**LEGAL POSITIONS**

<table>
<thead>
<tr>
<th>Position</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Attorney, Pro Bono Resource Center of Maryland</td>
<td>2</td>
</tr>
<tr>
<td>Counsel, Democratic Senator on the Judiciary Committee</td>
<td>4</td>
</tr>
<tr>
<td>Legal Director, Muslim Advocates</td>
<td>4</td>
</tr>
<tr>
<td>Staff Attorney, DV LEAP</td>
<td>6</td>
</tr>
<tr>
<td>Executive Director, Christian Legal Aid of the District of Columbia</td>
<td>7</td>
</tr>
<tr>
<td>Legal Associate, Legal Counsel for the Elderly</td>
<td>10</td>
</tr>
<tr>
<td>Staff Attorney, Employment/Immigration, CASA De Maryland</td>
<td>12</td>
</tr>
<tr>
<td>Attorney, Office of the Law Revision Counsel</td>
<td>14</td>
</tr>
<tr>
<td>Managing Attorney, FreeState Justice</td>
<td>15</td>
</tr>
<tr>
<td>Bilingual Staff Attorney, Whitman Walker</td>
<td>17</td>
</tr>
<tr>
<td>Staff Attorney, Tzedek DC</td>
<td>20</td>
</tr>
<tr>
<td>Direct Representation Attorney, Kids In Need of Defense</td>
<td>22</td>
</tr>
<tr>
<td>Staff Attorney, Maryland Volunteer Lawyers Service's</td>
<td>23</td>
</tr>
<tr>
<td>Legislative Analyst/Counsel, Office of Councilmember Elissa Silverman</td>
<td>25</td>
</tr>
<tr>
<td>Government of the District of Columbia</td>
<td>25</td>
</tr>
<tr>
<td>Director of the Criminal Defense Clinic, Rising for Justice</td>
<td>27</td>
</tr>
<tr>
<td>Legislative Policy Analyst/Counsel, National Women’s Law Center</td>
<td>29</td>
</tr>
<tr>
<td>Counsel for Reproductive Rights and Health, National Women’s Law Center</td>
<td>31</td>
</tr>
<tr>
<td>Attorney, Office of Professional Responsibility, U.S. Department of Justice</td>
<td>32</td>
</tr>
<tr>
<td>Staff Attorney, Legal Aid Society of the District of Columbia</td>
<td>34</td>
</tr>
<tr>
<td>JD/BAR NOT REQUIRED</td>
<td>36</td>
</tr>
<tr>
<td>Public Policy Analyst, National Disability Rights Network</td>
<td>36</td>
</tr>
<tr>
<td>Senior Staff Member, House Democratic Policy and Communications Committee</td>
<td>37</td>
</tr>
<tr>
<td>Legislative Director, Midwest Republican Office</td>
<td>37</td>
</tr>
<tr>
<td>Operations Manager, Amara Legal Center</td>
<td>38</td>
</tr>
<tr>
<td>Grants Manager, DC Bar Foundation</td>
<td>39</td>
</tr>
<tr>
<td>Policy Advisor, Third Way’s Climate and Energy Program</td>
<td>41</td>
</tr>
<tr>
<td>Senior Counsel/Professional Staff, Senate Democratic Ranking Member</td>
<td>43</td>
</tr>
<tr>
<td>Counsel, Committee on Homeland Security and Governmental Affairs Minority Senator</td>
<td>44</td>
</tr>
<tr>
<td>Legislative Director, Midwest Republican</td>
<td>43</td>
</tr>
</tbody>
</table>
LEGAL POSITIONS

ATTORNEY

PRO BONO RESOURCE CENTER OF MARYLAND

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly organized and self-motivated attorney to join its team. The staff attorney will assist in PBRC’s Home Preservation Project (HPP) and Courtroom Advocacy Project (CAP) in implementing PBRC’s consumer law, tenant advocacy, and estate planning initiatives.
Organization:

Pro Bono Resource Center of Maryland, Inc. (PBRC) is the statewide clearinghouse of volunteer legal services. As the “pro bono arm” of the Maryland State Bar Association, its mission is to promote equal access to justice by coordinating and supporting volunteer civil legal services, providing resources and support for legal advocates for the poor, and promoting cooperation within the legal community. PBRC focuses on the recruitment and training of volunteer lawyers to assist vulnerable populations in our state, and also facilitates the incubation of new pro bono projects targeting the most critical legal needs of the community.

