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BILINGUAL STAFF ATTORNEY
WHITMAN WALKER

About Whitman-Walker Health:

At Whitman-Walker, we strive to treat each patient with the dignity, affirmation, and respect they deserve. Our mission is to be the highest quality, culturally competent federally qualified health center serving the greater Washington community, including individuals who face barriers to accessing care, and with expertise in LGBTQ and HIV care. We offer comprehensive health and wellness services including, primary and specialty infectious disease care; behavioral, community, and sexual health; dental, legal, and complementary wellness services; substance abuse treatment, youth prevention services, and more.

Job Summary:

Since 1986, Whitman-Walker’s Legal Services Program has provided pro bono counseling and representation to persons living with HIV, of every sexual orientation and gender, on a variety of civil legal issues related to an HIV diagnosis. We also provide legal advice and representation to LGBTQ individuals and families, and Whitman-Walker health care patients, regardless of HIV status, on issues within our areas of expertise. Our primary areas
We have three offices: at the health center’s NW site, temporarily located at 1342 Florida Ave NW, and moving to 1377 R Street, NW in October 2019; the 1525 health center at 1525 14th Street NW; and the Max Robinson Center, located at 2301 Martin Luther King, Jr. Avenue, SE, all in the District of Columbia. Our staff attorneys may rotate periodically between offices. Our staff attorneys provide direct counseling and representation to individual clients; support training, education, and advocacy efforts, including client education; and recruit and train volunteer attorneys and community partners.

Whitman-Walker Health emphasizes an integrated care model where lawyers on the teamwork to address health-harming legal problems. Whitman-Walker Health’s Legal Services program is proud to be the oldest medical-legal partnership in the country. Working in this position offers a unique opportunity to work not only with other lawyers and paralegals dedicated to promoting health and equality but as part of a collaborative team with medical, behavioral health, and dental care providers and other professionals to achieve more effective, longer-term benefits for our clients.

Primary Essential Duties:

- The Bilingual Staff Attorney I Immigration will represent clients in connection with a number of immigration matters including, but not limited to, representing individuals, and payment of filing fees as applicable, in (a) applications for asylum, withholding of removal, and protection under the Convention Against Torture; (b) applications for green cards and U.S. citizenship; (c) applications/renewals of DACA (including litigation to challenge the use of DACA information for purposes of enforcement, if appropriate); (d) applications under VAWA and U, T, and SIJS status; (e) removal proceedings for persons whose case began before age 18; (f) petitions for family reunification; (g) applications for waivers of inadmissibility; (h) applications for Temporary Protected Status; (i) applications for travel documents; and (j) applications to renew or replace any identity document issued by USCIS.

- The Bilingual Staff Attorney I Immigration will also represent clients with the range of legal issues to include, but not limited to, discrimination based on HIV, sexual orientation, or gender identity; Social Security Retirement and Disability, Medicaid, Medicare and other federal, state and local public benefits programs; private health and health insurance subsidies available through the Affordable Care Act; disability insurance; elder law; wills, powers of attorney, and advance health care directives; medical confidentiality; medical debt; and name and gender marker changes on legal records for transgender persons.

- The Bilingual Staff Attorney I Immigration will perform a variety of tasks, including client intake and counseling; investigation and analysis of cases; legal research; direct representation of clients in our practice areas.

- The Bilingual Staff Attorney I Immigration will train and mentor volunteer attorneys; prepare training and resource materials; oversee volunteer-staffed legal clinics; engage in public speaking to client, provider, and volunteer groups; and coordinate and participate in other community outreach activities.

- The Bilingual Staff Attorney I Immigration will assist the Legal Services Director, Supervising Attorney, and Operations Manager with various aspects of program administration.
• The Bilingual Staff Attorney I Immigration will be based at either the office on Florida Ave. NW/1701 14th Street NW, or 2301 Martin Luther King Jr. Blvd SE, and must be available and willing to rotate on an as-needed basis to our other locations listed above. The staff attorney will also meet with clients in their homes, in hospitals, long-term care facilities, and other community settings, as needed, and must have the flexibility to travel throughout the greater Washington metropolitan area when needed.

Budget Responsibilities:

None

Management Responsibilities:

None

Knowledge, Skills, and Talents Required:

• Applicants must be fluent in Spanish, both written and oral.

• Applicants must have a commitment to working with people living with HIV; persons of diverse sexual orientations, gender identities, racial and ethnic backgrounds, and low-income clients.

• Applicants should have a sense of humor, a strong work ethic, a demonstrated ability to work well with others in stressful situations, and excellent oral and written communication skills.

• The standard workweek is 37.5 hours, Monday to Friday, although attorneys frequently manage or attend work events in the evenings and occasionally on weekends and balance these hours through a flexible work schedule. The flexibility to attend meetings and oversee legal service clinics in the evening is essential.

• This job is dependent on grant funding that is currently secured only through September 30, 2020; as a result, employment beyond September 30, 2020 is not guaranteed for this position.

Education and Experience Required:

• Applicants must have a demonstrated commitment to immigration law through past professional or educational experience with immigration casework.

• Applicants must have a law degree from an accredited law school, and be admitted to practice in the District of Columbia or eligible for immediate admission to become a member of the DC Bar.

• Admission to the Virginia and/or Maryland Bar is a strong plus.

Working Conditions:

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

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

The above job description is designed to indicate a general sense of the duties and expectations of this position. It is not to be interpreted as a comprehensive inventory of all duties and responsibilities required. As the nature of our business demands change, so too, may the duties and responsibilities of this position. You may be required to perform other duties as requested, directed, or assigned.

To Apply: [Staff Attorney-Immigration-Bilingual](#)

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

**STAFF ATTORNEY**

**TZEDEK DC**

Tzedek DC’s mission is to safeguard the legal rights of low-income DC residents dealing with often unjust, abusive, and illegal debt collection practices, as well as other consumer protection problems like credit reporting issues, identity theft, and predatory lending. Tzedek DC provides direct legal services for DC residents with debt issues, advocates for fairer policies nationally and in the District of Columbia and conducts community-based financial literacy programs. Launched in 2017 as a full-time public interest center at the UDC David A. Clarke School of Law, Tzedek DC’s name is inspired by the ancient Hebrew teaching “Tzedek Tzedek tirdof”, i.e., “justice, justice you shall pursue.” Tzedek DC was recognized as “one of the best” nonprofits in the Greater Washington region in the 2018-2019 and 2019-2020 editions of the Catalogue for Philanthropy.

**Position Tasks and Duties:**

- Help enforce recent multi-state settlement for hundreds of DC residents.
- Represent individuals in debt collection and consumer rights litigations and related matters
- Conduct outreach and education activities, provide referrals, and partner with pro bono volunteers.
- Provide crime victims’ rights enforcement.
- Contribute to Tzedek DC’s programmatic reporting.
- This position will require travel around the District of Columbia. It will require little to no travel outside of DC.
**Preferred Qualifications:**

The ideal candidate will possess the following qualifications:

- 1-5 years’ legal experience, including experience in direct legal services for low-income clients. Those with legal experience in crime victims’ rights enforcement and victim service are strongly encouraged to apply. Particular experience working with survivors of trauma is preferred as financial abuse often accompanies intimate partner violence.
- A demonstrated commitment to public interest work, particularly for civil legal services, including but not limited to, consumer matters, debt matters, or issues relating to victims of crime.
- A commitment to serving low-income clients.
- Strong academic performance, including excellent research and writing skills
- Strong communication (written and oral), interpersonal, and organizational skills
- An ability to provide culturally competent legal assistance clients.
- An ability to work collaboratively in a variety of contexts and with multiple organizations to facilitate comprehensive services to clients, but also an ability to work independently.
- Law school clinic, externship, summer or other relevant practice experience a plus
- A combination of organizational, substantive and relationship-building skills, flexibility, and a sense of humor to thrive in a fluid environment.
- Spanish and/or Amharic skills preferred (but not required).
- Admission to the DC bar.

**Salary and Other Support:**

The initial salary range for this position is $52,000-$65,000 based on experience, and with room for growth. Tzedek DC offers competitive benefits, and the position is eligible for loan repayment assistance.

**Application Instructions:**

The application should include

- Cover letter
- Resume
- Name and contact information for two references
- A relevant and substantive writing sample of original work product of no more than 5 pages in length.

Applications will be reviewed on a rolling basis and applicants are encouraged to apply as soon as possible.

Application materials and any questions should be directed by email only to:

Rachel Sass, Intake Specialist & Avodah Service Corps Fellow
Tzedek DC
rs@tzedekdc.org

It is the policy of the Tzedek DC that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran’s status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.
**DIRECT REPRESENTATION 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 Direct Representation Attorney at its Washington D.C. field office location.

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 provides support so 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 an Attorney in Washington, D.C. to provide expert legal services to unaccompanied children facing removal proceedings through zealous direct representation as well as pro bono facilitation, including robust consultation, training, and technical assistance to pro bono attorneys who have accepted KIND cases. This will include representing or mentoring pro bono attorneys representing unaccompanied children living in the District of Columbia and surrounding areas in applications for immigration relief through U.S. Citizenship and Immigration Services and in removal proceedings before the Arlington Immigration Court.

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

- Represent children 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.
- Perform ordinary functions of legal counsel providing direct representation, including legal research and formulating legal strategy for each case; conducting client interviews; appearing before immigration and/or state court or agencies; and drafting and filing court pleadings and applications for benefits;
- Recruit, train, and provide hands-on mentorship to pro bono attorneys providing unaccompanied children immigration representation and representation in related family law matters;
- In coordination with KIND’s Training and Technical Assistance Team and the local field office, as needed, help develop pro bono training resources and local training curriculum, including sample filings and guidance packets. With supervision, present trainings to pro bono attorneys and community groups;
- Foster KIND’s relationships with law firms and corporate counsel in coordination with the other legal services team members;
- Ensure entry of timely, accurate, and detailed case data into KIND’s case management systems;
- 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 Senior Paralegals, Paralegals, 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 Requirements:

- J.D. and admitted to the District of Columbia bar;
- Minimum 2 years’ 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;
- Minimum 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;
- Minimum 1 year experience working with law firm attorneys and/or other legal volunteers required.
- 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.
- Advanced fluency in Spanish language required.

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.
- Occasional travel to conferences, law firms, immigration court, and other off-site locations to perform job duties.

Supervision:

Possibly Senior Paralegals, Paralegals, interns, and/or other non-attorney staff.

To Apply:

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

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

STAFF ATTORNEY
MARYLAND VOLUNTEER LAWYERS SERVICE

Immediate opening for a Staff Attorney in Maryland Volunteer Lawyers Service’s (MVLS) Housing & Consumer Program. This project serves low-income individuals in most Maryland counties by providing pro bono and reduced-fee legal services primarily through a panel of trained volunteer lawyers as well as through direct in-house representation.

The mission of MVLS is to provide quality legal services to Marylanders of limited means. Founded in 1981, MVLS is the largest pro bono legal services provider in the state. Our core pro bono program serves over 5,000 Marylanders of limited means annually.
Job Responsibilities:

- Screen applicants for eligibility, conduct intake, and make referrals to other legal services providers when appropriate.
- Assist with placing foreclosure and consumer cases with trained volunteer attorneys.
- Manage weekly courthouse consumer clinic and monthly foreclosure brief advice clinics, including recruiting and scheduling volunteer attorneys, creating and updating clinic forms, and following up on settlements offered to creditors for clinic clients.
- Provide brief advice to foreclosure, tax sale and consumer clients at court and community-based legal clinics.
- Provide support and advice to volunteer attorneys, including answering questions, reviewing documents, assisting with drafting pleadings, conducting legal research on specific topics, attending court hearings and mediations with volunteer attorneys, and mentoring attorneys.
- Represent clients in consumer and foreclosure matters, including tax sales, Bankruptcy, debt buyer defense and general consumer matters when volunteer attorneys are unavailable and to develop expertise.
- Meet client intake and representation goals as set by the Managing Attorney.
- Conduct program outreach to community-based nonprofits and agencies providing services to our clients as needed.
- Develop self-help materials for pro se litigants.
- Prepare grant proposals and reporting on consumer and foreclosure specific grants.
- Other duties as assigned by Managing Attorney.

Job Skills:

- Strong written and oral communication skills.
- Strong time management and organizational skills.
- Able to work with diverse client population and private attorneys and to collaborate with legal partners and other community organizations and agencies.
- Ability to identify and resolve problems quickly.
- Ability to work independently and with a team.

Professional Experience:

- J.D. from an accredited law school.
- Must be admitted to the Maryland Bar and in good standing. Admission to the Federal District Court in Maryland a plus.
- One year of housing and/or consumer law experience preferred.
- Spanish language proficiency is desirable.
- Demonstrated commitment to public interest.
- Strong computer skills, including Microsoft Office Suite and case management software.
- Outside practice of law is not permitted.

Compensation:

Salary - $50,000 - $55,000. Full-time exempt position. Generous benefits, including paid health insurance and retirement plan with 4% employer match.
How to Apply:

Please write “Staff Attorney” in e-mail subject line and attach cover letter and resume in Microsoft Word format. Send email to mvls@mvlslaw.org. Please no telephone calls.

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

LEGISLATIVE ANALYST/COUNSEL
OFFICE OF COUNCILMEMBER ELISSA SILVERMAN
GOVERNMENT OF THE DISTRICT OF COLUMBIA

Announcement No:  CDC-19-17

This position is NOT in a collective bargaining unit.

Committee Background:

The Committee on Labor and Workforce Development is a standing committee of the Council of the District of Columbia that primarily focuses on labor and employment policy. The committee exercises oversight over executive agencies, boards, commissions and offices; conducts annual performance and budget hearings of agencies in the committee’s jurisdiction; responds to problems that exist or may arise within agencies and/or instrumentalities of the District of Columbia government; directly responds to constituent requests; and reviews proposed contracts and budget requests and modifications. The Committee is also responsible for analyzing, developing, and recommending all labor and employment legislation that is introduced at the Council. The agencies under the purview of the Committee on Labor and Workforce Development are: the Department of Employment Services, the Workforce Investment Council, the Department of Human Resources, the Office of Employee Appeals, Public Employee Relations Board, and Office of Labor Relations and Collective Bargaining.

Overall Position Description:

The legislative analyst/ legislative counsel is the subject-matter expert for all agencies and/or issues that fall under his or her portfolio and provides advice and guidance to the councilmember and committee director on legislation and policy related to his or her subject area. The committee expects the portfolio of the Legislative Analyst/Counsel to focus on District government employees; additional assignments are possible in line with the individual’s interests or expertise. The legislative analyst/ legislative counsel may also handle legislative and policy issues outside of the Committee on Labor and Workforce Development, including matters related to health, criminal justice, the environment, and government operations.

Responsibilities of the Legislative Analyst/Counsel:

- Develop expertise in the activities and budgets of assigned agencies within the committee.
- Advise committee director and committee chairperson on policy content and strategy.
- Carry out strategies on issue oversight and legislation to realize the chairperson’s agenda.
- Maintain relationships with District and federal agencies, interest groups, advocates, Council and Executive staff, constituents, and residents.
• Analyze and review the annual proposed fiscal year budgets of assigned agencies within the committee and prepare performance and budget oversight materials for the chairperson.
• Work with the Council’s budget office to analyze agency spending for purposes of making recommendations on the District’s fiscal year budget.
• In collaboration with stakeholders, draft legislation on topics related to labor, workforce development, and other matters within the committee’s jurisdiction.
• Provide legal and policy analysis of legislation referred to the committee.
• Suggest topics for oversight hearings and prepare the chairperson. Develop hearing questions based on knowledge of the operations of the particular agency.
• Prepare the Committee Chairperson for hearings on legislation under the purview of the committee. Develop hearing questions based on an understanding of policy.
• Prepare committee reports, policy memoranda, written remarks, talking points, press releases, and fact sheets on legislation and the budget.
• Review contracts, collective bargaining agreements, and budget requests and modifications.
• Ensure agency compliance with legislative mandates.
• Attend relevant agency and community meetings.
• Monitor current events and best practices in local, state, and federal policy within assigned portfolio.

Skills and Competencies Required:

• Knowledge – Keep up with current trends in areas of expertise and be willing to maintain up-to-date knowledge and skills.
• Decision Making – Make sound, well-informed and objective decisions. Identify and understand issues, problems, and opportunities and encourage new ideas and innovations. Develop new insights into situations and use effective approaches for choosing a course of action or developing appropriate solutions.
• Strategizing – Develop and carry out medium and long-term strategies to move forward the chairperson’s agenda.
• Organizing Work – Approach work in a methodical manner. Keep track of details to ensure work is performed accurately and is completed on time. Allocate time and resources effectively and coordinates efforts with all affected parties.
• Adaptability – Demonstrate the ability to adapt quickly to changing conditions or performance expectations. Maintain productivity while performing multiple assignments. Effectively evaluate and use new ideas to enhance results. Able to focus on assignments during periods of change or uncertainty.
• Communications – Communicate with individuals and groups effectively and professionally, (verbally and in writing). Make clear and convincing oral presentations. Listen effectively and clarify information as needed. Write in a clear concise, organized, and convincing manner for the intended audience.
• Initiating Action – Take prompt action when confronted with a problem or made aware of a situation, as well as in carrying out assigned projects.
• Relationship Management – Develop and manage collaborative relationships to carry out assignments and Council goals and objectives. Utilize tact, diplomacy, and ethical behavior in dealing with others.

Attributes:

Applications of this position must have experience in public policy development, research or advocacy. Applicants that hold a juris doctor degree must be licensed to practice law in the District of Columbia. The strongest
candidates will also have expertise or experience with labor and employment policy and/or familiarity with the Council’s annual fiscal year budget process and the operations of the District government.

**Salary and Benefits:**

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

**How to Apply:**

Interested applicants are asked to email a cover letter and resume to Sam Rosen-Amy at srosenamy@dccouncil.us.

**Domicile Requirement:**

An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1610.59; and 6 DCMR B 305.)

**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 or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**EEO Statement:** The District of Columbia government is an equal opportunity employer.

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.

**DIRECTOR OF LEGAL SERVICES**

**CENTRAL AMERICAN RESOURCE CENTER**

Since 1981, the Central American Resource Center (CARECEN) has fostered the comprehensive development of the Latino/a/x community in the Washington metropolitan region by providing direct services, while promoting grassroots empowerment, civic engagement, and human rights advocacy.

CARECEN was originally founded to protect the rights of refugees fleeing from conflict in Central America and provide direct legal services that would ease their transition to their new life in the United States. Over time the organization has evolved and grown with the population into broader areas of community service and economic development, establishing itself as a strong advocate on critical policy issues related to immigration, housing, and civil rights. CARECEN’s programs are available to low and moderate-income immigrants and Latinos/as/xs in the Washington metropolitan area.
CARECEN seeks an energetic attorney with a commitment to social justice to fill the position of Director of Legal Services. The Director of Legal Services will contribute to the strategic advancement of CARECEN’s mission, be dedicated to building a robust legal practice through direct service delivery, legal staff supervision, grant management, fundraising, outreach and collaboration with coalition and community stakeholders, and advocacy initiatives.

