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November 1, 2019

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LEGAL POSITIONS

SUPERVISORY TRIAL ATTORNEY (CHIEF) SOCIAL JUSTICE SECTION ATTORNEY GENERAL OF THE DISTRICT OF COLUMBIA

The Office of the Attorney General for the District of Columbia (OAG) is seeking candidates for the position of Chief of the Social Justice Section (SJS) in the Public Advocacy Division (PAD). The Public Advocacy Division investigates and litigates civil cases aimed at protecting the public interest. The Social Justice Section works with community groups, tenant, worker rights and environmental advocacy organizations, as well as District government agencies to identify and address housing, wage and environmental law violations in the District. SJS addresses housing conditions and nuisance properties in District neighborhoods that contribute to blight and criminal activity. Attorneys in the section use civil litigation against property owners who violate housing and construction codes and allow residences to become havens for drug, gun or prostitution nuisances as specified in the Drug, Firearm or Prostitution-Related Nuisance Abatement Act. The SJS Section also addresses areas related to wage theft, including minimum wage, Sick and Safe Leave, misclassification of workers and overtime violations. SJS also brings cases seeking environmental justice for District residents, including against property owners that expose tenants to lead paint or other environmental hazards. The Chief is responsible for litigation and the management of the day-to-day operations of SJS, which includes the supervision of various kinds of litigation and other legal services as well as community outreach. The SJS Section Chief supervises attorneys, paralegals, investigators and interns.

The Section's legal work is broad based and includes: (1) working with community groups, advocacy organizations, and D.C. Government agencies such as the Metropolitan Police Department (MPD), the Department of Consumer and Regulatory Affairs (DCRA), the Department of Employment Services (DOES) and the Department of Energy and Environment (DOEE) to address housing, wage and environmental concerns through litigation initiated by SJS; (2) investigating, negotiating and litigating cases identified as essential to protecting affordable housing and tenant's rights through the OAG's housing initiatives; (3) litigating to protect District residents from other abuses, including wage theft and other improper labor and employment practices; (4) litigating cases to protect District residents from environmental hazards; and (4) serving as one of OAG's liaisons to the community in order to hear and better address residents' concerns. The Chief will also be responsible for exploring new and creative ways to use legal means in order to be responsive to community concerns around housing, public safety, employment and labor, and the environment. as well as other potential abuses.

The responsibilities of the Chief of SJS include, but are not limited to:

- Training, supervision, evaluation, and discipline (if necessary) of all Section staff, including:
- Regularly monitoring progress of staff in assigned cases and other projects;
- Monitoring compliance of staff with the Attorney General's Performance Contract requirements, including ensuring full compliance with customer service standards;
- In coordination with the Division Deputy and other Section Chiefs, planning and/or conducting training for new and experienced trial attorneys;
- Maintaining requisite legal, management, inter-agency, human relations, and labor knowledge and skills; and

- Collecting, maintaining, and disseminating timely, accurate and up-to-date data on the Section's activities, including collecting and tabulating various statistics that show performance results and identifying evidenced-based best practices;
- Managing the litigation work of the Section, including:
- Establishing litigation priorities, in consultation with the Division Deputy, including building the affirmative civil litigation practice of the Section in order to better address community justice needs;
- Supervising trial attorneys in all aspects of civil litigation, including nuisance property suits, and working closely with DCRA, MPD, DOES, DOEE and other agencies during the pre-filing investigative stage;
- Reviewing and submitting for approval pleadings, motions, memoranda, and correspondence;
- Reviewing litigation outcomes and determining when appellate review may be needed;
- Otherwise working closely with senior staff at MPD, DCRA, DOES and DOEE and other enforcement agencies to address all types of nuisance properties and other issues relevant to neighborhood services; and
- Assisting in and supervising the provision of legal services, as needed, related to agency functions that are meant to improve neighborhood services and safety, including the OAG's affordable housing and potentially wage theft initiatives.
- Liaising with other components within OAG, the District government, and the community at large, including:
- Attending management meetings with or on behalf of the Division Deputy and the Attorney General as requested, as well as other specific meetings with relevant agencies;
- Interacting with D.C. Council Members and their staff to ensure that Council Members are kept abreast of efforts and progress by OAG and other agencies to address problems raised by constituents as assigned;
- Attending community meetings to further the mission of the Section, including serving as OAG's representative;
- Serving as OAG's representative for any relevant community task forces and committees; and
- Assisting in the implementation and supervision of the OAG's community outreach to tenants and housing associations.

Qualifications:

The candidate must have at least 5 years of civil litigation experience, preferably in affirmative or otherwise public interest litigation; excellent oral and writing skills; and demonstrated ability to supervise and to direct the day-to-day activities of professional and support staff in a litigation-oriented office. Demonstrated passion for working with and aiding communities through a community-oriented lawyering approach is strongly preferred.

How to Apply:

Here is the apply link

- https://jobs.jobvite.com/oagdc/job/oSJgbfwM/apply?_jvst=Job+Board&_jvsd=LinkedInFree

Interested candidates must apply online. All applications must include the completed questionnaire, along with a resume, cover letter and a writing sample. Candidates will only be able to submit the application once, and will not be able to return to add attachments or make any changes to their application once it has been submitted.

Deadline to apply is November 6, 2019.

Eligibility:

The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

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, genetic information or political affiliation.

ATTORNEY
SENATE COMMITTEE ON RULES AND ADMINISTRATION

The Senate Committee on Rules and Administration seeks an attorney for a full-time counsel position. This position will be responsible for providing legal advice, counsel, and oversight on a high volume of legislative branch appropriations, contracting, and other matters. This is a non-partisan position that requires the ability to serve the Senate equally and to refrain from political or partisan activity. Candidates must possess outstanding organization and analytical skills and communicate clearly and effectively in a written or oral format. Candidates must also demonstrate good judgment in evaluating the sensitive matters that come before the Committee and have the ability to prioritize competing responsibilities. Candidates must be licensed to practice law in at least one U.S. jurisdiction and are expected to maintain an active law license. Demonstrated experience in one or more of the following areas is desirable: federal appropriations law (legislative branch preferred); administrative law; federal contracting regulations, best practices, and bid protests; corporate and government finance; accounting; and auditing. Salary will be commensurate with experience. The position is not open to current law students or to attorneys with less than three years of post-law school experience.

Please email resume, proof of bar membership, cover letter, and a short writing sample of no more than five pages to senate_employment@saa.senate.gov. Indicate the job referral number in the subject line. Candidates are encouraged to apply as soon as possible. Application materials will be reviewed as they are received, and the position will be filled once a qualified applicant is identified.

FINANCIAL DISCLOSURE COUNSEL
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 and providing guidance 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, corporate finance, securities law, and criminal 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.

STAFF ATTORNEY
NATIONAL COALITION FOR A CIVIL RIGHT TO COUNSEL

About the Project:

The National Coalition for a Civil Right to Counsel (NCCRC) was created in 2003 as a project of the Public Justice Center (PJC). The NCCRC's mission is to encourage, support, and coordinate advocacy across the country to expand recognition of a right to counsel for low-income people in civil cases involving basic human needs, such as housing, safety, benefits, civil incarceration, health, and child custody. It currently has over 300 participants and 200 partners working in 40 states, and its work involves supporting state court litigation, legislative campaigns, social science research, and public awareness efforts. It has assisted successful state and local efforts to establish a right to counsel in cases involving adoption or guardianship of children, termination of parental rights, evictions, suspension of driver's licenses, and civil incarceration, and has worked on efforts around the right to counsel in cases involving domestic violence, truancy, guardianship of adults, and civil forfeiture. Its website, <http://www.civilrighttocounsel.org>, serves as the national repository for the status of the right to counsel for all civil areas in all 50 states as well as all the current expansion efforts.

The PJC pursues systemic change to build a just society. Founded in Maryland in 1985, the PJC uses legal advocacy tools to pursue social justice, economic and racial equity, and fundamental human rights for Marylanders who are struggling to provide for their basic needs. The PJC is a civil legal aid office that provides advice and representation to low-income clients, advocates before legislatures and government agencies, and collaborates with community and advocacy organizations. Learn more at <http://www.publicjustice.org>.

About the Position:

We are looking to hire an attorney to help build out the NCCRC's capacity in light of explosive national growth on civil right to counsel over the past five years. The position is currently funded through June 2021, and there is the hope and possibility it will be extended. It is a full-time, exempt, professional position.

The new attorney will report to the NCCRC Coordinator, who works from Montgomery, Alabama. While we anticipate the new attorney will work in Montgomery, or in the PJC's Baltimore office, there is also the possibility of telecommuting. Regardless, the new attorney will spend some time in Montgomery for training purposes, and the position will require occasional travel beyond the initial training period.

Core Duties:

- Analyzing new cases and bills to determine potential NCCRC interest/involvement, and providing summaries and recommendations to the NCCRC Coordinator;
- Identifying, reaching out to, and coordinating efforts among stakeholders for key legislation, and developing supportive testimony;
- Conducting 50-state research in a variety of subject areas, and/or supervising interns or volunteers conducting such research;
- Exploring and developing partnerships with key national organizations;
- Authoring law review articles that summarize NCCRC's legal research;
- Authoring op-eds responding to legal trends or specific cases/bills;
- Helping to maintain the NCCRC's social media presence;
- Developing public materials such as best practices guides, infographics, and FAQs;
- Incorporating new research into the NCCRC website's interactive map database;

- Performing some administrative work, such as keeping the NCCRC participant list up to date, assisting with fundraising tasks, and performing website cleanup;
- Traveling to and presenting at conferences and meetings around the country, and developing PowerPoint presentations for targeted audiences.

Desired Skills and Experience:

- Admission to practice law in at least one state required;
- 2 years of experience strongly preferred but not required;
- Established passion for social justice, and keen interest in access to justice;
- Strong organizational skills, as well as keen attention to detail;
- Ability to work both independently and collaboratively;
- Demonstrated research and writing skills;
- Experience in communications preferred;
- Prior experience with low-income and disadvantaged communities strongly preferred.

Compensation:

The salary range is \$60,000-\$70,000 depending on experience. An excellent cafeteria benefit package is included offering health, dental, disability and life insurance, and retirement options.

Applications:

Applications should be submitted by Friday, November 29, 2019 to be assured of consideration, but will be accepted and interviews conducted on a rolling basis until the position is filled. To apply, please submit, by email only, a cover letter explaining your interest, resume, two legal writing samples, and the names and telephone numbers of three references. Please send applications to John Pollock, jpollock@publicjustice.org with "NCCRC Attorney Position" in the subject line.