Primary Responsibilities:

Recruit, train, mentor, and develop relationships with volunteer attorneys participating in HPP and CAP clinics and handle a low volume of in-house cases from the Project. Provide legal services to tenants, consumers, and seniors at pro bono clinics. Place and monitor cases being handled by volunteer attorneys. Coordinate coverage of in-house cases in consultation with CAP and HPP Director and project staff attorneys. Ensure accurate data collection for Project clients and strive to meet Project performance measures. Maintain accurate records for Project and contribute to grant applications and reports as assigned. Collaborate with Project partners, other legal services organizations, and community organizations. Participate in advocacy, stakeholder, and coalition meetings as well as other collaborative groups as assigned.

Status:

Full time exempt position. Competitive salary, dependent on experience, and excellent benefits. Position to start as soon as possible.

Qualifications:

- Admission to the Bar in the state of Maryland
- Must be available some evenings and weekends when community clinics occur
- Excellent written and verbal communication skills and strong public speaking ability
- Ability to work well with a variety of people, including other staff, volunteers, clients, public interest organizations, governmental entities, Board members, and donors
- Strong attention to detail and excellent organizational and record-keeping skills
- Strong commitment to helping the community and ensuring equal access to justice.

Applications Must Include:

- Cover letter
- Resume
- References

To Apply:

Email cover letter, resume and references to:

Sharon Goldsmith, sgoldsmith@probonomd.org; Write “Staff Attorney” in subject line. NO PHONE CALLS PLEASE.
**COUNSEL**  
**DEMOCRATIC SENATOR ON THE JUDICIARY COMMITTEE**

Democratic Senator on the Judiciary Committee seeks a Counsel to join his legal team. Experience with and knowledge of issues including criminal justice reform, civil rights, privacy and civil liberties, immigration, constitutional law, the Department of Justice and its grant programs, bankruptcy, intellectual property, and/or antitrust strongly preferred. Responsibilities include planning legislative strategy, building coalitions, preparing for hearings, and writing memos, speeches, and talking points. Interested applicants must have a record of leadership and initiative. The position requires strategic thinking, the ability to work both independently and on a team, and outstanding oral and written communication skills. Ideal candidates must be able to work under pressure in a fast-paced environment, as well as have a firm sense of ethics and progressive values. Constituent outreach and engagement are important components of the job. J.D. is required. The ideal candidate will have five years or more post-law school experience. Delaware ties are a strong plus.

Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number (225529) in the subject line.

**LEGAL DIRECTOR**  
**MUSLIM ADVOCATES**

Muslim Advocates provides expert representation in the courts, the policy making process, and in the public dialogue so that American Muslims and all people can live free from discrimination. We litigate, educate, and advocate to uphold our country’s promise of equal treatment under the law for all Americans — and we get results. We are a big tent organization that recognizes the rich and full diversity of the American Muslim community in race, sex, place of birth, ability, income, education, gender identity, sexual orientation, sect of worship and level of religiosity.

Muslim Advocates is a national civil rights organization working in the courts, in the halls of power, and in communities to halt bigotry in its tracks. Muslim Advocates seeks a creative, strategic, and experienced litigator to join our dynamic and growing team as Legal Director. The position will be based in our Washington, DC office.

Muslim Advocates utilizes legal advocacy, policy engagement and civic education to protect and defend the rights of American Muslims and other vulnerable populations. Our focus includes challenging discriminatory laws and policies, holding hate groups accountable, and ensuring that Americans can go about their everyday lives free from hate and discrimination. Muslim Advocates also continues to serve as a legal resource for educating American Muslims about the law and their rights and promoting their full and meaningful participation in American public life.

The legal director will play a leadership role in developing legal advocacy strategies and supporting the legal team in pursuit of our mission and priorities.

