations and clients, collaborating colleagues, at general community and coalition meetings, and with other stakeholders, including policymakers, and press
• Supervise staff, interns and consultants as assigned
• Perform all other related duties as assigned

Qualifications:

Education:

Master’s degree in Urban Planning, Policy or related field; or equivalent work experience.

Experience:

Five years minimum experience in urban policy and planning-related projects, research and/or policy development, and/or experience working in community-based organizations in low-income communities/communities of color. Experience with community and/or political organizing and a strong understanding of the various roles played in that process. Must have a high level of comfort in group settings with diverse stakeholders, and experience designing and implementing data-driven policy projects where racial, social and economic justice are a central theme. Must have considerable experience and comfort with public speaking, persuasive argumentation in group settings, and media advocacy. Some project management experience is required.

Skills:

Must have strong communication skills (written and verbal), and demonstrated community planning skills. Must have strong data manipulation and analysis as well as spatial visualization skills. Knowledge of community-based planning issues, including zoning and land use policy, is required. Familiarity with transportation, environmental justice, racial justice, real estate development, and affordable housing issues - as well as the New York City advocacy community working in these issue areas - is required. Must have strong personnel management skills. Must be adept with Microsoft office products.

Application Instructions:

Please submit your cover letter and resume.


If you are selected for an interview, please be prepared to provide at least 5 References via our on-line reference tool system. At least 2 of your References must be, or have been, your direct managers.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion or belief, national or ethnic origin, citizenship, marital or domestic partnership status, sexual orientation, gender identity or expression, age, disability, military or veteran status, or any other characteristic protected by federal, state, or local law. Pratt Institute recognizes and values the benefits of a diverse workforce.
Our Mission:

To protect and serve Oregon's consumers and workers while supporting a positive business climate.

The Department of Consumer and Business Services (DCBS) is a progressive business regulatory state agency dedicated to the mission of protecting and serving Oregon's consumers and workers while supporting a positive business climate. The department administers state laws and rules governing workers' compensation, occupational safety and health, financial institutions, insurance companies and building codes. The department has consumer protection and education programs, offices, and ombudsmen to help consumers, injured workers, and businesses.

This position is with the Division of Financial Regulation (DFR). DFR’s mission supports that of the department by protecting Oregonians’ access to fair products and services through education, regulation, and consumer assistance. The division is responsible for ensuring the safety and soundness of financial institutions, the availability and affordability of financial products, and the fair treatment of consumers. Functions include licensing, regulating, and monitoring the conduct of banks, credit unions, financial services providers, health care service contractors, insurance companies, and licensed or registered agents of such entities.

This position is represented by the Service Employees International Union (SEIU).

What’s In It For You:

- Rewarding work in a productive and creative environment
- Colleagues who are passionate about public service
- Work/life balance, 10 paid holidays a year, and a competitive benefits package
- Advancement and learning opportunities that will help grow your career with the State of Oregon
- Live, work, and play in Salem, Oregon

Here’s What You Will Do:

As the Financial Enforcement Officer, you will perform professional legal work in the financial services industries regulated by the Division of Financial Regulation (DFR). DFR regulates and enforces Oregon and federal law involving insurance, securities, mortgage lending and servicing, consumer finance, collection agencies, pawnbrokers and other non-depository and financial institution programs. See the DFR website for a more complete list of programs that DFR regulates.

You will represent DFR as an agency representative in administrative hearings, and civil and criminal cases; and review, analyze, and evaluate evidence alleging violations of statutes, rules and laws regulated by DFR. You have the potential to: represent the State and DFR as a Special Assistant Attorney General (SAAG) in administrative hearings and civil cases; work in cooperation with, assist, or act as a specially appointed district attorney or special prosecutor in criminal cases; and represent the federal government and DFR as a special United States Assistant Attorney General in federal proceedings.
Regular Tasks Performed By A Financial Enforcement Officer Include:

- Evaluating, preparing, and developing cases for administrative actions and hearings, civil suits filed by DFR or other governmental agencies, and criminal actions filed by district attorneys or law enforcement agencies
- Planning and directing investigations, and outlining legal strategies
- Design and conducting in-depth legal and technical research and analysis utilizing state and federal statutes, case law, attorney general opinions, and agency rules and regulations
- Obtaining, reviewing, and analyzing evidence gathered during investigations, and determining sufficiency of evidence to support alleged violations
- Reading, analyzing, and interpreting insurance policies and claims documentation, financial records, tax forms, property appraisals, or actuarial tables, among other documents, for use in administrative, civil and criminal cases
- Interviewing and preparing witnesses
- Issuing subpoenas
- Preparing legal pleadings, correspondence, agreements, memoranda and briefs
- Interpreting and applying legal theories
- Directing or assisting, in collaboration with the Oregon Department of Justice, with the presentation of cases at hearing or trial, including presenting facts and arguments, examining and cross-examining witnesses, preparing written responses and opening and closing statements
- Attending hearings and trials, testifying as an expert witness or as to factual information at hearings
- Directing or assisting in the preparation of appeals to higher courts when necessary
- Drafting final administrative orders summarizing case history, facts, findings of facts, conclusions of law, and proposed legal action for approval of the Director DCBS or an assignee
- Developing, recommending, and negotiating settlements of administrative and civil cases and appropriate criminal plea bargains with the parties or their attorneys/representatives on behalf of DFR
- Mentoring and directing work of other Enforcement team members, interns, market analysts, other market regulation staff, as appropriate
- Initiating and monitoring the collection of costs, civil penalties, and restitution awards against respondents
- Ensuring that final administrative actions and case dispositions are appropriately reported to national and state databases
- Responding to telephone and written inquiries from the public, attorneys and government agencies concerning all aspects of insurance, securities, mortgage lending and other non-depository programs regulated by DFR, federal and state law and administrative rules, including appropriate referrals to other state and federal agencies
- Providing expertise in specific DFR insurance, financial and securities enforcement areas to staff, public, national organizations and governmental agencies, including presenting information to the public through speaking engagements, and designing and presenting training programs to staff
- Developing and drafting administrative rules and legislative concepts

Here’s What You Need to Qualify:

Minimum Qualifications:

- Graduation from an accredited law school and membership in the Oregon State Bar, or the ability to obtain membership in the Oregon State Bar within six months;
Two years of experience as a deputy or prosecuting attorney, an assistant attorney general, or in public or private practice involving regulatory, consumer finance law, consumer protection law, securities, corporate law or trial procedures.

Requested Skills:

- Prior legal experience working on areas of regulated fields, such as insurance, securities or mortgage lending
- Prior experience working in an administrative law environment or conducting evidentiary hearings
- Experience researching, evaluating and interpreting facts in relation to rules, regulations and policies
- Experience applying state and division policy decision-making processes and legislative procedures
- Experience reading, synthesizing, critically analyzing and communicating significant amounts of research in written and verbal form
- Excellent written and verbal communications skills, including public speaking and presentation
- Strong facilitation and interpersonal skills and the ability to meet deadlines and flexibility to adapt to a changing environment
- Experience conceptualizing and completing projects with limited guidance
- Strong organizational and time-management skills
- Experience making contributions which foster a welcoming, inclusive and diverse work environment
- Understanding of Oregon state Administrative Procedures Act

Please ensure that you clearly demonstrate in your application materials that you meet the qualifications listed and that you follow all instructions carefully. Errors or omissions may impact your rating or result in you not being considered for the job.

How to Apply:

- To apply for this position, click on the "Apply" button to fill out the online application and complete the questionnaire at https://oregon.wd5.myworkdayjobs.com/en-US/SOR_External_Career_Site/job/Salem-Labor--Industries-Building---DCBS/Financial-Enforcement-Officer_REQ-22347-1.
- **A resume and cover letter are required for this job posting.** Please attach it in the “Resume / CV” section of the application.
- Only complete applications received by the posted application deadline date will be considered.

Deadline: October 28, 2019

After you apply:

- Log in to your Workday account before the job announcement closes to see if you have any pending tasks or actions. These can be found under the “My Applications” section.
- Make sure to complete these tasks or actions before the job announcement closes.
- Be sure to check both your email and Workday account for updates regarding this recruitment.

Additional Information:

- Please save a copy of this job announcement for your reference, as it may not be available for you to view after the job closes.
- You may be asked to complete a skills assessment or submit a writing sample as part of the application screening process.
The successful candidate must have a valid driver's license and a satisfactory driving record. Prior to an offer of employment, DCBS may request that you provide an official driving record.

This position is subject to a background check for any convictions directly related to its duties and responsibilities. Only job-related convictions will be considered and will not automatically disqualify the candidate.

Eligible veterans who meet the qualifications will be given veterans' preference. For further information, please see the following website: Veterans Resources. NOTE: If claiming veterans preference please be sure to check your Workday account for pending tasks or actions under your “My Applications” section.

The Department of Consumer and Business Services does not offer VISA sponsorships. Within three days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

**STAFF ATTORNEY - IMMIGRATION**

**LEGAL AID OF WESTERN MISSOURI**

**KANSAS CITY, MISSOURI**

Legal Aid seeks a full-time staff attorney to represent clients with immigration issues. This attorney will work out of our Central Office and serve clients within our 40-county service area. The attorney will also participate in community legal education and outreach activities. **The ability to speak Spanish is required for this position.**

Legal Aid of Western Missouri offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce. As with all job openings at Legal Aid, second language proficiency in a language commonly spoken by Legal Aid’s clients or potential clients, including but not limited to Spanish, Arabic, Vietnamese, Somali or Dinka will be viewed favorably in our hiring decision for this job.