The Public Justice Center is an equal opportunity, affirmative action employer that encourages all interested persons to apply regardless of race, color, national origin, ancestry, ethnicity, citizenship, creed, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, physical or mental disability, marital status, or any other legally protected status.

STAFF ATTORNEY MARYLAND LEGAL AID

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

Essential Functions:

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

Duties and Responsibilities:

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

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

Qualifications:

Admission to Maryland Bar or another state bar and eligibility and willingness to apply for admission to the Maryland Bar at the earliest opportunity. Legal Services experience and Spanish language proficiency are desirable.

To Apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9156664a-1a51-4897-90b5-51213a0ce138&ccId=1997542647_11688&jobId=269601&lang=en_US&source=CC4

DOMESTIC VIOLENCE/FAMILY LAW STAFF ATTORNEY LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks an energetic, self-motivated, detail-oriented individual for the position of Staff Attorney for the Domestic Violence/Family Law practice. Legal Aid was formed in 1932 to "provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs." Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is comprised of individual representation in housing, domestic violence/family, public benefits, and consumer law, although we also work on immigration law matters and help individuals with the collateral consequences of their involvement with the criminal justice system. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. For more information about Legal Aid please visit our website, www.legalaiddc.org, and our blog, www.MakingJusticeReal.Org.

Tasks and Duties:

Legal Aid has a broad and energetic domestic violence/family law practice. Our unit is currently staffed by three supervising attorneys, ten staff attorneys, and a legal assistant. The staff attorney will handle a caseload of custody, child support, and divorce in the Domestic Relations Branch of D.C. Superior Court, as well as protection order matters in the Domestic Violence Branch. In addition to an active litigation docket, the staff attorney will participate in community outreach, engage in systemic reform efforts, and be responsible for conducting interviews of prospective clients.

Legal Aid's domestic violence/family law attorneys primarily work out of our NW office and may also work and conduct initial applicant interviews out of Legal Aid's community office in SE. They also help staff the District's two Domestic Violence Intake Centers - in NW at the D.C. Superior Courthouse, and in SE at United Medical Center - and the Child Support Resource Center, which operates out of the Paternity & Support Branch of D.C. Superior Court.

Qualifications:

The ideal candidate will have the following:

- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively with other staff;
- A demonstrated commitment to social and economic justice;
- Ability to multi-task and prioritize assignments;
- Experience in legal services, ideally with a background in DV/family law; and
- Bilingual skills (in Spanish, Amharic, or another language prevalent in Legal Aid's client community) strongly preferred.

Membership or eligibility for membership in the DC bar is required.

Salary and Benefits:

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

To Apply:

Interested persons are encouraged to apply immediately and should submit a letter of interest and resume [here](#). Please clearly indicate on your cover letter whether you would like to be considered for the Staff Attorney or Project Director position. Applications will be reviewed as they are submitted.

Legal Aid values an inclusive, diverse workplace and encourages applications from 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.

IMMIGRANTS' RIGHTS PROJECT STAFF ATTORNEY **LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia seeks an experienced Staff Attorney or highly experienced Project Director to work on immigration matters and other general civil legal issues for D.C.'s immigrant communities. 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 and largest general civil legal services program in the District of Columbia. The bulk of our work is comprised of individual representation in housing, domestic violence/family, public benefits, and consumer law, although we also work on immigration law matters and help individuals with the collateral consequences of their

involvement with the criminal justice system. From our work with clients, we identify opportunities for law reform, public policy advocacy, and impact litigation. For more information about Legal Aid please visit our website, www.LegalAidDC.org, and our blog, www.MakingJusticeReal.Org.

Tasks and Duties:

The Immigrants' Rights Project attorney will handle a caseload of immigration law matters (U visas, T visas, VAWA and asylum petitions, SIJS cases, and perhaps other matters) and provide advice and representation to members of D.C.'s immigrant communities across a wide range of legal services. The attorney will help to promote family stability through litigation or negotiation of agreements regarding custody and support of children for immigrant parents, as well as handling housing, consumer, and public benefits matters as appropriate. In addition, the attorney will engage in community organizing and education, conduct interviews of prospective clients, and work on systemic advocacy efforts related to the protection of immigrants' rights. Legal Aid's immigration attorney will be based in Legal Aid's central office in NW D.C.

A more experienced Project Director would manage Legal Aid's Immigrants' Rights Project, including grant writing, reporting, conducting intake at our community-based office at Carlos Rosario International Public Charter School, coalition building, and leading local and federal advocacy efforts, while handling an individual caseload, providing management assistance, supervising general intake, and helping to shape the direction of Legal Aid's Immigration Project.

A Staff Attorney would handle a caseload of immigration cases, conduct intake at Carlos Rosario, 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 general intake at its community offices in addition to Carlos Rosario.

Qualifications:

The ideal Staff Attorney candidate will have the following:

- A minimum of 2-3 years of experience in immigration law and/or serving the legal needs of immigrant communities required;
- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively with other staff;
- Experience with project development and management;
- A demonstrated commitment to social and economic justice;
- Experience in other legal services, including family law, housing, consumer, or public benefits strongly preferred; and
- Bilingual fluency in Spanish required.

The ideal Project Director candidate will meet all of the requirements for the Staff Attorney position and also have significant experience in immigration law, preferably in the context of a legal services practice environment, and prior management or 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:

Interested persons are encouraged to apply immediately and should submit a letter of interest and resume [here](#). Please clearly indicate on your cover letter whether you would like to be considered for the Staff Attorney or Project Director position. Applications will be reviewed as they are submitted.

Legal Aid values an inclusive, diverse workplace and encourages applications from 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.

ENTRY LEVEL ASSOCIATE MARSH LAW FIRM PLLC

Marsh Law Firm is seeking an associate attorney to join our internationally recognized practice. The candidate can reside anywhere in the United States.

Marsh Law Firm is recognized worldwide as a premier law firm representing victims of childhood sexual abuse, child pornography, gender discrimination, and Title IX violations.

We are seeking a self-starter and creative, independent associate to assist with representing victims of child pornography and online exploitation. The associate will seek restitution in criminal cases and pursue civil claims in federal courts around the country. Basic litigation skills are essential. This job will involve periodic domestic travel. The associate will also participate in policy initiatives and advocate on behalf of our clients to raise awareness of issues unique to child pornography victimization.

Candidates must be a licensed attorney. While at least two to three years of experience is preferred, we will consider recent graduates with strong academic credentials and a demonstrated commitment to hard work and excellence.

Candidates should be prepared to handle sensitive matters with compassion and understanding. Candidates must be detail-oriented, have excellent writing and communication skills, and a strong interest in representing survivors of sexual abuse, assault, and exploitation.

Please submit resume to James R. Marsh at jamesmarsh@marsh.law

STAFF ATTORNEY D.C. BAR PRO BONO CENTER

The D.C. Bar Pro Bono Center has an opening starting January 2020 for a staff attorney for its family law practice. This position will serve as an attorney staffing the Domestic Relations Limited Scope Representation Project in the Domestic Relations Branch of D.C. Superior Court and will provide legal representation to qualifying, low-income litigants.

Essential Duties and Responsibilities:

- Provides same-day legal services through a court-based office to qualifying, low-income parents or third-party caregivers with cases in the Domestic Relations Branch of D.C. Superior Court
- Provides legal advice, limited scope legal representation, or in appropriate cases full representation, to qualifying litigants in family law matters.
- Refers appropriate matters to the Pro Bono Center's Advocacy & Justice Clinic as well as other area legal services providers.
- Collaborates with other Pro Bono Center clinics and projects involving family law matters, and partners with other legal services providers.
- Provides substantive guidance, mentoring, training, and outreach in family law to volunteer attorneys, law students, paralegals, and staff.
- Provides outreach, legal education, and/or "Know Your Rights" trainings to prospective clients and community members.
- Staffs several Advice & Referral Clinics (held the second Saturday of every month) every year.
- Drafts forms, pleadings, reports, correspondence, notices, and other documents. Helps prepare reports for internal reporting and grant reporting.
- Updates and drafts new materials for self-represented litigants and responds to and maintains records of requests for materials or information.
- Facilitates improvements in the Pro Bono Center's case management system.
- Performs other duties as assigned.

Minimum Qualifications:

- A J.D. from an ABA-accredited law school.
- Must be a member of the District of Columbia Bar in good standing.
- A minimum of three years of active practice in D.C., including extensive experience handling family law (custody, child support, and/or divorce) cases. Experience handling a variety of poverty law matters (housing, public benefits, consumer, and/or other civil legal issues) is a plus. Experience with a legal services organization that provides legal services to indigent individuals preferred.
- Proficiency with Microsoft Office 365.
- Excellent interpersonal skills. Must work well in a team environment and be able to interact with clients, the public, Bar members, volunteers, and staff.
- Proficiency in Spanish or Amharic is a plus.
- 7. Excellent organizational and oral and written communication skills; must be adaptable, creative and self-motivated, and must be able to work with minimal supervision.
- 8. Ability to handle and maintain the confidentiality of highly sensitive information.

How to Apply:

Kindly submit your resume, cover letter, salary requirements, and two (2) writing samples via the link below:

workforcenow.adp.com/mascsr/default/mdf/recruitment/...

Additional Information:

This is a grant-funded position. Continued employment may be impacted by continued grant funding.

Under the Bar's compensation system, this position is a grade 4. This is a full-time, exempt position working 35 hours per week. The starting salary is commensurate with experience. The D.C. Bar has an excellent benefits package.

This is not an attempt to list all the essential functions of this position. It is recognized that job duties may change over time, as the Pro Bono Center's needs change.

The D.C. Bar Pro Bono Center is an Equal Opportunity Employer.

HEALTH POLICY ATTORNEY LEGAL ACTION CENTER

The Washington, D.C. office of the Legal Action Center seeks a Health Policy Attorney who will conduct policy analysis, development and advocacy to achieve reforms related to state and federal drug policy. The Health Policy Attorney will report to the Vice President for Health Initiatives. The position is available immediately.

The Legal Action Center (LAC) is the only non-profit law and policy organization whose sole mission is to fight discrimination against people with histories of substance use disorders, criminal records and HIV/AIDS. This position, located in LAC's D.C. office, will be part of a dynamic team working to advance health equity and criminal justice reforms through policy advocacy and regulatory changes. Working with state and national partners and inter-disciplinary coalitions, LAC's D.C. team crafts, advocates for, and implements effective and equitable health and criminal justice policies on behalf of our stakeholder population. LAC is a progressive, Equal Opportunity Employer with offices in New York City, Washington, D.C. and Atlanta, Georgia.