Position Overview:

The Director of Legal Services is a member of the management team and will report directly to the Executive Director. Specific duties include:

Client Representation

- Expected to carry caseload focused primarily on CARECEN’s two main legal pillars: citizenship/naturalization and family-based petitions, as well as services for survivors of crime focused on U Visa representation.

Supervision, Training, & Mentorship

- Counsel the legal team of at least one attorney legal fellow, two DOJ accredited immigration paralegals, and two legal assistants on issues that arise in the course of direct client representation.
- Support, train and mentor legal staff and pro bono attorneys on client case matters, best practices, and ethical representation.
- Be available and approachable for attorneys/advocates for legal questions as they arise in their cases.

Programmatic Responsibilities

- Monitor relevant cases and new laws, and keep the practice informed of developments relevant to immigration practice.
- Update an accessible and extensive resource bank of relevant immigration checklists, motions, briefs, and tools for mentoring pro bono attorneys and legal staff.
- Plan, implement, and carry out trainings for legal and non-legal staff.
- Develop policy responses to increase CARECEN’s capacity to influence local and national policy.

Grant Management, Fundraising, and Generating Fees

- Oversee the grant proposal writing process to fund overall program budget.
- Manage data collection to assess client capacity and anticipate workload.
- Draft monthly reports for the Board and quarterly reports for grantees.

Relationship Management

- At the direction of the Executive Director, represent CARECEN and/or the legal services program internally and externally before elected officials, partner organization, media, and others.
- Maintain pro bono relationships with partner law firms and fellow organizations.
- Develop new relations with other private legal providers.
Candidate Qualifications:

- Juris doctorate degree with current bar membership in good standing to practice law in any state or the District of Columbia.
- Minimum of 5 years of immigration law experience, with a focus on family-based petitions, both adjustment of status and consular processing, citizenship/naturalization, and U Visa cases.
- Demonstrated commitment to working with low-income and/or low literacy immigrants.
- Experience supervising and training other attorneys, paralegals, and pro bono attorneys.
- Passion for teaching immigration legal issues to advocates with less experience.
- Demonstrated strong research and writing skills.
- Strong analytical and strategic thinker with experience developing litigation tactics to advance the law and address systemic problems.
- Track record of assuming leadership roles and responsibilities.
- Strong communication and interpersonal skills.
- Self-motivated and able to work independently as well as collaborate with diverse groups, including community members, government officials, funders and media.
- Excellent organizational skills.
- Written and verbal fluency in Spanish and English is required. Conversational ability in Amharic, Chinese, or French is a plus.
- Please Note: There is an occasional need to work on weeknights and weekends for outreach activities and to conduct workshops.

Compensation and Benefits:

Salary commensurate with experience. Competitive benefits package includes employer-paid medical, dental, vision, and basic life insurance, vacation, holidays, and sick-leave. You will be joining a team of committed and dedicated individuals who work tirelessly to ensure the advancement of the Latino and immigrant community in our region.

Application Process:

Applicants with professional, volunteer, and/or personal ties to the low-income immigrant communities in the metropolitan Washington, DC area are encouraged to apply. Those interested should e-mail a cover letter, resume, and list of three professional references to LegalDirector@carecendc.org. Please include in the subject line: Director of Legal Services.

No phone calls please. Applicants are encouraged to apply by Friday, December 6, 2019 but all applications will be considered on a rolling basis until the position is filled. Decisions will be made as soon as an appropriate candidate is identified. Only applicants selected for interviews will be contacted.

CARECEN is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.

DIRECTOR OF THE CRIMINAL DEFENSE CLINIC
RISING FOR JUSTICE

Rising for Justice (“RFJ”) invites applications for a full-time Director for its Criminal Defense Clinic starting in December 2019. The Clinic, which focuses primarily on misdemeanor criminal defense litigation in the Superior
Court of the District of Columbia, is part of RFJ’s long-established and highly regarded clinical legal education program. We seek a dynamic educator and advocate with substantial experience in criminal defense practice. Efforts are underway to evaluate and enhance the RFJ clinical teaching program and it is anticipated that the Criminal Defense Clinic’s Director will play a key role in collaborating with the Executive Director, expert consultants, and other staff on this exciting project.

**About Rising for Justice:**

Created in 1969, RFJ, formerly known as D.C. Law Students in Court, is the oldest clinical teaching program in the District of Columbia. RFJ currently operates as both a public interest law firm and a clinical education program that draws students from area law schools in Washington, D.C. Since our founding, RFJ has trained law students to provide free, high-quality legal services to the District’s indigent and low-income community. A fundamental part of our mission is to provide law students with an exceptional clinical education that meets the highest standards of instruction and practice.

RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a Director for our Criminal Defense Clinic who embraces our mission and values. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

**The Criminal Defense Clinic:**

Supervisors in RFJ’s criminal defense program are responsible for guiding students through all aspects of criminal defense representation, including interviewing and maintaining ongoing communication with clients, conducting fact investigations, legal research and writing, arguing motions, engaging in pretrial discovery, conducting evidentiary hearings, trying cases, negotiating plea agreements and assisting clients with probation revocations and related matters. Through seminars, reading assignments, mock hearings, guided reflection, individual and group instruction, and actual representation, supervisors help students learn how to effectively represent clients and how to derive lawyering lessons from their experiences.

**Director, Criminal Defense Clinic:**

Experienced clinicians with expertise in criminal defense create a learning environment that focuses on student growth and development through case preparation, constructive attorney-client interaction, courtroom advocacy, classroom instruction and individual supervision. Instruction and supervision develop the students’ capacity for strategic judgment, problem-solving, and zealous client-centered representation.

**Position Responsibilities:**

Responsibilities of the Director include:

- supervising and working collaboratively with a clinical supervising attorney;
- co-planning and co-teaching seminar classes in lawyering and advocacy skills, substantive criminal law and procedure, evidence, ethics, and professionalism;
- supervising second- and third-year law students in their misdemeanor cases;
- providing direct client representation;
• serving on the RFJ management team;
• completing administrative and other clinical work such as recruiting students and possibly training and mentoring pro bono attorneys; and,
• in collaboration with RFJ management, serving as a liaison with area law schools.

Related duties include participating in staff meetings and organizational fundraising and development opportunities; managing the thorough input of data in the office’s case management system; and, overseeing student evaluation processes and grades.

Qualification Requirements:

The Director of the Criminal Division must be a member of the D.C. Bar with prior criminal defense and teaching experience as well as excellent communication and management skills, the ability to work independently and collaboratively, a strong work ethic, a client-centered approach to criminal defense practice, and a passion to teach and mentor law students. RFJ alumni are encouraged to apply.

Accountability:

Reports to the Executive Director.

Hours, Salary and Benefits:

This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. We offer an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; and paid federal and local holidays.

To Apply:

Each candidate should submit a cover letter, resume or CV, and the names and contact information of three professional references by email to Tegan Peterson at tpeterson@risingforjustice.org. Please indicate “Director of Criminal Defense Clinic, [your full name]” in the subject line of the email.

Application Deadline:

Review of applications will begin immediately and will continue until the position is filled.

LEGISLATIVE POLICY ANALYST/COUNSEL
NATIONAL WOMEN’S LAW CENTER

The National Women’s Law Center seeks a Legislative Policy Analyst/Counsel for Reproductive Rights and Health focused on federal legislative and administrative work. This is a full-time position, available immediately.

Responsibilities:

• Conducting legal and policy analysis of federal legislative and administrative proposals;
• Drafting written materials, including legislative testimony, talking points, letters, and other materials;
• Legal and policy research;
• Maintaining relationships with congressional and executive branch staff;
Participating in a wide variety of federal coalitions;
Working with federal policymakers and advocates;
Working in close coordination with key Center staff, including those on the Reproductive Rights and Health team, other Center staff undertaking federal advocacy work, and the Campaign and Digital Strategies Team, to provide information and support on federal legislation and policy, and strategically and collectively further the Center’s work;
Contributing to the Reproductive Rights and Health team’s broader work at the federal level;
Representing the Center at coalition meetings and at public events, conferences, and meetings.

Qualifications:
The ideal candidate will have:

- An advanced degree and minimum of 2 years of relevant experience working on advocacy, research, policy formulation, or analysis.
- Excellent research, analytical, and writing skills;
- Ability to collaborate with and build trust with key stakeholders, especially legislative staff;
- Outstanding time management and organizational skills, with careful attention to detail;
- A demonstrated ability to perform well independently with grace under pressure in a fast-paced, multi-tasking environment;
- Collaborative and collegial approach, and an ability and desire to work in a team-based environment, and an orientation to the work that recognizes and values the contributions of all team members;
- Commitment to centering diversity and equity in executing key responsibilities;
- A commitment to the mission of the Center.
- Preferred:
  - Experience with legislative lawyering;
  - Knowledge of reproductive rights, health, and justice issues;
  - Proven ability to work independently and collaboratively;
  - Demonstrated ability to influence and engage diverse audiences and to build long-term collaborative relationships with key organizational and individual partners;
  - Flexibility and a sense of humor.

Key Relations:
The Legislative Policy Analyst/Counsel will report directly to the Director of Federal Reproductive Rights and will collaborate closely with Reproductive Right and Health team and other Center staff. Will have supervisory responsibilities for interns.

Compensation:
A minimum salary of $73,965 will be provided to the successful candidate having at least 2 years of experience directly relevant to this role, consistent with the National Women’s Law Center’s compensation framework.

Application:
If you are interested in joining the NWLC team, submit a cover letter describing your qualifications, resume, and three supervisory references. Resumes should include exact start and end dates of employment. Electronic submissions are preferred. Please send materials to rrhcounsel@nwlc.org and include position title “Legislative Policy Analyst/Counsel” in the subject line. Hard copies may be addressed to: Human Resources Department,
COUNSEL FOR REPRODUCTIVE RIGHTS AND HEALTH
NATIONAL WOMEN’S LAW CENTER

The National Women’s Law Center seeks a Counsel for Reproductive Rights and Health focused on working to protect and promote access to abortion at the state level. This is a full-time position, available immediately.

Responsibilities:

- Conducting legal and policy analysis of state-level legislative and regulatory proposals;
- Providing support to state-based advocates and partners;
- Drafting written materials, including legislative testimony, factsheets, blogs, reports, talking points, letters, and other materials;
- Conducting legal research;
- Traveling to states to meet with state-based advocates and partners;
- Representing the Center at coalition meetings and at public events, conferences, and meetings;
- Working in close coordination with other staff at the Center doing state-level work;
- Contributing to the RRH team’s broader work;

Qualifications:

Ideal candidate will have:

- A law degree and admission to a state bar with ability to waive into the DC Bar if not already admitted;
- A minimum of 2 years of relevant experience;
- Excellent research, analytical, oral communication, and writing skills;
- Ability to build trust and credibility with key stakeholders, especially state level advocates and legislators;
- Ability and willingness to travel approximately 10% of the time;
- Outstanding time management and organizational skills, with careful attention to detail;
- A demonstrated ability to perform well independently with grace under pressure in a fast-paced, multi-tasking environment;
- Ability to build trust and credibility with key stakeholders, especially state-level advocates and legislators;
- Collaborative and collegial approach, and an ability and desire to work in a team-based environment, and an orientation to the work that recognizes and values the contributions of all team members;
- Commitment to centering diversity and equity in executing key responsibilities;
- A commitment to the Center’s mission, including improving abortion access.
- Preferred:
  - Experience working at the state-level, at a national organization doing state-based work, or other experience with state-level research/analysis/legislative process, including working with local and state reproductive rights, health, and/or justice organizations;
  - Knowledge of reproductive rights, health, and justice issues, in particular health insurance coverage of abortion and/or refusals to provide care;
  - Proven ability to work independently and collaboratively;
• Demonstrated ability to influence and engage diverse audiences and to build long-term collaborative relationships with key organizational and individual partners;
• Flexibility and a sense of humor.

Key Relations:

This position will report directly to Senior Counsel and will collaborate closely with the RRH team and other Center staff. Will have supervisory responsibilities for interns.

Compensation:

A minimum salary of $73,965 will be provided to the successful candidate having at least 2 years of experience directly relevant to this role, consistent with the National Women’s Law Center’s compensation framework.

Application:

If you are interested in joining the NWLC team, submit a cover letter describing your qualifications, resume, and three supervisory references. Resumes should include exact start and end dates of employment. Electronic submissions are preferred. Please send materials to rrhcounsel@nwlc.org and include position title “RRH Counsel-State” in the subject line. Hard copies may be addressed to: Human Resources Department, National Women’s Law Center, 11 Dupont Circle, Suite 800, Washington, DC 20036, FAX: 202-588-5185. Applications accepted until position is filled. No calls please.

The National Women’s Law Center is an Equal Opportunity/Affirmative Action employer and values a diverse workforce. We strongly encourage and seek applications from people with disabilities, people of color, including bilingual and bicultural individuals, veterans, and LGBTQI individuals.

PROGRAM OFFICER
ROBERT F. KENNEDY HUMAN RIGHTS

Robert F. Kennedy Human Rights seeks a Program Officer in the International Advocacy & Litigation program to support the organization’s work on Latin America partnering with human rights defenders to protect civic space through advocacy, strategic litigation, and technical assistance.

International Advocacy & Litigation Program:

Our team of lawyers and issue experts collaborate with partners around the world to create lasting legal change. Through legal advocacy, we have freed political prisoners, defended the rule of law in autocratic regimes and amplified the voices of human rights defenders in the United States and abroad. We present the annual Robert F. Kennedy Human Rights Award, which recognizes a courageous individual whose activism reflects Robert Kennedy’s belief that every individual can make a difference. The award’s recipients enter multi-year partnerships with Robert F. Kennedy Human Rights, anchoring our advocacy work and strengthening the activists’ ability to make gentler the life of the world.

Job Responsibilities:

• Developing and implementing an advocacy and litigation agenda for the protection of civic space in Latin America and the Caribbean in support of local human rights defenders and movements;
• Day to day management of a docket of 6-10 strategic litigation cases before the Inter-American and universal human rights bodies, including managing client, partner, and co-counsel relationships; fact-finding and building an evidentiary basis for litigation; drafting briefs and legal submissions; preparing oral arguments; monitoring implementation of decisions;
• Managing current and establishing new relationships with advocacy and litigation partners and other human rights defenders in Latin America to ensure Robert F. Kennedy Human Rights efforts support their vision and goals;
• Writing and publicizing reports, briefing papers, letters, news releases, op-eds, and submissions to regional and international bodies, as well as presenting human rights concerns and other advocacy before government officials, opinion leaders, inter-governmental agencies, and in the media;
• Liaising effectively with Robert F. Kennedy Human Rights staff and affiliates located in multiple locations throughout the world to ensure effective coordination and collaboration; support other staff and affiliates to address civic space or Latin American or Caribbean-based issues in their work;
• Supervising and mentoring incoming legal fellows and interns
• Assisting with the organization’s fundraising efforts;
• Traveling domestically and internationally up to one or two weeks at a time, several times a year;
• Working flexible hours as needed to accommodate developing and urgent events;
• Do your part in keeping our operations running smoothly - tracking your hours and submitting timecards in a timely manner; and
• Carrying out any other duties as required.

Qualifications:

Education:

J.D. or foreign equivalent required

Experience:

• A minimum of 5 years’ experience in human rights advocacy and litigation;
• Authorization to work in the United States required;
• Excellent oral and written communication skills and fluency in English and Spanish;
• Ability to work independently and as part of a team to develop and implement realistic and effective local and international advocacy strategies and tactics in order to identify and seize advocacy opportunities;
• Strong initiative and follow-through, the capacity to think creatively and strategically to identify opportunities for increased impact beyond assigned tasks;
• Ability to produce high-quality written material under tight deadlines;
• Excellent editing skills;
• Dynamic public speaking ability;
• Strong interpersonal skills in order to work collaboratively across cultural dynamics within Robert F. Kennedy Human Rights as well as with clients, local partners, government officials, and media partners;
• Inclusive: you are excited to work with colleagues with different backgrounds, experiences, and perspectives from your own.
Preferred But Not Required Qualifications:

- Human rights litigation experience before domestic courts and/or regional or universal human rights bodies;
- Advocacy experience leveraging, e.g. US foreign policy, intergovernmental bodies, and/or public-facing campaigns;
- Demonstrated ability to think strategically about the global and local media environments and how to use the media and electronic media to further advocacy goals;
- Solid field research and documentation skills.

Benefits and Other Perks:

- Medical & Dental, Robert F. Kennedy Human Rights covers 100% of individual only medical and dental costs;
- 401(k), automatic contribution of 7% of your salary after your first anniversary;
- College Saveup/Loan PayDown, automatic $100/monthly contribution for any current loans or future loans;
- Cell Phone stipend, monthly reimbursement to offset any cell phone expenses;
- Telecommuting, flexibility to work from home occasionally
- Other fun perks include but are not limited to staff retreats, galas, and award ceremonies (in the United States and occasionally internationally).

How to Apply:

- Submit your resume and cover letter to applications@rfkhumanrights.org with “Your Name + Latin America Program Officer” in the subject heading.
- In your cover letter please include how you heard about this role and why you are interested in this position.

You are welcomed here...

Robert F. Kennedy Human Rights is an equal opportunity employer and believes we are stronger and more effective by working internally and externally with people of all abilities, diverse backgrounds, and a range of perspectives, particularly those who have historically been marginalized or underrepresented. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We do not discriminate in our hiring practices and in order to build the strongest possible workforce, actively seek a diverse applicant pool.

ATTORNEY
OFFICE OF CHIEF COUNSEL
DRUG ENFORCEMENT ADMINISTRATION
U.S. DEPARTMENT OF JUSTICE

About the Office:

The Office of Attorney Recruitment and Management, U.S. Department of Justice, is seeking an experienced attorney to perform privacy-related work in the Drug Enforcement Administration (DEA), Office of Chief Counsel. This Office, located in Arlington, Virginia, provides legal advice and support to DEA.
Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified men and women from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

**Job Description:**

Protecting privacy is a core consideration for every federal organization and is best achieved when it is an integral part of an organization’s business operations. Privacy stewardship and governance are keys to a successful privacy program and can reduce the risk that government programs erode privacy protections and ultimately lose the public’s trust. Accordingly, the Office of Chief Counsel is seeking an experienced attorney who meets the needs required for the DEA Privacy Program to implement and sustain federal privacy awareness and stewardship and fulfill legal and regulatory requirements. A strong and multi-faceted privacy program will help ensure that DEA considers privacy protections and controls when making business decisions involving the collection, use, sharing, retention, disclosure, and destruction of personally identifiable information (PII), and adheres to all applicable statutory and regulatory requirements.