**The Qualified Candidate Must Have The Following:**

A Missouri law license; excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low income people. Courtroom experience preferred.

**Salary:** $44,200 +DOE

**Benefits:**

Medical & dental, life, vision, long & short-term disability insurances; 401K/match and retirement plans; paid vacation, sick & holidays; flexible spending account, travel and parking reimbursement; paid CLE and Bar dues and professional development; qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

**To Apply:**

Please visit [http://www.lawmo.org/careers/current-openings](http://www.lawmo.org/careers/current-openings) to submit your application, resume, and cover letter. The supervisor for this position is Julie Larson, Supervising Attorney of the Human Rights Protection Team.

LAWMO is an Equal Opportunity Employer. Those applicants requiring accommodation to the interview/application process should contact the Human Resources Department at HR@lawmo.org.
Northwest Immigrant Rights Project (NWIRP) seeks a Spanish-speaking attorney, or law graduate who took the July 2019—or will take the Winter 2020—bar examination, to provide direct representation, community outreach and education to individuals seeking legal assistance in a variety of immigration matters.

This position is based in NWIRP’s Granger Office, which is located in Granger, WA, a city of over 3,000 people located in a rural area 25 miles southeast of Yakima. From this location, the office serves clients from across Central and Eastern Washington. The office has a staff of ten and serves a client base consisting largely of farmworkers and their families.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; (3) self-help assistance in the form of community workshops and legal clinics; and (4) community education. The attorney will focus on providing representation and legal assistance on a wide range of immigration cases including matters involving removal proceedings, Special Immigrant Juvenile Status (SIJS) petitions and applicable state court custody matters, asylum applications, protections for survivors of domestic violence and other crimes (including U visas), and citizenship applications. The staff attorney may also be assigned work relating to other immigration matters as needed.

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; 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:

- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Establish, organize, and maintain files;
- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Provide direct representation to persons in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security;
- Provide direct representation to persons in state custody proceedings, as needed;
- Provide direct representation and other forms of legal assistance to individuals in a wide range of immigration matters;
- Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in NWIRP’s outreach, community education and 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, or commitment to taking the Winter 2020 bar examination;
- Admission to the bar of any state in the U.S. (will consider a law graduate planning on taking the next bar examination);
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP’s mission, vision and values;
- Excellent written and oral communication skills;
- Commitment to working in a diverse working environment;
- Fluent in English and Spanish;
- Strong organizational skills and ability to work independently;
- Proficiency in use of web-based software, MS Word and MS Excel; and
- The applicant must have a valid driver’s license and access to a vehicle as the position involves some travel

To Apply:

Send cover letter, resume and references to: grangerattorneyposition@nwirp.org with the subject “Staff Attorney Application - NAME”. Full consideration will be given to those who apply by October 31, 2019, but applications will be accepted on a rolling basis until position is filled.
The ABA Commission on Immigration is hiring a Staff Attorney based at ProBAR, the Commission's longest-standing asylum project in Harlingen, Texas. The Staff Attorney will work directly with the Commission's Pro Bono Counsel, Laura Peña, to recruit, train, and mentor pro bono attorneys providing pro se assistance and direct representation to clients of the Commission's legal service projects in Harlingen, Texas and San Diego, California. The Staff Attorney will mentor pro bono attorneys providing direct representation to detained clients, manage trips with teams of volunteer attorneys, and develop strategies to enhance volunteer engagement. The successful candidate should have at least one year of removal defense experience, ideally in a detention setting, and be fluent in Spanish. Strong written and verbal communication skills are required. Previous experience working with volunteers is preferred.

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

Accountable for the day-to-day management, administrative, and operational aspects screening, training, and the appropriate optimization of external pro bono licensed attorneys in support of the provision of immigration legal services.

Principal Duties:

- Assisting the Pro Bono Counsel with sourcing, recruiting, training and day-to-day management of pro bono attorneys supporting the Commission’s immigration initiatives in a variety of locations
- Helps to identify and recruit new pro bono immigration attorneys, and foster the retention of current pro bono volunteers, to assist in ensuring the provision of high-quality pro se assistance and representation
- Assists in the development and presentation of legal training and supporting materials, for private bar, government, and public interest attorneys
- Utilizes immigration law knowledge base to assist in individual matters and involves Commission staff on more complex or geographically specific matters
- Helps to lead and manage trips with teams of pro bono attorneys to provide pro se assistance and representation to detained adults and unaccompanied minors
- Accountable for pro bono attorneys to ensure the provision of quality legal services which align with the expectations of the Commission on Immigration
- Mentors volunteers
- Actively participates in and assists others in development and communications initiatives to seek support funds and services for the Commission on Immigration
- Performs other related duties as required.