Job Responsibilities:

The Health Policy Attorney will be responsible for state and federal policy development and advocacy to achieve the implementation of evidence-based health responses to substance use disorders (SUD). The work will focus primarily on expanding coverage of and access to SUD care through Medicaid, private insurance plans and Medicare and through greater enforcement of the Mental Health Parity and Addiction Equity Act, the Affordable Care Act, and other related state laws. The Health Policy Attorney will help LAC launch a new initiative to expand coverage of SUD services in Medicare.

Activities Will Include:

- Conducting legal and policy research related to health care delivery and financing and strategies to expand access to substance use disorder treatment in private and public insurance programs.
- Developing education materials and policy briefs for policymakers and stakeholders.
- Helping to develop and implement advocacy and policy reform strategies in collaboration with federal and state partners.
- Responding to proposed regulations and legislation with written analysis and comments.
- Providing education and technical assistance on various health policy issues.
- Helping to coordinate activities for a coalition of national SUD and mental health organizations.
- Working with state coalitions of providers and consumers to implement policy initiatives.
- Working with the LAC staff to implement LAC's racial justice and equity priorities as they apply to the organization's health policy work and internal operations.

Job Qualifications and Requirements:

- A passion for advocacy to expand access to health care and eliminate discrimination for our clients.
- J.D. and bar admission (in any jurisdiction) required.
- Public policy experience (minimum 2 years) preferably in the area of health law.
- Federal or state legislative experience and/or knowledge of substance use disorder issues a plus.
- Some knowledge of health law, especially private insurance, Medicaid, and the Affordable Care Act.
- Excellent written and oral communication, advocacy, and analytical skills, including the ability to explain complex issues in clear, persuasive terms for non-lawyer audiences.
- High level of independence, initiative, and creativity, and demonstrated skills in problem solving, time management, team building and organization.
- Desire and ability to work in a small (5-person), busy office and to coordinate work with colleagues in LAC's New York office.
- Strong networking skills and the ability to develop and maintain relationships with individuals, organizations, and government agencies, and to work with diverse groups of people.

Compensation and Benefits:

Salary is commensurate with experience. Excellent benefits, including medical insurance, 403(b) plan with employer contribution, and pre-tax flexible benefits.

Application:

Please e-mail a resume and cover letter (no calls please) to Hiring Manager at legal.action.centerdc@gmail.com and write "Health Policy Attorney" in the subject line. Applications will be accepted until the position is filled, but please apply as soon as possible. Only candidates selected for interviews will be contacted. The Legal Action Center is an equal opportunity employer. Members of LAC's stakeholder populations are strongly urged to apply.

SENIOR DIRECTOR FOR POLICY AND ADVOCACY KINDS IN NEED OF DEFENSE

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

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

To address the root causes of child migration from Central America and strengthen protection of unaccompanied children, KIND advocates for policy changes and educates lawmakers, the media, and the broader public on the conditions that drive these children to flee their home countries. KIND supports children returning to their home countries by connecting them to essential support services and sponsors gender-based violence prevention programs in Central America to protect children in countries of origin and transit.

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:

Responsible for overseeing the policy efforts of KIND to help ensure that unaccompanied children receive fair and appropriate treatment while in the US immigration system and promote policy, practice and procedure that addresses their needs to promote awareness of KIND's work and services on behalf of unaccompanied minors

Primary Responsibilities:

- Senior policy expert on unaccompanied children and children's immigration at KIND
- Formulate and execute administrative and legislative advocacy with U.S. government agencies on forms of relief available to unaccompanied children, including special immigrant juvenile status, asylum, U visa, T visa, and prosecutorial discretion
- Lead policy and advocacy decisions for Policy, Advocacy and Communications (PAC) team and with Legal Services management and regional team, which includes informing KIND's litigation strategy
- Brief members of Congress, federal and state agencies and staff on KIND policy issues
- Provide Congressional staff with technical expertise for hearings and developing legislation and appropriations
- Spokesperson as subject matter expert for KIND to media
- Collaborate with stakeholders in working groups that are focused on issues affecting unaccompanied children and separate families, including, but not limited to, conditions of custody with ICE, CBP, and ORR, access to education, access to counsel and due process
- Analyze legal and policy issues related to KIND's mission and develop written products to be used as part of KIND's advocacy
- Provide strategic advice on issues related to unaccompanied children, children's immigration and other issues of interest to KIND
- Confer regularly with KIND Legal Services staff to identify needs and develop KIND's advocacy positions
- Participate in internal strategy meetings and assist in the development and implementation of action plans
- Collaborate closely with the VP of Policy and Advocacy to identify, develop and lead relationships with strategic partners and coalitions
- Supervise the Deputy Director of Policy and the Policy Associate and fellows and clinical students as needed
- Other duties as assigned

Minimum Requirements:

- JD degree
- 10+ years' experience in a legal or advocacy role
- Knowledge of the administrative and legislative processes and an ability to leverage relationships to meet advocacy goals
- Working knowledge of children's immigration issues, particularly unaccompanied minors and experience with U.S. and international organizations serving immigrants and refugees
- Exceptional written and oral communication skills and ability to communicate well to a variety of stakeholders including media
- Strategic thinker with an ability to anticipate challenges and address roadblocks as they arise
- Passion for KIND's mission of supporting unaccompanied immigrant and refugee children, and an ability to communicate this to others
- Ability to travel as assigned

Preferred Qualifications:

Spanish proficiency

Physical Demands And Work Environment:

Ability to work within an office environment or remotely and have regular interaction via telephone and email with KIND's national 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 the above-listed required materials will not be considered.

Applications will be considered on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

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

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

PART-TIME STAFF ATTORNEY **KIDS IN NEED OF DEFENSE**

Kids in Need of Defense (KIND) is a global leader in the protection of unaccompanied refugee and migrant children that is seeking a **Part-time D.C. Staff Attorney at our Washington D.C. location.**

KIND launched in 2008 and 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.

Position Description & Responsibilities:

Overview:

KIND seeks a Part-time Staff Attorney in Washington, D.C. to help provide, develop, and oversee pro bono legal representation of unaccompanied children living in the District of Columbia through KIND's network of major law firms and corporate partners. This includes providing ongoing mentoring and technical assistance to pro bono attorneys handling children's cases and training volunteer attorneys to effectively represent individual child clients before immigration authorities and in D.C. family court proceedings. This role will also include direct representation of unaccompanied immigrant children residing in D.C. in applications for immigration relief through U.S. Citizenship and Immigration Services and in removal proceedings before the Arlington Immigration Court. The position is for 24 part-time hours per week.

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

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

Educational & Experience Requirements:

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

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

To Apply:

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

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

APPELLATE ATTORNEY
PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA

Promotion Potential:

If this position is filled at a lower grade, incumbent will have promotion potential to PDS-14 (GS-14 equivalent).

PDS Overview:

The Public Defender Service for the District of Columbia (PDS) is a federally funded, independent organization; governed by an eleven-member Board of Trustees, PDS provides legal representation to individuals facing a loss of freedom in criminal, delinquency, and mental health matters in the District of Columbia. PDS’s approximately 200 attorneys, social workers, investigators, and administrative and technical staff collaborate to advance the PDS mission. PDS’s main office is located at 633 Indiana Avenue, N.W., Washington, D.C. District of Columbia

residency is not a requirement for employment. PDS is funded by federal appropriations, and all employees are entitled to participate in the federal health and life insurance plans, the federal retirement plans, and the Thrift Savings Plan. Transferring employees will receive recognition of creditable federal service for leave accrual and retirement purposes. Employment at the Public Defender Service is neither federal nor District of Columbia government employment, and all employees are at-will.

Division Description:

The PDS Appellate Division litigates the appeals (and sometimes collateral proceedings related to appeals) generated by PDS's trial and other divisions, participates as *amicus curiae* in cases involving novel or complex legal issues, and provides legal advice, assistance and training to other PDS divisions and Criminal Justice Act (CJA) attorneys. The majority of the Division's work consists of direct criminal appeals in the D.C. Court of Appeals, our highest court. The Division has approximately fifteen lawyers, a paralegal and an office manager. Lawyers are committed to providing their clients with the highest level of written and oral advocacy. Cases are closely supervised, extensively vetted, and rigorous moot courts precede all oral arguments.

Position Description:

Appellate Division attorneys litigate criminal and delinquency cases primarily in the District of Columbia Court of Appeals, and at times in the Superior Court of the District of Columbia ancillary to appellate representation. They must be able to work well with clients, write a substantial number of appellate briefs each year, and present effective oral arguments. Other responsibilities include participating in moot courts for other division lawyers, collaborating with colleagues in and outside the Appellate Division, and advising and training PDS and CJA attorneys.

Required Qualifications:

J.D. or equivalent degree from an accredited law school, membership in the District of Columbia Bar or eligibility for reciprocity admission to the DC Bar, and excellent research, writing and oral persuasion skills. Staff attorneys are required to make a three-year commitment to the agency.

Preferred Qualifications:

Preferred qualifications include experience as an appellate attorney, experience representing indigent clients in criminal cases, and experience preparing and presenting cases in trial courts.

How to Apply:

Applicants must submit: (1) a resume that includes a list of three references (name, address, telephone number, and a statement of how each reference is able to evaluate your skills), (2) a legal writing sample, preferably a brief or other advocacy piece, (3) response to the question (no more than three double-spaced typewritten pages): Why do you want to be an appellate public defender?, and (4) an official law school transcript. With the exception of the law school transcript, all materials must be submitted online at <http://www.pdsdc.org/Employment/JobOpportunities.aspx>.

Please mail your official transcript to:

Jennifer Thomas, Director of Legal Recruiting
Attention PDS-2019-10

The Public Defender Service for the District of Columbia
633 Indiana Avenue, N.W.
Washington, DC 20004

Equal Opportunity Employer.

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

Salary:

\$50,000-\$53,000 depending upon years of experience.

To Apply:

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

No telephone calls please. Position is open until filled. Start date is ASAP.

**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
 JAIL VISIT SERVICES
CAPITAL AREA IMMIGRANTS’ RIGHTS (CAIR) COALITION**

The attorney will lead Legal Orientation Program (LOP) visits to detention centers in the DMV screening applicants for relief.

- Conducts Know Your Rights Presentations and Intakes in Spanish and English
- Conducts workshops for *pro se* applicants on different forms of relief from removal such as asylum, withholding of removal, protection under the Convention Against Torture, bond/voluntary departure and cancellation of removal;
- Oversees legal assistants, interns, and volunteers while on jail visits to ensure all jail visit components and goals are met;
- Participates in monthly LOP conference calls and bi-annual stakeholder meetings with ICE and detention facility personnel to address issues regarding legal access to and representation of detained adults.