**Duties and Responsibilities:**

The attorney will be expected to perform difficult and varied legal work involving the interpretation and proper application of laws, executive orders, regulations, precedents and agency practices relating to Federal privacy laws, assist DEA components in complying with their legal responsibilities, make recommendations regarding important policy questions to the DEA Senior Component Official for Privacy (SCOP), and represent the SCOP in intra- and interagency policy deliberations. In particular, the attorney will:

- Contribute to the development of privacy and civil liberties policy and procedures that fully reflect legal and operational mandates for DEA.
- Review and evaluate proposed legal actions submitted by DEA components that require approval or coordination of the SCOP.
- Perform legal research on assigned questions of law or policy, and prepare reports, presentations, talking points, or memoranda for the use of the SCOP.
- Assist in crafting DEA’s annual Senior Agency Official for Privacy report pursuant to FISMA, as requested.
- Confer and collaborate with DEA attorneys and officials, other government agencies, and interested parties to provide guidance and advice to ensure compliance with statutory, regulatory, and policy requirements, and to minimize risks to privacy and civil liberties.
- Support DEA privacy teams to ensure DEA’s compliance with applicable law and policy, including developing and, when appropriate, publishing privacy notices; drafting information sharing agreements or arrangements; assessing privacy risks and implementing administrative, physical and technical controls to mitigate such risks; drafting and revising privacy compliance documentation, such as Privacy Act system of records notices and rulemakings related to exemptions, initial privacy assessments, and privacy impact assessments; and responding to breaches of personally identifiable information (PII).
- Develop and consider creative solutions to mitigating privacy and civil liberties’ risks while achieving key mission objectives.
- Provide counsel and assistance through the analysis of, and familiarity with, relevant case law, and the review and evaluation of proposed legislation, regulations, guidelines, or policies that may have significant effects on privacy and civil liberties.
- Develop and maintain a basic understanding of key international privacy-related principles, laws, and guidance that may impact the Department’s operations.
• Coordinate and execute special projects as assigned by the SCOP. For GS-14 and 15, this includes reviewing the work of junior professional staff.
• Provide counsel and assistance to the SCOP regarding the preparation and dissemination of legal and policy guidance on matters of special importance and sensitivity.
• Address difficult, often novel, problems in providing legal counsel to senior officials in charge of major operating programs.
• Advise on privacy-related questions of law or administrative policy involved in the operations of DEA.
• Advise on laws, regulations of federal agencies, opinions of the courts, administrative law judges or equivalent, common law, and administrative law.
• Lead development and implementation of DEA’s privacy training and awareness plan; develop and deliver privacy training for different audiences, consistent with government-wide guidelines and best practices.
• Perform other duties as assigned.

**Required Qualifications:**

To qualify for this position, applicants must possess ALL of the requirements below:

• A J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and be an active member of the bar in good standing.
• Specific grade level requirements:
  • GS-15: At least six (6) years of post J.D. legal experience addressing privacy issues, for example, advising clients or an organization’s leadership and staff on privacy laws.
  • GS-14: At least four (4) years of post J.D. legal experience addressing privacy issues, for example, advising clients or an organization’s leadership and staff on privacy laws.
  • GS-13: At least two (2) years of post J.D. legal experience addressing privacy issues, for example, advising clients or an organization’s leadership and staff on privacy laws.

**Application Process:**

Applicants must submit via mail or email:

• Cover letter addressing the qualifications listed above;
• Resume showing relevant experience, including the dates the experience was obtained;
• Unofficial law school transcript (note: If you are selected for this position, official transcript(s) will be required prior to your first day);
• Two writing samples of varying length: one demonstrating general writing skills (e.g., correspondence, published material, memorandum, talking points, policies, procedures, blog, or material written for the web); and one sample of formal legal analysis, demonstrating ability to analyze and expound on complicated, nuanced legal issues (e.g., a legal brief or formal opinion, or other similar memo); and
• Copy of your most recent performance appraisal or rating, if applicable.

Writing samples and performance appraisal may be redacted, as appropriate, to protect sensitive information.

Provide the above materials in time for their receipt by OPCL **by midnight December 6th, 2019:**

Drug Enforcement Administration  
ATTN: David J. Mudd  
Senior Component Official for Privacy
8701 Morrissette Drive
Springfield, Virginia 22152

Also, you can send materials electronically to DEA.ChiefCounsel.Resumes@usdoj.gov. No telephone calls, please.

For more information about the position and to apply, please visit: https://www.justice.gov/legal-careers/job/attorney-118

ATTORNEY
OFFICE OF PROFESSIONAL RESPONSIBILITY
U.S. DEPARTMENT OF JUSTICE

The United States Department of Justice, Office of Professional Responsibility (OPR), is responsible for investigating allegations of professional misconduct involving the more than 30,000 attorneys, agents, and immigration judges within the Department of Justice. The office was founded in 1975 in response to revelations of ethical abuses and misconduct by Department officials in the Watergate scandal. It conducts highly sensitive investigations into allegations of misconduct involving all levels of the Department and is led by a career Senior Executive Service attorney. OPR investigations frequently require its attorneys to have contact with senior officials across the Department and to confront complex legal and ethical issues involving criminal prosecutions, national security matters, civil litigation, and all other areas of the law handled by the Department. By handling allegations in a fair, competent, and objective manner, OPR seeks to uphold the values and integrity of the Department.

Job Description:

OPR is seeking an experienced attorney with expertise in the Freedom of Information Act (FOIA) and the Privacy Act (PA) for its headquarters in the Main Justice building at 950 Pennsylvania Avenue, N.W., Washington, D.C. The attorney will be responsible for processing records requested pursuant to the FOIA or PA, providing technical direction to FOIA/PA staff, preparing and submitting FOIA or PA reports for internal and external audiences, assisting in the preparation of documents that support DOJ components in defending DOJ/OPR in litigation brought under the FOIA/PA, determining whether the records located during the processing of a FOIA/PA request can be released in full, in part, or withheld, recommending whether or not a document should be classified or declassified in whole or in part, staying abreast of any changes in FOIA/PA law, and ensuring that searches and processing are conducted in accordance with applicable policies, law, regulations and procedures. The attorney may also review and analyze allegations of misconduct and, where appropriate, conduct a thorough investigation of the allegations, including witness interviews and reviewing documents, and preparing a comprehensive report addressing the allegations and setting forth OPR’s findings and conclusions.

This announcement is open until filled. This announcement may be used to fill future OPR attorney vacancies.

Required Qualifications:

Applicants must possess a J.D. degree from an American Bar Association accredited law school, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, be an active member of the bar in good standing, and have at least 3 years post J.D. experience, one of which was specialized experience at, or equivalent to the GS-13 grade level. Examples of specialized experience include: preparing pleadings, briefs, motions, affidavits, and other materials involving
legal issues in civil or criminal litigation; independently performing legal analysis; conducting civil or criminal litigation (to include appellate practitioners); trial experience as a prosecutor or defender at the Federal, State, or Local level; analyzing cases or requests for legal sufficiency; and providing expert legal advice and consultation.

Applicants must have substantive knowledge and expertise in FOIA/PA laws, rules, and regulations, and at least two (2) years of experience in reviewing, responding to, and providing legal advice regarding FOIA/PA requests.

Applicants must have superior academic and professional credentials as well as exceptional writing and oral communication skills. Applicants must also possess the legal skills and sound judgment necessary to evaluate the sensitive issues that arise in the course of processing FOIA/PA requests as well as conducting attorney misconduct investigations. The individual selected for this position is required to obtain and maintain a Top Secret/SCI security clearance as a condition of employment.

Preferred Qualifications:

A knowledge of, and familiarity with the rules and obligations imposed on prosecutors and other government attorneys by the Constitution, federal statutes, court decisions, orders, rules, regulations, Department policies, and applicable state bar rules is preferred but not required.

Grade Specific Qualifications:

To qualify at the GS-14 level, applicants must have at least three years of post-J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-13 grade level. Examples of specialized experience include: conducting legal analysis and formulating recommendations to senior managers, preparing pleadings, motions, affidavits, and other materials involving legal issues in civil or criminal litigation; conducting civil or criminal litigation (to include appellate practitioners); analyzing cases or requests for legal sufficiency; and providing expert legal advice and consultation.

To qualify at the GS-15 level, applicants must have five years of post-J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include independently performing legal analysis, preparing court documents, presentations, and other written material involving or addressing unique and/or difficult issues in civil or criminal litigation; conducting complex civil or criminal litigation (to include appellate practitioners); analyzing complex cases for legal sufficiency; and providing expert, specialized advice and consultation.

Salary:

Salary and grade level determinations are made based on the number of years of qualifying experience and current salary level. The salary ranges for this position are: GS-14 ($117,191 - $152,352) and GS-15 ($137,849 - $166,500).

Travel:

Occasional travel is sometimes necessary.
Application Process:

Interested candidates should send via e-mail a PDF file containing a cover letter, resume, unofficial law school transcript, and writing sample (not to exceed 20 pages) to OPR.Applications@usdoj.gov. Those selected for an interview will be asked at that time to provide proof of an active bar membership and, if a federal government employee, a copy of their most recent performance appraisal. Please reference announcement OPR ATY 19-002 in your cover letter and in the e-mail subject line.

No telephone calls please.

For more information about OPR, please visit our Web page at: https://www.justice.gov/opr

Note: The Selecting Official may select additional candidates from this announcement if another position becomes available within one year after the closing date of this announcement.

Application Deadline:
This vacancy is open until filled.

STAFF ATTORNEY
JUST NEIGHBORS

Just Neighbors seeks a passionate, talented staff attorney to provide immigration legal services to immigrants and refugees in Virginia. Position will be based out of our main office in Annandale but may require work in our Herndon satellite office and/or in rural parts of Virginia.

How to Apply:

Deadline: Position open until COB December 31, 2019. Candidates must email a cover letter, resume, list of references (minimum three) and writing sample to Dominique Poirier, Director of Legal Services at dominique@justneighbors.org with “Staff Attorney Position” in the subject line.

Who we Are:

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

Responsibilities:

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

Qualifications:

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

Just Neighbors offers a flexible working environment as well as excellent benefits including generous vacation and holiday leave, health insurance, professional liability insurance, paid bar and AILA dues and a retirement pension plan. Just Neighbors is an Equal Opportunity Employer. We encourage applicants of all religions, genders, races, ethnicities, ages, physical abilities and sexual orientations.

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:**


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**SENIOR LEGISLATIVE COUNSEL/REPRESENTATIVE**

**EARTHJUSTICE**

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people’s health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters, individuals and communities to engage the critical environmental issues of our time and bring about positive change. We are here because the earth needs a good lawyer.
Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Miami, Chicago, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, and Washington, DC.

This position provides legislative and administrative strategy development and implementation on environmental and justice issue priorities for Earthjustice on broad issue areas on our Policy and Legislation Department’s Healthy Communities team (e.g. toxic chemicals (pesticides, and workers’ health protections, etc.) as assigned by Supervisor.

Responsibilities:

**Lobby Strategy Development and Implementation (60%)**

- Develop and implement legislative and administrative advocacy strategies relating to assigned issues.
- Directly lobby Congress and the Administration.
- Educate the Administration and Congress on key legal challenges and rulings.
- Serve as spokesperson for Earthjustice on assigned issues.
- Tracks legislation and policy initiatives relating to assigned issues.
- Works with Legislative Director and as warranted the relevant litigators and internal issue area experts to develop positions and strategies on relevant legislation and administrative actions.
- Develops lobby and education materials, including but not limited to fact sheets, letters, action alerts and blogs.
- Works with Communications Department to develop media strategies such as conducting media outreach and creating social media content, blogs and op-eds as well as other strategic communications tools on assigned issues.
- Perform policy, and legislative analysis.
- Plan and implement initiatives to educate the public and foster broader public advocacy for assigned issues.
- Develop, maintain and expand trusting relationships with staff of key decision makers.

**Coalition and Partnerships (20-30%)**

- Creates and maintains a leadership position within the DC environmental community on assigned issues, as well as with regional and local environmental and social justice communities as appropriate.
- Represent Earthjustice in coalitions and with allies on assigned issues.
- Create opportunities for partners and allies to engage in education and advocacy on assigned issues and to be engaged in strategy development as appropriate.
- Cultivate and expand the range of allies, thoughtful partnerships and coalitions in support of assigned issues.
- Facilitate and encourage relationships litigators and advocacy partners as appropriate.
- Coordinate briefings, seminars, and informational sessions with partners as well as support partners’ traditional and social media outreach as appropriate.
- Plan and execute events such as fly-ins, lobby days, etc.

**Qualifications:**

- Seven years’ experience with the legislative process.
• Bachelor’s, Master’s in applicable field for Senior Legislative Representative.
• JD for Senior Legislative Counsel.
• Familiarity and experience with administrative rulemaking process.
• Substantial knowledge of, and experience with, the legislative process.
• Proven ability to develop and implement successful legislative and administrative strategies.
• Ability to handle multiple tasks, projects and deadlines.
• Detail oriented and good organizational skills.
• Excellent writing and oral communications skills.
• Proven ability to work in coalitions and with allies.
• Significant experience working with traditional and social media.
• Proven ability to work independently and proactively.
• Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
• Contributes to recruiting, hiring, developing and retaining a diverse and inclusive workforce

Salary is based on experience and location.

Salary range for Washington, DC: 105,000 – 116,000 for Senior Legislative Representative and 112,000 to 125,000 for Senior Legislative Counsel.

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

To Apply:

Interested candidates should submit a cover letter and resume online via the website below.

https://earthjustice.org/about/jobs/38379/senior-legislative-counselrepresentative

Please, no phone calls, hard copies, or drop-ins. If you’re having technical difficulties submitting your application, reach out to jobs@earthjustice.org.

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.

COUNSEL
SUBCOMMITTEE ON OVERSIGHT AND INVESTIGATIONS OF THE
COMMITTEE ON ENERGY AND COMMERCE MAJORITY

The Subcommittee on Oversight and Investigations of the Committee on Energy and Commerce Majority seeks a counsel to work on investigative issues related to federal departments and agencies, especially those associated with the committee’s broad jurisdiction. Experience with federal agencies under the committee’s jurisdiction, including environment, energy, public health, communications, or consumer protection, is a plus. Desired skills include experience in congressional oversight and investigations and related processes and procedures. This position includes responsibilities in planning and conducting congressional hearings, overseeing federal agencies, conducting research and investigations, writing and editing, and conducting document review and analysis. Successful candidate will be detail-oriented and possess strong communication and writing skills. Applicants should have a record of professional experience; J.D. required unless applicant has significant experience in the areas described for this position.

Please send resume, cover letter, writing sample, and at least two professional references to ecdjobs@mail.house.gov.

LAWYER
HOUSE JUDICIARY SUBCOMMITTEE ON ANTITRUST,
COMMERCIAL AND ADMINISTRATIVE LAW

The House Judiciary Subcommittee on Antitrust, Commercial, and Administrative Law seeks a hard-working lawyer with significant legal experience to serve as counsel. Responsibilities include: serving as a resource for Democratic Members of the Subcommittee on matters of law and policy; drafting legislation; reviewing documents submitted in response to Committee information requests; coordinating hearings and witnesses; drafting statements, memos, and briefing materials; and providing guidance to offices both on and off the Subcommittee on matters of antitrust law. A strong background in antitrust is required. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are also strongly preferred. The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Qualified candidates should submit a resume, cover letter, and writing sample to JDEM.Job@mail.house.gov. Please include “Antitrust Counsel” in the subject line.

MANAGING ATTORNEY
D.C. BAR PRO BONO CENTER

The D.C. Bar Pro Bono Center has an immediate opening for a Managing Attorney. The Managing Attorney plans and oversees legal clinics and other projects for the Pro Bono Center to deliver pro bono legal information, advice and representation to low-income individuals in the District of Columbia. The Managing Attorney has substantive expertise in consumer and/or bankruptcy law. This position supervises a Program Specialist and Senior Administrative Assistant. The Managing Attorney reports to the Assistant Director, D.C. Bar Pro Bono Center.
**Essential Duties and Responsibilities:**

- Manages and provides mentoring and coaching to the Program Specialist and Senior Administrative Assistant. Supervises the work of volunteers, paralegals, law students, and temporary part-time Advice & Referral Clinic staff.
- Plans, administers and oversees several D.C. Bar Pro Bono Center projects that deliver pro bono and pro se legal services, including the Consumer Law Resource Center, the Bankruptcy Clinic and the Advice & Referral Clinic, to include:
  - Providing on-site supervision and support to volunteers and recruiting and screening volunteers and mentors.
  - Overseeing all aspects of administration and operation of clinic programs and quality control systems.
  - Formulating scope of legal problems to be covered.
  - Designing and implementing service delivery models to address unmet legal needs.
  - Planning and directing volunteer trainings, including preparation of training materials and recruitment of trainers.
  - Overseeing intake, screening and selection of cases for placement.
  - Monitoring volunteer caseloads and development of periodic progress reports.
  - Managing volunteer and client database.
  - Evaluating effectiveness and continued relevance of each delivery model.
  - Developing and administering budgets.
- Coordinates with other Managing Attorneys to occasionally support the Landlord Tenant Resource Center.
- Collaborates with the Advocacy & Justice Clinic and other clinics and projects, including mentoring pro bono attorneys on consumer and personal injury matters.
- Identifies Court practices and procedures impacting unrepresented litigants in Small Claims Court and the Civil Actions Branch and assists in developing and presenting recommendations for improvements and new services.
- Plans, administers and oversees pro se assistance activities, including developing pro se material, using technology to deliver services and serving as a resource on issues related to other delivery models.
- Staffs and provides legal support to committees to identify emerging issues, develops recommendations and designs and implements new programs and projects to address those needs.
- Serves as convenor and resource for pro bono and public interest advocates.
- As part of a team, assists in recruiting volunteer attorneys and law firms to participate in clinics and to provide pro bono legal services through the D.C. Bar Pro Bono Center and other legal services providers.
- Helps represent the D.C. Bar Pro Bono Center in interactions with the court, administrative agencies, the private bar and other legal services providers and community-based organizations.
- Drafts reports, articles, memoranda, publications and resource materials.
- Performs other duties as assigned.

**Minimum Qualifications:**

- A J.D. degree from an ABA accredited law school. A minimum of at least five years related professional work experience in positions of increasing responsibility.
- An active member of the D.C. Bar.
- Minimum of three years of active practice in D.C., including experience handling consumer law and/or bankruptcy matters. Housing, probate, torts, and/or employment law experience is a plus. Experience with a legal services organization that provides legal services to indigent individuals preferred.
- Relevant supervisory experience required. Experience working with volunteers preferred.
One or more years of experience developing and administering programs.
• Strong written and verbal communication skills.
• Proficiency in Spanish or Amharic is a plus.
• Ability to work well with Bar officers, volunteers, other staff and the public with minimal supervision.
• Ability to handle and maintain the confidentiality of highly sensitive information.

