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DV LEAP

The Domestic Violence Legal Empowerment and Appeals Project (DV LEAP) seeks an experienced domestic violence attorney to join DV LEAP’s efforts to create legal system reform through trauma-informed, client-centered appellate litigation, training and policy initiatives. DV LEAP makes the law work for survivors of domestic violence by fighting to overturn unjust trial court outcomes through expert appellate advocacy. Despite numerous legislative and policy reforms designed to increase their safety, survivors are still too often denied critical legal protections in court. Appellate review has been remarkably successful in correcting trial court errors, but appeals are infrequent due to high cost and specialized expertise requirements. Without systematic and sophisticated appellate litigation to hold them to the law, many trial courts will continue to deny survivors safety and justice. DV LEAP fills this vacuum in existing legal advocacy by providing pro bono appeals and amicus briefs as well as training and strategic assistance to survivors, lawyers and courts. DV LEAP is located in the District of Columbia but partners with pro bono law firms to take cases across the country. Please go to DV LEAP’s website, www.dvleap.org for additional information about our work.

Position Description:

Under the supervision of DV LEAP’s legal director, the staff attorney will:

- Review applications from, and serve as the primary contact for, potential clients seeking appellate representation or amicus briefs
- Review trial transcripts for potential appeals for viability
• Represent survivors in civil appeals as co-counsel with pro bono law firm attorneys
• Contribute research and drafting assistance for amicus briefs on critical issues in domestic violence appeals
• Collaborate with ally organizations around new initiatives
• Depending on experience, conduct trainings for attorneys and advocates
• Represent DV LEAP in community meetings and collaborations

Preferred Qualifications:

The ideal candidate will have the following characteristics:

• Minimum 3 years of post-law school legal experience
• Minimum 2 years litigation experience, preferably including appeals
• Demonstrated commitment to domestic violence issues and social justice
• Excellent research, written and oral communication, and litigation skills
• Strong organizational and leadership skills
• Some experience training lawyers or other professionals
• Familiarity with trauma-informed advocacy a plus
• Familiarity with Anti-SLAPP laws and/or ADA accommodations a plus
• Self-direction, initiative, and ability to lead or collaborate with a legal team
• Good sense of humor and collaborative workstyle
• Membership in the D.C. Bar or ability to waive in

Salary and Benefits:

The starting salary is $62,000 and includes a generous benefits package.

To Apply:

Send the following application materials to the attention of Flora Patel: Flora@dvleap.org.

• Cover letter
• Resume
• Name and contact information for two references
• A relevant and substantive writing sample of original work product, 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 deadline is January 21, 2020.

DV LEAP has a non-discrimination policy and encourages all interested and qualified applicants to apply regardless of race, gender, sexual orientation, religion, age, disability, or other status protected by applicable law.

EXECUTIVE DIRECTOR
CHRISTIAN LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Christian Legal Aid of DC (CLADC) is seeking a new Executive Director. The application period will be open through the end of Monday, January 13, 2020. Applications will be reviewed on a rolling basis.
About Christian Legal Aid of DC:

CLADC is a District of Columbia nonprofit corporation whose mission is to seek justice for the poor and break down barriers to success by providing legal services to low-income individuals and families in the District of Columbia. CLADC was formed in 2007 to provide free and low-cost legal services to underprivileged members of our community and to share the love of Christ with them while doing so. During its first seven years, CLADC operated on an all-volunteer basis. In 2014, CLADC made the strategic shift to professionalize its legal service offerings by hiring paid full-time staff members. Since then, CLADC has experienced significant growth in all areas, from its budget and fundraising, to the number of clients served with an increased volunteer and supporter base. CLADC currently conducts three legal aid clinics across Washington, D.C. each month. Through these clinics and its staff, CLADC provides counseling, legal advice, brief services, and extended representation in various areas of the law with an emphasis on four core competencies: (1) landlord/tenant; (2) criminal record sealing/expungement; (3) social security disability benefits (SSI/SSDI); and (4) simple estate planning/probate.

Recent signature achievements of CLADC include:

- **Expanded Client Representation** – Since 2017, CLADC has provided legal assistance to approximately 750 individuals, including extended representation to over 150 individuals for whom it has obtained over $600,000 in direct financial benefits.
- **Increased Funding** – CLADC has received grant funding from the DC Bar Foundation for the last four years. In 2018, CLADC received over 700 unique donations and placed 3rd overall, and 1st among small organizations, in United Way NCA’s Do More 24, a 24-hour online fundraising competition in which hundreds of nonprofits in the DMV area compete for cash prizes. CLADC also receives grants or annual funding from six different churches in the District and has partnered with several other churches, as well as other Christian nonprofits, on legal clinics.
- **Enhanced Networking** – CLADC has over 1,100 subscribers on its email list and attracts close to 200 people to its two largest annual signature events, the Faith & Law Lecture and the Fall Banquet. CLADC recently became a member of the D.C. Consortium of Legal Services Providers, a coalition of 34 member organizations that provide direct legal services to low income DC residents; and the Victim Legal Network of DC, a network that connects prospective clients with member organizations best equipped to assist them.

CLADC also values and emphasizes the spiritual component of its services and recommends that all of its Christian pro bono attorneys offer to pray with clients both at the outset and close of all consultations at its legal clinics. CLADC has also conducted trainings for its volunteers on how to better serve its clientele spiritually.

Position Summary:

CLADC is seeking a new Executive Director to lead the organization into its next stage of growth to further its mission. Upon hiring the new Executive Director, the current Executive Director has committed to stay on for an interim period to serve as a mentor during the transition. With a committed Board of Directors (Board), a staff of three (at full capacity), a growing and sustainable donor base, and an established core of pro bono attorneys, CLADC is well positioned to continue to expand the quality and quantity of its pro bono legal services across the District to those most in need. The successful candidate must share CLADC’s vision to thoughtfully and effectively connect the resources of the D.C.
legal community with the great need for legal services among D.C.’s poorest residents in the name of Christ. The Executive Director reports directly to the Board and supervises all staff.

**Key Responsibilities:**

- **Vision and Strategy:** Further develop and lead implementation of CLADC’s strategic plan. Work with Board, staff, and key volunteers to set clear goals aligned with CLADC’s mission.
- **Program Planning and Management:** Oversee the planning, implementation and evaluation of CLADC’s programs and services and ensure alignment with the organization’s priorities and strategic objectives. Work with the legal director to develop an ambitious, yet realistic plan to develop CLADC’s four core competencies and equip CLADC’s pro bono attorneys to provide brief services and extended representation in said areas. Identify opportunities for new or improved programs and services where appropriate.
- **Operational Planning and Management:** Develop an operational plan that supports the goals and strategic objectives of CLADC, draft operational policies and procedures to support the proper management of the organization, and review policies and procedures periodically and recommend changes to the Board of Directors as appropriate. Identify areas of organizational risk and implement measures to effectively manage such risks.
- **Human Resources Planning and Management:** Determine staffing requirements for successful organizational management and program delivery. Ensure that volunteers receive appropriate training. Oversee implementation of human resources policies, procedures and practices. Establish a positive, health, harassment-free and safe work environment. Implement a performance management process for all staff, including monitoring of the performance of all staff, and conducting an annual performance review. Provide coaching and support to staff as appropriate to improve their performance.
- **Financial Planning and Management:** Work with the Board to prepare an annual organizational budget for Board approval. Ensure that sound bookkeeping, tax reporting, and accounting procedures are followed. Administer CLADC funds according to the approved budget and monitor the monthly cash flow. Provide the Board of Directors with regular reports on revenue and expenses of the organization.
- **Fundraising:** Oversee fundraising efforts (with assistance from the Board and other staff and committed volunteers), including further development and ongoing management of a sustainable donor base targeted at individuals, churches, and law firms among other groups.
- **Recruitment:** Continually recruit and retain high-caliber, committed volunteers within and outside of the legal profession and the Christian community to help with legal aid clinics, fundraising, and other key initiatives of CLADC.
- **Community Engagement and Relationship Management:** Foster strategic relationships within the legal aid community and with other nonprofit organizations, particularly Christian ministries and churches by, among other things, by speaking at local churches, law firms, and law schools to promote the mission of CLADC and attending monthly meetings of the D.C. Consortium of Legal Service Providers.

**Requirements/Qualifications:**

- Mature, orthodox Christian faith as defined by the Apostle’s Creed
- Seven to ten years of relevant work experience is preferred, ideally in a legal services or law firm setting
- Bachelor’s degree required; applicants do not need to be attorneys; however, a Juris Doctor degree is preferred, as is membership, or current eligibility for membership, with the DC Bar
- Strong leadership skills for leading a nonprofit organization and being a spiritual leader
- Experience supervising others preferred
- Exceptional communication skills (written, verbal and otherwise)
• Strategic thinking with the ability to translate organizational vision into concrete goals, establish clear priorities, monitor implementation of goals, and adapt to changes in circumstances
• Experience cultivating and stewarding funding relationships, including experience with diversifying funding streams, is preferred
• A self-starter with strong initiative who embraces autonomy and is comfortable with an unstructured daily schedule
• Highest levels of personal and professional integrity and humility

Salary and Benefits:

• Competitive salary commensurate with relevant experience;
• Healthcare coverage;
• Federal holidays off; and
• Paid vacation and sick leave

How to Apply:

Submit a cover letter and resume via email with “CLADC Executive Director Application” in the subject line to:

• Jonathan Ng, Board Chair – jonathan.ng@christianlegalaid-dc.org; with a copy to
  • Robert G. Rose, Executive Director – rob.rose@christianlegalaid-dc.org.