- Assists legal staff to ensure follow-up messages and case updates are completed for all detained immigrants prior to each jail visit including those we are assisting *pro se*;
- Use shared databases effectively and communicate with team in a fast-paced environment.
- Important: Currently, each staff attorney leads two to three jail visits a month at facilities located between 1 hour to 3 hours outside of Washington D.C. At least once a month, the staff attorney stays overnight at one of our larger facilities.
- Mentoring *pro bono* cases;
- Represent detained merits and bond cases.

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 "LOP Attorney". Applications will be considered on a rolling basis; early submissions are encouraged as the position is open immediately. No phone calls please.

**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:

<https://legalaiddc.bamboohr.com/jobs/view.php?id=32&source=legalaidjobs>

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 be 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/a2hbyxhhefg8>

**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
- ranked No. 13 for Clinical Training (US News & World Report, 2020).

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.

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 and aptitude for performing quantitative analyses and using science and data in support of legal advocacy.
- Prior experience working on pollution issues associated with the oil and gas industry a plus.
- We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits.

To Apply:

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

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:

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://jsco.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.

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.

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@nipnlq.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@nipnlq.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.nipnlq.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

SENIOR REPRODUCTIVE AND SEXUAL HEALTH ATTORNEY NATIONAL HEALTH LAW PROGRAM

The National Health Law Program (NHHeLP) 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 NHHeLP'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 NHHeLP 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 NHHeLP'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.

JD/BAR NOT REQUIRED

POLICY ANALYST
SERVICE EMPLOYEES INTERNATIONAL UNION

Purpose:

This position is responsible for conducting research and analysis on social, economic and public policy trends related to SEIU goals.

Primary Responsibilities:

(Any one position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in the classification.)

- Analyzes topics of concern to SEIU to support legislative initiatives, industry organizing opportunities, grassroots campaigns or other political mobilization work.
- Assists with developing written materials, including correspondence, testimony, reports and policy memoranda for internal and external use.
- Under the direction of and working closely with the Deputy Policy Director, represents SEIU in public forums internally and externally as an advocate.
- Under the direction of and working closely with the Deputy Policy Director, monitors and analyzes federal, state and local legislative and regulatory activity, policy options, and policy proposals; prepares statements, testimony and comments.
- Liaises and advocates with outside organizations and other unions as assigned.
- Monitors political and research developments of interest to SEIU and disseminates to other SEIU staff.
- Maintains files and performs personal clerical duties.
- Performs other duties as required to support the department and its mission.

Contacts:

Include SEIU staff and experts on public policy issues.

Direction and Decision Making:

This position reports to the appropriate divisional Deputy Policy Director.

Education and Experience:

Graduation from an accredited four-year college or university with a bachelors' degree in Public Policy, Economics or related field and at least one (1) year of experience in policy analysis. Experience with issue development in a political context and an advanced degree preferred or a combination of education and experience that would provide for the following knowledge, skills and abilities:

- Knowledge of unions and their issues.
- Knowledge of statistics.
- Knowledge of policy analysis.
- Knowledge of issue development in a political context preferred.
- Ability to perform analytical analysis and writing.
- Ability to use personal computer, including spreadsheets, databases and on-line research services.
- Ability to work with people from diverse backgrounds and cultures.
- Ability to conduct formal research, analyze data and make sound, logical conclusions.
- Ability to communicate effectively, both orally and in writing; ability to make formal presentations and write advocacy papers.
- Ability to handle multiple projects and meet established timelines.
- Skill in the use of personal computers for purposes of financial and data analysis.
- Skill in the use of spreadsheets, database management systems, presentation software and on-line information sources.

Physical Requirements:

Work is generally performed in an office setting. Long and extended hours and travel required.

Probationary Period:

Thirty-six (36) calendar weeks

Writing sample required. Test required.

Benefits:

SEIU staff enjoy top notch benefits including comprehensive health benefits, major medical, dental and vision for employee and eligible dependents, domestic partner benefits, competitive salaries, generous holidays and vacation policies, and both a pension plan and a 401(K) Plan.

Application Requirements:

A resume is required for all applications and a cover letter is highly suggested. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan. Please apply online [here](#).

This position is part of a Collective Bargaining Agreement (CBA) and as such the incumbent is bound by the language of said agreement and party to all benefits, dues and requirements associated with being a member of a union and the (CBA).

SEIU is an Equal Opportunity Employer.

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's 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> 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.

**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.

**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 hsbcdems@gmail.com with the position name in the subject line.

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

PRO BONO COORDINATING INTERNSHIP CAPITAL AREA IMMIGRANTS' RIGHTS (CAIR) COALITION

Capital Area Immigrants' Rights (CAIR) Coalition is seeking an intern with a passion for public interest law and immigrants' rights to provide programmatic and administrative support to our Pro Bono Coordinating (PBC) team. We are currently accepting applications for Spring 2020 positions.

The mission of CAIR Coalition is to serve as the primary source of legal assistance for detained immigrants in the D.C. metropolitan area. We are dedicated to providing free legal services to immigrants facing deportation in ICE and ORR detention facilities in this area. This internship offers exposure to immigration law, a deeper understanding of the nuts and bolts of nonprofit legal practice, and an opportunity to build relationships in both the immigration nonprofit and law firm spaces.

Description of Internship Program:

Our Pro Bono Coordinating internship requires a commitment of at least 12 weeks, starting on January 27, 2020. Part-time and full-time positions are available. All positions are unpaid, but CAIR Coalition is happy to assist with internship/externship credit administration. This internship will be located in our D.C. office at 1612 K St NW.

Responsibilities:

- Building and maintaining strong relationships with our pro bono partners
- Gathering, redacting, and sharing with pro bono teams best-in-class resources that will assist them in their immigration cases
- Developing and/or updating internal resources such as pro bono case placement materials, mentoring guides, sample briefs and motions
- Drafting summaries of available immigration cases for pro bono placement
- Assembling initial case placement materials for pro bono teams
- Coordinating meetings or events relating to CAIR Coalition's mentoring of cases placed with pro bono teams or trainings on immigration law
- Attending training opportunities
- Preparing and submitting documents in immigration cases for detained adults or detained or released unaccompanied minors
- Completing administrative or data-entry tasks related to the foregoing

Requirements:

- Superior oral and written English communication skills
- Strong analytical and organizational skills
- Familiarity with immigration law, particularly the area of removal defense, is strongly preferred.
- Interns must be able to provide their own laptops for use during the internships.
- Attention to detail and self-starter attitude
- Ability to work independently and as part of a team

- Willingness to perform administrative work, such as organizing legal resources in internal databases and posting them online, that advances the mission of the organization

Application Process:

Please submit the following materials via email to hrintern@caircoalition.org, with subject line Pro Bono Coordinating Spring 2020 Internship:

- A **cover letter** describing your interest in this internship. If you are applying to more than one CAIR Coalition internship this semester, please indicate which ones in your email and in your cover letter.
- A **resume**; and
- A **writing sample** (up to five pages) that showcases your ability to write clearly and analytically.

Current law students and recent law graduates are likely best suited for this internship because it will involve substantial legal analysis, but nontraditional or other applicants are also welcomed to apply.

INTERNS AND LAW CLERKS **SENATE FINANCE COMMITTEE RANKING MEMBER (SENATOR WYDEN, D-OR)**

The office of the Senate Finance Committee Ranking Member (Senator Wyden, D-OR) is seeking interns and law clerks for the spring of 2020 (January-May). These positions are unpaid, and are filled a rolling basis. The Committee seeks individuals with specific interests in tax, immigration, health care, international trade, child welfare, and oversight issues. Interns and law clerks routinely assist with legislative research projects, hearings, and other substantive assignments and administrative tasks. No specific major or program is required, but candidates attending law school/graduate school are preferred. Both full-time and part-time candidates are considered.

The Committee strongly encourages candidates of diverse backgrounds to apply. Applicants should e-mail a cover letter, resume, 1-2 page writing sample, and two references to [Democratic Internships@finance.senate.gov](mailto:Democratic_Internships@finance.senate.gov). In the subject line, please indicate your area(s) of interest (tax, trade, oversight, health care, press, or human services). In the body of the email, please indicate your availability. Should additional questions arise, please contact the Democratic Internship Coordinator at the email above, or at (202) 224-1793.

The Committee is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation.

INTERN **OFFICE OF CONGRESSMAN GREG MURPHY**

The Office of Congressman Greg Murphy (NC-03) is currently seeking paid interns with our DC office for the Spring 2020 session. The internship would begin in January and last until early May. Our specific dates are tentative on the release of the official House schedule. This is a great opportunity to gain hands-on experience and knowledge over the day-to-day happenings within Congress. The internship is an ideal fit for any student that is interested in politics, law or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified Candidates Should:

- Be a current undergraduate or graduate student, or have recently graduated
- Demonstrate an interest in politics, policy and/or public service
- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented and professional.

The deadline to apply for the Spring Session is Friday, November 15th. Interested candidates should address their application materials to Collin Sabine at Interns.NC03@gmail.com. Applications should include a cover letter, resume, and what the individual's internship schedule may look like.

LEGAL INTERN COMMITTEE ON EDUCATION AND LABOR

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.

LEGAL INTERN LEGAL COUNSEL FOR THE ELDERLY

Founded in 1975, Legal Counsel for the Elderly champions the dignity and rights of Washington, D.C. elderly by providing free legal and social services to those in need — empowering, defending and protecting vulnerable seniors. Our interns work directly with clients resolving their legal issues by helping to ensure they receive benefits they are entitled to, can age in place in the homes they have lived in for decades, receive the appropriate level of home health care, are dealt with fairly by their landlords, and more. Our interns also work with residents who receive these services in long-term care facilities to ensure they receive the highest quality of care.

Summary:

Under supervision of an experienced and licensed attorney, the LCE intern will be exposed to and participate in a variety of legal functions related to the practice of law in an elder law setting for low- and moderate-income older persons. The intern will complete the internship with exposure to and some knowledge of various functions in the practice of law and have the opportunity to engage in such activities as well as learn a significant amount of elder law in the process.

Students interested in issues related to landlord-tenant, long-term care Medicaid, public benefits, economic security, long-term care services and identifying solutions to systemic problems, should apply.