Additional Information:

Under the Bar’s compensation structure, this position is a grade 5. This is an exempt position. Salary is commensurate with experience. The D.C. Bar Pro Bono Center has an excellent benefits package.

This is not an attempt to list all essential functions of this position. Job duties may change over time, based the D.C. Bar Pro Bono Center’s needs.

Interested individuals must apply online and submit a cover letter, resume, two writing samples, and salary requirements.

STAFF ATTORNEY
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.

Required Qualifications:

• J.D. from an accredited law school
• Candidate will be licensed to practice law in Washington, DC, or licensed in another jurisdiction and eligible to waive into DC
• At least two years of litigation experience
• Excellent research and writing skills
• Demonstrated experience, knowledge, or interest regarding domestic sex trafficking, sex workers’ rights, sexual assault, and/or survivors of trauma within the legal system
• Demonstrated experience working with underserved communities
• Strong commitment to social justice and public interest
• Ability to develop and implement projects
• Excellent interpersonal skills and appropriate use of diplomacy and tact.
• Must be eligible to work for any employer in the United States

Desired Skills:

• Candidate is licensed to practice in DC federal court
• Experience with and interest in pursuing policy or legislative advocacy on behalf of Clients

Role/Responsibilities:

• Train and supervise legal staff handling DC Legal Matters, DC pro bono attorneys, and legal interns as necessary
• Independently provide legal advice, advocacy, and representation on civil and criminal cases in DC Superior Court, including, but not limited to, criminal record expungement, child custody and other family law issues, civil protection orders, name changes, crime victims advocacy, and representation of low-level criminal charges
• Train local service providers on the identification of domestic survivors of sex trafficking, and provide information sessions for clients about various areas of the law
• Establish and foster supportive relationships with staff, partners, clients, pro-bono attorneys, and volunteers.
• Participate in stakeholder meetings with other community-based organizations and legal services serving Amara’s target client population.
• Inform Amara DC attorneys of current legal developments, research, best practices
• Develop, implement, and oversee ongoing trainings in those practice areas for pro bono attorneys/law students as needed
• Monitor and comply with grant metrics, restrictions, and goals.
• This position will report directly to the executive director and will be based in Washington, DC.

Annual Salary and Benefits:

• The position is full-time with flexible telework schedule.
• Starting salary for the position is $60,000
• Benefits package includes: 15 days of paid vacation leave, 5 days of paid sick leave, DC observed holidays, employer provided health and dental insurance, simple IRA retirement plan with up to a 3% employer match, flexible telework schedule, and an annual professional development budget

To Apply:

Submit a persuasive cover letter, resume, and three references to recruiting@amaralegal.org. Applications that do not include all three of these documents will not be considered. We will be reviewing resumes on a rolling basis and scheduling interviews accordingly.

Your privacy will be respected and preserved until the final phase of the hiring process. For example, we will only check references during the process of interviewing finalists and will only do so with your knowledge.

The Amara Legal Center is an equal opportunity employer and prohibits discrimination and harassment of any kind.

Amara is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Amara are based on business needs, job requirements and individual qualifications, without regard to 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, parental status, or any other statute protected by the laws or regulations in the locations where we operate. Amara will not tolerate discrimination or harassment based on any of these characteristics. Amara encourages applicants of all ages, sexes, genders, colors, and religions. Amara encourages applicants with personal familiarity or experience of the commercial sex industry to apply.
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.

PROJECT ATTORNEY
HOUSING LAW UNIT
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks a Project Attorney or Project Coordinator to support its eviction prevention and affordable housing work. 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 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 matters and help individuals with the collateral consequences of their involvement with the criminal justice system. From our work with clients, we identify

Tasks and Duties:

Legal Aid has a broad and energetic housing practice. We give priority to cases that involve the prevention of avoidable eviction, efforts to address dangerous or unhealthful housing conditions, and the preservation of affordable housing and subsidized housing. In addition to an active litigation docket, we engage in significant efforts to address issues of public policy. Our unit is currently staffed by four supervising attorneys, eleven staff attorneys including one senior staff attorney, two fellows, three “loaned associates” from law firms, three legal assistants, and a case manager.

The staff in our Housing Unit work at Legal Aid’s central office and its community office in Southeast DC. Staff work on two projects: our Eviction Defense Project, which sites an office in the Landlord and Tenant Branch of D.C. Superior Court to provide same-day and extended representation to low-income tenants facing eviction; and our Housing Preservation Project, which seeks to preserve and expand safe and affordable housing for low-income District residents through building-wide legal representation. All of this work is coordinated with other legal services providers and includes strong pro bono partnerships with area law firms and other attorneys in the community.

The Project Attorney or Project Coordinator will organize and support the work of the eviction prevention and affordable housing projects. Tasks may vary depending on the qualifications and experience of the candidate selected and may include: overseeing staffing and day-to-day operations in the courthouse office; managing legal assistant support for the housing unit; coordinating outreach and intake for eviction defense cases; referring cases to pro bono attorneys and other organizations throughout the city; assisting with data collection and quality review; planning and executing trainings and assisting with developing resources for staff attorneys and pro bono attorneys; and assisting with coordination and collaboration among project partners.

Qualifications:

The ideal candidate can be either an attorney or non-attorney and will have the following:

- Experience in legal services, preferably in housing law, or with pro bono law practice;
- Strong organizational, communication, project management, and leadership skills;
- Ability to work collaboratively and effectively with Legal Aid colleagues, other legal services providers, and law firm attorneys;
- Ability to prioritize and juggle multiple tasks and projects at the same time;
- A demonstrated commitment to social and economic justice; and
- Bilingual skills strongly preferred but not required.

Salary and Benefits:

The Project Attorney or Project Coordinator will be paid in accordance with Legal Aid’s salary scale. Legal Aid also offers a competitive benefits package.

To Apply:

Position remains open until filled. Please submit a cover letter and resume here.
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.

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.

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.

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:


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

MANAGING ATTORNEY
DAVID A. CLARKE SCHOOL OF LAW
UNIVERSITY OF THE DISTRICT OF COLUMBIA

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

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

Minimum Job Requirements:

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

Information to Applicant:

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

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

Equal Opportunity Employer: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.
**Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the University of the District of Columbia does not discriminate on the basis of actual or perceived actual race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of an intrafamily offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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

**Visa Sponsorship:** At this time, the University of the District of Columbia does not provide sponsorship for visas (e.g. H-1B). This position is also ineligible for Optional Practical Training (OPT).

**Residency Preference:** The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system in which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency reference at the time of application. An applicant selected for an appointment based on District residency will be required to submit no less than eight (8) proofs of bona fide District residency on or before the effective date of the appointment. Bona fide District residency must be maintained from the date of appointment to the position for seven (7) consecutive years. Failure to maintain bona fide District residency for the (7) year period will result in forfeiture of employment.

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

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

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

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

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

To Apply:
https://udc.applicantstack.com/x/detail/a2hbyxhhefg8
• 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:
  o Media and reputational risks
  o Employment and employee benefits law
  o Internal investigations
  o Litigation and disputes
  o Insurance
  o 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.

How to Apply:

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

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

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

STAFF ATTORNEY
ENVIRONMENTAL INTEGRITY PROJECT

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

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

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

To Apply:

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

IMMIGRATION STAFF ATTORNEY
AYUDA

Ayuda is a 501 (c)(3) nonprofit organization dedicated to providing direct legal, social and language access services; education; and outreach to low-income immigrants in the Washington, DC metropolitan area. Since 1973, Ayuda has provided critical services on a wide range of issues, in the process acquiring nationally recognized expertise in a number of fields including immigration law, language access, domestic violence and human trafficking. Ayuda has office locations in Washington, DC, Fairfax, VA, and Silver Spring, MD. This position will be based in Ayuda’s Washington DC (Takoma) office.

Why You Want This Job

Because, just like everyone at Ayuda, you believe:

- In seeing communities where all immigrants overcome obstacles to succeed and thrive in the United States.
- In the overall success of our organization and all our programs.
- That families should be healthy and safe from harm.
- That all people should have access to professional, honest, and ethical services, regardless of ability to pay or status in this country.
- That diversity and equality make this country better.
What Will This Job Entail?

- Provide direct immigration legal representation in a variety of immigration matters including representation of: clients in administrative and judicial proceedings; asylum-seekers; victims of trafficking seeking a T-visa; victims of crimes seeking a U-visa; victims of domestic violence seeking relief under VAWA; minors seeking Special Immigrant Juvenile Status; individuals seeking family unification through the family-based immigration process, and those seeking other forms of immigration relief and representation in immigration matters.
- Attend and provide mentorship to volunteer attorneys at Ayuda’s pro bono immigration clinics.
- Mentor pro bono attorneys taking cases for long-term representation through Ayuda’s pro bono case pipeline.
- Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws, regulations and court rules.
- Represent Ayuda at meetings and collaborations with other agencies.
- Conduct trainings and community outreach on immigration issues.
- Collaborate with Ayuda’s social services staff to ensure the provision of holistic services.
- Support Ayuda’s fundraising efforts through attendance and providing client stories and client speakers for events.
- Other duties as assigned.

How Do You Know If You Can Do This Job?

- J.D. or LL.M. from accredited law school required;
- Member in good standing with the Bar of any state, DC or MD strongly preferred;
- Fluency in Spanish or another language relevant to Ayuda’s client community;
- Two to five years’ experience in immigration law;
- Strong legal, organizational and time-management skills;
- Excellent oral and written communication skills;
- Ability to work independently and as part of a diverse, multidisciplinary team;
- Experience working with survivors of family violence, domestic violence, sexual assault or other trauma a plus; and
- Experience supervising paralegals, legal assistants, BIA accredited representatives, and/or junior attorneys a plus;
- Demonstrated commitment to social, racial and economic justice.

Salary and Benefits:

Commensurate with experience, plus a benefits package that includes medical and dental insurance, as well as an employer-provided retirement match. All federal holidays and closures observed and paid leave for the week of Christmas through New Year’s Day. This position is exempt for overtime purposes.

To Apply:

Please apply here [https://jisco.re/2z0q3](https://jisco.re/2z0q3) with resume and cover letter. Writing samples and/or law school transcripts may be requested.

Applications will be considered on a rolling basis until the position is filled. Apply early for full consideration. No phone calls, please.
Ayuda is an equal opportunity employer. We value a diverse workforce and inclusive culture. It is Ayuda’s policy to be fair and impartial in all relations with employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, marital status, gender identity or expression, disability, sexual orientation, or any other categories protected by federal, state, or local law. We encourage applications from members of underrepresented communities.

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

**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.

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.

JD/BAR NOT REQUIRED

ADVOCACY COORDINATOR
SOCIETY FOR MATERNAL FETAL MEDICINE

The Society for Maternal-Fetal Medicine (SMFM) is a DC-based, fast-growing medical specialty association in the women’s health space established in 1977 and dedicated to advocacy and education for healthcare providers who treat high-risk pregnant women and their unborn babies. SMFM is currently seeking a hard-working, positive-attitude and dynamic Advocacy Coordinator.

SMFM offers great benefits, including access to several no- or low-cost health insurance plans, three weeks of annual leave and five personal days, all observed Federal holidays, 8 percent salary contribution to a 401(k) plan after 6 months of employment, commuter allowance, flexible work hours, telecommuting once/week after 3 months of employment, a great team and a collegial working environment. We are a pro-choice organization and an equal opportunity employer.
About You:

If you have a passion for women's health advocacy, are extremely detail-oriented and organized, can work independently and can handle multiple projects with competing priorities at a time, have the ability to anticipate and resolve issues on the spot, and thrive in a fast-paced environment, then we want to hear from you!

About the Job:

The Advocacy Coordinator provides administrative and logistical support for the Advocacy Department. Engages with key stakeholders, partners, and Members of the Society to aide in advocacy deliverables.

Responsibilities:

- Develops and maintains relevant materials and links for the advocacy website, including VoterVoice software, State Liaison Network and legislative updates.
- Tracks state and federal legislation of interest to SMFM and keeps CAO informed of progress/opportunities related to legislation.
- Supports, with the direct guidance and oversight of the CAO, the SMFM Health Policy & Advocacy Committee (HPAC), Patient Safety & Quality Committee (PSQC), Diversity and Inclusion in the Workforce Committee (DIWC) and State Liaison Network.
- Collaborates with SMFM Education, Membership and Publications Departments in preparation for the SMFM Annual Meeting and in-person committee events.
- Schedules conference calls, creates and/or distributes agendas and minutes from conference calls to support the SMFM HPAC, PSQC, DIWC and State Liaison Network.
- Provides administrative support to the CAO including managing calendar, meeting preparation, printing, and on-site support for meetings.
- Performs research and prepares briefing materials, including one pagers and fact sheets.
- Attend briefings, hearings, and other events and provide written summaries.
- Assists with projects related to SMFM’s communications channels, as needed.
- Represents SMFM at meetings and conferences as needed.
- Other duties as assigned.

Required Qualifications/Skills:

- Bachelor’s degree in Policy, Government Affairs, or Communications preferred; 2+ years in a similar position;
- Experience working for membership association or grants-funded organization a plus;
- Excellent computer skills including Microsoft Office Suite;
- Excellent interpersonal skills;
- Ability to multitask, remain cool under pressure and manage diverse priorities with positive outcomes.

How to Apply:

Interested candidates should apply online -- <https://app.trinethire.com/companies/1351-society-for-maternal-fetal-med/jobs/21206-advocacy-coordinator> with a cover letter explaining their interest in the position and their qualifications, together with resume and at least 3 current professional references. Deadline is December 23, 2019. No phone calls please.
Disability Rights Maryland (DRM), a private, non-profit law firm, is a recognized leader in disability rights and the Congressionally mandated Protection and Advocacy organization for individuals with disabilities in Maryland. We provide free legal services and advocacy to persons with disabilities in Maryland. DRM envisions a world where people with disabilities are fully included in the workplace, neighborhoods and all aspects of community life. We help people with disabilities pursue opportunities to participate fully in all aspects of community life, and champion their rights to self-determination, dignity, equality, opportunity, and freedom from discrimination and harm. Please check our website for more information. https://disabilityrightsmd.org/

Job Description:

Disability Rights Maryland (DRM) has an exciting opportunity available for individuals that possess a strong communications background and are eager to support DRM’s excellent advocacy work protecting and promoting the civil and human rights of persons with disabilities. The Communications Associate will be responsible for DRM’s external communication activities, including message development and website content. The individual must be able to plan, manage, and coordinate all aspects of communicating the agency’s mission, policies, programs, initiatives, and priorities and play a key role in development efforts to further DRM’s goals. This position reports to the Executive Director and interacts with DRM’s management staff on communications and resource development.

Job Responsibilities Include:

• Manage DRM’s digital communications platforms, including DRM’s website and social media.
• Produce and publish DRM’s communications and outreach materials including press releases, newsletters, brochures and manuals. Assist in the development of strategic communications to increase DRM’s visibility; collaborate with staff to develop and implement media strategies that raise public awareness of disability rights issues and DRM’s work, and foster positive images of people with disabilities.
• Maintain database on media contacts and appearances.
• Work with the Executive Director and Board to plan and implement fundraising and friend-raising events.
• Provide support for fundraising activities, including but not limited to production and mailing/emailing of appeals, materials for annual fundraising gala such as press releases and sponsorship packets, and ensure accurate processing of appropriate gift acknowledgements.
• Maintain and expand donor database, analyze pertinent data, offer assessments and propose activities and adjustments as needed.
• Be actively engaged in nonprofit community of communications and development professionals in Baltimore and throughout Maryland.
• Periodically travel and attend evening and weekend events.

Minimum Qualifications:

• Bachelor’s degree and 1 - 2 years relevant experience or associate degree with substantial relevant experience equivalent to bachelor’s degree.
• Excellent writing skills, ability to edit, revise and give/receive feedback on writing.
• Strong computer skills and software knowledge; familiarity with internet, website and social media trends and opportunities related to communications and development; proficiency utilizing related technology, including donor databases. Experience with Microsoft Office, social media platforms, e-mail marketing systems and Adobe Creative Suite (Photoshop, Illustrator and InDesign).
• Strong organizational and project management skills; ability to efficiently manage multiple tasks under tight deadlines; anticipate quickly changing needs and be flexible and communicate timely and effectively.
• Strong interpersonal skills including capacity to collaborate and work well with diverse internal and external teams.
• Self-starter who is able to work independently and has the ability to multitask while maintaining attention to detail.
• Ability to demonstrate sound independent judgment and maintain confidentiality in a law firm environment.
• A passion for social justice and commitment to improving the lives of low-income people with disabilities through legal advocacy; motivation and capacity to quickly learn issues pertinent to disability rights.

Other Desirable Qualifications:

• Bachelor’s degree in Public Relations, Marketing, Communications, Journalism or other related field and 1 - 2 years relevant experience.
• Strong skills in content development, excellent writing skills with an ability to identify story ideas and translate complex legal information into versatile text or visual narrative for multiple audiences.

Salary:

DRM offers a salary commensurate to experience and education. DRM offers exceptional employment benefits to include generous leave, health, dental, life insurance, and 401(k) retirement plan.

To Apply:

Mail cover letter with salary requirements, resume, writing sample and references to:

Disability Rights Maryland
ATTN: Accounting/ Human Resource Associate
1500 Union Avenue, Suite 2000
Baltimore, MD 21211

Or via email with “Communications Associate” in the subject line to:

Jobs@DisabilityRightsMD.org

This position was announced on November 14, 2019 and priority consideration will be given to applications received by December 6, 2019.

Individuals with disabilities, people of color, LGBTQIA+, individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.

LEGISLATIVE ASSISTANT/COUNSEL
NEW ENGLAND DEMOCRAT ON THE ENVIRONMENTAL AND PUBLIC WORKS AND FINANCE COMMITTEE

New England Democrat on the Environmental and Public Works and Finance committees seeks legislative assistant or counsel to handle oceans, coastal, flood insurance, wildlife, and other environmental work. Strong
writing and analytic skills are required, and a J.D., Ph.D., or other advanced degree is preferred. This is not an entry-level position.

Please submit a resume and cover letter to enviroleg@gmail.com.

SENIOR POLICY ANALYST
LEGAL PROCESS
CENTER FOR AMERICAN PROGRESS

American Progress has an immediate opening for a Senior Policy Analyst for Legal Progress. The candidate will assist the Director of Legal Progress under the direction of the Managing Director for Democracy and Government Reform and the Vice President for Democracy and Government Reform. The work will include research and writing that helps the public better understand the connection between judicial rulings and issues that affect everyday life in America; raising awareness about the conservative takeover of the courts; and advancing judicial reforms that help the federal bench become more diverse and make the courts fairer and more accessible to the American people.