**Roles and Responsibilities:**

- Thought leader on legal and advocacy strategies to protect the rights of American Muslims and other vulnerable communities.
- Effectively builds and maintains a high-impact litigation docket that achieves Muslim Advocates goals.
- Supervises, trains and supports the development of the legal team (attorneys, fellows, assistants, interns) through all phases of litigation, including community education and outreach, identifying clients, case development, drafting pleadings and briefs, engaging in all aspects of discovery, and oral arguments on pretrial and appellate matters.
• Build, manage and maintain relationships with clients, affected communities, law firms, law schools/legal clinics, allied legal groups, and other key stakeholders to advance the legal advocacy work.
• Speak and represent Muslim Advocates in the media and at public events and meetings with key stakeholders.

Qualifications:

In short, we are seeking candidates who are thoughtful and skilled litigators, detail-oriented, problem-solvers; candidates must also be aligned with our urgent mission of fighting for freedom, justice, and equality for all. To be successful in this position, you will excel in the following areas:

• Solid track record of litigation experience, including developing cases, federal appellate and trial/pretrial experience, and zealous advocacy with meaningful results.
• Experience managing staff, including supporting development of attorneys and other legal professionals and promoting collaboration within and across teams, to meet impactful goals and objectives.
• Commitment to the Muslim Advocates mission and to civil rights challenges facing the diversity of American Muslim communities.
• Relationship-oriented (to build relationships with clients and key external stakeholders).
• Strong written and verbal communications skills
• Can set a vision and goals and strategies to meet that vision
• Brings energy, creativity, initiative and entrepreneurial temperament to build growing team and body of work

In addition, candidates should have a J.D. from an accredited university; 8+ years of professional experience is preferred (though not required). Candidates should be admitted in good standing to the bar of any state and/or the District of Columbia. Candidates should be fluent in oral and written English (other languages are a plus). Candidates should be willing and able to travel as the demands of the position would require.

Muslim Advocates is proud to be an equal opportunity employer. People of color, individuals from diverse faith (or no faith) backgrounds, women, people with disabilities, and LGBTQ candidates are strongly encouraged to apply.

Compensation & Benefits:

Muslim Advocates offers a generous and competitive salary and benefits package, commensurate with experience.

How to Apply:

Interested candidates should apply online through this link: https://muslimadvocates.applytojob.com/apply/R4jzetthXQ/Legal-Director.

Please be sure to upload the following materials with your application: (1) a cover letter specifying the candidate’s interest in working with Muslim Advocates and their skills and relevant experience; (2) a resume; (3) a list of three references; and (4) a 5 – 10 page legal writing sample

Applications will be considered on a rolling basis and accepted until the position is filled.

For more information about Muslim Advocates, visit: www.muslimadvocates.org.
Additional Salary Information: Muslim Advocates offers a generous and competitive salary and benefits package, commensurate with experience.

**STAFF ATTORNEY**  
**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](http://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 closes 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
EMPLOYMENT/IMMIGRATION
CASA DE MARYLAND

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, bilingual 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.

Apply Here: https://wearecasa.org/join-us/.

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 stepping-stone 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.

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

Primary Essential Duties:

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

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

- The Bilingual Staff Attorney I Immigration will perform a variety of tasks, including client intake and counseling; investigation and analysis of cases; legal research; direct representation of clients in our practice areas.
The Bilingual Staff Attorney I Immigration will train and mentor volunteer attorneys; prepare training and resource materials; oversee volunteer-staffed legal clinics; engage in public speaking to client, provider, and volunteer groups; and coordinate and participate in other community outreach activities.

The Bilingual Staff Attorney I Immigration will assist the Legal Services Director, Supervising Attorney, and Operations Manager with various aspects of program administration.

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

**Budget Responsibilities:**

None

**Management Responsibilities:**

None

**Knowledge, Skills, and Talents Required:**

- Applicants must be fluent in Spanish, both written and oral.
- Applicants must have a commitment to working with people living with HIV; persons of diverse sexual orientations, gender identities, racial and ethnic backgrounds, and low-income clients.
- Applicants should have a sense of humor, a strong work ethic, a demonstrated ability to work well with others in stressful situations, and excellent oral and written communication skills.
- The standard workweek is 37.5 hours, Monday to Friday, although attorneys frequently manage or attend work events in the evenings and occasionally on weekends and balance these hours through a flexible work schedule. The flexibility to attend meetings and oversee legal service clinics in the evening is essential.
- This job is dependent on grant funding that is currently secured only through September 30, 2020; as a result, employment beyond September 30, 2020 is not guaranteed for this position.