Basic Qualifications & Interests:

- Possession of a Juris Doctorate degree from an ABA-accredited law school.
- Licensed to practice law in a U.S. state or territory or Accreditation, as required in order to appear as representative before immigration court.
- Fluency in English and Spanish in written and spoken forms.
Preferred Qualifications & Interests:

- Licensed to practice law and member in good standing of State Bar of Texas.
- Prior volunteer, community, or work experience regarding immigration or detention.
- Previous experience working with volunteers.
- Prior non-profit experience, particularly involving field work or work in remote locations.

To Apply:

Information on how to apply [online].

The American Bar Association is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 312-988-5188.

LEAD ATTORNEY
SOUTHERN POVERTY LAW CENTER
OCILLA, GEORGIA

The Southeast Immigrant Freedom Initiative (SIFI) provides high-quality, holistic pro bono legal representation to immigrants detained in the southeastern United States. By ensuring that skilled attorneys are available to protect detained immigrants’ due process rights, the SIFI endeavors to provide high-quality legal representation in removal defense and release case arising out of Trump-era immigration enforcement actions.

The SIFI currently works in five immigration detention centers in the Southeast: Stewart Detention Center in Lumpkin, GA, Irwin County Detention Center in Ocilla, GA, Folkston Detention Center in Folkston, GA, LaSalle Detention Center in Jena, LA, and Pine Prairie Detention Center in Pine Prairie, LA. The SIFI has offices in Lumpkin, Ocilla, Folkston, and Alexandria, LA, which are managed by on-the-ground staff who, in conjunction with on-the-ground and remote volunteers, are working on detained immigrants’ immigration cases by conducting detention center-based intake interviews, providing representation for those in detention during bond, parole, and defensive deportation proceedings.

SIFI was developed and is directed by the Southern Poverty Law Center (SPLC). SIFI is part of SPLC’s Immigrant Justice Project practice group, which works to protect the rights of immigrants and their children to ensure they are treated with dignity and fairness. The SIFI Lead Attorney manages weekly pro-bono attorneys and a full-time staff comprised of two Direct Services Attorneys and a project Coordinator to provide the highest quality legal representation to individuals detained in Irwin County Detention Center in Ocilla, GA. The SIFI Lead Attorney coordinates the legal strategies for SIFI clients and is primarily responsible for devising (in collaboration with the SIFI team) the optimal pathway for victory in each SIFI case. This includes identifying eligibility for any defense against removal, eligibility for release through bond or parole, and potential litigation and other advocacy involving issues such as law enforcement misconduct during enforcement actions, prolonged detention, due process violations in immigration court proceedings, and conditions of confinement. Both directly and through volunteer attorneys, the SIFI Lead Attorney provides legal advice and representation to SIFI clients in accordance with the best practices and rules of conduct of the profession, provides on-the-ground/local guidance to attorneys at SPLC Legal Department practice groups for litigation and other advocacy efforts, and participates in program management and government liaison meetings.
Primary Job Functions:

- Works with local staff and SIFI organizational partners to run the operations of the project in Ocilla, Georgia;
- Manages SIFI local staff;
- Based on SIFI case selection criteria, thoroughly screens pro bono attorneys’ intakes for defenses against deportation, bond and parole eligibility, and other potential legal claims and advocacy;
- Oversees development of release strategies for bond, parole, and habeas-eligible clients;
- Engages in quality control for bond and parole submissions, including reviewing and editing documents;
- Directly represents detained clients in bond, parole, and defensive deportation proceedings;
- Oversees volunteer management and assesses volunteer skill each week to ensure best possible volunteer experience;
- In conjunction with SIFI leadership, ensures that all staff and volunteers meet the highest standards of ethics and professionalism;
- Collaborates deeply with offsite SIFI attorneys, pro bono attorneys, and related partners to maximize the success of merits cases; and
- Other functions necessary to ensure successful completion of the project.

Qualifications (Education and Related Work Experience):

- JD from an accredited university;
- Membership in good standing in the bar of any state and/or the District of Columbia;
- At least three years of experience practicing before immigration courts;
- Dedication to and experience working with low-income, immigrant clients;
- Experience managing and directing staff;
- Willingness to spend considerable time meeting with detained individuals in the rural Deep South;
- Willingness to live and work in or near Ocilla, Georgia;
- Valid driver’s license; and
- Commitment to working long hours.