Applicants are also encouraged to submit a list of references (preferably including at least one pastoral reference).

LEGAL ASSOCIATE
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:

The Schedule H Legal Associate: coordinates a program to assist clients in obtaining the DC Schedule H tax credit of up to $1,200 per year; conducts clinics at law firms, including training and supervising pro bono attorneys; oversees, with supervisor, extensive use of law student volunteers; engages in outreach efforts to educate seniors about Schedule H and promote applying for the tax credit; is responsible, with supervisor, for quality control of program including effective communication with clients, accurate preparation of forms, accuracy of legal information and advice provided, tracking hundreds of cases, and follow through to ensure clients receive the credit (often a direct cash payment) to which they are entitled; and assists with other special projects as assigned.

Responsibilities:

- Develops and implements ongoing comprehensive community education and outreach plan for Schedule H and other LCE services as appropriate. Places special emphasis on hard-to-reach clients (e.g., limited English-speaking, disabled, homebound).
- Screens homeowner and renter clients for eligibility through detailed telephone interviews, after conducting initial research through the Office of Tax & Revenue (OTR) property tax database and LCE legal server database, identifying clients for whom a standalone Schedule H application is appropriate and likely to succeed.
- Plans, develops and conducts LCE Schedule H Pro Bono Clinics. In preparation, works with law firms to obtain appropriate rooms for clinics, adequate law firm staffing for clinics, document preparation for clinics, conflict checking, and supplies for clinics.
- Conducts clinics, providing training and supervision of pro bono lawyers and review of completed applications.
- Conducts Schedule H interviews of clients who need appointments at the LCE office due to emergencies or other reasons, gathering needed documentation and filing applications.
- Conducts Schedule H interviews of homebound clients who need appointments at their residences in D.C., gathering needed documentation and filing applications.
- Follows up with clients to obtain any needed documentation and files completed applications with OTR, obtaining confirmation of receipt.
- Tracks all applications submitted to ensure clients receive the money to which they are entitled. Contacts clients to be sure they received the awarded benefits. If benefits are denied or delayed, follow up with OTR to determine the reason, and if appropriate, seek assistance from OTR supervisors to obtain a favorable outcome.
- Helps train and supervise volunteer law students, paralegals and attorneys to assist with screening, interviews, documentation preparation, filing, and follow up with OTR. Helps ensure the volunteers give legally accurate information to clients and responds to volunteer attorney and paralegals’ concerns.
- Updates Schedule H manual for volunteer attorneys, paralegals and law students.
- Refers clients with high tax debt to the LCE Pro Bono Project, helping clients obtain documentation of the amount of the debt. Refers clients with all other unrelated legal problems to the LCE Hotline.
- Utilizes Language Line, as needed, to assist clients who do not speak English.
- Troubleshoots where issues arise and refers to the supervisor where appropriate.
- Administers computerized tracking process and ensures that all data is accurately and completely entered into the database.
- Completes reports as needed for these projects.
- Participates in meetings with OTR to discuss Schedule H changes and areas for improvements.
- Coordinates with AARP Foundation Property Tax Aide and other community tax preparation providers by providing trainings, sharing information, and referring clients as needed.
- Conducts an annual training for social workers from DC’s lead social services agencies to inform on the availability of Schedule H and how to identify and refer clients.
- Exhibits AARP values at all times.

Requirements:

- Completion of a Juris Doctorate degree and a member of the DC Bar or eligible to waive in;
- Strong problem-solving and multi-tasking skills;
- Good organizational and communication skills;
- Good public speaking skills and interest in conducting training for others;
- Demonstrated commitment to poverty/public interest law;
- Amenability to local travel;
- Commitment to the goals and priorities of AARP and to the representation of elderly individuals with low incomes.
- Spanish speaking a plus but not required.
- Knowledge of the District of Columbia elder and poverty law as well as legal and social service communities preferred.

Benefits Offered:

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

Equal Employment Opportunity

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

Apply Now

STAFF ATTORNEY/CHIEF COUNSEL
ABA COMMISSION ON IMMIGRATION

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

The Staff Attorney position will manage a legal orientation information line (LOP) for detained immigrants across the country. The LOP Information Line is a newly funded endeavor that will increase the reach and services provided through the Commissions already existing detainee hotline. Currently the hotline receives calls from approximately 350 unique detainee callers per month. This position will respond to requests for information on immigration proceedings and legal relief in removal proceedings. Oversee the work of the administrative program assistant who will assist with the operation of this project.
Principal Duties and Responsibilities:

- Manage the operation of the legal orientation information line.
- Conduct telephonic screening and intake and respond to written detainee correspondence.
- Assess potential legal relief.
- Perform legal research.
- Compile and mail information and resource packets to detained individuals.
- Develop new legal materials as needed.
- Provide other appropriate follow-up services via phone or mail.
- Provide oversight for the work of the administrative staff assigned to the project.

Requirements:

Doctoral Degree (JD, PhD) and admission to the bar in at least one jurisdiction. At least 4 years working in relevant specialized area of law. High level of skills at legal writing and research, oral and written communications, and organizational skill. Substantial experience in policy analysis. Spanish proficiency preferred.

To Apply:

[link]

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

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

TRIAL ATTORNEY
OFFICE OF GENERAL COUNSEL
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This position is located in the Office of General Counsel (OGC), Office of Fair Housing, Fair Housing Enforcement Division.

There are two vacancies available in the following location: Washington, DC

Responsibilities:

The following are the duties of this position at the GS-14. If you are selected at a lower grade level, you will have the opportunity to learn to perform all these duties and will receive training to help you grow in this position.

As a Trial Attorney in the Fair Housing Enforcement Division, you will:

- Litigate complex Fair Housing Act (Act) cases before administrative law judges. This includes drafting charges of discrimination and other pleadings, conducting discovery, drafting and arguing motions, including post-trial memoranda of law, oral advocacy, and conducting trials.
- Provide legal advice to the Office of Fair Housing and Equal Opportunity (FHEO) in connection with FHEO’s investigation of complaints of housing discrimination under the Act.
- Conduct legal research and prepare legal memoranda on complex legal issues arising under the Act.
- Work closely with attorneys in the Civil Rights Division of the U.S. Department of Justice on appeals of final agency decisions and amicus filings under the Act.

Travel Required:

Occasional travel - Occasional travel may be required; 1-5 nights per month.

Conditions of Employment:

This position is located in the Office of General Counsel (OGC). OGC is the chief legal officer of the Department, the principal legal adviser to the Secretary and staff of HUD, and the head of the Departmental Enforcement Center. OGC provides legal opinions, advice, and services with respect to all Departmental programs and activities and assists in the development of HUD programs and policies. OGC also provides functional legal counsel on defensive and affirmative litigation and the development of legislation and regulations.

Qualifications:

You must meet the following requirements within 30 days of the closing date of this announcement.

Basic Requirements: Applicants must (1) be a graduate of an accredited law school with an LL.B. or J.D.; (2) be a current member of a bar with a valid license to practice law in a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico; and (3) meet all specialized experience requirements as described in the vacancy announcement.

AND

Specialized Experience for the GS-12/13/14 is defined as:

- Experience applying the Fair Housing Act or another federal or state fair housing or civil rights law; AND
- Litigation experience, such as experience drafting complaints or other pleadings, drafting motions, or conducting or responding to discovery; AND
- Experience providing legal advice to clients on complex matters; AND
- Legal research and writing skills and experience giving oral presentations on complex legal matters.

For the GS-14, you must:

Have a professional law degree (LL.B. or J.D.) plus four (4) years of professional legal experience, at least one of which must be specialized experience at a level of difficulty comparable to the GS-13 level in the Federal service.

OR

Have a second professional law degree (LL.M.) plus three (3) years of professional legal experience, at least one of which must be specialized experience at a level of difficulty comparable to the GS-13 level in the Federal service.
OR

Have a first professional law degree (LL.B., or J.D.), plus superior law student work (academic standing in upper 1/3 of the law school graduating class, high-level honors for academic excellence in law school, winning of a moot court competition with other law schools, significant work or achievement on the school’s official law review, significant summer clerkship or other evidence of clearly superior achievement) plus three (3) years of professional legal experience, at least one of which must be specialized experience at a level of difficulty comparable to the GS-13 level in the Federal service.

For the GS-13, you must:

Have a professional law degree (LL.B. or J.D.) plus three (3) years of professional legal experience, at least one of which must be specialized experience at a level of difficulty comparable to the GS-12 level in the Federal service.