Responsibilities:

The intern will engage in a variety of functions, typically including some or all of the following:

- Interviewing current and prospective clients
- Meeting clients in the community (at home or in various facilities)
- Conducting fact investigations
- Drafting correspondence
- Performing legal research and writing
- Preparing discovery requests
- Drafting motions
- Aiding in the preparation of court cases
- Observing the formulation and implementation of legal strategies
- Observing attorneys in court or in administrative proceedings
- Following settlement negotiations
- Documenting in computerized case management database

Requirements:

Prospective intern must be currently enrolled in an accredited law school; classified as a 2L or 3L; have demonstrated interest in serving the needs of lower income older people and have a sensitivity to their needs. Spanish-language skills are a plus but are not required.

Benefits Offered:

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

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.

How to Apply:

Apply at this link: <https://careers.aarp.org/ShowJob/Id/2200868/Legal-Counsel-for-the-Elderly-Intern/>

LEGAL INTERN
HOUSE COMMITTEE ON FINANCIAL SERVICES-REPUBLICAN STAFF

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

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.

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.

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

**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.](#)

OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)

**LEGAL SERVICES DIRECTOR
INTERNATIONAL REFUGEE ASSISTANCE 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 need refuge.

IRAP's Legal Services Department is growing in response to the increased demand to protect those whose rights are being threatened and is now seeking nominations and applications for the position of U.S. Legal Director, within its Legal Services Department.

Since its founding in 2008, IRAP has used legal aid, litigation and 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-five.

IRAP's U.S.-based staff assist individuals navigating the refugee recognition, resettlement, and visa application processes through their mentorship of pro bono teams, in-house representation, and legal information and *pro se* materials. Reporting to IRAP's Legal Services Director, the U.S. Legal Services Director will lead a team of talented attorneys, intake caseworkers, and legal assistants who provide individual legal assistance to refugees and other displaced people around the world. Once hires are completed, the Director will supervise 14 IRAP staff and support a national pro bono network of over 1,000 attorneys and law students.

The ideal candidate will demonstrate a deep connection to IRAP's mission to use legal advocacy to find safe places to live and safe passage for the world's most persecuted individuals. S/he/they will be an inclusive, passionate leader committed to combatting inequitable policies impacting refugees and other displaced people and to delivering the highest quality legal and advocacy services. S/he/they will be an experienced manager who excels at supporting, mentoring, and motivating legal staff; developing processes that facilitate the efficient and effective delivery of direct legal services by staff and volunteer lawyers; and leading teams that work closely with individuals who have experienced trauma.

The U.S. Legal Services Director must have a law degree and be admitted to practice law in the United States. This search is being conducted by Meredith Horton, Allison Kupfer Poteet, Hallie Dietsch, and Javier Garcia of the national search firm NPAG. Application instructions can be found at the end of this document.

Qualifications of the Ideal Candidate:

The ideal candidate will be deeply committed to IRAP's mission and understand the critical role that legal aid, litigation and advocacy plays in advancing the rights of refugees worldwide, particularly those seeking resettlement in the United States. S/he/they will possess many of the following professional and personal abilities, attributes and experiences:

- Demonstrated record of successful management experience, with a minimum of four years of programmatic and supervisory experience;
- Relevant legal experience working with refugees and displaced people or immigrants is required, expertise regarding refugee resettlement policies in the United States is a plus;

- Commitment to and experience in successfully employing an anti-racist/anti-oppression lens to foster a diverse, equitable working environment and creating diverse teams that reflect communities served;
- Success in managing, training, developing, and directing legal staff and/or volunteer lawyers;
- Sensitivity to client empowerment and to working with clients of all backgrounds, including LGBTI clients, survivors of trauma, and other vulnerable populations;
- Highly organized and flexible; able to multi-task and manage a high-volume workload; excellent time management skills;
- Strong interpersonal and communications skills and the ability to understand and handle sensitive and confidential information;
- Experience developing or improving organizational capacity, with an eye toward opportunities for process improvement;
- Excellent writing, analytical, and oral communication skills;
- An optimistic outlook and the humor, integrity, patience, and perseverance necessary to advance efforts to ensure displaced persons have greater access to services;
- A law degree and admission to practice law in the United States are both required;
- Additional languages (Arabic, Dari, Farsi, Kurdish, Pashto, Somali, and/or Spanish) are strongly preferred;
- Must be based in New York City (or willing to relocate).

The midpoint of the salary range is \$137K and is commensurate with experience. IRAP offers an excellent benefits package, including healthcare and retirement plans, a flexible work schedule, and vacation and sick leave.

To Apply:

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

For more information regarding position, please visit:

<https://refugeerights.org/hope-help/uslegalservicesdirector/>

**CONTRACT ATTORNEY
NATIONAL IMMIGRATION LAW CENTER
LOS ANGELES, CALIFORNIA**

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

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

NILC has an immediate opening for a senior litigator with significant experience in complex federal litigation to provide support to our legal staff of nearly 15 litigators and 3 paralegals on a wide range of complex federal

cases challenging federal and state policies and practices that adversely impact low-income immigrants and communities of color. This is a temporary position and we expect the assignment to last about 9 months. The individual will report to the Deputy Legal Director. Apply here.

Responsibilities:

- Provide substantive guidance and support to NILC's collaborative case teams and attorneys on complex litigation, including, but not limited to:
 - investigation and development of impact litigation;
 - legal research and writing;
 - motion practice;
 - oral arguments;
 - taking and defending depositions; and
 - drafting and responding to discovery.
- Review, edit, and provide substantive feedback to attorneys on legal pleadings, briefs, motions, and other case filings;
- Troubleshoot and devise litigation strategies responsive to difficult legal issues within cases;
- Conduct legal research and analysis in support of currently filed cases and potential cases in development; and
- Draft legal pleadings, briefs, motions, and other case filings, as needed.

Experience & Qualifications:

- Juris Doctor degree required, 10 years of litigation experience in federal court.
- Demonstrated experience in the investigation and development of impact litigation.
- Familiarity with systemic federal court litigation, including appellate work, and constitutional law.
- Demonstrated ability to perform complex legal analytical work.

For more information, please visit our [website](#).

To Apply:

Avideh Moussavian
(pronouns: she/her/hers)
Legislative Director
National Immigration Law Center
Phone: (202) 621-1031
Email: moussavian@nilc.org<<mailto:moussavian@nilc.org>>

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

**DEPUTY PUBLIC DEFENDER II (IMMIGRATION SPECIALIST)
THE COUNTY OF YOLO
WOODLAND, CALIFORNIA**

Description:

The County of Yolo is recruiting to fill one (1) full-time, limited term position in the class of Deputy Public Defender II. The individual assigned to the position will provide immigration removal defense services and assist in the development of an immigration removal defense program. This position will be focused on special projects and will not include criminal court appearances or practice general criminal law.

The Ideal Candidate:

The ideal candidate for this position will have two or more years of experience working in immigration law including removal defense and a demonstrated track record of success in the following areas:

- Highly motivated self-starter and team player with a strong desire to assist in the development of an immigration removal defense program and represent and advocate for indigent clients on immigration matters;
- Exhibit exceptional bilingual communication skills both in oral and written form with diverse individuals, members of the public and public officials;
- Display compassion, dignity and respect for clients in order to advance their case while ensuring their needs are thoroughly identified, properly addressed, and handled in a fair and equitable manner;
- Demonstrate comprehensive knowledge and experience of immigration law, public defense, attorney ethics, and related statutory and constitutional law;
- Strong ability to identify and tackle complex immigration law problems and concepts, apply logical reasoning and methods to gathering and analyzing evidence and information;
- Possess the ability to work in a fast-paced environment, stay organized, prioritize, and take prompt action to accomplish objectives.
- Manage an ongoing diverse caseload remaining flexible, open, and positive while handling needs of clients as well as the demands of the Court.
- Strong knowledge of intersection between criminal and immigration law, including immigration consequences of criminal charges and formulating immigration safe settlement offers.
- Willingness to travel to immigration courts and detention centers.
- Strong legal research and writing skills.
- Proficiency in reviewing, evaluating, and determining legal motions and other legal actions on behalf of clients.
- Ability to quickly and accurately interpret laws, court decisions and other legal authorities.

The Yolo County Public Defender's Office:

The mission of the Yolo County Public Defender's office is to provide quality legal representation through zealous advocacy that protects the liberty and constitutional rights of our clients and ensures a fair system of justice. We strive to be client-centered by advising holistically and assisting clients with the services necessary to address both their legal and social support needs. We believe in treating every client with compassion and respect as well as pursuing each case with commitment, professionalism and teamwork. Click [here](#) to learn more.

Interested applicants are required to submit an online County of Yolo Employment Application, responses to supplemental questions, and a detailed resume. For important and detailed information regarding the

application and selection process for this recruitment, please see the APPLICATION AND SELECTION PROCESS section of this job announcement below.

<https://www.governmentjobs.com/careers/yolococa/jobs/2506811/deputy-public-defender-ii-immigration-specialist?keywords=imm&pagetype=jobOpportunitiesJobs>

To view the full job description, please click here.

NOTE: the essential or marginal functions included in the attached job description vary depending upon work location, assignment or shift. For example, this particular assignment will not include duties related to representing clients in misdemeanor and felony matters.

Employment Standards:

Experience:

Two (2) years of experience in the practice of law; One (1) year of experience as an entry-level attorney in any county in the State of California.

License:

Active membership in the State Bar of California. Note: For assignments where cases are heard solely within Federal Court, the attorney must maintain active membership in any state's Bar Association, not limited to the State Bar of California.

Driver's License:

Positions in this classification require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Application & Selection Process

It is highly recommended that you print this job bulletin for future reference.

Your application should highlight all relevant education, training, and experience, and clearly indicate how you meet the minimum qualifications for the position as of the closing date. Application information must be current, concise, and related to the requirements in this job announcement. A resume may be included with your application; however, it will not substitute for the information requested on the application. **In addition to a completed application, applicants are required to submit a completed supplemental questionnaire.** Incomplete applications will be disqualified.

It is the policy of the County of Yolo to provide equal employment opportunity for all qualified persons, regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants. Reasonable testing arrangements may be made to accommodate applicants with disabilities or who are unable to attend a scheduled

test due to religious reasons in accordance with the Fair Employment and Housing Act and the Americans with Disabilities Act. Please call the County of Yolo Human Resources Office at (530) 666-8055 at least five (5) business days prior to the scheduled test date to request accommodation. Documentation from a medical doctor, rehabilitation counselor, or other qualified professional will be required.