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

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

As a multi-issue think tank with capacity across virtually every issue area, American Progress is uniquely situated within the progressive space to elevate the courts as a priority. The Senior Policy Analyst for Legal Progress will be a key component of our work with progressives to make the courts a priority and connecting judicial decisions to their effects on the lives of everyday people. This work will span a range of issues involving fair courts and access to justice in an effort to reform the operation of the courts.

This position may also entail maintaining relationships with coalition partners and engaging with communities affected by harmful court decisions.

Responsibilities:

- Generate analyses and develop policy ideas that make the case for progressive action on the courts and expanded access to justice.
- Assist in executing strategies that build political and public support for progressive engagement on the courts.
- Research, write, and edit columns, issue briefs, and reports.
- Collaborate with team members to execute communications and messaging strategies that elevate the salience of the courts and help the public understand the importance of key nominations and court decisions.
- Engage in rapid response on the issues—such as through talking points, fact sheets, columns, op-eds, and other tactics as appropriate—and serve as a resource to media and policymakers.
• Work closely with progressive allies to align strategic priorities and goals.
• When appropriate, serve as a representative of American Progress at briefings, panels, and meetings to advance team goals and support other Democracy and Government Reform staff.
• Assist the Director of Legal Progress and work collaboratively with the Research Assistant for Legal Progress at the direction of the Vice President and the Managing Director for Democracy and Government Reform.
• Work closely with American Progress advocacy, policy, government affairs, and online staff, as well as the organization’s Communications staff, to drive narratives and advance goals.
• Perform other duties as assigned.

Requirements and Qualifications:

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

This position is part of a bargaining unit represented by IFPTE Local 70.

To Apply:

Please click on the link https://www.americanprogress.org/about/jobs/475311/senior-policy-analyst-legal-progress/ to the online application. When completing the application, be sure to combine your cover letter and resume/CV into one Word or PDF file and upload this combined document. The system does not allow for multiple files.

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

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

SENIOR POLICY ANALYST
NATIONAL IMMIGRANT JUSTICE CENTER

NIJC’s Washington, D.C. office develops policy priorities toward the advancement of human rights and due process for immigrant communities. NIJC seeks to advance fair and just policies. Priority areas include access
to counsel and due process rights; ending immigration detention; combatting harsh immigration enforcement and the criminalization of migrants; and defending the right to asylum.

The Senior Policy Analyst will conduct research and analyze legal and academic studies, conduct interviews and if appropriate, engage in human rights monitoring. The Analyst will draft policy briefs, reports, and other materials as needed to educate policymakers and stakeholders to develop a blueprint for advancing NIJC’s policies. Some of the work will require rapid response and travel. The Senior Policy Analyst will be directly supervised by the Director of Policy in NIJC’s Washington, D.C. office.

**Job Duties Include:**

- Coordinate with NIJC’s policy and management teams and external stakeholders to identify and pursue research (legal and historical)
- Conduct research and interviews with NIJC staff, clients, pro bono attorneys and coalition partners, and other individuals, such as academic experts
- Develop proposals for reform, including recommendations relating to appropriations
- Work independently and collaboratively with NIJC’s policy team, communications teams and legal services teams to draft written materials draft reports, policy briefs, backgrounder, and blog posts.
- Identify strategies for outreach and broader engagement
- Represent NIJC in coalitions and working groups.
- Engage with stakeholders to present research findings and policy proposals.

**Competencies Include:**

- Experience working on issues involving immigration law and policy
- Experience working on government transparency and openness issues
- Experience achieving results within a climate of change, where external forces remain uncertain and where stakeholders may have conflicting objectives
- Exceptional communicator, ability to work with a diverse, talented group of legal professionals, building trust, collaboration and a culture that welcomes change
- Exceptional research and writing skills
- Subscribes to NIJC values, advancing due process and human rights protections for immigrants and refugees

**Education/Experience:**

- Graduate-level degree, law degree preferred
- Immigration policy experience required, experience with immigration detention and enforcement preferred
- Policy research and analysis experience preferred
- Proven experience as a strong writer and communicator
- Spanish-language

**How to Apply:**

Apply [online].
POLICY ANALYST
SERVICE EMPLOYEES INTERNATIONAL UNION

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.

Education and Experience:

Graduation from an accredited four-year college or university with a bachelor’s 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.

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.

For more information about position and to apply, please visit.

POLICY ADVISOR FOR TRANSPORTATION
THIRD WAY’S CLIMATE AND ENERGY PROGRAM

Third Way’s Climate and Energy Program is committed to the fight against climate change. We are seeking a Policy Advisor for Transportation to join our efforts to create a zero-carbon energy future. This individual will help lead our educational engagement with Congressional policymakers on policies to eliminate climate pollution from the transportation sector, with a particular focus on electrification and innovation for surface transportation and aviation. The Policy Advisor will explain these trends to an informed audience through written and digital content and collaborate with teammates and external partners on strategies to advance key policy priorities.

As the Policy Advisor, a typical day might include...

• Producing high-impact policy recommendations on key actions that governments can implement to help eliminate carbon pollution from the transportation sector in the United States. This will include leveraging existing technologies like electric vehicles, innovation to develop new options for surface transportation and aviation, and other policies that could reduce transportation emissions including infrastructure;
• Developing written materials, and digital content that translate complex energy issues to a general audience in a compelling and easily understandable way;
• Formulating strategies and managing relationships with members of Congress and congressional staff, as well as other key constituencies—such as leaders in energy innovation and transportation, and climate and clean energy advocates—to promote Third Way’s clean energy and climate agenda; and
• Working with the Climate and Energy Program and other Third Way teams to plan and execute events and stakeholder engagement activities to further our mission.

Requirements:

This might be the job for you, if you...

• Have an undergraduate or graduate degree in a relevant field;
• Have a minimum of three to five years of relevant experience working in transportation, climate and clean energy technology and policy, including working in or with Congressional offices;
• Have an understanding of transportation, infrastructure and relevant clean energy technologies, including electric vehicles, zero-carbon fuels, and federal transportation funding;
• Have exceptional writing skills, including the ability to explain complex topics to a non-expert audience in a clear and engaging way;
• Have strong organizational skills, including the ability to manage coalitions, plan complex events, and coordinate activities with a large number of collaborators and participants;
• Have experience with the federal budget and appropriations process (this is a plus);
• Enjoy working collaboratively with others;
• Enjoy being entrepreneurial in how you come up with new policy ideas and strategies to build support for policy ideas that will have a significant impact;
• Enjoy developing and expanding innovative technologies that will help dramatically reduce carbon emissions and address climate change from the transportation sector in an equitable and just way; and
• Think creatively about how you communicate your ideas to our audiences, including the use of digital platforms, such as audio, video, and infographics, as well as traditional written material.

To Apply, please visit:
https://thirdway.recruitee.com/o/policy-advisor-for-transportation

POLICY ADVISOR
SEXUAL HEALTH AND RIGHTS
AMERICAN JEWISH WORLD SERVICE

American Jewish World Service (AJWS) is the leading Jewish organization working to fight poverty and pursue justice in the developing world. By supporting hundreds of social change organizations in 19 countries, we respond to the most pressing issues of our time—from disasters, genocide and hunger, to the persecution of women and minorities worldwide. With Jewish values and a global reach, AJWS is making a difference in millions of lives and bringing a more just and equitable world closer for all.

AJWS’s Washington, DC office is responsible for carrying out the organization’s advocacy priorities on human rights in the developing world. Working with Congress, the Administration, and peer advocacy NGOs, the DC office works to create an enabling U.S. foreign policy environment globally and in the communities of our 450 grantees in 19 countries around the world.

The DC-based Policy Advisor is charged with carrying our AJWS’s government affairs strategy to pursue U.S. foreign policy, spending, and diplomacy to advance the human rights of women and girls, LGBTI people, and sex workers. In supporting these communities, the Policy Advisor works with Congress, the Administration and NGO coalitions on an array of sexual health and rights (SHR) issues, including HIV/AIDS prevention, diplomacy to support LGBTI rights, and reproductive justice.

Responsibilities Include But Are Not Limited To:

• Implement the components of AJWS’s sexual health and rights strategy, focusing on the U.S. government’s response to LGBTI rights, reproductive justice, sex worker and adolescent girls’ rights, and human rights-based approaches to HIV/AIDS via funding, policies and legislation;
• Strengthen AJWS’s relationship on Capitol Hill and the Administration with relevant stakeholders;
• Participate in sector and population specific coalitions that implicate the human rights of AJWS’s partners, including those covering HIV prevention, reproductive justice, human rights defense, LGBTI rights, sex worker rights, and interfaith advocacy;
• Collaborate and coordinate with the Advocacy team, which includes staff in NY and DC working on U.S. foreign policy and international advocacy;
• Participate in programmatic discussions with the advocacy and grantmaking teams to ensure synergy, collaboration and coordination that drives AJWS’s DC-based advocacy to highlight grantee needs/priorities;
• Regular communications, monitoring and evaluation of advocacy work across the organization, including weekly meetings and regular monitoring and evaluation of the advocacy program; and
• Support cross-organizational initiatives including petition and op-ed writing, grant review, and planning AJWS’s annual Rabbinic Lobby Day.

Qualifications:

• Bachelor of Arts, plus 5-7 years of work experience;
• Past engagement with one or more of AJWS’s priority issues (HIV, LGBTI rights, reproductive justice, sex worker rights, and gender justice) in a federal advocacy or policymaking perspective;
• Fluency in Congressional procedure, including the relationship between Authorizing and Appropriations committees. Basic familiarity with the regulatory process (including notice and comments) preferred;
• Deep commitment to supporting the human rights of people who are most marginalized, including LGBTI people (with a focus on lesbian, bi, queer women, transgender and intersex persons), women and girls (particularly adolescent girls and their sexual rights), people living with/at disproportionate risk of HIV, and sex workers;
• Commitment to an intersectional and root-cause approach to human rights advocacy that incorporates race, class and ethnicity, among other factors into AJWS’s SHR advocacy portfolio;
• Strong persuasive written and oral advocacy skills;
• Basic familiarity with human rights philanthropy;
• Past experience working productively in coalition spaces;
• Past experience working, living, or travelling in the Global South strongly preferred;
• The ability to travel internationally as needed, at least once annually.

Compensation and Benefits Information:

• Competitive compensation commensurate with experience and the market;
• Paid Time Off: 15-21 Federal and religious holidays off each year in addition to generous vacation and sick days;
• Full health benefits coverage with minimal contribution by employees;
• 403(b): 4% company match (safe harbor);
• Flexible Spending Account and Commuter Benefits;
• Workplace flexibility and generous leave policy.

Additional Considerations:

People of color; lesbian, gay, bisexual, intersex, trans and gender non-conforming people; women; and differently abled people are encouraged to apply. We also encourage applications from people of diverse religious, spiritual and cultural backgrounds.

Authorization to work in the US is required.
How to Apply:

For immediate consideration, Apply Online.

Applications submitted without a resume and personalized cover letter will not be considered.

LEGISLATIVE ASSISTANT
REP. PAUL COOK’S OFFICE

Rep. Paul Cook’s office seeks a Legislative Assistant to cover Native American, public lands, environmental, and agricultural issues, among others. Experience with House Natural Resources Committee, House Appropriations Interior Subcommittee, and/or the Department of the Interior preferred. California or Western state ties preferred. Strong writing proficiency required. Candidate will be expected to prepare materials for committee hearings and vote recommendations for markups in the House Natural Resources Committee. This person will also be responsible for drafting, introducing, and managing legislation related to his/her issue areas. Additionally, this person will work with fellow staffers to prepare vote recommendations for legislation before the House. This person will work with the Communications Director to draft press releases, editorials, and social media posts related to the aforementioned policy areas. Qualified candidates should have a minimum of 1-2 years legislative-branch, executive-branch, or relevant experience.

Please send a resume and cover letter to anna.dove2@mail.house.gov.

SOCIAL WORKER
CHILDREN’S LAW CENTER

Children’s Law Center (CLC) invites applications for a full-time social worker to work with the Guardian ad Litem program.

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 be advocates 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 100 staff and hundreds of pro bono lawyers, we reach 1 out of every 8 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.

The CLC social worker collaborates with attorneys to assess needs, identify supports and services and advocate for better outcomes for clients involved in the abuse and neglect system.

Responsibilities:

- Clinically reviews cases and consults with GALs on case planning, permanency planning, mental health, educational services, and health;
- Provides independent comprehensive assessments and observations in multiple child welfare related domains including placement, education, caregiving capacity, and therapeutic services;
- Provides proactive, strategic, clinical recommendations and advocacy in the best interests of the client;
- Conducts visits with client(s) and participates in meetings;
- Identifies and assists in coordinating therapeutic services;
- Collects and manages resources and providers;
• Assesses, engages, and strengthens team;
• Provides clinical advocacy and testimony in court;
• Conducts internal and external training as needed.

Qualifications:

• Candidates must hold a District of Columbia Social Work license: Licensed Graduate Social Workers (LGSW) level or higher;
• One or more years of experience working with children and families strongly preferred;
• Knowledge of social services within the District of Columbia, specifically those for children and families;
• Experience with and/or knowledge of the DC child welfare system;
• Desire to work with attorneys in representing the best interest of children in the abuse and neglect system;
• Excellent verbal and written communication skills;
• Outstanding interpersonal skills;
• Ability to be flexible, excellent time-management and organizational skills;
• Demonstrated capacity to work independently and collaboratively;
• Two-year commitment required;
• Spanish language ability is a plus.
• Valid Driver’s License

To Apply:

Applications must include a cover letter, current resume, writing sample, and a list of three references. Interested applicants must submit materials to jobs@childrenslawcenter.org. Applications must be submitted electronically. No mailed applications will be considered. No phone calls please.

Writing Sample Guidelines:

• 5 pages maximum (even if an excerpt from a longer document)
• Preferred: an assessment (diagnostic, caregiver, biopsychosocial, etc.) from previous social work employment or field placement.
• If candidate does not have an assessment, then an excerpt from a social work program paper.

Applications should be addressed to:

Social Worker Staff Search Committee
Children’s Law Center
616 H Street, NW, Suite 300
Washington, DC 20001
jobs@childrenslawcenter.org
(fax) 202.467.4949

Children’s Law Center has a commitment to diversity, inclusion, and cultural competency. 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
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**

**LAW STUDENTS**  
**DEMOCRATIC STAFF OF THE U.S. SENATE COMMITTEE ON RULES AND ADMINISTRATION**

The Democratic Staff of the U.S. Senate Committee on Rules and Administration seeks full-time undergraduate, graduate, or law students to work during the Spring 2020 semester. Clerks and interns will assist Committee staff with research and the drafting of legislation, memos, talking points, and letters. Projects will focus on a variety of areas within the Committee’s jurisdiction, including election administration, campaign finance, and oversight. Successful applicants will have excellent research and writing skills and be highly motivated.

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

**LAW CLERK**  
**SENATE COMMITTEE ON RULES & ADMINISTRATION MAJORITY**

The Senate Committee on Rules & Administration Majority is hiring a law clerk for the winter, spring, and summer semesters. The law clerk will be responsible for performing legal research and will compose a variety of written materials related to nominations, oversight, and legislative matters. The law clerk will have the opportunity to interact with other professional staff members and attorneys on the Committee in a collegial and fast paced environment. Applicants should be interested in working for the federal government, particularly the legislative branch, and in public service. Classwork or work experience regarding the following is helpful: federal elections;
oversight of legislative and executive branch agencies; legislative procedure and drafting; federal contracting regulations and accounting; and administrative law. The law clerk must demonstrate good judgment, be flexible, be able to work in a collaborative and positive manner and be a self-starter. Applicants must be currently enrolled in an accredited juris doctor program. A stipend may be available.

To apply, please submit a cover letter, resume, unofficial transcript, and a short writing sample of no more than five pages to lawclerk@rules.senate.gov. Applicants for the winter, spring, and summer semesters will be processed on a rolling basis. Please identify the semester you are applying for in the subject line, e.g., “Spring Semester 2020.” No phone calls or drop-ins, please.

INTERN

HOUSE FOREIGN AFFAIRS COMMITTEE MAJORITY STAFF

The House Foreign Affairs Committee Majority Staff is currently looking for a full-time intern to start immediately through the Spring 2020 semester. Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, and a variety of other tasks. Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision. This internship is open to undergraduates (rising seniors and above), recent graduates, and master’s and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply. Please note that this internship is unpaid.

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

LAW CLERK

NATIONAL VETERANS LEGAL SERVICES PROGRAM

NVLSP is a nationally known nonprofit public interest law firm dedicated to assisting veterans and their families. We represent veterans and national veterans’ organizations in federal court litigation involving rights to VA compensation for disabilities due to military service; train and teach advocates to provide representation to veterans and their families; and publish newsletters and self-help guides to provide practical advice to veterans’ advocates. In addition, NVLSP is involved in military discharge and disability issues through our "Lawyers Serving Warriors" project, providing free legal help to service members and veterans. NVLSP also publishes THE VETERANS BENEFITS MANUAL, a comprehensive manual addressing all aspects of veterans’ benefits and the VA adjudication process. NVLSP is an equal opportunity employer.

The National Veterans Legal Services Program (NVLSP) is seeking law students to work on a part-time basis (approximately 15-20 hours per week) beginning in January 2020 through the Spring 2020 semester (and ideally through the summer of 2020). Additional hours may be available during the summer months. Clerks can choose the option of paid employment or school credit (if available at your school and approved by your school and NVLSP).

The law clerk will work primarily with appellate attorneys practicing before the Court of Appeals for Veterans' Claims that represent veterans and survivors in proceedings for benefits before the Court. Duties will include reviewing veteran records, conducting legal research, writing memoranda, drafting fee applications, preparing legal documents for filing, and performing other litigation support assignments as needed. Applicants for the law clerk position must have strong legal research and writing skills, and good attention to detail.
A cover letter, resume, writing sample, and list of three references should be e-mailed to personnel@nvls.org. The position will remain open until filled. Subject Line should read: "Law Clerk Application." The positions will remain open until filled.

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 on 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.senat.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.

**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)

FELLOW
AMERICAN CIVIL LIBERTIES UNION OF MICHIGAN
GRAND RAPIDS, MICHIGAN

Do you want to use your law degree to fight for justice and change the world? Do you want a future in impact litigation and the mentoring to get there? Are you excited to live in one of Michigan’s Cool Cities? If so, the American Civil Liberties Union of Michigan’s legal fellowship may be for you.