OR

Have a second professional law degree (LL.M.) plus two (2) years of professional legal experience, at least one of which must be specialized experience at a level of difficulty comparable to the GS-12 level in the Federal service.

OR

Have a first professional law degree (LL.B., or J.D.), plus superior law student work (academic standing in upper 1/3 of the law school graduating class, high-level honors for academic excellence in law school, winning of a moot court competition with other law schools, significant work or achievement on the school’s official law review, significant summer clerkship or other evidence of clearly superior achievement) plus two (2) years of professional legal experience, at least one of which must be specialized experience at a level of difficulty comparable to the GS-12 level in the Federal service.

For the GS-12, you must:

Have a professional law degree (LL.B. or J.D.) plus two (2) years of professional legal experience, at least one of which must be specialized experience at a level of difficulty comparable to the GS-11 level in the Federal service.

OR

Have a second professional law degree (LL.M.) plus one (1) year of professional legal experience, at least one of which must be specialized experience at a level of difficulty comparable to the GS-11 level in the Federal service.

OR

Have a first professional law degree (LL.B., or J.D.), plus superior law student work (academic standing in upper 1/3 of the law school graduating class, high-level honors for academic excellence in law school, winning of a moot court competition with other law schools, significant work or achievement on the school’s official law review, significant summer clerkship or other evidence of clearly superior achievement) plus one (1) year of
professional legal experience, at least one of which must be specialized experience at a level of difficulty comparable to the GS-11 level in the Federal service.

The experience may have been gained in either the public or private sector. One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/date/year and indicate number of hours worked per week on your résumé.

For information about Education, Required Documents, Benefits and to Apply, please visit:

https://www.usajobs.gov/GetJob/ViewDetails/553176300

To Apply:

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on December 16, 2019. We are available to assist you during business hours (normally 8:00 a.m. - 5:00 p.m. ET, Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.

HUD provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

To begin, either click the “Create a New Account” button and follow the prompts to register or if you previously registered, click the "Apply Online" button and follow the prompts.

You will be re-directed to HUD’s CareerConnector system to complete your application process; answer the online questions and submit all required documents. (To submit supporting documents, click one of the available options; Upload; Fax; or Reuse existing documents. To protect your privacy, we suggest you first remove your SSN). Also, go to “My Account” to view and update your information, as necessary.

To complete, you must click the “Finish” button located at the bottom of the “Application Review” page.

To verify your application is complete, log into your USAJOBS account, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

If you are experiencing system issues with your application, please contact the Help Desk at mgshelp@monster.com or at 866-656-6831.

For additional information on how to apply, please visit the Partnership for Public Service’s Go Government website.
CASA & CASA IN ACTION Synopsis:

CASA’s mission is to create a more just society by building power and improving the quality of life in working class and immigrant communities. Our vision is a future where we stand in our own power, our families live free from discrimination and fear, and our diverse communities thrive as we work with our partners to achieve full human rights for all. CASA has a sister organization, CASA in Action, a separate, but related, nonprofit organization that is exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code. Although CASA and CASA in Action share a common goal of supporting immigrants and low-income people in Maryland, Pennsylvania, and Virginia, they are separate organizations with their own board of directors. A set of employees at the two organizations, including the person filling this position, shares their time between the two organizations. This has no effect on salary or benefits.

Department Synopsis:

The legal program at CASA operates under the principles of Justice is the goal, law is a means. It’s a marathon, not a sprint. We endeavor to find the most creative strategies to combat the abuses and injustices identified by our constituents. We value justice in the largest sense possible, not only individual legal solutions, but broad, transformative solutions created in combination with immigrant leaders, CASA organizers and other staff, other local and national organizations and direct service staff. We value our time and believe that though hard and sustained effort is often required, real rest is also necessary for creativity, stamina and “a life,” however defined.

Position Summary:

A CASA staff attorney is on the front line in defending the rights of immigrant members of our community. This position would focus on providing direct legal assistance to CASA members in employment cases, with a primary focus of defending members against wage theft. The position would also entail representing immigrants in both affirmative and defensive immigration cases, while supporting the overall efforts of CASA’s various departments including community organizing, immigrant integration and others. This is an excellent opportunity to develop your legal skills, build power in the immigrant community, make a lasting difference in the region and to work with a dynamic group of paralegals, lawyers, organizers and social service staff in a friendly, fast-paced, bi-lingual and multi-cultural office.

Essential Responsibilities:

Direct Legal Work

- Oversee and provide legal representation in employment and other civil cases.
- Oversee and provide legal representation in immigration cases, including both affirmative applications and representation of clients in removal proceedings.
- Oversee and provide legal orientation, counseling and education regarding a range of legal issues and other legal problems faced by members of the low-income immigrant community that CASA encounters.
- Provide referrals, brief legal services and direct representation in individual and collective cases.
• Support our Immigrant Integration Program through oversight of their citizenship application work and participation in regular citizenship clinics.

**Strategic Work with Organizers**

• Support the legal needs of CASA’s Community Organizing department, including through regular engagement with staff and community leaders, providing legal consultations to members, and advising on policy and campaign issues where necessary.
• Co-counsel with other legal services providers or pro-bono counsel to pursue impact litigation.
• Engage in advocacy and community organizing efforts and campaigns for improved laws affecting members of the low-income immigrant community at local, state and federal level by drafting legislation, presenting testimony, organizing hearings and lobbying.

**Outreach/Popular Education**

• Engage in education and outreach through “Know Your Rights” presentations.
• Design, edit and disseminate popular education materials related to immigration issues.
• In collaboration with partners, plan and implement “Train the Trainer” workshops in which organizers and workers are trained to reach out to others to inform them of their rights.

**Administrative Work**

• On-going data entry and bi-weekly internal activity reports.
• Maintain contemporaneous and complete notes of all case-related activity in CASA’s case management system (Salesforce).
• Annual planning process: developing and executing individual work plans, evaluating and providing feedback on plans as the year progresses.
• Meet deadlines established by supervisor and in Department and individual work-plan.
• Contribute creative ideas and engage meaningfully in discussions about ways to improve the legal program and CASA as an organization.
• Provide detailed report regarding work including case examples, case profiles, and statistics, including on deadline for press inquiries.
• Work to improve and grow relationships with private bar to leverage greater pro bono and other support.
• Identify clients to participate in public, organizing campaigns and to speak with media.

**Education/Certification/Licensure:**

• Licensed to practice law in MD or ability to immediately obtain admission to the Maryland Bar (member of the bar of another state and ability to sit for next Maryland Bar exam).
• Valid US Driver’s License and a reliable vehicle.

**Knowledge, Skills and Abilities Required:**

• Bilingual English/Spanish.
• Strong communication skills.
• Strong commitment to CASA’s mission of building power in working class and immigrant communities.
• Ability to work both independently and in a group setting.
• Ability to operate without direct supervision and travel regularly between different CASA locations.
• Strong professional client management skills.
ATTORNEY  
OFFICE OF THE LAW REVISION COUNSEL

The Office of the Law Revision Counsel—a small, nonpartisan office within the U.S. House of Representatives—seeks an attorney to assist in the editing and publishing of the United States Code, the codification of general and permanent Federal statutory law.

The editorial work needed to maintain the U.S. Code involves a number of tasks, including:

- reading new laws to determine which provisions should appear in the Code and where, updating the Code to reflect new law and amendments to existing law,
- writing concise editorial notes to explain amendments, effective dates, references within the text to other laws, and a variety of other legislative concepts,
- preparing statutory citations and tables, and
- identifying errors in grammar and spelling—all while conforming to very strict style guidelines.

In addition to the basic tasks required to integrate new laws into the Code, other duties may be required, such as reviewing drafts of bills to enact titles as positive law, doing extensive research and editorial work to improve the organization of existing provisions in the Code, and assisting in the continuing modernization of the Office, including support of online and machine readable versions of the Code.

Qualifications:

- J.D. degree and attorney license in any U.S. jurisdiction or intention to obtain license within one year.
- At least one year of professional experience in editing or publishing, preferably in the legal field.
- Meticulous attention to detail and dedication to accuracy.
- Excellent verbal and written communication skills.
- Absolute proficiency in grammar, spelling, and usage.
- Ability to analyze and summarize complex legal issues.
- Ability to identify issues affecting Federal statutes and explain them clearly and concisely within firmly established parameters.

Other conditions to note: Familiarity with Federal or State statutory law is highly desirable.

This position is better suited to someone able to engage in extended periods of solitary work, often involving tedious and repetitive tasks. The ability to adhere to, and function comfortably within, established styles and practices is essential. Please be aware that this is a long-term career position with the Office, not a steppingstone to another position within Congress or the Federal Government.

Applicant Instructions:

Qualified candidates should submit a resume and cover letter with salary requirements to: uscodeapplicant@mail.house.gov.