Preferred:

- Spanish language proficiency preferred; will consider candidates with proficiency in Creole/French/Arabic/Hindi/Urdu or other languages; and
- Experience working within volunteer-based projects preferred.

Other Special Considerations:

- This job is performed under general office conditions, and is not subject to any strenuous physical demands or dangerous conditions;
- All applicants should submit cover letter, resume, references, and legal writing sample.

To Apply:

https://www.splcenter.org/about/careers/jobs?gh_jid=4356119002
Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Southern Poverty Law Center (SPLC) is proud to be an equal opportunity employer, and as an organization committed to diversity and the perspective of all voices, we consider applicants equally of race, gender, gender identity, color, sexual orientation, religion, marital status, disability, political affiliation, national origin, or prior record of arrest or conviction.

IMMIGRATION ATTORNEY
SACHS LAW GROUP
PHILADELPHIA, PENNSYLVANIA

SACHS LAW GROUP, a boutique law firm based in Philadelphia specializing in removal defense and the criminal defense of non-citizens, is seeking an experienced immigration attorney to represent clients before the various immigration agencies/courts and federal courts. This position requires substantial direct client interaction and collaboration with colleagues. The attorney will focus solely on matters pertaining to immigration law including: removal defense, family-based petitions, asylum applications; U visas; T visas; other nonimmigrant visas; naturalization; appellate and federal district court litigation.

Strong candidates will have a firm grasp of the law of asylum, criminal-immigration law including categorical analysis, family immigration, and will have exceptional analytical and written skills.

Job Requirements Include:

- Minimum J.D. Degree and bar admission
- Previous immigration experience, minimum two years (law firm or direct-service agency)
- Fluency in Spanish a plus
- Strong attention to detail and keen attention to deadlines
- Ability to prioritize and multi-task
- Able to handle confidential and sensitive materials

Computer Literacy:

- Works well under pressure, able to adapt in changing situations
- Ability to work independently and as a team in a fast-paced environment

Job Duties (include but not limited to):

- Individual client consultations
- Develop case strategies for client problems and monitor paralegal team members in accomplishment of this strategy. Review and approve client documents for submission to agencies and courts.
- Direct representation of clients before agencies and courts
- Review and approve all client applications and evidence for submission to courts/agencies.
Salary DOE:

Applicants with strong clinical/internship and/or EOIR or judicial clerkship experience will be considered; driver’s license required; Spanish proficiency preferred (some practical Spanish speaking skills required)

Submit resumes to: info@waynesachsesq.com.

BILINGUAL ATTORNEY
ELEVATION LAW LLC
AURORA, COLORADO

Elevation Law LLC invites applications for a Bilingual Attorney position in Aurora, Colorado. Our firm has multiple office locations across Colorado and we offer the chance to engage in very rewarding legal work for our community, including keeping families together! There are unlimited opportunities for growth with our firm.

We are looking for an ambitious associate to offer zealous representation before USCIS, EOIR, and BIA. Our firm represents diverse clients across Colorado and the world, focusing on removal defense, asylum/refugee law, family-based immigration, bond hearings, U and T visas, DACA renewals, and naturalization cases. You will be supported by at least one full time paralegal.

Position Requirements:

- Admission in good standing to any State Bar;
- Fluency in spoken and written Spanish;
- A minimum of 1-2 years of immigration law experience is preferred; may be willing to train an excellent candidate with less experience.

Terms:

Competitive salary, commensurate with experience. Our firm offers a signing bonus, paid vacation, healthcare plan, employer-matching retirement plan, paid continuing legal education classes, paid professional memberships, flexibility with scheduling, work-life balance, biannual staff retreats, and a very supportive work environment. Elevation Law is an equal opportunity employer.

To Apply:

Submit your resume, cover letter, and two professional references. Candidates are urged to be specific regarding level of Spanish fluency in cover letter.

Summit County Office
325 Lake Dillon Drive, Suite 208, Dillon, CO 80435
(970) 455-1013
info@elevation-law.com
Central California Legal Services provides high quality legal services to indigent residents across six counties in California’s central San Joaquin Valley, a region where intense poverty exists side by side with unparalleled wealth and abundance. CCLS improves the well-being of our communities through broad-scale advocacy, as well as through legal work that meets individual clients’ immediate needs. Together with our clients and community partners, we challenge the systems that breed poverty in the Central Valley, reshaping our Valley’s narratives to support health and prosperity for all who love and work in this most fertile and beautiful region.

CCLS seeks a full-time, immigration staff attorney to work with its Family/Immigration/Benefits Team. The ideal candidate will have experience providing legal representation, consultation, advocacy and education in immigration, naturalization, and/or domestic violence matters.