**Education and Experience Required:**

- Applicants must have a demonstrated commitment to immigration law through past professional or educational experience with immigration casework.
- Applicants must have a law degree from an accredited law school and be admitted to practice in the District of Columbia or eligible for immediate admission to become a member of the DC Bar.
- Admission to the Virginia and/or Maryland Bar is a strong plus.

**Working Conditions:**

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

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

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

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

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

**STAFF ATTORNEY**

_TZEDEK DC_

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

**Position Tasks and Duties:**

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

**Preferred Qualifications:**

The ideal candidate will possess the following qualifications:
• 1-5 years’ legal experience, including experience in direct legal services for low-income clients. Those with legal experience in crime victims’ rights enforcement and victim service are strongly encouraged to apply. Particular experience working with survivors of trauma is preferred as financial abuse often accompanies intimate partner violence.

• A demonstrated commitment to public interest work, particularly for civil legal services, including but not limited to, consumer matters, debt matters, or issues relating to victims of crime.

• A commitment to serving low-income clients.

• Strong academic performance, including excellent research and writing skills

• Strong communication (written and oral), interpersonal, and organizational skills

• An ability to provide culturally competent legal assistance clients.

• An ability to work collaboratively in a variety of contexts and with multiple organizations to facilitate comprehensive services to clients, but also an ability to work independently.

• Law school clinic, externship, summer or other relevant practice experience a plus

• A combination of organizational, substantive and relationship-building skills, flexibility, and a sense of humor to thrive in a fluid environment.

• Spanish and/or Amharic skills preferred (but not required).

• Admission to the DC bar.

Salary and Other Support:

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

Application Instructions:

The application should include

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

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

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

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

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

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**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.

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

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

Job Description:

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

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

Required Qualifications:

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

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

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

Preferred Qualifications:

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

Grade Specific Qualifications:

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

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

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

Travel:

Occasional travel is sometimes necessary.

Application Process:

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

No telephone calls please.

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

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

Application Deadline:
This vacancy is open until filled.

STAFF ATTORNEY
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:**

The National Disability Rights Network (NDRN) is seeking a public policy analyst. NDRN is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) For Individuals with Disabilities. NDRN provides training and technical assistance, legal support, and legislative advocacy, working to create a society in which people with disabilities are afforded equality of opportunity and are able to fully participate in exercising choice and self-determination.

**Responsibilities:**

- Direct work on capitol hill;
- Representation of NDRN on task forces, committees, and coalitions;
- Communication with members of congress, public officials, and the public;
- Ongoing development and dissemination of public policy/legislative resource materials to NDRN membership; and
- Other duties designed to enhance the P&A and CAP systems.

**Qualifications:**

- Bachelor’s degree and/or experience equivalent to a four-year college degree in public policy, legal or disability-related field.
- Extensive experience working with members and congressional staff, especially concerning the appropriations process.
- An understanding of federal disability policy, legislation, and issues. Knowledge of criminal and juvenile justice, housing, or transportation policy preferred.
- Demonstrated ability to communicate effectively both orally and in writing. Experience in making public presentations in formal and informal settings preferred.
- Ability to research and analyze issues and facilitate the development of creative solutions.
- Strong interpersonal skills including but not limited to sensitivity to other people and the ability to work effectively in coalition with other groups.
- Ability to work well in a team environment.
- Demonstrated administrative skills and familiarity with Microsoft office programs (Outlook, Word, Access, Excel, and PowerPoint).
- Demonstrated commitment to the potential contributions of individuals with disabilities and to efforts to make possible the realization of that potential.

**Benefits and Compensation:**

Excellent benefits. Salary $60,000 – $70,000 per year depending upon experience.
To Apply:

Please submit a cover letter explaining your interest and resume via e-mail to eric.buehlmann@NDRN.org, with the subject line “NDRN Public Policy Analyst” by Wednesday, January 8, 2020. No phone calls, please.

NDRN is an equal opportunity/affirmative action employer.

Persons with disabilities are encouraged to apply.