Applicants will be evaluated based on the ability to meet the qualifications stated above. Significant weight will be given to the applicant's cover letter. If chosen for an interview, an applicant will be requested to submit a writing sample.
STAFF ATTORNEY
DOMESTIC VIOLENCE LEGAL EMPOWERMENT AND APPEALS PROJECT

The Domestic Violence Legal Empowerment and Appeals Project (DV LEAP) seeks an experienced domestic violence attorney to join DV LEAP’s efforts to create legal system reform through trauma-informed, client-centered appellate litigation, training and policy initiatives.

DV LEAP makes the law work for survivors of domestic violence by fighting to overturn unjust trial court outcomes through expert appellate advocacy. Despite numerous legislative and policy reforms designed to increase their safety, many survivors are still denied critical legal protections. Appellate review has been remarkably successful in correcting trial court errors, but appeals are extremely costly and require specialized expertise. DV LEAP addresses these very real barriers to justice by providing pro bono appeals and amicus briefs as well as training and strategic assistance to survivors, lawyers and courts. DV LEAP is located in the District of Columbia but partners with pro bono law firms to take cases across the country.

Please go to DV LEAP’s website, www.dvleap.org for additional information about our work.

Position Description:

Supervised by DV LEAP’s legal director, the staff attorney will:

• Review applications from, and serve as the primary contact for, potential clients seeking appellate representation or amicus briefs
• Review trial transcripts for potential appeal viability
• Represent survivors in civil appeals as co-counsel with pro bono law firm attorneys
• Research/assist in drafting amicus briefs on critical issues in domestic violence appeals
• Collaborate with ally organizations on new initiatives
• Conduct trainings for attorneys and advocates depending on experience
• Represent DV LEAP in community meetings and collaborations

Preferred Qualifications:

The ideal candidate will have the following characteristics:

• Minimum 3 years of post-law school legal experience
• Minimum 2 years litigation experience, preferably including appeals
• Demonstrated commitment to domestic violence issues and social justice
• Excellent research, written and oral communication, and litigation skills
• Strong organizational and leadership skills
• Some experience training lawyers or other professionals
• Familiarity with trauma-informed advocacy a plus
• Familiarity with Anti-SLAPP laws and/or ADA accommodations a plus
• Self-direction, initiative, and ability to lead or collaborate with a legal team
• Good sense of humor and collaborative workstyle
• Membership in the D.C. Bar or ability to waive in

Salary and Benefits:

The starting salary is $62,000 and includes a generous benefits package.
To Apply:

The application should include:

- Cover letter
- Resume
- Name and contact information for two references
- A relevant and substantive writing sample of original work product, 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 deadline is January 21, 2020.

Send applications to the attention of Flora Patel: Flora@dvleap.org

DV LEAP has a non-discrimination policy and encourages all interested and qualified applicants to apply regardless of race, gender, sexual orientation, religion, age, disability, or other status protected by applicable law.

LEGAL RESEARCHER/WRITER ON DISABILITY RIGHTS
ALGORITHMIC FAIRNESS & EMPLOYMENT
INSTITUTE FOR TECH LAW AND POLICY AT GEORGETOWN LAW

The Institute for Tech Law and Policy is hiring a part-time legal researcher/writer on disability rights, algorithmic fairness, and employment.

The Institute for Tech Law and Policy at Georgetown Law is conducting a two-year project focused on disability rights and algorithmic fairness. This project aims to explore issues of discrimination, ableism, and exclusion in different applications of artificial intelligence and algorithmic models, with a specific focus on the implications of such tools for people with disabilities.

One of the project's priority areas is the impact of artificial intelligence tools used in employment: for instance, the use of products that screen resumes, analyze video interviews, assess game-based performance, and analyze candidates' social media feeds. AI tools can be used to determine which candidates see specific job postings, to assess employees' performance, to assign shifts, to measure participation in otherwise voluntary health and wellness programs, and in other decisions that affect employees' lives. These tools can have a significant discriminatory impact on people with disabilities. People with disabilities who belong to other marginalized communities, such as disabled people of color, LGBTQ disabled people, or disabled people who have been incarcerated, used substances, or done sex work, are at particular risk of compounded discriminatory effects.

The Institute's project examines the ethical and legal implications of artificial intelligence related to disability rights, and seeks to develop resources for policymakers, attorneys, advocates, and private sector partners for challenging and reducing the discriminatory impact of these tools. Based at Georgetown Law in Washington D.C., the project's primary outputs are reports, convenings, and public-facing documents intended to raise awareness of these issues and include more people in much-needed conversation about how these tools are being deployed.

We are seeking to hire an attorney or advocate with experience in employment and labor law to directly support this work. The candidate will partner with our project team to conduct factual and legal research around the use
of algorithms in the employment context, and to create a substantial body of written work and other resources. The candidate will work closely with the Institute team but will also be encouraged to develop their own voice on these issues. The candidate can work on a part-time or flexible schedule and may work remotely. We seek an engagement of at least 6 months, with the opportunity to renew up to two years.

A successful candidate will be committed to pursuing cutting-edge work in economic and labor justice, and disability rights and disability justice. The candidate need not have experience in technical systems or AI - legal and/or policy experience in employment law and disability rights is prioritized. The candidate must be able to conduct legal and policy research, and to write for a variety of audiences and in a variety of formats, including for both general and academic audiences, and for policymakers, attorneys, advocates, and other legal professionals.

**Location:**

This work can be done in Washington, D.C., or remotely.

**Salary/Hiring Structure:**

- The researcher will be hired as an independent contractor, with flexibility to set their own hours and to work remotely.
- Since the work is project-based, we expect that this person will work variable hours, with some periods of increased hours and other periods of fewer hours.
- Compensation will be based on the completion of a set of deliverables during the contract term, as agreed by the researcher and the project leads.

**Required Qualifications:**

- The candidate must be able to conduct legal and policy research using publicly available tools and resources, as well as proprietary databases like WestLaw and LexisNexis (credentials will be provided).
- The candidate must be able to work both independently, with minimal supervision, and as part of a small team.
- The candidate must be able to write for a variety of audiences and in a variety of formats, including for both general and academic audiences, and for policymakers, attorneys, advocates, and other legal professionals.
- The candidate must have experience with at least some of the following areas:
  - Employment and labor law or policy
  - Workforce development
  - Recruitment, hiring, and retention practices
  - Diversity, equity, and inclusion/equal employment opportunity
  - Disability rights law or policy
  - Disability access and inclusion
- The candidate must have a commitment to economic and labor justice, and to disability rights and disability justice.

**Preferred Qualifications:**

- We strongly encourage applications from candidates with lived experience.
- While it would likely be helpful for candidates to have a law degree, a degree in public policy, or another degree related to this position, a specific degree is not required.
• We appreciate candidates who also have experience applying racial justice, gender justice, and LGBTQ justice frameworks to their work.
• We also appreciate candidates who have experience writing in plain language and making documents cognitively accessible for people with learning and intellectual disabilities, and people whose first language is not English.

Diversity, Equity, and Inclusion:

Georgetown University provides equal opportunity in employment for all persons, and prohibits unlawful discrimination and harassment in all aspects of employment because of age, color, disability, family responsibilities, gender identity or expression, genetic information, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, veteran’s status or any other factor prohibited by law. Inquiries regarding Georgetown University's non-discrimination policy may be addressed to Institutional Diversity, Equity & Affirmative Action, 37th and O Sts., N.W., Suite M36, Darnall Hall, Georgetown University, Washington, D.C. 20057.

Application:

Interested candidates should send a single PDF or Word document containing the following materials to TechInstitute@law.georgetown.edu:

• Cover letter describing your interest in the position, and any relevant experience that you bring to the role
• Resume
• Up to two writing samples, preferably on topics relating to this position, and preferably demonstrating your ability to write for a variety of audiences on matters relating to law and policy (e.g. a substantive legal memo and plain language op-ed).

Deadline:

Applications will be considered on a rolling basis through December 21, 2019. We encourage you to submit your materials early.

MANAGING ATTORNEY
FREESTATE JUSTICE

FreeState Justice seeks a visionary, experienced Managing Attorney, who cares deeply about LGBTQ+ people, to lead our legal services team in providing direct representation to LGBTQ+ Marylanders with low and limited incomes. The Managing Attorney will work directly under the supervision of the Executive Director. They will lead all aspects of FreeState's legal services program, including managing the legal team, representing clients in our most complex cases, and overseeing case selection and docket management. We seek a candidate with a deep passion for social justice, a commitment to empowering clients, and enthusiasm for joining our small team of dedicated, engaged, and energetic individuals working to bring lived equality to Maryland’s LGBTQ+ population with low or limited incomes.

Position Summary: The Managing Attorney will provide vision, direction, and leadership to our legal services program. They will coach and develop a small team of two staff attorneys and a case manager to ensure excellent service to clients in both in-house and pro bono representation. They will supervise and monitor the provision of legal services to clients as well as manage a focused caseload of our most complex legal matters. Additionally,
the Managing Attorney will support FreeState's public policy advocacy. This position is partially funded through grants from Maryland Legal Services Corporation (MLSC) and the Maryland Governor's Office of Crime Control and Prevention (GOCCP).