**PROJECT COORDINATOR
FAMILY REUNIFICATION PROJECT
AL OTRO LADO
SAN DIEGO, CALIFORNIA**

Al Otro Lado is a binational legal services organization serving refugees and deportees in Tijuana, Mexico and Los Angeles, California. The Border Rights Project of Al Otro Lado works with asylum seekers in Tijuana, Mexico and asylum seekers detained at the Otay Mesa Detention Center in San Diego, California. In addition to direct representation and community education, the project also engages impact litigation on behalf of asylum seekers whose rights have been violated by US immigration authorities and corporate subcontractors. Current litigation includes *Al Otro Lado v. Kelly* and *Gonzalez v. Core Civic*. The project conducts human rights monitoring at the San Ysidro port of entry and its reporting on human rights violations by US border authorities has been cited in reports of Amnesty International and Human Rights Watch, as well as many national news publications and media outlets.

The Family Reunification Project Coordinator Position:

Al Otro Lado is hiring a Project Coordinator! The Project Coordinator will be responsible for coordinating daily operations for Al Otro Lado's Family Reunification Project. The project works with families that were separated from their children under "Zero Tolerance" and deported without them. Currently, Al Otro Lado represents families that have been granted legal permission by the United States government to return for the purposes of reunification and seeking immigration relief as well as families that were denied that right. The Project Coordinator will prioritize ensuring all families granted return have sponsors and paperwork in place as well as other crucial logistics. The Project Coordinator will be the point of contact for all non-legal questions that Family Reunification Program clients may have. Once families have returned to the US, the Project Coordinator will ensure that parents and/or families are able to reunite with their children from whom they were separated by reaching out to hosts of each parent/families' child or children and developing a reunification plan. It is critical to the success of the project that the Project Coordinator be in regular contact with both sponsors and our clients to ensure that they attend all ICE check-ins and court hearings in their ICE and EOIR jurisdiction, have access to community resources (i.e. school enrollment, medical care, etc.), and to coordinate with Al Otro Lado's Pro Bono Coordinator to ensure all families have legal representation secured.

This position may be based at Al Otro Lado's San Diego office, but Al Otro Lado will consider a remote candidate for this position if their qualifications are exceptional.

Duties Include But Are Not Limited To The Following:

- Establish contact with all Family Reunification Project clients in home countries preparing to return to the United States
- Assist with coordination of travel logistics
- Maintain regular contact with sponsors, Al Otro Lado clients, and attorneys assigned to these cases
- Assist attorneys with tracking ICE check-ins and court dates
- Manage case information in the LawLab database and use LawLab to determine the necessary next steps for each case

- Connect clients and sponsors to necessary community resources for clients released from custody
- Track location and upcoming court dates for detained clients and support Al Otro Lado staff to win their release from detention
- Submit electronic and in-court filings, such as Motions to Change Venue, as needed
- Certain administrative duties

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice. The ideal candidate will be flexible, adaptive, and enthusiastic about responding to needs as they arise.

Qualifications and Requirements:

Some of our clients speak indigenous languages, and the Project Coordinator will have access to phone interpreters as needed. Applicants should be self-directed and self-reliant, highly organized, motivated, flexible, and able to work in a high volume setting with limited resources. Candidates with case management experience and/or experience working with immigrant populations are strongly encouraged to apply

How to Apply:

Please submit a resume and three professional references to jobs@alotrolado.org with 'Family Reunification Project Coordinator' in the subject line. Only applicants selected for an interview will be contacted.

**STAFF ATTORNEY
SURVIVORS OF VIOLENCE UNIT
CARECEN
LOS ANGELES, CALIFORNIA**

CARECEN seeks a Spanish-speaking immigration attorney to work at the Los Angeles office location. The attorney will be part of the Survivors of Violence Unit and provide legal assistance to individuals who qualify for VAWA, U Visa, T visa and Adjustment of Status.

Organizational Background:

CARECEN was founded in 1983 by Salvadoran refugees and other human rights activists who worked to secure legal status for the thousands of Central Americans fleeing civil war. Today, CARECEN's mission is to promote the human and civil rights of Central Americans and other immigrant communities through legal and educational services, and by advocating and organizing to transform immigration and education policies.

The CARECEN Legal Department provides direct legal representation to thousands of clients each year seeking family-based immigration assistance, citizenship, asylum, Special Immigrant Juvenile Status, VAWA, T and U visas, Deferred Action for Childhood Arrivals, Temporary Protected Status, NACARA, as well as representation in immigration court.

Summary of Duties:

- Prepare VAWA, U Visa, T visa and Adjustment of Status cases including representing applicants before USCIS and EOIR Immigration Court if needed;
- Assist with conducting and reviewing client intakes for immigration relief.
- Assign and review casework to legal support staff including legal assistants and administrative assistants.
- Assist with supervising volunteer law student clinics on a rotating basis with other attorneys on the team, requiring periodic Saturday work during fall and spring semesters;
- Conduct presentations, workshops and other community education activities, including at offsite locations, which may require periodic Saturday work.
- Other duties as assigned by Managing Attorney.

Qualifications:

- Law degree and active bar admission (law graduates waiting bar results from July 2019 will be considered)
- Fluency in spoken and written Spanish required
- 2 years of substantive experience in immigration law. Experience in VAWA/U visa/T visa, and family-based immigration preferred
- Excellent legal skills and broad knowledge of immigration law
- Demonstrated commitment to mission and goals of CARECEN
- Excellent written and oral communication skills
- Commitment to working in a diverse professional environment
- Strong organizational skills and ability to work independently
- Must be willing to conduct community education and workshops around Los Angeles County and Santa Ana if needed. The position will involve some evening and weekend work.

Salary and Benefits:

Compensation is based on experience. Generous benefits package includes medical, dental, and life insurance; paid holiday, vacation, and sick leave; 401k or 403(b) retirement plan.

Application Deadline:

Deadline to apply: Candidates are encouraged to apply immediately.

To Apply:

Please email cover letter, resume, at least two references, and brief writing sample (10 page maximum) to: Gloria Espitia Martinez, gespitia@carecen-la.org. Candidates are urged to be specific regarding level of Spanish fluency in the cover letter.

Only those applicants selected for interviews will be contacted. Applicants must apply directly. CARECEN will not consider applications through legal recruiting/staffing agencies. No inquiries or phone calls from applicants or legal recruiters please.

CARECEN is an Equal Opportunity Employer

All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, or sexual orientation, in accordance with requirements of Federal and State laws.

**SENIOR PARTNERSHIP OFFICER
UNITARIAN UNIVERSALIST SERVICE COMMITTEE
CAMBRIDGE, MASSACHUSETTS**

The Unitarian Universalist Service Committee (UUSC) is a human rights organization that works to advance human rights and environmental justice around the world. It structures its work around an eye-to-eye partnership model that emphasizes working closely with grassroots organizations.

Guided by UU principles and the Universal Declaration of Human Rights, UUSC strives to advance human rights, dismantle systems of oppression, and uplift and affirm the inherent worth and dignity of all people. We center the voices and experiences of those most affected and strengthen those grassroots groups and movements which are organizing themselves to advance these goals. In order to accomplish this, we offer: Justice Education and Leadership Development, Mobilizing for Advocacy and Action, and Grantmaking and Partner Support.

The Senior Partnership Officer (SPO) for Migrant Justice is a member of the grantmaking and partner support team and plays a critical role in helping to inform and advance a transnational strategic plan for UUSC's initiative on Central American migrant justice, that spans Central America, Mexico, and the United States. In this role, the SPO will cultivate and maintain a portfolio of grants and build deep and trusting relationships with partners, primarily from affected communities. Based on the needs of the communities, the SPO will implement and coordinate a range of support beyond grants that may include advocacy, research, technical assistance, organizing convenings, cultivating additional financial support for partners, possibly informing and implementing creative grantmaking practices (e.g., participatory grantmaking), and more. In order to create deep and meaningful impact, the SPO will work closely with an intersectional team to inform and advance a joint strategy. As an issue area expert, the SPO will represent UUSC with our board and members, as well as external audiences, potentially including UU congregations, membership organizations, and in advocacy forums, such as the United Nations and more. Further, the position will provide additional programmatic support as needed, including managing other grants across issue areas of focus.

Spanish proficiency and the ability to travel within and outside of the U.S. are required.

Key Responsibilities:

- Build meaningful and trusting relationships with grantee partners and members of affected communities and center and amplify their voices in both internal and external work.
- Conduct site visits and scoping trips to understand the issues and build relationships with communities, NGO partners and key stakeholders.
- Work with an intersectional team to inform and advance a joint strategy, with a focus on partner support and grantmaking. Research and analyze human rights issues and solicit input from partners and key stakeholders to inform the joint strategy.
- Manage a portfolio of grants and support partners in the development of compelling proposals, reviewing reports, and assessing impact.
- Perform due diligence in developing proposals, including reviewing financial documents; assessing organizational health, sustainability, and reputation; and ensuring alignment with the intersectional strategy.

- Identify and implement a wide range of support for partners, beyond grantmaking, that is welcomed by the partners and will deepen our shared human rights impact.
- Represent UUSC and our work with our board and members, as well as external audiences, potentially including UU congregations, membership organizations, and coalition groups.
- Engage in advocacy in collaboration with our partners and network of activists at the national and international level.
- Track emerging developments and policy related to Central American migrant justice and other areas of focus on an ongoing basis in order to help inform UUSC's advocacy, member engagement, grantmaking, research, and justice education.
- Build and engage with a diverse network in the fields of human rights, crisis response, grantmaking, immigration, law, policy, and faith groups including collaborating with UU institutions, such as the Unitarian Universalist Association (UUA).
- Provide information on partners, stories of change, and impact to enhance the communications and institutional advancement strategies of UUSC, including the research, drafting, review, and editing of internal and external written communication pieces.
- Support institutional efforts to track and document impact.
- Contribute to the overall learning and development of the organization, and support interdepartmental communication and collaboration.
- Perform other duties as assigned.

The ideal candidate will have:

- Eight or more years working in the field of international human rights and/or migrant justice. Experience in the non-profit sector, especially working for or in partnership with grassroots organizations preferred.
- Strong working knowledge of the context, current trends, and relevant policies related to human rights, civil and political rights, and the crisis experienced by Central American migrants.
- Experience managing a grant portfolio and working with grants management software preferred.
- Demonstrated experience in strategy formulation and program development.
- Track record of applying a racial, gender, and class lens to the work.
- Demonstrated experience in establishing and building partnerships and strategic relationships that engender positive social change.
- Strong communication skills that include writing, interpersonal, listening, and public speaking (capacity-building support can be provided if needed).
- Ability to work collaboratively with others and be a strong team player with interpersonal and listening skills.
- Solid problem-solving and decision-making skills.
- Must demonstrate the ability to manage multiple tasks and priorities concurrently.
- Cross-cultural and international work experience required; relevant lived experience preferred.
- A strong commitment to human rights and UU values is important but an affiliation with Unitarian Universalism or any faith group is not required.
- Spanish proficiency required.
- Domestic and international travel required up to 25% of time; must be able to travel outside of the United States.