This two-year position in the ACLU’s western regional office in Grand Rapids starts in fall 2020 and is designed to provide emerging social justice leaders with excellent training and experience in impact litigation and integrated advocacy. The ACLU is committed to developing the next generation of civil rights leaders, recognizes
that talent comes from a variety of backgrounds, and has created this position to develop the talent of that next generation. The ACLU is deeply committed to racial equity and social justice and is driven to act on these core values. The fellow must be able to recognize ways our identities intersect and play out in the work, especially with communities we serve, and must demonstrate the cultural competency to work with a diverse team and effectively partner with historically marginalized communities.

The fellow will work closely with the West Michigan office’s Senior Staff Attorney to help develop and litigate cases at the trial and appellate level in state and federal courts on a wide variety of cutting-edge civil liberties and civil rights issues. Recent ACLU of Michigan fellows have worked on *Hamama v. Adducci* (challenging mass deportation and detention of Iraqi nationals to face persecution, torture or death); *Does II v. Whitmer* (challenging Michigan’s sex offender registry as unconstitutional); and *Barry v. Lyon* (restoring almost $60 million in wrongfully withheld food assistance to low-income families). Check out our [docket](#) for more about how we are fighting to protect civil liberties and civil rights.

The West Michigan Legal Fellow will participate in both litigation and non-litigation advocacy activities on a broad range of issues. The Legal Fellow will be involved in investigation, client interviewing, legal and factual research, discovery, and brief writing. In addition, the Legal Fellow will have the opportunity to engage in non-litigation advocacy, including policy work, public speaking, and community engagement.

**Specific Responsibilities:**

(1) **Legal**
- Participate in investigating, developing and litigating impact civil liberties and civil rights cases in federal and state court.
- Conduct factual and legal research, prepare memoranda, draft Freedom of Information Act requests, write demand letters, draft pleadings and briefs, conduct discovery, and help write appellate and amicus briefs.
- Review, comment and edit letters and briefs of co-counsel and other ACLU staff.
- Communicate with clients; answer client questions and manage class member interactions in several ongoing pieces of class action litigation.
- Support the legal work of the ACLU’s Legal Department, as needed.

(2) **Advocacy/Public Education**
- Advocate for civil liberties and civil rights and represent the ACLU at events and in coalitions, as appropriate.
- Work with ACLU staff to implement integrated advocacy campaigns and high-impact strategies utilizing ACLU’s communication, legislative, field organizing and legal programs.

(3) **Administration, Coordination and Support**
- Contribute to the maintenance of the legal docket.
- Work with volunteer lawyers to screen and develop promising civil liberties and civil rights cases.
- Assist in managing the West Michigan office.

**Supervision:**

The Legal Fellow will work within the Legal Department under the direct supervision of the West Michigan office’s Senior Staff Attorney. The Legal Department is supervised by the Legal Director. The Legal Fellow may also work on assignments with other departments (e.g., legislative) as needed.
Qualifications:

- Must have JD. Must be admitted to a state bar (Michigan or elsewhere), or become admitted within six months of starting the position.
- A strong understanding of, and demonstrated commitment to, civil liberties and civil rights.
- Exceptional writing, research and analytical skills. Excellent communication skills to both legal and non-legal audiences.
- Ability to work cooperatively on a variety of projects with lawyers, other ACLU staff, and community partners.
- A commitment to diversity; a personal approach that values the individual regardless of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or record of arrest or conviction.
- Proficiency with computers: Windows, Microsoft Office and Excel in particular.
- Applicants with language skills relevant to immigration-related work in Michigan are encouraged to apply.

Personal Characteristics: Ideally, the successful candidate will be the following:

- Personally committed to advancing the ACLU’s values, mission, goals and programs, with an understanding of a broad range of civil liberties and civil rights issues and their implications.
- A creative, flexible, well-organized and reliable person who can handle and prioritize multiple activities and responsibilities and manage a demanding schedule; a team player who is able to work independently, jointly, and under pressure; willing to learn; a self-starter and finisher.
- Willing to work beyond 9-5 as needed, including occasional weekend meetings and travel.
- Cultural competency to work with a diverse team and effectively partner with diverse communities.

Compensation:

This is a two-year position with a salary range of $50,000-$60,000, depending on experience. Excellent benefits including health insurance, a 401(k) plan, and generous vacation time.

Application Procedure:

Please submit in digital form, by email, a detailed letter of interest addressed to Miriam Aukerman, a resume, a legal writing sample and contact information for three references. Send to westmichiganfellow@aclumich.org. We will begin considering applications on December 2, 2019 and will continue to consider them on a rolling basis until the position is filled.

The start date in fall 2020 is negotiable and the position will remain open until filled. In your letter of interest, please indicate when you would be available to begin the fellowship, if selected.

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or record of arrest or conviction.
IMMIGRATION ATTORNEY
VAN DER HOUT LLP
SAN FRANCISCO, CALIFORNIA

VAN DER HOUT LLP is a nationally renowned, full-service immigration and nationality law firm in San Francisco. The firm was founded in 1980 and was previously known as Van Der Hout, Brigagliano & Nightingale, LLP (it’s the same firm—we just wanted to shorten our name!). We represent a wide range of clients.

We are seeking a licensed attorney with four or more years of experience for an Associate Attorney staff position. This is a unique opportunity for an attorney to join one of the preeminent immigration law firms in the country. The attorney will be responsible for their own caseload and will work collaboratively with partners and other associate attorneys, on a wide range of immigration cases, including deportation defense, federal court litigation, family, asylum, naturalization, and a variety of cases involving the intersection of criminal and immigration law. Cases involve representing clients before the Immigration Courts, the Board of Immigration Appeals, CIS, ICE, CBP, and the federal courts. Attorney will work closely with other attorneys in the firm, handling affirmative applications, defensive cases in Immigration Court and legal research and writing in support of litigation and other advocacy, all in a cutting edge, diverse and complex immigration law practice.

Start date January 2020 through flexible.

Qualifications:

- Experience in immigration law (five years or more preferred).
- Strong legal research and writing skills.
- Strong organizational skills.
- Ability and interest in taking on complex and difficult immigration cases.
- Spanish speaking strongly preferred.
- Interest in energetic work environment.
- Admission in a State Bar.

Salary will be commensurate with experience.

Please email your cover letter, resume, writing sample and list of references to:

Waffa Salfiti, Office Administrator
Van Der Hout LLP
via email to attyjobs@vblaw.com
No telephone calls please.

DIRECTOR/DEPUTY DIRECTOR
EVERYTOWN FOR GUN SAFETY
NEW YORK, NEW YORK OR WASHINGTON, DC

Everytown for Gun Safety, the largest gun violence prevention advocacy group in the country, is seeking an experienced appellate and constitutional litigator to serve as a Director or Deputy Director (depending on experience), Second Amendment Issues & Appeals, as part of Everytown's growing litigation team, Everytown Law. Everytown Law’s Second Amendment practice focuses on defending life-saving gun safety laws against Second Amendment and related constitutional challenges in federal and state courts around the country, as well as developing and collaborating with scholars on research and writing relating to the Second Amendment. And
with the Supreme Court considering its first major Second Amendment case in more than a decade, the need to elevate and strengthen the voice of gun safety in the courts and in the constitutional conversation has never been more urgent.

Everytown’s Second Amendment attorneys also collaborate with Everytown Law’s affirmative litigation and municipal defense practices. Our affirmative litigation practice focuses on challenging dangerous gun lobby-backed laws, seeking enforcement of gun safety laws, and representing survivors and others seeking to hold the gun industry accountable for its dangerous practices. In our defense practice, we represent cities, elected officials, and citizens facing legal challenges to gun safety measures taken at the local level to advance gun safety in their communities. Our work includes advocating on behalf of marginalized communities and those most affected by gun violence and survivors of domestic violence.

We are looking for a creative and thoughtful seasoned appellate litigator who wants to use their skills and public-spirited ambitions to make a difference in the fight for the right of every American to be free from gun violence. Reporting to the Managing Director of Everytown Law and working out of the New York City or Washington, D.C. offices, the primary responsibilities of the Director/Deputy Director, Second Amendment Issues and Appeals will be working with the team to: (1) manage Everytown’s active Second Amendment amicus brief practice in state and federal appellate and trial courts around the country, (2) draft -- and supervise legal fellows in the drafting of -- amicus briefs addressing the full range of Second Amendment challenges, and (3) develop and implement long-term Second Amendment strategy. More generally, this person will share responsibility for:

- Collaborating with national and local law firms, state attorneys general, and city and county attorneys.
- Coordinating closely on litigation and amicus strategy with other interested parties, including other gun violence prevention groups.
- Contributing to work on legal scholarship, writing, and education around the Second Amendment.

Qualifications:

- J.D. and membership in a state bar
- 6 or more years relevant litigation experience, including appellate brief writing and argument experience
- Constitutional litigation experience
- Appellate clerkship a plus
- Supervisory experience strongly preferred
- Excellent research, writing, and editing skills and outstanding attention to detail, including an ability to explain complex legal concepts to both legal and non-legal audiences
- Strong interpersonal skills and the ability to effectively collaborate with other lawyers and non-lawyers
- Ability to manage multiple projects in a fast-moving environment and deliver timely and high-quality work
- Strong work ethic, sense of humor, flexibility, creativity, and a professional demeanor
- Ability to work in a sometimes-hectic, open plan office

Recognizing that diversity and excellence are inextricably intertwined, Everytown seeks to recruit, retain and promote a diverse group of attorneys and staff throughout the organization. A diverse workforce and open culture are at the heart of our organization and vital to our success. Candidates whose life experiences, demonstrated interests and achievements can help enhance Everytown Law’s commitment to diversity are encouraged to apply.

Minimum Education Required:  J.D.
To Apply:

Please visit our job page and submit a resume and a thoughtful cover letter.

Everytown for Gun Safety provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

SECOND AMENDMENT FELLOW
EVERYTOWN FOR GUN SAFETY
NEW YORK, NEW YORK OR WASHINGTON, DC.

Everytown for Gun Safety, the largest gun violence prevention advocacy group in the country, is seeking two creative and thoughtful attorneys to serve for two-year terms as Second Amendment Fellows as part of Everytown's growing litigation team, Everytown Law.

Everytown Law’s Second Amendment practice focuses on defending life-saving gun safety laws against Second Amendment and related constitutional challenges in federal and state courts across the country. We file amicus briefs in support of the federal government and state and local governments defending gun laws. Our team also develops and collaborates with scholars on research and writing relating to the Second Amendment. And with the Supreme Court considering its first major Second Amendment case in more than a decade, the need to elevate and strengthen the voice of gun safety in the courts and in the constitutional conversation has never been more urgent.

Everytown’s Second Amendment attorneys also work closely with Everytown Law’s affirmative litigation and municipal defense practices, which focus on challenging dangerous gun lobby-backed laws, seeking enforcement of gun safety laws, representing survivors and others seeking to hold the gun industry accountable for its dangerous practices, and defending cities facing legal challenges to gun violence prevention measures enacted at the local level.

Scope of Work:

We are looking for attorneys who want to use their skills and public-spirited ambitions to make a difference in the fight for the right of every American to be free from gun violence. Our practice includes advocating on behalf of marginalized communities and those most affected by gun violence, survivors of domestic violence, and citizens and elected officials seeking to advance gun safety in their communities. Reporting to Everytown Law’s senior attorneys and working out of the New York City or Washington, D.C. office, the primary responsibilities of the Second Amendment Fellows will involve: (1) working with the team to research and draft amicus briefs addressing the full range of Second Amendment challenges in state and federal appellate and trial courts around the country, (2) assisting state and local governments in defending their gun laws, and (3) conducting legal and historical research and producing scholarship and educational materials on the Second Amendment and other gun safety topics.

The Fellows’ Work Will Also Include:

- Contributing to the development and implementation of long-term Second Amendment strategy.
• Collaborating with national and local law firms, state attorneys general, and city and county attorneys.
• Coordinating closely on litigation and amicus strategy with other interested parties, including other gun violence prevention groups.

Qualifications:

• J.D. and membership in a state bar
• 2+ years relevant litigation experience preferred, especially brief writing experience
• Clerkship a strong plus
• A commitment to social justice
• Experience working with marginalized communities and survivors of trauma a plus
• Excellent research, writing, and editing skills and outstanding attention to detail, including an ability to explain complex legal concepts to both legal and non-legal audiences
• Strong interpersonal skills and the ability to effectively collaborate with other lawyers and non-lawyers
• Ability to manage multiple projects in a fast-moving environment and deliver timely and high-quality work
• Strong work ethic, sense of humor, flexibility, creativity, and a professional demeanor
• Ability to work in a sometimes- hectic, open plan office

About Everytown:

Everytown is the largest gun violence prevention organization in the country with nearly 6 million supporters and more than 350,000 donors including moms, mayors, survivors and everyday Americans who are fighting for public safety measures that respect the Second Amendment and help save lives. At the core of Everytown are Mayors Against Illegal Guns, Moms Demand Action for Gun Sense in America, Students Demand Action for Gun Sense in America and the Everytown Survivor Network. Learn more at www.everytown.org and follow us @Everytown.

Recognizing that diversity and excellence are inextricably intertwined, Everytown seeks to recruit, retain and promote a diverse group of attorneys and staff throughout the organization. A diverse workforce and open culture are at the heart of our organization and vital to our success. Candidates whose life experiences, demonstrated interests and achievements can help enhance Everytown Law’s commitment to diversity are encouraged to apply.

Minimum Education Required: J.D.

How to Apply:

Please visit our job page and submit a resume and a thoughtful cover letter.

Everytown for Gun Safety provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.
The National Center for Youth Law (NCYL) advances justice by defending the rights of children and improving the systems impacting their lives. We focus on complex challenges that disproportionately impact children and communities of color and on solutions that require multiple public systems to change their policies, practices and culture.

NCYL is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion. We built our reputation and organizational success on embracing and encouraging the collective sum of individual differences among our staff.

**Position:**

NCYL seeks a dynamic, strategic, Deputy Director of Program, Policy and Litigation, responsible for guiding the organization’s efforts on behalf of children and youth. This position will report to the Executive Director and be based out of either our Oakland or Washington D.C. office.

**Essential Functions:**

- Ensuring NCYL’s efforts are both responsive to changing conditions and planned strategically.
- Partnering with the Executive Director to set the organization’s strategic priorities.
- Increasing communication and collaboration within NCYL to deepen our impact.
- Helping to lead efforts aimed at increasing organizational diversity, equity and inclusion.
- Leading a process through which our work on behalf of children and youth increasingly incorporates an explicit focus on racial equity.
- Furthering our commitment to youth engagement.
- Supervising and partnering with Senior Director level staff to guide, plan, and oversee impact litigation, policy development and advocacy, public agency partnerships, research, demonstration sites, communications, and coalition building, across a wide variety of children’s issues.

**Required Qualifications:**

- Passionate about the organization’s mission.
- J.D. Degree, admitted to practice law.

**Desired Qualifications:**

- Knowledge of immigration, child welfare, education, juvenile justice, or children’s health care systems and policy.
- Ability to identify how work at NCYL is interconnected and how our work intersects with deeply rooted structural inequities in our country.
- Experience and success leading multi-strategy campaigns with deep and broad impact.
- Significant experience in one or more of the following: policy development and advocacy; impact litigation; private-public partnerships; operating direct service programs; or research.
• Experience helping to lead efforts aimed at improving internal diversity, equity and inclusion; and experience helping to lead system-change efforts aimed at dismantling structural racism and increasing racial equity.

• Ability to supervise senior staff, including those working in other offices, in a way that is deferential to the expertise of staff and supports and furthers their leadership.

• Ability and willingness to travel, especially to all of NCYL’s office locations.

Salary and Benefits:

This is a full-time, exempt, position. Salary is competitive at $142,655, $156,966, or $172,651. NCYL provides health, dental, life, generous vacation and sick benefits, commuter benefits, employer contribution to a retirement plan and short-term and long-term disability insurance.

How to Apply:

Applications will be accepted until the position is filled. Please submit a cover letter, resume, and three professional references through the link below. No phone calls or emails please. Apply at: https://recruiting.paylocity.com/recruiting/jobs/Apply/184559/National-Center-For-Youth-Law/DeputyDirector-of-Policy-Litigation

NCYL is an affirmative action / equal opportunity employer and does not discriminate on the basis of race, religion, age, ethnic background, sex, disability, size, sexual orientation, gender identity, gender expression, color, marital status, personal appearance, family responsibilities, matriculation, or genetic information. Applicants of color and those who will increase the diversity of NCYL are strongly encouraged to apply.

SENIOR ATTORNEY
LEGAL ADVOCACY
NATIONAL CENTER FOR YOUTH LAW
OAKLAND, CALIFORNIA OR WASHINGTON, DC

The National Center for Youth Law (NCYL) advances justice by defending the rights of children and improving the systems impacting their lives. We focus on complex challenges that disproportionately impact children and communities of color and on solutions that require multiple public systems to change their policies, practices and culture.

NCYL has an active impact litigation portfolio, with cases against the federal government, state agencies, counties, and school districts. Through our impact litigation, we are actively defending the rights of our most marginalized children and youth, including immigrant children held in detention centers, children and youth in foster care, children and youth denied mental health services, youth involved in the juvenile justice system, students of color, and students with disabilities.

NCYL is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion. We built our reputation and organizational success on embracing and encouraging the collective sum of individual differences among our staff.
Position:

NCYL seeks a Senior Attorney to support and help lead our impact litigation efforts, with a focus on our national immigration cases. Immigration experience is helpful but not required. We are seeking candidates with experience helping to lead complex impact litigation in the federal courts.

Essential Functions:

- Helping to lead and develop impact litigation.
- Case development and investigations and analysis of legal claims.
- Legal research and analysis.
- Collaborating with other NCYL staff and with co-counsel.
- Litigation, and post-litigation enforcement of judgments/settlements, including drafting complaints, motions, memoranda, and briefs; engaging in discovery, including conducting depositions and working with experts; and participating in mediation or settlement negotiations.
- Collaborating with immigrant children’s advocates throughout the country on litigation.
- Developing new impact litigation on behalf of vulnerable children including immigrant children and youth.

Required Qualifications:

- J.D. degree
- Admitted to practice law in California OR eligible to be admitted to practice law in California
- Minimum of six years of experience at a public interest law firm or government agency with a focus on litigation OR six years of experience at a law firm with significant pro bono experience.

Desired Qualifications:

- Excellent analytic and writing skills.
- Strong leadership skills and ability to manage complex projects.
- Strong interpersonal skills.
- Outstanding oral communication skills.
- Creative problem solving and ability to stay focused on the big picture.
- Commitment to NCYL’s overarching goals and objectives including the ability to work with children and families from diverse communities.
- Fluency in oral and written Spanish.
- Knowledge of immigration law.
- Ability and willingness to travel.