About FreeState:

FreeState Justice is a 501(c)(3) social justice organization that envisions a Maryland where people across the spectrum of lesbian, gay, bisexual, transgender, and queer identities are free to live authentically, with safety and dignity, in all communities throughout our state. Our work brings to the forefront the experiences of those of us at greater risk for discrimination, such as youth, communities of color, low-income individuals, and transgender and gender non-conforming people. FreeState Justice provides free legal representation and policy advocacy in areas arising from a person's LGBTQ+ status, such as health care discrimination, safe and equal access to school services, family law matters, name and gender changes, and discrimination in places of public accommodation. Services, both legal and policy-focused, are provided by staff attorneys, as well as by volunteer attorneys who serve on FreeState's pro bono panel, and student interns. More information about the organization can be found at [www.freestate-justice.org](http://www.freestate-justice.org).

Responsibilities:

- Manage a case load of cutting-edge LGBTQ+ civil rights litigation, including direct services and impact litigation
- Represent LGBTQ+ clients with low incomes in a variety of legal venues, including judicial and administrative settings
- Provide vision, leadership, and direction to FreeState Justice's direct legal services program
- Supervise and manage professional development of the legal team consisting of two staff attorneys, a case manager, and interns
- Ensure a positive, collaborative culture on the legal team
- Lead the legal team through annual strategic planning and goal-setting activities, including the development of the organization's short- and long-term litigation strategy.
- Maintain and increase key partnerships with other legal service nonprofits, private counsel, local and national LGBTQ+ organizations
- Lead the development of written resources, presentations, and other education materials for clients and attorneys on various LGBTQ+ legal issues, including presenting at conferences, meetings, and webinars
- Identify and pursue opportunities for filing amicus briefs on issues of concern to Maryland's LGBTQ+ community
- Support FreeState's public policy advocacy
- Work closely with the Executive Director to support legislative and administrative public policy advocacy on behalf of the LGBTQ+ community in Maryland
- General management responsibilities
- Assist with grant reporting, public education, and the development of other written materials
- Participate in strategic planning, goal setting, evaluation, and professional development activities
- Participate in and support FreeState's annual fundraising efforts

Qualifications:

An ideal candidate will possess the following qualities:

- 4+ years of legal experience
• Active membership in good standing in the Maryland Bar (or active membership in good standing in the bar of another state, and ability to achieve admission to the Maryland Bar at the next feasible opportunity within a year after hire and to practice under supervision until admission)
• Familiarity with and commitment to advocacy regarding legal issues concerning the LGBTQ+ community nationally and/or in Maryland
• Commitment to serving communities with low incomes, including experience working with transgender people, people of color, and other marginalized populations
• Ability to manage a team, including an ability to clarify roles and responsibilities, delegate work, promote collaboration, and hold others and themselves accountable
• Ability to coach and develop others toward goals, recognize accomplishments, provide and receive feedback that is timely, relevant, and constructive
• Problem-solving skills and ability to identify areas for improvement within processes and implement solutions
• Experience in civil litigation affecting the LGBTQ+ community, such as civil rights, family law, employment discrimination, education discrimination, access to healthcare, prisoners' rights, or other civil legal aid for low-income individuals
• Ability in written and oral communications, public speaking, and interpersonal relations
• Well-developed time management skills and strong attention to detail
• Flexibility in work schedule
• Ability to travel throughout the state of Maryland

Additional Helpful Qualifications:
• Experience in legislative and/or regulatory policy advocacy in Maryland, or in federal government or another U.S. state.
• Active membership in good standing in the Bar of the U.S. District Court for the District of Maryland or another federal court.
• Experience with case management or customer-relationship management software, such as Salesforce.

Salary:

The salary range for this position is $70,000-$80,000 annually. Salary commensurate with experience.

Benefits:

FreeState Justice offers a competitive benefits package. Benefits include medical, dental, and vision benefits; 403(b) retirement savings account; 11 paid holidays, 20 days of paid time off annually, and 10 days of paid sick leave.

How to Apply:

Interested candidates should (1) prepare a cover letter, resume, and writing sample and (2) complete an application form and upload application materials at the following URL: www.freestate-justice.org/careers.

If necessary, questions may be directed via email to info@freestate-justice.org; no calls please. More information about the organization can be found at www.freestate-justice.org.
Equal Opportunity Employer:

FreeState Justice is an equal opportunity employer and does not discriminate on the basis of sex, sexual orientation, gender identity or expression, race, ethnicity, national origin, religion, disability, HIV status, or any other status protected by applicable law. Transgender people, people of color, and people with disabilities are strongly encouraged to apply.

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 of practice are: discrimination based on HIV, sexual orientation, or gender identity; Social Security disability, Medicaid, Medicare and other federal, state and local public benefits programs; private health and disability insurance; elder law; immigration; wills, powers of attorney, and advance health care directives; and name and gender marker changes on legal records for transgender persons.

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.
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.

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**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 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, 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.

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 Carribean-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 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 handing 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:

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 convener 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.

**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 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:**

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](http://www.LegalAidDC.org), and our blog, [www.MakingJusticeReal.Org](http://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.

**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/...](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.

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

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

Essential Duties and Responsibilities:

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

Minimum Job Requirements:

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

Information to Applicant:

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

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

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

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

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

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

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

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

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

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

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

**To Apply:**

https://udc.applicantstack.com/x/detail/a2hbyxhhefg8

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**JD/BAR NOT REQUIRED**

**POLICY ADVISOR**

**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.

**In the Third Way Culture, we are looking for...**

- **Self-starters:** People who see and seize opportunities, take risks, learn from failure, and will bring a sustained passion for our mission.
- **Collaborators:** People who work in teams—sharing ideas, brainstorming, co-authoring products, and advancing its shared priorities.
- **Creators:** People who foster divergent thinking and aren’t afraid to take on the orthodoxies of the left or the right. Team members come up with original insights, find unique ways to look at data, and challenge their preconceptions.
• **Results-oriented**: People who function with an organizational commitment to clear objectives, ambitious timelines, accountability for results, and a focus on impact.
• **Respectful**: People who embrace the diverse perspectives of everyone and fosters the values of diversity, equity, and inclusiveness at all times.

**Apply for this Job**

Third Way is an equal opportunity employer that celebrates, supports and promotes diversity, equity, and inclusion. We will consider all qualified applicants without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation or gender identity, or any other legally protected basis, in accordance with applicable laws.

**SENIOR COUNSEL/PROFESSIONAL STAFF**  
**DEMOCRATIC RANKING MEMBER**

Democratic Ranking Member of a high-profile Committee seeking qualified candidates to lead aviation policy work. The successful candidate will be responsible for developing legislative and policy proposals; agency oversight; drafting policy memoranda; attending constituent and stakeholder meetings; and preparing for Congressional hearings and floor debate. Applicants should have significant understanding of the aviation industry. They must have a record of being proactive, demonstrating initiative. They must also work well under pressure, possess excellent written and oral communication skills, and demonstrate leadership capabilities. The position requires strategic thinking and the ability to work independently as well as within a team. Legislative experience a big plus. An ideal candidate would have a connection to the PNW.

Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number (225491) in the subject line.

**COUNSEL**  
**COMMITTEE ON HOMELAND SECURITY AND GOVERNMENTAL AFFAIRS MINORITY SENATOR**

Committee on Homeland Security and Governmental Affairs Minority Senator seeks a Counsel to support the Committee’s oversight and investigations function. Primary responsibilities include the entrepreneurial development and execution of oversight and investigations within the Committee’s jurisdiction; conducting research; drafting reports and correspondence; preparing the Senator for Committee hearings; meeting with stakeholders; and other associated administrative responsibilities. Candidates must be exceptionally strong writers, detail-oriented, be able to work under tight deadlines, and be able to handle multiple projects at once.

Candidates should have experience with congressional or law enforcement investigations. The Committee is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. The Committee encourages candidates of diverse backgrounds to apply.

Please e-mail a cover letter, resume, and writing sample to job_application@hsgac.senate.gov with “INVESTIGATIONS COUNSEL” in the subject line.
LEGISLATIVE DIRECTOR
MIDWEST REPUBLICAN

Midwest Republican office seeks a detail-oriented, highly motivated and proactive Legislative Director to handle a diverse policy portfolio. The ideal candidate will have 3-5 years of experience on Capitol Hill, with an in-depth understanding of House procedures. Job responsibilities will include, but are not limited to drafting legislation, overseeing committee activity, making vote recommendations, writing statements, drafting legislative memos, tracking legislation and meeting with constituents and stakeholders. The ideal candidate will be a self-starter, highly motivated, detailed oriented and possess strong writing and verbal communication skills. Interested candidates who meet these qualifications should submit their resume, cover letter and a writing sample to ResumeIN@mail.house.gov

PART-TIME CONSULTANT
NATIONAL ASSOCIATION OF PRO BONO PROFESSIONALS

The National Association of Pro Bono Professionals (NAPBPRO) is the only independent and national organization of pro bono professionals dedicated to promoting pro bono services to the poor and the professional development of pro bono managers, professionals, and others interested in the civil justice ecosystem.