Compensation and Benefits:

- Starting Annual Salary: Competitive salary based on experience (starting annual salary between \$76,000 to \$84,000 per year).

- Employment Benefits: UUSC offers a generous benefits package including: health, dental, and life insurance, STD/LTD, 403(b) tax deferred annuity, retirement plan with 9% of salary contribution to pension plan after 1 year of job retention, flexible spending plans for medical and dependent care, commuter allowance, and generous paid time off.

Non-Discrimination and Equal Employment Opportunity:

UUSC is highly committed to the principle of equal opportunity in employment. People of color, LGBTQIA individuals, and people from other diverse communities are encouraged to apply.

How to Apply:

Interested candidates may email a cover letter and résumé in confidence to: employment@uusc.org or mail to: Unitarian Universalist Service Committee (Attn: Director of Human Resources), 689 Massachusetts Avenue, Cambridge MA 02139

**STAFF ATTORNEY
IMMIGRATION INSTITUTE OF THE BAY AREA
SAN FRANCISCO, CALIFORNIA**

The Immigration Institute of the Bay Area was founded in 1918, and its mission is to welcome, educate and serve immigrants, refugees and their families as they join and contribute to the community. IIBA provides immigration legal services, English and civic education, and other services at its eight offices throughout the Bay Area, as well as through its collaborative efforts with local and regional service providers. IIBA offers a team-oriented, collegial and collaborative work environment across its offices.

Job Summary:

The Immigration Institute of the Bay Area (IIBA) is seeking a full time Staff Attorney for its Brentwood office. This position supports IIBA’s mission by providing quality immigration-specific legal service, advice, and representation in support of low income individuals; supervising legal work of employees and/or volunteer workers at sites; representing IIBA at events for clients, partner organizations, and the media; and maintaining high standards for legal protocols and record keeping.

Job Responsibilities:

- Case Management: Provide eligibility and risk assessment, full representation, brief service, and/ or legal advice to low income clients filing applications, including family-based and humanitarian immigration petitions, waivers, U Visas, DACA, DAPA, naturalization, consular processing, adjustments of status, and removal defense.
- Outreach and Group Processing: Develop community relationships. Responsible for workshops, clinics, outreach activities and information sessions for immigrants, social service agencies serving immigrants, local government and community-based organizations. Outreach and workshops require occasional evening and weekend events.
- Maintain Legal Best Practices: Comply with IIBA’s policies, procedures, protocols, and best practices for non-profit immigration law practice, including legal ramifications, fee collection, maintenance of client files and data for reporting requirements. Participate in regular peer review meetings and legal trainings.
- Fee Assessment: Assess fees for services, sign contracts with clients, work with administrative staff to ensure fees are collected and applications are filed in a timely manner.

- Ensure grant compliance: Ensure grant requirements are met. Track case progress and outcomes as required by grant guidelines.
- Supervise Legal Work: Train and help supervise administrative support staff, paralegals, legal interns and other volunteers.
- Community Leadership: Participate in meetings and webinars on behalf of IIBA and its partner organizations and collaborators. Occasionally take part in radio and television interviews, as well as support social media networking efforts.
- All other duties: Perform all other duties as needed and/or as directed by supervisor.

Knowledge, Skills and Abilities Required:

- Education & Certification: J.D. from ABA certified law school or international equivalent. A current Bar Membership in good standing.
- Work Experience: Minimum of 5-year experience in immigration law assisting immigrants with U-Visas, VAWA self-petitions, family visa petitions, waivers, DACA, naturalization. Experience with removal defense preferred.
- Advanced legal research and writing skills.
- Dedicated to providing high quality legal assistance and capable of handling complex legal issues on behalf of low-income immigrant populations.
- Excellent interpersonal, organizational and communication skills.
- Outstanding public speaking skills in English and Spanish, with ability and experience to conduct outreach and education events to large groups and be interviewed on television, radio, and taped video.
- Experience in developing and providing services to the target population preferred.
- Very strong attention to detail and excellent organizational skills.
- Exceptional time management skills – ability to meet deadlines.
- Ability to act independently and exercise sound judgment.
- Commitment to serving immigrants and sensitivity to the needs of the low-income, culturally diverse newcomer community.
- Familiarity with the region and knowledge of local resources, public systems, and area philanthropy preferred.
- Proficiency in a Windows/PC environment, and able to quickly become proficient in the use of IIBA's immigration law software and database.
- Bi-Lingual – English and Spanish fluency REQUIRED

Salary/Benefits:

Pay is commensurate with experience.

IIBA offers a generous cafeteria-style benefits package, elements of which include, but are not limited to:

- Employer matching 403(B) retirement plan: up to 4% employer contribution
- Insurance: Health, dental, life, vision, chiropractic & acupuncture. Medical and dependent care pre-tax reimbursement accounts.
- Transportation reimbursement account.
- Vacation: two (2) weeks of accrued vacation per year with an increase each year.
- Holidays: 13 Holiday per year

To Apply:

Send cover letter, resume and writing sample to iibayareahire@iibayarea.org

Please include the title of the job in the subject line.

For more information on IIBA, see our website: www.iibayarea.org. Position open until filled.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.

**STAFF ATTORNEY
SOUTHERN POVERTY LAW CENTER
ATLANTA, GEORGIA**

The Southern Poverty Law Center (SPLC), a leader in the fight against hate and bigotry in the United States, is seeking nominations and applications for a **Staff Attorney** in the rapidly expanding Criminal Justice Reform (CJR) team. Under the direction of Deputy Legal Director Lisa Graybill, the CJR practice group is growing to meet the goal of transformative change in the adult, juvenile, and immigrant detention systems. Our focus is on reducing or eliminating mass incarceration, including immigrant detention, and ensuring that the rights of detained individuals including immigrants and their children, are protected. Based in Atlanta, the Staff Attorney will be part of a highly talented team that is working to develop local, state, and national partnerships, and set and implement strategy that combats the criminalization and mass incarceration of immigrants.

Immigrant detention is ostensibly civil, or administrative, detention, but in practice it is prisonlike and punitive. Indeed, most immigrant detention centers are run by private prison companies like CoreCivic (formerly CCA) and the GEO Group, who make billions of dollars off the incarceration of immigrants every year. A high percentage of immigrants in ICE custody in the United States are detained in the southeast, and are subject to horrific, prison-like conditions. There is little oversight of these facilities and very limited access to justice for detained immigrants.

The expansion of immigrant detention is part of the larger problem of mass incarceration in the United States. The United States has the world's largest prison population, with one-quarter of its prisoners but just 5 percent of the global population. It's a system marred by vast racial disparities that stigmatizes and targets people of color for both criminal justice and immigration enforcement, and relies on over-policing, prosecutorial misconduct, and abuse of power to exact a tremendous social cost.

The Staff Attorney will litigate individual and class action cases raising constitutional and statutory claims in federal and state courts, at both the trial and appellate level. The staff attorney may engage in public advocacy. The focus of the position may change as warranted by changes in the law, the priorities of the CJR team, and the needs of the organization.

Primary Job Functions:

- Work on litigation and public advocacy, under the supervision of the Senior Supervising Attorney;
- Draft briefs, motions, memos, and other documents in support of litigation and policy work;
- Supervise and manage legal work and related tasks of law fellows, interns, and outreach paralegals;

- Research legal and policy issues related to immigrant detention and other criminal justice reform issues;
- Communicate with SPLC's client's, co-counsel, and partner organizations;
- Collaborate with the Senior Supervising Attorney and Policy Counsel to identify and support the advancement of state, local, and federal policy priorities;
- Supervise outreach activities related to litigation and policy;
- Represent SPLC in various forums, including before community groups, legislators, and state agencies;
- Respond to requests for assistance;
- Some overnight travel required.

Qualifications:

Education and Related Work Experience

- Spanish language ability required;
- Juris Doctorate Degree;
- Admitted in Georgia or willingness to sit for the next bar exam;
- At least two years of federal court civil litigation or comparable legal experience;
- Strong academic background; Excellent research and writing skills.

Knowledge and Skills

- Creativity and a demonstrated willingness to take calculated risks in crafting and executing strategies;
- Demonstrated leadership in building and maintaining an innovative and positive working environment;
- Ability to prioritize responsibilities and have fun in a high-energy, fast-paced work environment; strong organizational skills, follow-through and flexibility around changing priorities and deadlines;
- Ability to work on multiple projects at once and collaborate with attorneys in different practice groups and work with other departments at the Center;
- Excellent and consistent attention to detail and the ability to prioritize and meet deadlines
- Aptitude and willingness to be a team player;
- Commitment to social justice and/or criminal justice reform;
- Initiative and ability to work collaboratively and efficiently;
- Understanding and sensitivity to client populations;
- Experience working with diverse partners;
- Willingness to learn and use internal computer systems and databases.

Application Process:

Please submit a cover letter, resume, a writing sample of not more than 5 pages, three references and an unofficial law school transcript online [here](#).

Other Special Considerations:

This job is performed under general office conditions and is not subject to any strenuous physical demands or dangerous conditions.

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 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 regardless of race, gender, gender identity, color, sexual orientation, religion, marital status, disability, political affiliation, national origin, or prior record of arrest or conviction.

**SIFI DIRECT SERVICES ATTORNEY
SOUTHERN POVERTY LAW CENTER
FOLKSTON, GEORGIA**

The Southern Poverty Law Center's Southeast Immigrant Freedom Initiative (SIFI) provides high-quality, *pro bono* legal representation to immigrants detained in the southeastern United States. SIFI's skilled legal teams focus on winning detained immigrants' release from custody. In partnership with other SPLC legal teams and *pro bono* volunteers, SIFI teams also engage in other forms of advocacy, including: removal defense through merits; advocacy to redress harm from conditions of confinement; and federal litigation to challenge the deportation machine.

SIFI currently serves immigrants imprisoned at five major detention centers across the Southeast: the Stewart Detention Center in Lumpkin, GA; the Irwin County Detention Center in Ocilla, GA; the Folkston ICE Processing Center in Folkston, GA; the LaSalle ICE Processing Center in Jena, LA, and the Pine Prairie ICE Processing Center in Pine Prairie, LA. To promote greater client contact, SIFI's four offices are located near the detention centers where our clients are confined. Each office has a Lead Attorney, one or two Direct Services Attorneys, and one or two Project Coordinators. Some have an Administrative Assistant. *Pro bono* attorneys, law students, and interpreters regularly volunteer remotely and at the offices to expand SIFI's legal representation. Despite our common structure, each office has distinct workflows and workplace culture.