**Responsibilities & Duties:**

- Provide direct legal services in immigration matters for victims of domestic violence, human trafficking, and labor trafficking with a focus on U-Visas, T-Visas, VAWA, and Naturalization;
- Work with CCLS advocates to ensure delivery of high-quality legal representation to clients consistent with CCLS program priorities;
- Develop and maintain relationships with client groups and community-based service providers, and work with them to identify community lawyering opportunities;
- Identify and analyze systemic issues through individual and impact casework;
- Participate in community outreach events and legal workshops/clinics;
- Participate in planning and strategy meetings with project partners and statewide networks of Legal Aid advocates;
- Foster productive relationships with other CCLS staff, the court, and public agencies;
- Participate in weekly CCLS case review meetings, stay informed of changes in the law, including continuing legal education, and adhere to CCLS policies and procedures;
- Maintain a commitment to impact litigation as part of a holistic and collaborative advocacy strategy;
- Other duties as assigned.

**Skills & Qualifications:**

- Member in good standing of the State Bar of California; or, eligible to practice under the Registered Legal Services Attorney Program and California Bar admission within twelve months of hire;
- Experience working with low-income clients, collaborating effectively with diverse groups of individuals and organizations, and connecting and strategizing with local community leaders;
- Previous Legal Aid or other non-profit, legal services experience desirable;
- Experience providing legal representation, consultation, advocacy, and education in immigration matters and/or to victims of domestic/family violence helpful;
- Litigation experience in State, Federal and/or Immigration Court, preferably in immigration and domestic violence proceedings;
- Desire to address systemic issues and develop general knowledge of poverty law;
- Bilingual ability strongly preferred in English and at least one other language commonly spoken in the Central Valley;
- Excellent interpersonal, oral, and written communication skills;
• Comfortable working under pressure, on a team or independently, passionate about the work, inquisitive, and analytical;
• Ability to travel as needed and proof of liability and property insurance on vehicle used.

**Salary/Benefits:**

Salary Range DOE (generally for 0-5 years of experience $54,000 to $65,000); benefits include medical, dental, vision, life, disability insurance coverage; employer contribution to 403(b) plan based on length of service; 14.5 paid holidays; generous vacation and sick leave policy; some professional dues paid by CCLS; if qualified, participation in the School Loan Reimbursement Assistance Program, and/or a Bilingual Supplement.

**How to Apply:**

Please e-mail all application materials detailed below to Debra McKenzie, Director of Administration at dmckenzie@centralcallegal.org

- Cover Letter
  - Please tell us briefly about your experience doing advocacy work with low-income communities.
  - Please describe your leadership experience.
  - Tell us about your connection to the Central Valley or what draws you here?
  - What particular interest do you have in being a Legal Aid lawyer?
- Resume
- Three Professional References
- Legal Writing Sample (No more than 10 pages)

CCLS is an equal opportunity employer: we value equity, inclusion, and diversity, across all races, cultures, classes, ages, religions, gender identities and presentations, sexual orientations, body sizes, family structures, abilities, and all categories protected by law. We encourage all interested individuals to apply.

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**FEDERAL LITIGATION FELLOW**

**OFFICE OF THE ALAMEDA COUNTY PUBLIC DEFENDER**

**OAKLAND, CALIFORNIA**

With financial support from California ChangeLawyers and the Grove Foundation, and fiscal sponsorship by the SF Bar Association’s Justice and Diversity Center, the Alameda County Public Defender seeks to hire its first Federal Litigation Fellow to provide pro bono representation to immigrants facing deportation in affirmative federal challenges before U.S. District Courts.

**About the Alameda County Public Defender’s Office Immigration Representation Unit:**

The Alameda County Public Defender’s Office was created in 1927 and is one of the oldest public defender offices in the nation. Our Mission is to zealously protect and defend the rights of our clients through compassionate and inspired legal representation of the highest quality, in pursuit of a fair and unbiased system of justice for all.

In 2014, in furtherance of that mission, the Alameda County Public Defender created the first public defender immigration representation model in California and on the West Coast and in doing so shifted the way in which California conceptualizes indigent defense to include deportation defense.
In 2016, just two years after the Immigration Representation Unit’s creation, it filed its first Petition for Writ of Habeas Corpus challenging the legality of an Immigration Judge’s finding of dangerousness and denial of release. This innovative litigation resulted in our client’s release. As did our second petition and our third petition. The Unit has continued to challenge unconstitutional and alarming government practices, filing a total of 15 habeas petitions and 3 mandamus petitions since 2016 alone.