We are seeking a PT consultant to assist with administrative duties of the organization for the following:

Compensation & Services:

- NAPBPRO agrees to compensate the Consultant at a rate of $25 per hour (for 10 hours per month on average) for providing consulting and administrative services; the Consultant will be compensated for activities that include:
  - Providing assistance with website hosting;
  - Assuming responsibilities for database management and tracking membership;
  - Enhancing outreach to current and new membership;
  - Assisting with communications and preparation for Equal Justice Conference;
  - Providing logistics and technical assistance with webinars as needed;
  - Providing administrative support to the President;
  - Handling banking transactions;
  - Other duties as determined.

Mentoring & Reporting:

The Consultant will receive mentoring and guidance from the Executive Committee of NAPBPRO. The Consultant will track time spent on NAPBPRO services to submit timesheets/work logs on a monthly basis or upon request.

Application:

Interested applicants should submit a letter of interest and resume by email to Scott Wylie at vlpwylie@sigecom.net or by fax at 812.402.6304 no later than January, 10, 2020.
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.

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; combating 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, backgrounderd, 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 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.

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

**FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS**

**SPRING INTERNSHIP**
**NATIONAL VETERANS LEGAL SERVICES PROGRAM**

The National Veterans Legal Services Program (NVLSP) is a high-impact national veterans service organization based in Washington DC. Our mission is to ensure that the government delivers to our nation’s 22 million veterans and active duty personnel the benefits to which they are entitled due to the disabilities that resulted from their military service. NVLSP’s Lawyers Serving Warriors® ("LSW") program provides free legal representation, through a nationwide pro bono network of private law firms and corporate legal departments, to disabled active duty personnel and veterans and their families. LSW has assisted more than 2,000 disabled
veterans through its pro bono network. The majority of the clients served through LSW have Post-Traumatic Stress Disorder (PTSD), traumatic brain injuries (TBI), or other mental health conditions that are related to military service.

NVLSP seeks a spring law student to assist with screening cases. The student will contact veterans for information needed during the screening process and will reach out to government offices to follow up on file requests. The student will review veterans' medical and personnel files to determine merit for pro bono placement. For meritorious cases, the student will draft a screening memo setting forth the legal and factual basis for the claim. The student will also assist with organizing LSW's clinics in the community, including speaking with interested veterans and publicizing the event.

The position is funded at $22/hour for 10 hours per week.

To Apply:

Send a cover letter, resume, writing sample, and list of 3 references to

Rochelle Bobroff, Director of Pro Bono
Via e-mail: Rochelle@nvls.org
National Veterans Legal Services Program
1600 K Street, NW, Suite 500
Washington, DC 20006

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 hfca.democrat@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.senate.gov. In the subject line, please indicate your area(s) of interest (tax, trade, oversight, health care, press, or human services). In the body of the email, please indicate your availability. Should additional questions arise, please contact the Democratic Internship Coordinator at the email above, or at (202) 224-1793.

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

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
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:

- Supporting committee counsel and professional staff members

Please send resume and cover letter to Meg Shannon at meg.shannon@mail.house.gov
• 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: interns@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)

STAFF ATTORNEY
NEW YORK UNIVERSITY’S IMMIGRANT DEFENSE INITIATIVE
NEW YORK, NEW YORK

New York University’s Immigrant Defense Initiative (IDI) seeks a full-time Staff Attorney for a one-year contract position with the possibility of renewal. IDI is a project of NYU Law School’s Immigrant Rights Clinic, directed by Professors Alina Das and Nancy Morawetz. IDI provides free legal advice, representation, and referrals to members of the NYU community, including students and staff, who are at risk of deportation or who are otherwise in need of urgent legal immigration support. IDI also organizes Know Your Rights trainings and other community events in response to ongoing concerns with immigration policies and recent legal developments.

Responsibilities:

• **Legal Screenings & Direct Representation:** The Staff Attorney will be responsible for conducting screenings and consultations and representing members of the NYU community in removal defense and/or affirmative applications and waivers as needed.
• **Referrals:** The Staff Attorney will work closely with our pro bono law firm partners to refer cases for longer term representation and/or additional support.
• **Community Education:** The Staff Attorney will conduct Know Your Rights trainings and present at community events. They will also be responsible for developing materials and advisories in relation to current and potential changes to immigration law and policy.
• **Community Outreach & Support:** The Staff Attorney will conduct broader outreach in the NYU community and will work closely with directly affected groups on campus, including undocumented students, to identify needs and provide additional support as needed.
Qualifications:

- A minimum of two years of experience working in removal defense is required.
- Experience with asylum law, family visas and related waivers is strongly preferred.
- Familiarity with student and employment visas, and naturalization applications is preferred but not required.
- Must be comfortable with and interested in conducting Know Your Rights trainings and community presentations.
- Must be interested in working directly with students and other directly affected groups on campus.
- Must be able to work independently without direct supervision.

Terms of Position and Salary:

The position is available for one year, with the possibility of renewal. The position is full-time (35 hours per week) with a flexible work schedule and the ability to work remotely. Salary will be commensurate with experience.

The position comes with a generous array of benefits, which include medical, dental and vision. Further information regarding benefits can be found here: http://www.nyu.edu/employees/benefit/full-time/Professional-Research-Staff-Code-103.html

Applications:

Applicants should submit a resume/CV and a cover letter describing their interest in the position and relevant experience to the Immigrant Defense Initiative Program Coordinator, Noelia Rodriguez, at noelia.rodriguez@nyu.edu. 

Applications will be considered on a rolling basis through January 2, 2020.

NYU is an equal opportunity employer. EOE / AA / Minorities / Females / Vet / Disabled / Sexual Orientation / Gender Identity

STAFF ATTORNEY
NATIONAL IMMIGRANT JUSTICE CENTER
CHICAGO, ILLINOIS

The National Immigrant Justice Center (NIJC), in collaboration with other legal service providers and community organizations, is starting a pilot program seeking to provide comprehensive legal representation and social services to LGBTQ asylum seekers entering through Tijuana but detained across the country.

To that end, we are hiring a staff attorney for our LGBT Immigrant Rights Initiative who will provide representation to detained asylum seekers and coordinate pro bono placement and mentoring.

Essential Duties and Responsibilities:

- Conducts preliminary intake interview, gathers all relevant facts for presentation at Unit meetings. Makes assessment of income eligibility and makes appropriate referrals for those individuals not eligible for Organization services. Recommends exceptions to financial guidelines to the Supervisor.
- Develops and implements preliminary case strategy in terms of immigration law and procedure. Develops further strategy in terms of immigration law and procedure. Develops further strategy in consultation with supervisor.
• Prepares the case for hearing or interview, drafting legal papers, engaging in negotiation, presenting evidence, etc. in accord with the Code of Professional Responsibility for the legal profession.
• Represents individuals in hearings and interviews or supports others in doing so where appropriate.
• Conducts assessment of client on social, psychological and economic functioning and determines appropriate interventions and referrals. Ensures the provision of a wide range of services for clients.
• Carries a volume of work as required by the department. Has in-depth knowledge of legal and other resources. Provides a wide range of court advocacy services.
• Remains current on immigration law, policies and procedures. Remains current on implications of criminal and civil law as it applies to the representation of immigrants and refugees.
• Develops and maintains professional relationships with the Department of Homeland Security (DHS), government and social service organizations and community organizations. Interprets immigration and department policies and programs to the public, including public speaking.
• In accord with the ethical standards required of the legal profession, the Code of Professional Responsibility, preserves client confidentiality, accounts for client monies and avoids conflict of interest.
• Maintains complete and accurate client records. Prepares timely statistical reports. Conducts quarterly case audits for presentation and review of the Supervisor.
• Participates in training on immigration procedures as assigned by the Supervisor. May conduct training sessions as assigned by the Supervisor.
• Participates in developing and implementing special projects, May have the primary responsibility for a project involving presentation of a particular ethnic group, immigration problem or advocacy issues on a systematic level.
• Identifies trends and recurring legal and social concerns. Recommends strategies for solutions and other needed advocacy.
• Interprets and translates for department and other Organization staff as needed.
• Adheres to professional standards as outlined by governmental bodies, (and/or other appropriate professional associations), private funding sources, Organization plans/policies and Unit guidelines. Participates in periodic evaluative reviews and/or in-house and external staff training to ensure that she/he understand and continues to adhere to such standards. Initiates requests for assistance or guidance from Supervisor to address new issues or complex concepts affecting adherence to professional standards.
• Other duties may be assigned.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies.

• **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
• **Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
• **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
• **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
• **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
• **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

• **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things.

• **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

• **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

• **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.

• **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

• **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

• **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.

• **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

• **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

• **Business Acumen** - Understands business implications of decisions; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

• **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

• **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

• **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

• **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization’s goals and values; Supports affirmative action and respects diversity.

• **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization’s strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

• **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

• **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

• **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
• **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

• **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

• **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

• **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

• **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

• **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

• **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

• **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

• **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Education and/or Experience:**

Juris Doctorate Degree required; and one year of direct experience in social service counseling and/or legal representation.

**To Apply:**

You can access the full job description and application [here](#).