SENIOR STAFF MEMBER
HOUSE DEMOCRATIC POLICY AND COMMUNICATIONS COMMITTEE

The House Democratic Policy and Communications Committee (DPCC) seeks a senior staff member to join a dynamic leadership office team. This position will work with the Executive Director to design and execute strategies that advance the message priorities and values of the House Democratic Caucus; Assist with planning and execution of regular message meetings for Members and staff; Engage in outreach to Democratic offices and provide support with message strategies and communications planning; Assist with daily tasks and long-term planning as needed. Successful candidates will be creative self-starters, come with ideas and have experience planning meetings and events. They will be organized, politically astute and able to collaborate with others in a tight-knit, fast-paced environment. Familiarity with the House and an understanding of the priorities and values of the House Democratic Caucus, as well as previous experience interacting with elected officials required. Communications experience preferred. The position will report to the executive director of the DPCC and work collaboratively with Chair and Co-Chair staff and other leadership staff. Nontraditional work hours are expected.

We are equal opportunity employers; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

Qualified applicants should email a cover letter and resume to jobs.DPCC@mail.house.gov with “DPCC Senior Advisor” in the subject line.

LEGISLATIVE DIRECTOR
MIDWEST REPUBLICAN OFFICE

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, detail 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.
OPERATIONS MANAGER
AMARA LEGAL CENTER

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

Role Overview:

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

Required Qualifications:

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

Desired Qualifications:

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

Duties:

Office Management

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

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

Financial

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

Strategic Development

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

Annual Salary and Benefits:

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

To Apply:

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

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

GRANT MANAGER
DC BAR FOUNDATION

The DC Bar Foundation (DCBF), a 501(c)(3) organization established in 1977, funds, supports, and improves legal representation for the poor, vulnerable, and otherwise disadvantaged in DC, and we are committed to the vision that residents of the District have equal access to justice, regardless of income. We provide grants,
training, and technical assistance to DC legal aid organizations and award loans to DC poverty lawyers to help with their educational debt.

The Foundation is located in the WeWork community on M Street in SE Washington DC, right next to the Navy Yard/Ballpark Metro Station (green line).

The Position:

DCBF seeks a Grants Manager to play the critical role of ensuring effective operations and alignment with grants management best practices, while supporting implementation of the Foundation's strategic plan. This individual will be responsible for contract management and operational management of DCBF's programs. In addition, the Grants Manager will collaborate with Programs Officers to execute the full lifecycle of DCBF's grantmaking.

The Primary Responsibilities Include, But Are Not Limited To, The Following:

- Serve as system owner for the grants management database (Blackbaud Grantmaking)
- Manage all components of the grantmaking processes
- Manage Loan Repayment Assistance Program (LRAP)
- Maintain grant application forms, reporting forms, templates, and reporting dashboards
- Provide technical assistance to current and prospective grantees for application and report submissions into the grants management system
- Update grants database and perform ongoing quality control to ensure data integrity
- Manage team accountability related to workflows, deadlines, and grant lifecycles
- Work with Programs Officers to structure, standardize, and implement the grantmaking processes, while revising documentation in the grants management manual
- Stay abreast of philanthropic trends
- Provide administrative support to the Director of Programs

Minimum Requirements:

- Strong knowledge of administrative policies and practices
- Working knowledge of the content arena and databases
- Proficient in Microsoft Office Suite; Expert with Excel (including pivot tables and custom reporting) and PowerPoint

The Ideal Candidate Will Also Possess The Following Qualities:

- Exceptional attention to detail and desire to ensure accuracy when performing routine tasks
- Strong organizational and problem-solving skills
- Customer-service orientation, and eagerness to support the Foundation’s vision and mission
- Ability to think both strategically and analytically
- Ability to manage workflows and processes for different programs at the same time
- Excellent written and verbal communication skills with the ability to convey information accurately and listen effectively
- Ability to work efficiently with a team and independently
- Entrepreneurial spirit, curiosity, and willingness to take on projects that will support learning across the team
- Comfortable in a fast-moving, ever-changing environment
Compensation Package:

- Salary commensurate with market and experience
- Generous health coverage including paid medical, dental, vision, life and disability insurance
- Health Flexible Spending Account
- 401(k) retirement plan with matching contribution
- 12 paid holidays per year, plus annual office closing between Christmas and New Year's
- 15 days of paid vacation
- Accrued sick leave
- Transportation subsidy

How to Apply:

Candidates should submit a resume and cover letter with salary requirements. To apply, please visit the link below:

ADA/EEO Statement:

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

The DC Bar Foundation provides equal employment opportunity to all individuals. We do not discriminate on the basis of race, religion, sex, age, national origin, veteran status, disability, or any other characteristic protected by state, federal, or local law.