The Direct Services Attorney provides direct legal representation to detained individuals in removal proceedings before the Immigration Courts, with a focus on winning release from custody through bond and parole applications. The Direct Services Attorney collaborates closely with the entire SIFI team, SIFI partners, allied organizations to support ongoing *pro bono* efforts, including developing potential federal litigation arising from removal defense work.

Primary Job Functions:

- Provide direct representation to SIFI clients in seeking their release from detention, generally through bond or parole, by preparing filings and appearing before the Immigration Courts;
- To a lesser extent, provide direct representation to certain SIFI clients in merits removal proceedings and proceedings before federal immigration agencies, including U.S. Immigration and Customs Enforcement, and U.S. Citizenship and Immigration Services;
- Maintain accurate and complete electronic case records for all SIFI clients in the detention centers in accordance with best practice and ethical standards for the profession;
- Engage with and manage volunteers—including those who work at the offices for one-week periods and those who work remotely—in document collection, writing, and editing of filings in bond proceedings, parole requests, and, to a lesser extent, other removal defense proceedings;
- Collaborate with attorneys, legal paraprofessionals, and interpreters, in furtherance of the representation of SIFI clients; and
- At times, provide on-the-ground support for civil rights litigation and other advocacy on behalf of individuals detained in the detention centers.

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;
- Dedication to and experience working with low-income, immigrant clients;
- Spoken and written proficiency in a language used by the clients we serve (Spanish; Creole; French; Arabic; Hindi; Urdu and other languages);
- Experience practicing before immigration courts preferred;
- Valid driver's license and ability to commute.

Preferred Qualifications:

- Strong spoken and written proficiency (but not native language-level fluency) in a language used by the clients we serve (while Spanish proficiency is highly preferred, proficiency in Creole/French/Arabic/Hindi/Urdu and other languages will also strengthen the application); and
- At least one year of experience practicing before immigration courts preferred;
- Experience working within volunteer-based projects preferred.

Knowledge, Skills and Abilities:

- Ability to work additional hours as needed;
- Willingness to manage volunteers on a regular basis;
- Commitment to working with detained individuals in the rural Deep South.

To Apply:

Along with a resume, please submit a legal writing sample, a cover letter, three references, and unofficial transcript online [here](#).

Other Special Considerations:

This job is performed under general office conditions and is not subject to any strenuous physical demands or dangerous conditions.

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.

An Equal-Opportunity Employer with a Commitment to Diversity

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.

**PRO BONO COORDINATING ATTORNEY
KINDS IN NEED OF DEFENSE
BOSTON, MASSACHUSETTS**

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 Boston field office to help develop, maintain, and oversee the provision of high-quality pro bono legal representation to unaccompanied children through KIND's network of major law firms, corporate partners, and law schools. The Pro Bono Coordinating Attorney will recruit, train and advise volunteer firm and corporate attorneys to ensure effective pro bono representation of individual child clients before immigration and state courts, and immigration agencies and also conduct outreach to law firms, corporate partners and other organizations within the Boston area. As needed, The Pro Bono Coordinating Attorney will also supervise a Program Assistant, interns and/or other non-attorney staff.

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

- Perform mentorship, including robust consultation and technical assistance to pro bono attorneys who have accepted a KIND case;
- Place cases with pro bono attorneys and build relationships between KIND and the pro bono community;
- In coordination with KIND's Training and Technical Assistance Team and the local field office Senior Attorney/s, as needed, help develop pro bono training resources and local training curriculum, including sample filings and guidance packets. Present trainings to pro bono attorneys and community groups;
- Ensure entry of timely, accurate, and detailed case data into KIND's case management systems;
- Contribute to overall office functioning, including joining field office and KIND-wide calls and meetings, participating in field office and KIND-wide committees, and assisting with office events; and,
- As needed, supervise Program Assistant, interns, and/or other non-legal staff including: onboarding, skills training, daily support and coaching, review and quality assurance of filings, regular check-ins and performance evaluations, and provision of consistent and effective supervision and oversight.

Minimum Qualifications:

- J.D. and admitted to local bar;
- At least 1-year experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- At least 1-year experience working with children, preferably immigrant and refugee children, or experience working with vulnerable populations, survivors of abuse, human trafficking, or other trauma;
- Strong record of cultural competence and cross-cultural communication skills;
- Demonstrated ability to communicate effectively and persuasively both orally and in writing;
- Ability to take initiative, multi-task, and work independently;
- Ability to work collaboratively;
- Spanish-speaking preferred; and,
- At least 1-year experience working with law firm attorneys and/or other legal volunteers required.

Reports To:

Senior Pro Bono Coordinating Attorney

Supervisory Responsibilities:

Possibly Program Assistant, interns, and/or other non-attorney staff

Physical Demands and Work Environment:

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

To Apply:

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

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

Applications will be considered on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

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

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

**SENIOR ATTORNEY
CATHOLIC CHARITIES DIOCESE OF BATON ROUGE
BATON ROUGE, LOUISIANA**

The Senior Attorney works to meet the needs of indigent immigrants for immigration services by providing direct representation and assistance in applying for immigration benefits and direct representation services for

immigrants and their families facing immigration removal proceedings in Louisiana. Such work also entails supervising the work product of Staff Attorneys and DOJ Accredited Representatives, including work conducted under the Louisiana Bar Foundation, Foundation for Louisiana Externship grant, and other funded cases as they arise. The Senior Attorney shall also provide non-representative legal orientation services to immigration detainees at the Legal Orientation Program (LOP) at various detention centers in Louisiana.

Education, Experience & Certifications:

- Education: J.D. from an accredited ABA institute
- Experience: Three (3) years of general immigration law practice experience but preferably in removal defense and family-petitions.
- Certification/Licensure: Admitted to practice law in any state or the District of Columbia, Louisiana license preferred.

Other Qualifications:

- *REQUIRED:* Spanish reading, writing and speaking fluency.
- Working knowledge of Microsoft Office platform.
- Ability to work with diverse population and needs and handle deadlines and other court demands as needed.

Physical Demands:

- Must be able to lift 5 to 20 lbs. occasionally for 5 to 30 minutes; the position requires the employee to walk, stoop, lift, bend, squat, kneel, climb, handle, talk, drive and see for 5 minutes to an entire workday of eight (8) hours depending on the task at hand and can occur on an occasional to frequent basis. Sitting for five to six hours a day is expected for this position.
- Long distance travel by automobile is expected for a minimum of three (3) days monthly
- Occasional travel by plane may be required for continuing legal education and training purposes.
- Standing for 2-4 hours a day may be required while facilitating LOP.

Essential Job Duties:

Direct Court and Federal Agency Representation:

The Senior Attorney shall represent clients before Executive Office of Immigration Review's Immigration Courts in Winnfield, Jonesboro, and Basile, Louisiana and the United States Citizenship and Immigration Services ("USCIS"); the Managing Attorney shall work on VAWA, U visas and asylum cases among others types of matters related to immigration removal and family-based petitions.

Legal Orientation Program ("LOP"):

The Senior Attorney shall conduct group rights presentations at facilities in Louisiana and individual orientations to detainees; the candidate shall prepare pro se workshops to be conducted at facilities, fulfill reporting requirements for funders, develop pro bono network inside and outside of Louisiana, identify potential cases for such pro bono participation, prepare materials for training pro bono counsel.

Other duties:

The Senior Attorney shall implement all necessary procedures for accepting, opening, managing and closing case files; quality control and case file maintenance; and assist on and, as needed, with training and mentoring of newer attorneys and interns and externs; and community outreach.

How to Apply:

Please submit a cover letter, resume and writing sample to HR@ccdibr.org.

Catholic Charities is a mission-based organization and Equal Opportunity Employer. We consider it a privilege and an honor to serve people of all faiths and socio-economic backgrounds. Our leadership is mission-driven, energetic, disciplined and self-motivated. We value diversity, service, compassion and accountability; we hold ourselves responsible for delivering outcomes that change people's lives and our community.

**STAFF ATTORNEY
MICHIGAN IMMIGRANT RIGHTS CENTER
WASHTENAW COUNTY, MICHIGAN**

The Michigan Immigrant Rights Center (MIRC) is seeking an outstanding attorney with a demonstrated commitment to public interest advocacy to join our team as a Staff Attorney focused on Washtenaw County residents. This position has been added to address the dramatic increase in need for MIRC's services and is a result of crucial resolutions passed by the Washtenaw County Board of Commissioners. The successful candidate will collaborate with local community programs, conduct outreach, provide technical support, and handle a caseload of immigration cases including but not limited to naturalization, affirmative asylum applications, removal defense (including bond), and other forms of humanitarian relief. This candidate will also be involved with supervising law clerks and engaging in impact litigation cases, appeals, and other advocacy on behalf of immigrant individuals and families in Washtenaw County. This is a chance to join a talented team doing incredibly important and challenging work.

Description of the Program:

MIRC is a legal resource center for immigrants and immigration advocates across Michigan with offices in Ypsilanti, Detroit, Grand Rapids, and Kalamazoo. MIRC provides a wide range of legal services aimed to address issues that disproportionately impact immigrant families. These services include litigation, training and technical assistance, and community education. Visit michiganimmigrant.org for more information. MIRC is part of [Michigan Statewide Advocacy Services](#) and is administered by the [Michigan Advocacy Program \(MAP\)](#), which provides access to the justice system for those who need it the most through our civil legal aid offices and statewide advocacy programs.

Qualifications:

The applicant must be licensed to practice law in Michigan, qualified to be admitted by waiver, or able to take the next Michigan bar exam. The applicant must possess excellent communication, collaboration, analytical and problem-solving skills as well as a demonstrated commitment to protecting the rights of immigrants or other persons in poverty. Applicants who have experience, especially related to immigration and poverty, will receive priority. Applicants who are able to communicate effectively in Spanish will also receive priority.

Benefits:

Salary starts at \$46,000 based on years of relevant experience and includes excellent health, disability, and fringe benefits.

To Apply:

- Complete this [application form](#).
- Submit your resume, a list of three professional references, and cover letter by email with "MIRC Washtenaw Attorney" in the subject line to jobs@michiganimmigrant.org.
- The position is open until filled; **applications received by November 1, 2019 will receive priority.** MIRC is an equal opportunity employer, committed to diversity and inclusion in the workplace.

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

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.

**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> 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.

**STAFF ATTORNEY
PROBAR
HARLINGEN, TEXAS**

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.

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.

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

We hope to see you soon!

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