**SPANISH SPEAKING STAFF ATTORNEY**
**NORTHWEST IMMIGRANT RIGHTS PROJECT**
**TACOMA, WASHINGTON**

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

Northwest Immigrant Rights Project (NWIRP) seeks a **Spanish-speaking attorney** to work with individuals detained at the Northwest Detention Center, a regional immigration detention facility that houses up to 1,575
detainees. The attorney will be providing legal representation and assistance to individuals in removal proceedings.

The attorney will provide legal services under the Legal Orientation Program ("LOP"), which is funded by the Executive Office for Immigration Review and managed by the Vera Institute. Through the LOP, NWIRP staff give detained individuals essential information about court procedures and available options for legal relief prior to their immigration hearing. The LOP consists of four primary components: (1) group orientations; (2) individual sessions; (3) self-help training in the form of pro se workshops; and (4) referral of cases to pro bono attorneys. Information about the LOP can be found at the Department of Justice website (http://www.justice.gov/eoir/probono/probono.htm) and the Vera Institute website (http://www.vera.org/project/legal-orientation-program).

The attorney will also provide direct representation to detained persons in removal proceedings, including representation at the Tacoma or Seattle Immigration Courts, the Board of Immigration Appeals and the Ninth Circuit court of appeals. Between the LOP and direct representation work, attorneys will be managing a high-volume workload with complex legal issues in immigration and criminal law.

Effective 1/1/2020, the beginning annual salary is $64,201 for a licensed attorney with no experience and is higher for attorneys with specific types of experience. For example, for someone with 10 years of non-profit immigration attorney experience the annual salary would be $87,624; 20 years = $103,889.

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

Commitment to Inclusivity, Equity and Representation:

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

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

Responsibilities:

- Provide direct representation to detained clients in Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security, under funding separate from LOP;
- Conduct daily presentations, workshops and consultations in Spanish and English to persons detained at the immigration detention center in Tacoma, Washington;
• Conduct self-help workshops for unrepresented detainees seeking relief from removal;
• Communicate regularly with stakeholders from Immigration and Customs Enforcement, the Tacoma Immigration Court, and Geo Group (private contractor for the facility);
• Perform administrative tasks related to LOP;
• Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and refugees;
• Engage in outreach and education in the area of immigrant rights; and
• Perform other tasks as assigned by supervisory staff.

Physical Demands:

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

Emotional Demands:

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

Skills and Qualifications:

• Law degree;
• Admission to the bar of any state in the U.S.;
• Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP’s mission, vision, and values;
• Excellent written and oral communication skills;
• Commitment to working in a diverse working environment;
• Fluent in English and Spanish;
• Strong organizational skills and ability to work independently; and
• Proficiency in use of MS Word, MS Access, and MS Excel.

To Apply:

Send cover letter, resume and references to: tacomajobs@nwirp.org with the subject “LOP Attorney - NAME”. Applications will be accepted until the position is filled, but for full consideration please apply by December 16, 2019.

STAFF ATTORNEY
NORTHWEST IMMIGRANT RIGHTS PROJECT
GRANGER OR WENATCHEE, WASHINGTON

Founded in 1984, NWIRP is a nationally recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 130 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 100
Northwest Immigrant Rights Project (NWIRP) seeks a Spanish-speaking attorney, third-year law student, or law graduate who will take the February 2020 or July 2020 bar examination to provide direct representation and community outreach and education to individuals seeking legal assistance in a variety of affirmative and defensive immigration matters.

This position is expected to be based in Eastern Washington, in either NWIRP’s Granger or Wenatchee office. These offices serve a client base consisting largely of farmworkers and either families. The selected candidate will be informed of placement no later than May 1, 2020.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; (3) self-help assistance in the form of community workshops and legal clinics; and (4) community education. The attorney will provide legal representation in various matters, but will focus on 1) defending individuals in removal proceedings; 2) representing victims of crime in applying for immigration benefits (including self-petitions, U visas, T visas, and other forms of relief); and 3) representing community members seeking immigration status through family visa petitions. The attorney may also be assigned work relating to other immigration matters as needed.

Beginning annual salary is $64,201 for a licensed attorney with no experience and is higher for attorneys with specific types of experience. For example, for someone with 10 years of non-profit immigration attorney experience the annual salary would be $87,624; 20 years = $103,889.

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

**Commitment to Inclusivity, Equity and Representation:**

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

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

- Provide direct representation to clients in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security
- Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system
- Participate in NWIRP’s fundraising efforts
- Participate in NWIRP’s outreach, community education, and development efforts
- Perform administrative tasks related to grant reporting and other requirements
- Other responsibilities may be assigned depending upon NWIRP’s needs

Physical Demands:

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

Emotional Demands:

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

Skills and Qualifications:

- Law degree
- Admission to the bar of any state in the U.S. (or awaiting results of the February 2020 bar exam OR planning to take the July 2020 bar exam)
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP’s mission, vision, and values
- Fluent in English and Spanish
- Commitment to working in a diverse working environment
- Excellent written and oral communication skills
- Strong organizational skills and ability to work independently
- Proficiency in use of MS Word and MS Excel
- The applicant must have a valid driver’s license as the position involves some travel.

To Apply:

Send cover letter, resume and references to: rij@nwirp.org with the subject “2020 RIJ Attorney - NAME”. Applications will be accepted until the position is filled, but for full consideration please apply by December 20, 2019.
PROGRAM COORDINATOR
KIDS IN NEED OF DEFENSE
EL PASO/JUAREZ, MEXICO

Background:

Kids in Need of Defense (KIND) is a global leader in the protection of unaccompanied refugee and migrant children. Launched in 2008, KIND champions a world in which every child’s rights and well-being are protected throughout their journey to safety. KIND is embarking on a new initiative in Mexico to advocate for and develop regional solutions that address the particular vulnerabilities of unaccompanied migrant children seeking protection, whether in Mexico or the United States. The KIND Mexico Initiative will work across KIND’s legal, policy, and regional program departments to increase legal orientations for unaccompanied children in transit; monitor conditions for unaccompanied children seeking access to protection at the border; provide technical assistance and training to policymakers, child welfare officials, and pro bono attorneys; and work collaboratively with Mexican and Central American partners in the public and non-profit sectors to develop a strong platform for protecting the rights of unaccompanied children across the region. The program will complement KIND’s ongoing U.S. and international efforts to strengthen global migrant child protection frameworks, build capacity, and strengthen institutions assisting children as they migrate in search of safety.

Position Purpose:

The KIND Mexico Program Coordinator will help carry out efforts to provide unaccompanied children with initial legal orientations, protection screenings, and options counseling in collaboration with civil society and government-run shelters for unaccompanied children in Mexico. Based in Ciudad Juárez, Mexico, this position will be housed in KIND’s Legal Strategy and Special Programs (SSP) team and will report to the Managing Attorney for KIND’s Mexico Initiative. The Program Coordinator will work closely with the Managing Attorney, Staff Attorney and government and NGO contacts to identify children in need of KIND’s services and conduct screenings and intakes and know-your-rights orientations to unaccompanied children. The Program Coordinator will play a key role in carrying out the administrative and data management operations of the Mexico Initiative and support attorneys in casework, research, and in coordinating meetings and trainings.

Primary Responsibilities:

May be responsible for one or more of the following:

- Provide legal, administrative, operations, and program support to the Staff Attorney, Senior Attorney, and Managing Attorney for KIND’s Mexico Initiative;
- Together with the Staff Attorney and Managing Attorney, build relationships with civil society partners and government contacts, in order to identify and access children in need of KIND’s services in shelters and encampments;
- Conduct know-your-rights presentations to children in shelters, together with, or under the guidance of the Staff Attorney and Managing Attorney;
- Help create child-friendly guidance documents and presentations to inform children of their rights;
- Develop streamlined systems and processes for tracking and managing data related to case referrals;
- Communicate with children and families referred for KIND’s services;
- Conduct intake meetings with children identified in need of services;
- Help prepare documents, forms, and case files for children assisted through the initiative;
- Assist attorneys with case preparation, including drafting declarations or country conditions research, as needed;
• Coordinate logistics for and orient groups of KIND’s legal services staff and pro bono volunteers deployed on a temporary basis to Mexico to assist in carrying out the functions the project;
• Ensure timely and efficient referrals to other legal service providers or KIND field offices, and transmit relevant case files and documents;
• Use KIND’s case management database to create, run and modify metrics reports and case audits, and provide time sensitive numerical and qualitative information to the management team;
• Assist with editing and/or translating Spanish language documents;
• Collaborate with the Social Services team and other social services networks to support children in need of non-legal services;
• Assist the Managing Attorney with tracking team budget and expenditures.