Today, the Unit is one of the most active providers of pro bono removal defense representation before U.S. District Courts in the Bay Area and provides regular training and technical assistance in the area of district court litigation in defense of immigrants.

The Federal Litigation Fellow will be an employee of the Alameda County Public Defender Immigration Representation Unit through grants from funders including California Changelawyers and the Grove Foundation and in collaboration with the California Collaborative for Immigrant Justice (CCIJ) of the SF Bar Association.

The Public Defender’s Office will provide the in-house training, mentorship, and supervision to support this position and the Fellow will have access to all trainings and CLE’s provided to Alameda County Public Defender’s Office attorneys.

**The California Collaborative for Immigrant Justice (CCIJ), SF Bar Association:**

The California Collaborative for Immigrant Justice (CCIJ) is a coalition of organizations providing coordination, advocacy, and direct legal services to the immigrant community in California, with a focus on individuals in detention and at-risk of being detained. CCIJ coordinates and provides community preparedness services, emergency legal response, legal screenings for individuals in detention, and long-term detained representation. CCIJ coordinates local rapid response networks, offers Know Your Rights trainings in immigrant communities, provides emergency attorney activation upon detention, steers critical resources to local stakeholders, tracks enforcement and due process trends, fights deportations in court, coordinates regional resources to increase access to counsel, builds the legal capacity to serve local immigrant communities, and advocates for due process rights.

CCIJ’s collaborative leadership is housed at the Justice & Diversity Center of the Bar Association of San Francisco (JDC), enabling seamless coordination of efforts and easy referral processes between rapid response and longer-term legal needs – a key aspect of the continuum of services for immigrants vulnerable to detention and deportation.

The Fellow will establish a liaison between the Immigration Representation Unit of the Alameda County Public Defender’s Office and the California Collaborative for Immigrant Justice such that CCIJ partners benefit from timely updates regarding federal litigation decisions and strategies as well as technical assistance to CCIJ partners.

**About the California ChangeLawyers Legal Fellowship Program**

California ChangeLawyers (formerly California Bar Foundation) is a statewide foundation that empowers the next generation of lawyers, judges, and activists to create a more diverse legal profession, a fair justice system, and a better California. The foundation believes that a state as diverse as California should have a justice system led by advocates of all ethnicities and races. ChangeLawyers Fellowships support bright, diverse ChangeLawyers who are committed to righting historical wrongs. The foundation supports organizations on the front lines of social justice while at the same time creating
jobs for diverse lawyers. This creates better, more authentic outcomes for communities—communities who can see and interact with lawyers who look like them.

**Position Description:**

The ACPD's Immigration Representation Unit seeks to hire a full-time, year-long legal Federal Litigation Fellow to focus on developing our federal litigation efforts on behalf of immigrant clients, primarily clients who are detained by DHS.

This position is based in Oakland, California and is a year-long fellowship with a commitment to seek renewed funding for a second year.

**Qualifications and Requirements:**

Fluency in Spanish is highly preferred. The applicant must be licensed to practice law in any jurisdiction (California Bar preferred).

We are seeking applicants with litigation experience before U.S. District Courts and the U.S. Court of Appeals for the Ninth Circuit, including removal defense experience before U.S. immigration courts.

Applicants should be self-directed and self-reliant, highly organized, flexible, and able to work in a high volume setting with limited resources. This position requires travel to detention facilities where clients are located. The applicant must have reliable transportation.

**Salary Range:**

The Fellowship will provide a highly competitive annual salary of approximately $98,072 plus medical benefits. Fellows will also be provided the same amount of vacation/sick days as full-time ACPD staff attorneys in the organization.

**Reports To:**

Raha Jorjani, Director of the Immigration Representation Unit of the Alameda County Public Defender’s Office.

**Primary Responsibilities:**

Responsibilities of the Legal Fellow will include, but are not limited to, the following:

- Investigate, negotiate, and pursue federal court action on behalf of indigent immigrants.
- Serve as a Technical Assistance Liaison for CCIJ Detained Representation Providers with the Alameda County Public Defender's Office.
- Send email updates to the CCIJ Detained Representation Provider Listserv regarding federal litigation periodically and as needed.
- Compile and/or draft federal litigation legal resources for the CCIJ Brief Bank, which serves as a resource for all CCIJ partners.
- Attend California ChangeLawyers networking and mentoring events.
To Apply:

Applications, including a detailed cover letter, resume, and three references, should be emailed to Raha Jorjani at: raha.jorjani@acgov.org. Applications that do not contain all of the above-listed required materials may not be considered.

Applications should be submitted as soon as possible, and ideally before the deadline but will be considered on a rolling basis until the position is filled.

Applicants selected for interviews will be duly notified.