Salary and Benefits:

This is a full-time, exempt, position. Salary is competitive at $88,615.00 or $97,431.00. NCYL provides health, dental, life, generous vacation and sick benefits, commuter benefits, employer contribution to a retirement plan and short-term and long-term disability insurance.

How to Apply:

Applications will be accepted until the position is filled. Submit a cover letter and resume to apply. No phone calls or emails please.
NCYL is an affirmative action / equal opportunity employer and does not discriminate on the basis of race, religion, age, ethnic background, sex, disability, size, sexual orientation, gender identity, gender expression, color, marital status, personal appearance, family responsibilities, matriculation, or genetic information. Applicants of color and those who will increase the diversity of NCYL are strongly encouraged to apply.

ATTORNEY
CHILD WELFARE & LEGAL ADVOCACY
NATIONAL CENTER FOR YOUTH LAW
OAKLAND, CALIFORNIA

The National Center for Youth Law (NCYL) advances justice by defending the rights of children and improving the systems impacting their lives. We focus on complex challenges that disproportionately impact children and communities of color and on solutions that require multiple public systems to change their policies, practices and culture.

NCYL is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion. We built our reputation and organizational success on embracing and encouraging the collective sum of individual differences among our staff.

Position:

NCYL seeks an Attorney to work on impact litigation and policy initiatives on behalf of children and youth in the child welfare system. The attorney will also work on litigation and policy projects focused on improving access to quality mental health care for system-involved children and youth.

Essential Functions:

• Supporting litigation efforts.
• Case development, including on-site interviews and investigations and analysis of potential legal claims.
• Conducting legal research and analysis.
• Litigation, and post-litigation enforcement of judgments/settlements, including drafting complaints, motions, memoranda, and briefs; and engaging in discovery.
• Leading and supporting policy projects.
• Working with stakeholder groups to advance policy initiatives.
• Collaborating with other NCYL staff and with co-counsel.

Required Qualifications:

• J.D. degree
• Admitted to practice law in California OR eligible to be admitted to practice law in California
• At least two years of experience at a public interest law firm or government agency with a focus on litigation or policy OR three years of experience at a law firm with significant pro bono experience.

Desired Qualifications:

• Significant substantive knowledge of foster care and/or mental health care systems.
• Policy, social work, or community organizing background.
• Experience with coalition building.
• Excellent analytic and writing skills.
• Strong leadership skills and ability to manage complex projects.
• Strong interpersonal skills.
• Outstanding oral communication skills
• Knowledge of the challenges facing children and youth in foster care.
• Creative problem solving and ability to stay focused on the big-picture.
• Commitment to NCYL’s overarching goals and objectives.
• Ability and willingness to travel.

Salary and Benefits:

This is a full-time, exempt position. Salary is competitive at $60,565.00 or $66,633.00 or $73,274.00. NCYL provides health, dental, life, generous vacation and sick benefits, commuter benefits, employer contribution to a retirement plan and short-term and long-term disability insurance.

How to Apply:

Applications will be accepted until the position is filled. Submit a cover letter and resume to apply. No phone calls or emails please.

Apply at: https://recruiting.paylocity.com/recruiting/jobs/Apply/185792/National-Center-For-Youth-Law/Attorney--Child-Welfare

NCYL is an affirmative action / equal opportunity employer and does not discriminate on the basis of race, religion, age, ethnic background, sex, disability, size, sexual orientation, gender identity, gender expression, color, marital status, personal appearance, family responsibilities, matriculation, or genetic information. Applicants of color and those who will increase the diversity of NCYL are strongly encouraged to apply.

DEVELOPMENT MANAGER
NATIONAL CENTER FOR YOUTH LAW
OAKLAND, CALIFORNIA

The National Center for Youth Law (NCYL) advances justice by defending the rights of children and improving the systems impacting their lives. We focus on complex challenges that disproportionately impact children and communities of color and on solutions that require multiple public systems to change their policies, practices and culture.

Our work encompasses policy advocacy, research, technical assistance, public awareness, and impact litigation in the areas of child welfare, education access and equity, commercial sexual exploitation of children, juvenile justice, the school-to-prison pipeline and immigration

NCYL is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion. We built our reputation and organizational success on embracing and encouraging the collective sum of individual differences among our staff.
Position – Development Manager:

The Development Manager will secure funding for many of NCYL’s high-impact system reform projects. Through this role, you will engage in close partnerships with NCYL program staff across campaign areas, partner with leading national, state, and local foundations, and help drive the organization’s mission. NCYL has an $11.8M organizational budget with significant, multi-year investments from leading foundations. The Development Manager will have the opportunity to identify and implement new strategies that continue to build NCYL’s prospect pipeline.

Essential Functions:

- **Collaborator**
  - Cultivate and manage close relationships with NCYL Program Directors across teams, providing them with your development expertise, especially as it pertains to prospecting, funder communications, and proposal writing.

- **Strategic Partner**
  - Generate new, innovative ideas and contribute to organization-wide strategic and development planning that will help ensure NCYL’s continued sustainability.

- **Proposal & Content Manager**
  - Ensure that written, funder-facing materials are high quality. Assist in crafting new, engaging content that communicates our impact and inspires and aligns NCYL staff and funders.

- **Prospect Cultivator**
  - Identify and strategize best approaches to reach new funder audiences, including foundation, government, and corporate sources.

Required Qualifications:

- Two or more years of work experience in non-profit development
- Previous grant writing experience

Desired Qualifications:

- Demonstrated commitment to the youth rights issues
- Persuasive, compelling communication skills, especially in the written form
- Exceptional attention to detail and project management skills
- Three or more years of full-time work experience, preferably in non-profit development or philanthropy
- Experience successfully applying for and receiving significant private foundation grants
- Preference for candidates with Salesforce experience

Salary and Benefits:

$73,274 or $80,601.00, depending on experience. NCYL provides health, dental, life, short and long-term disability insurance, sabbatical, sick, and vacation benefits, and an employer contribution to a 403(b) retirement plan.
Applications:

Applications will be accepted until the position is filled. Please submit a cover letter, resume, and three professional references. No calls or emails please.

Apply at: https://recruiting.paylocity.com/recruiting/jobs/Apply/173585/National-Center-For-Youth-Law/Development-Manager

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STAFF ATTORNEY
ASCENTRIA CARE ALLIANCE
WORCESTER, MASSACHUSETTS

Ascentria Care Alliance employees and volunteers take pride in the impact they have on the people they serve. It’s more than just a job, it’s an opportunity our employees have to care for and share in the lives of people who greatly need and appreciate their presence. Ascentria Care Alliance focuses on every child, elder, disabled person, refugee, endangered teen or teenage mom in order to build stronger communities one person at a time. This is an excellent opportunity to enhance the operations of a $75m non-profit social services organization with programs throughout New England.

Summary:

The Staff Attorney represents eligible noncitizens before U.S. Citizenship and Immigration Services, the Executive Office for Immigration Review, and other courts and venues as needed. The attorney also conducts advocacy, education, and other outreach activities to raise awareness of immigration relief for victims of human trafficking, crimes, and unaccompanied minors.

Essential Responsibilities:

- Conduct initial intake and screening for the Ascentria Human Trafficking and/or Domestic Violence Programs to assess eligibility for immigration relief.
- Provide “know your rights” presentations, legal advice, relevant referrals, and representation to eligible immigrants in immigration matters.
- Represent clients, assisting with application completion, conducting legal and factual research, appearing before the immigration court, USCIS, and other venues as needed, communicating with clients about their cases, working as part of a cross-functional team to support clients.
- Provide training to community partners, the general public, and the private bar about immigration relief for, and the unique challenges of working with victims of human trafficking, crimes, and unaccompanied minors.
- Recruit pro bono attorneys and provide mentorship and support to attorneys accepting referrals from the Ascentria Immigration Legal Assistance Program.
- Complete regular grant reports for funding to support the program, and coordinate with the financial and management teams at Ascentria to ensure compliance with grant regulations. Work on drafting or reviewing grant applications as needed and explore future funding opportunities.
- Attend regular meetings with community partners including the Immigration Coalition Meetings, Working Group Meetings, and staff meetings.
• Perform administrative tasks, such as answering phone calls, note-taking, arranging meetings.

Qualifications:

• Law Degree required.
• One or more years of experience practicing immigration law strongly preferred.
• Valid license to practice law in the state of Massachusetts, must be barred in at least one state
• Supervisory experience preferred.
• Strong Spanish language skills (ability to speak, understand, read, and write) strongly preferred.
• Excellent research and writing skills, outstanding oral communication skills, strong organizational skills, an ability to work collaboratively with other staff, and self-motivation required.
• Ability to interact with a wide variety of people and comfortable working in a busy, open work environment.
• Experience supervising/mentoring volunteers, interns, pro bono attorneys preferred.
• Demonstrated commitment to social and economic justice. Prior experience in a public interest setting is highly desirable.

Trainings Required:

• Ascentria Organizational Orientation.
• Maintain mandatory training and certifications as required.

Physical/Mental Demands:

The physical demands described here are representative of those that must be met by an employee of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential duties of the position.

Physical Demands are generally:

Sedentary

While performing the duties of this job, the employee is regularly required to stand; walk; sit and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms.

• Required to sit for long periods of time.
• Infrequent light physical effort required
• Requires driving own vehicle to various sites.

Mental Demands are generally:

While performing the duties of this job, the employee is regularly required to problem solve, make decisions, interpret data and organize.

• Ability to do detailed work with high degree of concentration
• Ability to work under stress or in a fast-paced environment.
Travel Required:
No. Requires driving own vehicle to various sites

Qualifications:
Doctorate or better in Law.

Required Experience:
- Valid License to practice law in MA
- One-year immigration experience

Preferred:
Spanish fluency is highly preferred, or fluency in any of the following languages: Portuguese, Arabic, Haitian Creole, French, Nepali, Swahili

To Apply:
https://recruiting.ultipro.com/ASC1004ASCA/JobBoard/bcfd598f-ee5e-4deb-a159-2b68f9eaaf7d/OpportunityDetail?opportunityId=d06f5e82-b9a3-4b5e-bf9f-80b8f9eaaf7d/OpportunityDetail?opportunityId=d06f5e82-b9a3-4b5e-bf9f-80b8f9eaaf7d

SENIOR ATTORNEY
NATIONAL HEALTH LAW PROGRAM
LOS ANGELES, CALIFORNIA

The National Health Law Program (NHeLP) protects and advances the health rights of low income and underserved individuals. Our offices (in Los Angeles, Washington DC, and Carrboro, North Carolina) engage in national, state, and local advocacy efforts, ranging from 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.

NHeLP 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. We also encourage individuals whose background may contribute to more effective representation of low-income people and underserved communities to apply. For more information about our values and our equity journey, see our Equity Stance.

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

SPECIFICALLY, the attorney will perform the following functions:

- Analyze state and federal legislation, regulations, and other policies as they impact Medicaid (Medi-Cal) and other ACA health care programs, including Covered California;
- Represent NHeLP on health issues with the state agencies and Departments, and with state advocates and coalitions;
- Review and draft state and federal legislation and regulations on proactive and defensive strategies to advance and protect access to high quality coverage under Medicaid and other ACA health care programs, including Covered California;
- Maintain and expand partnerships with state and local advocates to advance Medicaid and ACA Marketplace health policies in California and other states;
- Develop written materials including fact sheets, memoranda, blogs, and articles concerning legal and policy developments, legislation, and regulations concerning Medicaid, the ACA Marketplaces, and other issues in NHeLP’s priority areas; and
- Respond to requests for legal analysis from staff as well as external sources, including state legislators and administrative agencies, policy makers, coalition partners, attorneys and advocates, media, funders, and scholars.

**Minimum Qualifications:**

- JD degree and admission to the bar in any U.S. jurisdiction
- At least 8 years of legal experience
- Knowledge and experience working on health law issues, including Medicaid and the ACA; Legislative and administrative advocacy experience preferred
- Commitment to NHeLP’s mission and values, including a commitment to advancing diversity, equity, and inclusion
- Strong interpersonal and communication skills
- High level of independence and initiative, good judgment, strong presentation skills, creativity, and willingness to work with others
- Ability to talk about legal and other complex issues in clear and persuasive terms for both lawyer and non-lawyer audiences
- Ability to travel (we estimate this position may require travel approximately one day per month within California and around the country)

**Commitment:**

Full-time, immediate availability

**Salary:**

Highly competitive salary with other public interest organizations and commensurate with experience. For example, in accordance with NHeLP’s pay scale, the starting salary of an attorney with 8 years of legal experience
is $97,900. For an attorney with 12 years’ legal experience, the starting salary is $114,400. The starting salary scale may be higher for candidates with additional degrees.

Benefits:

Generous benefits are available, including employer-paid medical, dental, life, and disability insurance, as well as pre-tax savings plans, transportation benefits (parking or public transportation fees), a retirement savings opportunity, and the ability to work remotely up to two days per week. NHeLP 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, résumé, a writing sample, and a list of three professional references, with the subject “Senior Health Attorney” to: cajobs@healthlaw.org. No phone calls please. For more information, please visit: www.healthlaw.org.

Cover letter, résumé, 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: JaneSanchezCoverLetter.pdf, JohnSanchezResume.pdf.

Reasonable Accommodation:

NHeLP is committed to the full inclusion of all qualified applicants. If you need a reasonable accommodation to participate in the job application or interview process, please send an email with subject line “Reasonable Accommodation Request” to cajobs@healthlaw.org.

ATTORNEY
VOTING RIGHTS AND ELECTIONS PROGRAM
BRENNAN CENTER FOR JUSTICE
NEW YORK, NEW YORK

The Brennan Center for Justice at NYU School of Law is a nonpartisan law and policy institute that seeks to improve the systems of democracy and justice in the United States. We work to hold our political institutions and laws accountable to the twin American ideals of democracy and equal justice for all. The Brennan Center’s work ranges from voting rights to campaign finance reform, from ending mass incarceration to preserving constitutional protections in the fight against terrorism. Part think tank, part advocacy group, part cutting edge communications hub, we start with rigorous research. We craft innovative policies. And we fight for them – in Congress and the states, in the courts, and in the court of public opinion.

Position:

As we enter peak election season, the Brennan Center seeks an experienced attorney to join our Voting Rights and Elections Program team. The team works to ensure that voting is free, fair, and accessible for all citizens. Our methods include policy advocacy, legislative drafting, media and public communications, litigation, research and public writing, and public education. The attorney will work to protect and advance the right to vote, largely through legislative and public or legal advocacy campaigns, working in coalition with state-based partners, and providing strategic and policy advice to state decisionmakers. One immediate focus is to protect the franchise
leading up to the 2020 election. The attorney will report to the Director of the Voting Rights and Elections Program. The position may include managerial responsibilities, depending on experience.

**Responsibilities Will Include:**

- Driving legislative and policy advocacy, working in coalitions, with elected officials and other policy makers, and with other advocates.
- Counseling federal and state policy makers and advocates, including drafting and reviewing legislation.
- Conducting research and writing reports to advance policy discussions and goals.
- Advancing goals through media and public communications, including public speaking engagements, media appearances, op-eds, analyses, and conferences.
- Participating in civil rights litigation.
- Contributing to team administration, including recruitment and hiring, and working with communications and development professionals.
- Supervising and mentoring junior colleagues, where appropriate.

**Qualifications:**

This position requires a J.D. and admission to the New York State Bar (or admission within six months of being hired).

The ideal candidate will have the following experience and qualifications:

- Two years of relevant legal work experience, though attorneys with significantly more experience are encouraged to apply. Responsibilities, including possible managerial duties, will be tailored to the experience level of the successful candidate.
- Experience working on policy advocacy campaigns.
- Strategic-thinking, problem-solving, organizational, and planning skills.
- Ability to write and speak persuasively for a variety of legal and lay audiences.
- Strong interpersonal communication skills and ability to build and maintain relationships with a diverse array of allies, officials, funders, and other stakeholders.
- A commitment to civil rights and racial equity.
- Ability to meet deadlines and prioritize effectively in an often fast-paced advocacy environment.
- Eagerness to work in a team-based environment and openness to feedback from colleagues at all levels of experience.

**Salary:**

The salary is highly competitive in the field and commensurate with experience, set according to a published scale. A generous benefits package is provided as well.

**Applications:**

Applications will be considered on a rolling basis, with the position to be filled as soon as an appropriate candidate is identified. To apply, please visit [https://brennancenter.applytojob.com/apply/CldeMDOQy3/Attorney-Voting-Rights-Elections-Program](https://brennancenter.applytojob.com/apply/CldeMDOQy3/Attorney-Voting-Rights-Elections-Program) and upload (in pdf) the following application materials: cover letter, resume, two writing samples (up to 10 pages each), and contact information for three references. If you have difficulty with the online system, you may send your application by e-mail to: brennancenterjobs@nyu.edu with “Attorney (Voting)” in the subject line, after registering in the online system.
The Brennan Center for Justice is committed to a workplace based on equal opportunity and a strong belief in the increased effectiveness that comes from a diverse workforce.

**SENIOR STAFF ATTORNEY**  
ABA AND PROBAR  
HARLINGEN, TEXAS

The ABA and ProBAR (the South Texas Pro Bono Asylum Representation Project) are hiring a Senior Staff Attorney to provide legal services to migrants returned to Matamoros, Mexico under the Migrant Protection Protocols/Remain in Mexico policy, as well as a staff attorney for the pro bono initiative.

Inquiries about the positions can be directed to Laura Peña, pro bono counsel, at laura.pena@abaprobar.org.

The position will work out of ProBAR's office in Harlingen, Texas and in temporary office space in the nearby border city of Brownsville. The Senior Staff Attorney will work to develop strategies for providing legal information and services to migrants who will have their cases heard at the soft tent "port court" in Brownsville. Duties may include representing asylum seekers in MPP removal proceedings, providing general information and workshops to migrants and asylum seekers, screening cases for potential direct representation or pro bono placement, and engaging with pro bono volunteers. Occasional trips across the International Bridge into Matamoros will likely be required.

The successful Senior Staff Attorney candidate should have at least three years of removal defense experience and experience working with pro bono attorneys. Fluency in Spanish, and strong written and verbal communication skills are required.

Information on how to apply for the Senior Staff Attorney position is available here.

**SENIOR STAFF ATTORNEY**  
ABA AND PROBAR  
HARLINGEN, TEXAS

The ABA and ProBAR are also seeking to hire a staff attorney for the pro bono initiative. We are seeking to hire a Staff Attorney based at ProBAR, the Commission's longest-standing asylum project in Harlingen, Texas. Our mandate: increase access to counsel and direct representation in a variety of challenging detained contexts, ranging from detained asylum seekers subjected to Remain in Mexico/MPP and those detained at Port Isabel Detention Center, and Otay Mesa Detention Center, and even asylum seekers subject to Remain in Mexico. 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.

Information on how to apply is available here.