Minimum Requirements:

• Spanish and English fluency (written and oral) required;
• Minimum education required: Bachelor’s degree;
• At least 1 year of experience working with children, preferably immigrant and refugee children, or experience working with migrant populations, survivors of abuse, human trafficking, or other trauma;
• Ability to work collaboratively, and preferably, prior experience working with attorneys, law firms, or other legal service providers;
• A strong record of cultural competence and cross-cultural communication skills; professional experience in Latin America preferred;
• Experience or familiarity with immigration and/or family law and immigration authorities highly preferred;
• Highly adept with Microsoft Office Suite, particularly Microsoft Excel, Outlook, Skype, and Word;
• Experience and facility with numbers, data management and databases;
• Experience with office organization and management, particularly in legal settings;
• Excellent organizational skills and attention to detail;
• Excellent written and oral communication skills, and experience with conducting presentations;
• Ability to handle discreet, sensitive, and confidential information appropriately and exercise judgement in a fast-paced environment.

Physical Demands and Work Environment:

Ability to work within an office environment, have regular interaction via telephone, video, and email with KIND’s national team and have regular interaction with partners and stakeholders on both sides of the U.S.-Mexico border. Additional travel may also be required for conferences, retreats, or other professional development opportunities within the U.S. or Mexico.

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.
Background:

Kids in Need of Defense (KIND) is a global leader in the protection of unaccompanied refugee and migrant children. Launched in 2008, KIND champions a world in which every child’s rights and well-being are protected throughout their journey to safety. KIND is embarking on a new initiative in Mexico to advocate for and develop regional solutions that address the particular vulnerabilities of unaccompanied migrant children seeking protection, whether in Mexico or the United States. The KIND Mexico Initiative will work across KIND’s legal, policy, and regional program departments to increase legal orientations for unaccompanied children in transit; monitor conditions for unaccompanied children seeking access to protection at the border; provide technical assistance and training to policymakers, child welfare officials, and pro bono attorneys; and work collaboratively with Mexican and Central American partners in the public and non-profit sectors to develop a strong platform for protecting the rights of unaccompanied children across the region. The program will complement KIND’s ongoing U.S. and international efforts to strengthen global migrant child protection frameworks, build capacity, and strengthen institutions assisting children as they migrate in search of safety.

Position Purpose:

The Staff Attorney for KIND’S Mexico Initiative will engage in cross-border efforts to provide unaccompanied children with initial legal orientations, protection screenings, and options counseling in collaboration with civil society and government-run shelters for unaccompanied children. Based in Ciudad Juárez, Mexico, the Staff Attorney will work alongside a Managing Attorney and Program Coordinator and will focus primarily on identification, screenings and intake, options counseling, and know-your-rights orientations to unaccompanied children. The Staff Attorney will help build engagement and coordination with local coalitions of service providers. S/he may plan and assist in overseeing the activities of bono attorneys and other volunteers deployed to the border to assist in protecting the rights of unaccompanied children attempting to access protection. This position will be housed in KIND’s Legal Strategy and Special Programs (SSP) team and will report to the Managing Attorney.

Primary Responsibilities:

May be responsible for one or more of the following:

- Ensure that unaccompanied children residing in shelters and other facilities in Mexico have access to know-your-rights orientations;
- Ensure that particularly vulnerable children are screened for protection needs and relief and that pertinent referrals for services are made to NGO and other partners, in addition to pursuing protection strategies;
- Build relationships across the border with other legal and community organizations supporting unaccompanied children, identifying gaps in services where KIND’s expertise can supplement existing programs;
- Undertake direct legal counsel functions, including: legal research and formulating the legal strategy for individual cases; conducting client interviews; and appearing before immigration agencies as needed;
- Monitor treatment of unaccompanied Mexican children and compliance with their rights under U.S. law, advocating where possible for full access to protection under U.S. law;
- Document conditions of care, access to counsel and other activities affecting unaccompanied children at the U.S.-Mexico border as needed;
• Coordinate with KIND’s U.S. field offices to ensure continuity of representation where possible;
• In cases where KIND is not in a position to represent an unaccompanied child, work with the Program Coordinator and KIND’s Senior Director for Pro Bono Partnerships and other Legal Services team colleagues to refer the case to other service providers;
• Conduct presentations and trainings on U.S. law regarding unaccompanied children for a broad range of stakeholders on both sides of the U.S.-Mexico border;
• Help ensure cross-component collaboration with KIND’s Policy and Advocacy and Communications teams and Regional team;
• Attend meetings, conferences, and other events as a representative of KIND;
• Ensure entry of timely, accurate, and detailed case data into KIND’s case management systems
• Support reporting and grant proposals as needed;
• As needed, supervise Paralegals, Program Assistants, Program Coordinators, interns, and/or other non-legal staff.

Minimum Requirements:

• J.D. or equivalent from accredited U.S. or Mexican law school and admission to the bar in at least one U.S. state or territory and/or Mexico (cédula profesional or equivalent);
• 2+ years of experience practicing immigration law required, including representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas, or similar protections under Mexican law;
• Experience working with legal staff or volunteers preferred;
• 2+ years of experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
• Exposure to or familiarity with Mexican immigration system and child welfare laws preferred;
• A strong record of cultural competence and cross-cultural communication skills. Experience communicating with Mexico- or Latin-America-based officials and NGO partners preferred;
• Demonstrated writing and public speaking/training skills;
• Ability to take initiative, multi-task, and work independently;
• Ability to handle discreet, sensitive, and confidential information appropriately and exercise judgement in a fast-paced environment;
• Ability to be flexible and adapt to frequently changing circumstances, policies, and conditions affecting this dynamic work;
• Spanish and English fluency (written and oral) required. Familiarity with Mexican and Central American legal documents and vocabulary highly preferred.

Physical Demands and Work Environment:

Ability to work within an office environment, have regular interaction via telephone, video, and email with KIND’s national team and have regular interaction including meetings with partners and stakeholders on both sides of the U.S.-Mexico border. Additional travel may also be required for conferences, retreats, or other professional development opportunities within the U.S. or Mexico.

To Apply:

Applications, including a cover letter, resume, salary requirements 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.

SENIOR STAFF ATTORNEY
DISABILITY RIGHTS ADVOCATES
BERKELEY, CALIFORNIA

Disability Rights Advocates (DRA), a non-profit, civil rights law firm, seeks a dynamic and motivated litigator who shares our vision of creating a society that strives toward justice and fairness for all. Ideal candidates have at least eight years’ experience in all aspects of complex, class action litigation, along with outstanding professional credentials. This position opening is in DRA’s Berkeley, CA office.

DRA advances equal rights and opportunities for people with a wide range of disabilities through high-impact litigation utilizing federal, state, and local disability law. With offices in New York, California and Chicago, DRA fights for equal access and dramatic improvements for people with disabilities in all areas of life: technology, health care, employment, transportation, education, voting, juvenile justice, and housing. With a high success rate for over 26 years and more than 500 cases, DRA continues to take on significant and novel cases to achieve a meaningful impact for people with disabilities across the nation.

Core Responsibilities:

- Successfully handle complex class action suits, individually or as part of a team, through all stages of litigation, including written discovery, depositions, motion practice, brief writing, oral argument and client management
- Serve in a lead role in investigations and case development, including, factual research, legal research, site visits, and client development
- Competently carry out all aspects of settlement negotiations, including drafting mediation statements, settlement agreements and representing clients in negotiation sessions and conferences
- Assist with appellate and trial work as needed
- Support and engage in DRA’s fundraising, outreach and communication efforts

Qualifications:

- 8+ years’ experience and demonstrated success litigating civil rights oriented lawsuits
- Excellent writing and oral advocacy skills
- Knowledge of legal principles and practices related to high impact or class action litigation
- Self-directed with strong initiative, efficient time management, follow through, and flexibility around changing priorities and deadlines
- Connection to disability or passion for our mission desirable, but extensive disability law experience not necessary
- An active license in good standing with the CA Bar
- Spanish language fluency desirable

For more information on DRA’s mission and impact visit [www.dralegal.org](http://www.dralegal.org)
Compensation:

DRA offers a competitive salary with comprehensive benefits including medical, dental, and vision insurance with 100% paid employee premiums, 401(k) with company contribution, generous holiday and paid time off benefits, and additional health and commuter benefits.

How to Apply:

Please send the following to jobs@dralegal.org with CA Senior Staff Attorney as the subject:

- Cover letter (including how you learned about this job opening)
- Resume
- Three professional references (at least two direct supervisors)
- A list of the major cases you have worked on and a description of your role
- A writing sample (no more than 3-5 pages)

DRA is an Equal Opportunity Employer (EOE) and values diversity. Applicant are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability, veteran status, genetics, or any other category protected under the law.

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.

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**DEPUTY DIRECTOR OF PROGRAM POLICY AND LITIGATION 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 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.
- JD 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.
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.

Apply at: https://recruiting.paylocity.com/recruiting/jobs/Apply/185124/National-Center-ForYouth-Law/Senior-Attorney—Immigration

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

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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.

  o Required to sit for long periods of time.
  o Infrequent light physical effort required
  o 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.

  o Ability to do detailed work with high degree of concentration
  o 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/bcf598f-ee5e-4deb-a159-2b68f9eaaf7d/OpportunityDetail?opportunityId=d06f5e82-b9a3-4b5e-bf9f-80bbd3319772

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 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.

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.
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:

Avidheh 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.

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:

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