KIDS IN NEED OF DEFENSE (KIND)
PRO BONO COORDINATING ATTORNEY
NEWARK, NEW JERSEY

Background:

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 Newark field office, located in Roseland, New Jersey, 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 throughout New Jersey. The Pro Bono Coordinating Attorney will also carry a small caseload of direct representation matters, providing legal assistance to unaccompanied children in immigration removal proceedings, including children eligible for asylum, Special Immigrant Juvenile Status (SIJS), U visas, or T visas. As needed, the Pro Bono Coordinating Attorney will supervise interns and/or other non-attorney staff.
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 Newark field office supervisors, as needed, help develop pro bono training resources and local training curriculum, including sample filings and guidance packets;
- Assist with and 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;
- Directly represent a small number of clients, including communicating regularly with them and their caretakers; preparing declarations, briefs, motions, and immigration forms; and appearing for master calendar hearings, asylum interviews, and certain family court hearings;
- 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;
- 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 preferably in New Jersey;
- At least two years 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;
- Family law experience a plus;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of working in a culturally responsive manner and with cross-cultural communication skills;
- Advanced fluency in Spanish preferred;
- 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.

Reports to:

Senior Pro Bono Coordinating Attorney

Supervision:

Possibly, paralegals, program assistants, interns, and/or other non-attorney staff.
Physical Demands and Work Environment:

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

To Apply:

Applications, including a cover letter, resume, writing sample, and three references, should be submitted online at: https://supportkind.org/jobs/

Applications that do not contain all of the above-listed required materials will not be considered.

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

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

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

SUPERVISING ATTORNEY
TAHIRIH JUSTICE CENTER
ATLANTA, GEORGIA

Position Summary:

Tahirih is seeking to hire a full-time Supervising Attorney to lead the immigration legal work in Tahirih’s Atlanta office, based in downtown Atlanta. Reporting to the Executive Director, this position will be responsible for ensuring quality representation of immigrant survivors of gender violence in immigration legal matters and will supervise a growing legal team including attorneys, fellows, and legal interns, while retaining an individual caseload of predominately appellate cases. The ideal candidate is a senior-level attorney with at least five years’ experience in immigration with strong cross-cultural communications, development and community outreach skills.

Primary Responsibilities:

Supervision and Coordination of the legal program: (60%)

- Ensure high quality, client-centered (trauma-informed and culturally humble) legal representation of clients through direct supervision and management of legal team staff
- Oversee the development, management, and execution of systems within the local office to enable the legal team to represent clients effectively and efficiently
- Participate in the development and implementation of annual goals, program policies and processes, and ensuring organizational alignment
- Facilitate professional development and skills of legal team, monitor attorney caseloads and oversee case placement
- Oversee legal Fellow, intern, and volunteer pro bono attorney recruitment and training
- Monitor program deliverables and ensure that metrics are being tracked in Tahirih’s online case management system for local grants
• Ensure that Tahirih is represented in coalition meetings, and work collaboratively to innovatively meet gender-based survivor needs in Georgia
• Work in partnership with the Executive Director to strategically engage, attend meetings and promote Tahirih’s services to potential funders
• Direct Legal Services: (40%)
  • Develop Tahirih’s Atlanta Appellate Project by building referral network and taking a central role in guiding legal strategy in immigration appeals
  • Provide direct legal representation in approximately 6-8 appellate cases (at BIA or 11th circuit) per year, either as sole counsel or co-counsel with pro bono attorneys
  • Provide intake, advice and counseling, and direct legal representation for approximately 10-12 immigration cases per year (predominately asylum, T, U, VAWA cases

**Qualifications:**

• Current bar membership in good standing
• Minimum of five years of combined experience representing diverse clients in immigration law (asylum, VAWA, T visa and/or U visa cases) before the DHS, Immigration Courts and BIA
• Experience litigating appeals, preferably in the immigration context, or superb legal research and writing skills and a desire to gain expertise in cutting edge immigration appellate work
• Minimum 1-year experience supervising legal staff and interns
• Fluency in Spanish preferred
• Able to attend functions from time to time outside of 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.

**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 100 employees work from offices in the DC metro area, Baltimore, Houston, Atlanta, and the San Francisco Bay Area.

**Submissions:**

Apply online [here](#). Please include a cover letter, resume, and a list of three references.

Please note: Candidates must be authorized to work in the United States.

Tahirih Justice Center is committed to diversity, equity and unity as core values. We practice inclusiveness in decision making through consultation with employees throughout the organization. Tahirih seeks to hire and
retain employees whose diversity reflects the communities we serve. We encourage candidates who are committed to equity and who are from all backgrounds, experiences, abilities and identities to apply.

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We hope to see you soon!

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