**MANAGING ATTORNEY**  
HIAS MEXICO  
CIUDAD JUAREZ, MEXICO

HIAS Mexico seeks an attorney licensed to practice law in Mexico, with knowledge of U.S. asylum law, to serve as a member of its senior management team to support its mission to provide legal support to asylum seekers
and refugees in Mexico. HIAS Mexico will provide public legal information, education and advice to individuals on both the Mexican and the U.S. asylum process, provide assistance and information to those who have been removed from the U.S. to help them access immediate protection, refer individuals to U.S. legal service providers, and assist individuals with filing for asylum in Mexico, as appropriate. The attorney will also convene stakeholder meetings, conduct government briefings, conduct protection monitoring of the Mexican/U.S. border, and work with HIAS to conduct advocacy and respond to policy changes.

The Managing Attorney will have at least seven (7) to nine (9) years of experience in administrative proceedings before government agencies, preferably in immigration proceedings, and management and setting legal strategies for country programs.

**Essential Functions:**

- Sets and oversees legal strategy and project management for HIAS Mexico legal protection programs in consultation with the Country Director and Legal Technical Directors.
- Sets and implements the standards for internal and external Mexico and U.S. case referrals in consultation with the Country Director and Legal Technical Directors.
- Communicates with partners in the United States on a regular basis about referrals, observations, trends, and needs pertaining to all legal protection work at HIAS Mexico.
- Oversees border monitoring activities regarding access to legal protection and communicates observations to HIAS and other partners.
- Responsible for data keeping and internal communications with regards to the legal protection caseload.
- Communicates with Mexican authorities on a regular basis regarding updates on cases and changes in procedures.
- Attends/convenes meetings and builds relationships with partners in the region that are relevant to legal protection programs.
- Manages and mentors attorneys and oversees paralegals in all HIAS Mexico offices.
- Performs other duties, as assigned by supervisor.

**Qualifications and Requirements:**

- Law degree and license to practice law in Mexico; license to practice law in any U.S. state strongly preferred.
- Oral and written fluency in English and Spanish required.
- A minimum of seven (7) to nine (9) years’ experience; At least four (4) to seven (7) years of management or supervisory experience.
- Experience working with INGOs preferred.
- Experience with human rights law or immigration law preferred.
- Extensive experience with asylum or refugee status determination procedures or interviewing vulnerable populations preferred.
- Ability to flexibly adapt to and work in a changing and fast-paced legal environment.
- Availability to travel frequently throughout Mexico and internationally as required, often to secure operating environments.

**How to Apply:**

Apply [online](#).
COMMUNITY JUSTICE ATTORNEY
IMMIGRANT RIGHTS PROGRAM
AMERICAN FRIENDS SERVICE COMMITTEE
NEWARK, NEW JERSEY

The American Friends Service Committee promotes a longstanding Quaker concern for the causes and impact of human migration. Since 1988, the Immigrant Rights Program based in New Jersey has worked to increase the protection of the rights of immigrants and refugees through legal representation, community education, community organizing, monitoring of rights, advocacy, and training.

Since 1996, the AFSC has provided legal counseling and representation to thousands of immigrants, including people in detention, youth, survivors of domestic violence and other crimes, asylum seekers, and individual who have faced long struggles to obtain legal status. AFSC has also conducted training sessions and education to immigrant communities, social service providers and attorneys in New Jersey.

Summary of Principal Responsibilities:

The Community Justice Attorney will provide legal representation to indigent immigrants, including immigrant youth and their immediate family members in immigration proceedings before the Newark and Elizabeth Immigration Courts. The Attorney will meet with clients, counsel them on eligibility for relief under the immigration laws, prepare applications for submission to the U.S. Citizenship and Immigration Services (USCIS) and the Immigration Court, and represent clients before both agencies. In addition, the Attorney will represent children in New Jersey Superior Court in matters related to Special Immigrant Juvenile petitions.

Essential Functions/Responsibilities:

The key responsibilities of the Community Justice Attorney include the following:

- Provide in-depth individual consultations to low-income immigrants to determine eligibility for immigration status, including low-income immigrant youth and their immediate family members.
- Provide full representation before USCIS, local Immigration Courts, the Board of Immigration Appeals, and where appropriate, before Federal Courts.
- Manage caseload and maintain client files in good order, including photocopying applications, letters, supporting documentation, and follow up work. Maintain client and case information in LawLogix.
- Translate documents or secure translations as necessary; secure interpretation assistance, as necessary.
- Work with AFSC’s Social Worker to meet clients’ social service needs.
- Provide educational presentations to immigrant communities.
- Support efforts for legal services clients to participate in organizing and leadership efforts.
- Provide education and training to service organizations, government agencies, schools and other groups on immigration law and policy.
- Partner with AFSC staff and community groups in outreach, education, and engagement of immigrant communities to cultivate their leadership and civic participation.
- In collaboration with AFSC staff and other stakeholders, engage in policy and advocacy work concerning issues raised by clients and constituents.
- Participate in AFSC staff meetings and case reviews.
- Assist in the documentation of the program’s experiences and compile and submit narrative and statistical information for inclusion in AFSC quarterly reports and reports to funding sources.
- Attend immigration law training sessions and conferences.
Minimum Qualifications:

• Admission to the New Jersey state bar or willingness to become admitted.
• Two years’ experience with immigration law and procedures preferred, particularly in representing youth in complex removal proceedings.

Other Required Skills and Abilities:

• Two years’ experience with immigration law and procedures preferred, particularly in representing immigrants in complex removal proceedings.
• Understanding of and willingness to apply principles behind movement lawyering.
• Demonstrated cultural competency.
• Fluency in written and oral English and Spanish.
• Experience and comfort with public speaking.
• Self-motivation; ability to be detail oriented, well-organized, and to prioritize assignments and work load.
• Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, and the public.
• Familiarity with software applications in a Windows environment, including Microsoft Word and LawLogix.
• Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
• Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

Compensation:

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

To Apply:

Apply here.

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

AFSC’s Central Office and some of its offices in the U.S. are unionized workplaces. This position is represented under the Northeast Region’s Collective Bargaining Agreement.

The American Friends Service Committee is a smoke-free workplace.
DIRECTOR OF PRO BONO
LEGAL AID SOCIETY OF SAN MATEO COUNTY
SAN MATEO COUNTY, CALIFORNIA

Organization:

Legal Aid Society of San Mateo County (www.legalaidsmc.org) is a non-profit law firm that has been providing free legal services to low-income and vulnerable populations in San Mateo County since 1959. Our mission is to fight social injustice through civil legal advocacy for people living in poverty. We strive to empower people to overcome the causes and effects of poverty so they can participate in their community with dignity and respect. Our staff assists clients with legal issues and engages in impactful advocacy related to government benefits, housing, domestic violence, health care, elder law, special education access, and disability rights. Legal Aid Society offers a supportive and collegial work environment, excellent benefits package, and opportunities for professional development and training.

Legal Aid Society of San Mateo’s Pro Bono Program: Over 500 attorneys and other non-attorney volunteers did pro bono work with us in 2018. Our volunteers are from 42 different Silicon Valley and San Francisco law firms, 17 Corporations and 20 individuals. In total they provided our otherwise unrepresented clients with over 11,000 hours of legal assistance in our clinics and case placements. Our current formal projects include the Domestic Violence Restraining Order Collaborative, the Limited Conservatorship Project, the Guardianship Project and our Housing Clinics and cases.

Position:

The Director of Pro Bono is responsible for managing all aspects of the Legal Aid Society of San Mateo’s Pro Bono Program which increases access to justice by utilizing the skills and expertise of pro bono volunteers. The Director is also responsible for developing and maintaining pro bono relationships, including the recruitment, coordination, training, supervision and stewardship of volunteers.

The Pro Bono Director will report to the Directing Attorney and directly supervise the Pro Bono Project Coordinator. The Director will work to support the goals and operations of the entire organization with a special emphasis on coordinating with the efforts of the development team.

Duties:

- Lead development, management and administration of overall Pro Bono Program and individual pro bono projects, including limited scope clinics, on-going representation by pro bono attorneys and co-counseling on impact litigation cases;
- In conjunction with other Legal Aid Society leadership, develop strategic vision for Legal Aid’s Pro Bono Program, set priorities and implement goals accordingly;
- Work with program staff and outside experts to develop and update training and support materials for volunteer attorneys;
- Maintain and improve pro bono policies and procedures for volunteer training, case placement, mentoring, on-going support, co-counsel arrangements, data collection and reporting;
- Recruit, train and provide mentoring to volunteer attorneys as well as place and manage pro bono cases;
- Cultivate and foster new and existing pro bono relationships with firm, solo and corporate partners;
- Actively collaborate with Legal Aid’s development team to support development and communications activities, including volunteer tracking, appreciation, and recognition and reporting on pro bono statistics and outcomes.
Qualifications:

- Significant experience as a practicing attorney (a minimum of five years preferred) and ability to practice law in the State of California;
- Demonstrated commitment to legal services work;
- Demonstrated commitment to race, equity and inclusion;
- Experience working with individuals from diverse communities;
- Demonstrated ability to envision, implement and evaluate new projects;
- Strong project management skills, including organization and ability to multi-task;
- Ability to work independently and as part of a team;
- Ability to supervise staff;
- Ability to lead and collaborate with a broad range of stakeholders;
- Strong oral and written communication skills and the ability to effective present to a range of audiences;
- Experience mentoring and training attorneys and/or law clerks in limited and full-scope representation;
- Demonstrated understanding of private law firm and corporate pro bono culture;
- Experience in at least one of our pro bono program areas of domestic violence, guardianships, limited conservatorships and housing law;
- Ability to cultivate and develop pro bono relationships;
- Microsoft Word, Outlook, Excel, and Power Point proficiency.

Salary:

$82,866+ DOE and excellent benefits package.

Deadline:

Applications will be accepted until the position is filled.

To Apply:

Submit 1) a cover letter explaining your interest and how you meet the required job qualifications, 2) your resume, and 3) a writing sample, to Shirley Gibson, Directing Attorney (sgibson@legalaidsmc.org).

The Legal Aid Society is committed to creating a diverse work environment and is proud to be an equal opportunity employer. Persons of color, persons with disabilities, older adults and members of the LGBTQ community are strongly encouraged to apply.

EXECUTIVE DIRECTOR
PENNSYLVANIA IMMIGRATION RESOURCE CENTER
YORK, PENNSYLVANIA

The Pennsylvania Immigration Resource Center (PIRC), a non-profit agency that serves vulnerable immigrants through free legal services, education, and advocacy, is seeking an Executive Director to build organizational sustainability and contribute to the strategic growth of the mission. This position is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing and community outreach. This position reports to PIRC’s Board of Directors.
Organization Operations:

Oversees and implements appropriate resources to ensure that the operations of the organization.

- Responsible for effective administration of PIRC operations.
- Oversees the hiring and retention of competent, qualified staff.
- Signs all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Financial Performance and Viability:

Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of PIRC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Manages fundraising and develops other resources necessary to support PIRC’s mission.
- Manages existing grant portfolio. Prepares and submits grant applications and performs prospect research to evaluate potential for corporate and foundation grants.
- Ensures that all contract, grant and funding compliance requirements are met. Oversees annual fiscal audit.

Organization Mission and Strategy:

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of PIRC’s programs that carry out the organization’s mission.
- Directs regular strategic planning to ensure that PIRC can successfully fulfill its Mission into the future.
- Enhances PIRC’s image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Board Governance:

Works with board in order to fulfill the organization mission.

- Leads PIRC in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- Communicates effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Qualifications and Experience:

- Bachelor’s degree required; master’s degree or equivalent is preferred
- 5+ years of senior nonprofit management experience
- Grant writing experience and the ability to write clear, structured, articulate and persuasive proposals
• Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
• Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting
• Strong written and oral communication skills, including a strong public speaking ability and the ability to convey a vision of PIRC’s strategic future to staff, board, volunteers and donors
• Transparent and high integrity leadership. Ability to oversee and collaborate with staff and interface and engage diverse volunteer and donor groups
• Strong organizational abilities, including planning, delegating, program development and task facilitation
• Commitment to PIRC’s mission, immigration issues and legal services
• Knowledge of the south-central Pennsylvania philanthropic community a plus

**Type:**

• Full-time, exempt position;
• Starting Salary Range: $72,000-$75,000 Annually; based on education, training and experience

**Location:**

• York, PA
• Relocation Assistance is available through PIRC for those willing to relocate to help us advance our mission!

**About York:**

Historic York County, located in the Susquehanna River Valley of South-Central Pennsylvania, is a short drive from Lancaster, Harrisburg, and Baltimore, and within easy access to Philadelphia, Washington, D.C., Pittsburgh and New York City. With its low-cost living, the Susquehanna River Valley offers a quality of life, with Harrisburg and Lancaster ranking in the top 20 places to live in the U.S. More information can be found here and information about Lancaster County here.

**To Apply:**

Please send a cover letter, resume, three references and a brief writing sample to Jessica Snyder, Office Manager, at jsnyder@pirclaw.org or to PIRC, Attn: Office Manager, P.O. Box 20339, York PA 17402.

Applications will be accepted on a rolling basis until the position is filled. The Executive Search Committee will begin screening resumes upon receipt.

PIRC is an equal opportunity employer. We value a diverse workforce and an inclusive workplace. PIRC encourages applications from all qualified individuals, without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, citizenship or any other consideration prohibited by law.
Bronx Legal Services seeks a full-time staff attorney in the Family and Immigration Unit. Bronx Legal Services, the Bronx office of Legal Services NYC, fights poverty and seeks racial, social, and economic justice for low-income New Yorkers. Bronx Legal Services advises and represents Bronx residents through its family and immigration, LGBTQ advocacy, housing, foreclosure, education, public benefits, disability, unemployment, consumer law, and tax units.

The Family and Immigration Unit of Bronx Legal Services represents people in Family and Supreme Court in matters involving custody/visitation, child/spousal support, orders of protection, and divorce, and handles requests for U and T nonimmigrant status, VAWA self-petitions, battered spouse waivers, asylum, Special Immigrant Juvenile Status, permanent residency, citizenship, family-based petitions, and consular processing. The unit also conducts trainings in family and immigration law for community members and advocates throughout the Bronx and facilitates the Bronx Immigration Partnership and the Bronx Domestic Violence Roundtable.

The staff attorney will represent and advise people harmed by violence in their immigration and family law matters. The staff attorney will provide a wide range of comprehensive legal services on a variety of affirmative and defensive immigration matters, and will represent clients in custody/visitation, family offense proceedings, child support, and divorce matters in Family and Supreme Court. The staff attorney will be supervised by the Family and Immigration Unit Director.

Responsibilities:

The Staff Attorney’s Responsibilities Will Include:

• Advising and representing immigrant survivors in cases filed with federal administrative bodies and federal district and appellate courts
• Advising and representing survivors of violence in custody/visitation, family offense, child/spousal support, and divorce cases filed with Family and Supreme Courts in New York City
• Collaborating with Family and Immigration Unit staff attorneys and paralegals on litigation matters and strategies
• Preparing data reports, as necessary
• Representing Bronx Legal Services at community events
• Collaborating with the city, state, and federal law enforcement agencies, other city, state, and federal government agencies and community-based organizations.

Requirements:

• At least 2-3 years’ experience practicing immigration law or family law preferred
• Demonstrated commitment to social justice and commitment to working with low-income immigrants
• Outstanding organizational, planning and time management skills
• Proficiency in Spanish or another language in the communities we serve preferred
• Excellent interpersonal skills
• Outstanding communication, research, and writing skills
• Excellent computer skills
• Deep understanding of and ability to work well with people of diverse national, ethnic, cultural, religious, and socioeconomic backgrounds
• Admission to New York State Bar or pending admission to New York State Bar

The salary for the position is competitive and commensurate with experience (determined by Collective Bargaining Agreement). Excellent medical, pre-tax flexible benefits and retirement plans along with generous annual and sick leave.

To Apply:

Send your resume, cover letter, recent writing sample, and names of three (3) references to:

Sandra Sanchez
Assistant to Project Director
Bronx Legal Services
349 East 149th Street, 10th Floor
Bronx, New York 10451

All applications should be submitted via e-mail to the following e-mail address: ssanchez@lsnyc.org.
The subject line should read: “Staff Attorney, Family and Immigration Unit”

Only candidates selected for interviews will be contacted.
Please no telephone calls and no mailed applications.

Bronx Legal Services is an equal opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, transgender and gender non-conforming people, and people over the age of 40 are all welcome and encouraged to apply.

Bar Associations and other Organizations:

Bronx Legal Services seeks and welcomes your recommendations for candidates who meet the foregoing qualifications and, in addition, request that you or your organization encourage such candidates to apply.

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

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:**

To provide expert legal services to unaccompanied children facing removal proceedings through zealous direct representation as well as pro bono facilitation, including robust consultation, training, and technical assistance to pro bono attorneys who have accepted a KIND cases. This position will also supervise a paralegal, and/or interns.

**Primary Responsibilities:**

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

- Conduct or oversee legal intakes and the provision of know-your-rights information to child clients;
- Match child clients with pro bono attorneys;
- Recruit, train, and provide hands-on mentorship to pro bono attorneys representing unaccompanied children in immigration matters and related family law matters;
- Develop and maintain updated guidance materials, sample filings, and legal training presentations;
- Foster and manage KIND relationships with law firms and corporate counsel in coordination with the Director of Pro Bono Recruitment and Training;
- Provide direct representation to clients before immigration and state courts, and immigration agencies;
- Assist in office operations, including case management, data entry and maintenance, and reports;
- Assist in supervision, training, and mentoring of program support staff in consultation with the Senior Pro Bono Coordinating Attorney and Managing Attorney;
- Collaborate with KIND management in support of KIND’s mission; and
- Participate in conferences, meetings, and trainings as needed

**Minimum Requirements:**

- J.D. and admitted to practice law in New York
- Minimum 1 year of 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;
- Minimum 1 year of experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- Minimum 1 year of experience working with or training law firm attorneys and/or other legal volunteers;
- A strong record of cultural competence and cross-cultural communication skills;
- Demonstrated ability to communicate effectively and persuasively both orally and in writing;
- Excellent professional judgment;
- Ability to take initiative, multi-task, and work independently;
- Ability to work collaboratively; and
- Spanish speaking attorney preferred.
Salary Range:
Commensurate with education and experience.

Reports To:
Senior Pro Bono Coordinating Attorney – New York Office

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

Travel:
This position may have occasional travel.

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

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

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

LEGAL SERVICES DIRECTOR
INTERNATIONAL REFUGEE ASSISTANCE PROJECT
NEW YORK, NEW YORK

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:
  o investigation and development of impact litigation;
  o legal research and writing;
  o motion practice;
  o 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

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.

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.

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.

**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.

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@ccdiobr.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 - 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.

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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