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
DEVELOPMENTAL 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.

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.
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, backgrounders, 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
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 out 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.
FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

SPITZER HOMELESS SERVICES ADVOCACY FELLOWSHIP
WASHINGTON LEGAL CLINIC FOR THE HOMELESS

The Washington Legal Clinic for the Homeless seeks to hire an attorney who shares our vision of a just and inclusive community for all residents of DC, where housing is a human right and where every individual and family has access to the resources they need to thrive.

The Legal Clinic’s mission is to use the law to make justice a reality for our neighbors who struggle with homelessness and poverty. Combining community lawyering and advocacy to achieve our clients’ goals, our staff and network of over 150 volunteer attorneys provide low barrier legal services at intake sites throughout DC, helping our clients access housing, shelter, and other vital supports and services. Rooted in the experience of this client work, we blend system reform efforts, policy advocacy, client engagement and community education to advocate for long term improvements in programs that serve the homeless and low-income community.

The Legal Clinic’s Spitzer Homeless Services Advocacy Fellowship, established with the generous support of the Bernard and Anne Spitzer Charitable Trust, is a full-time opportunity for an attorney who has between two and six years of practice experience and who is committed to housing justice and civil rights in the District of Columbia. The Fellow will work on promoting policy, budget and programmatic solutions that will lead to positive change in DC’s homeless services system, including its shelter and Rapid Rehousing programs. The Fellow also will participate in our Attorney of the Day program to field emergency calls and maintain a small caseload of shelter cases, including disability rights cases, so that the Fellow’s advocacy will be informed by client experiences. The Fellow’s tenure will run through the end of 2021.

We Are Looking For An Attorney To Join The Legal Clinic Who:

- is committed to social justice;
- values client voice and leadership and recognizes the importance of connecting with community embers, organizers and community-based organizations in developing advocacy positions and strategies;
- has experience working on issues related to homelessness, civil rights and poverty;
- is comfortable being part of an organization that takes unpopular positions if justice demands that we do so.

Our Ideal Candidate Will Have:

- two - six years legal experience, preferably in a public interest setting;
- knowledge of DC government and resources;
- DC Bar membership or licensure in another state and ability to waive into DC.

The successful candidate will be comfortable working in a small, non-profit environment, both independently and as part of a team.

Salary:

Salary range begins in the $60k’s and depends upon experience.
The Legal Clinic offers excellent benefits. Applicant may be eligible for loan repayment assistance through the DC Bar Foundation.

**Timing:**

The fellowship will commence as soon as possible after January 1, 2020 and conclude at the end of December 2021.

**To Apply:**

Please send a cover letter, resume, writing sample, names of three references via email to job@legalclinic.org and note "Spitzer Homeless Services Fellow" in the subject line.

We are looking for thoughtful, personalized cover letters that demonstrate qualifications and interest in working to build a more just community. Applications will be reviewed on a rolling basis until the position is filled.

WLCH values inclusion and diversity in staffing. People of color and individuals from other underrepresented communities are strongly encouraged to apply.

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**SUMMER LAW STUDENT INTERNSHIPS**

**LEGAL AID THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia is D.C.’s oldest and largest general civil legal services organization. Since 1932, Legal Aid lawyers have been making justice real – in individual and systemic ways – for persons living in poverty in the District.

Legal Aid primarily provides direct client representation in the areas of housing law, domestic violence and family law, public benefits law, and consumer law. We also help clients prevent legal problems through outreach and education and assist clients in resolving their own disputes with advice and other brief assistance. In addition, when issues that have an impact beyond an individual client are identified, we often seek a structural solution, a change in the law, or a reform of government practice.

**Internship Description:**

Law student interns are assigned to one of Legal Aid’s practice units. Applicants should express in their cover letter a preference to work with one or more of these practice units:

**Housing/Landlord and Tenant Law** – preventing eviction, addressing housing code violations and preserving affordable housing

**Public Benefits Law** – obtaining access to health care, Social Security Disability Insurance/Supplemental Security Income, and other available public benefits

**Domestic Violence and Family Law** – securing safety from domestic violence and achieving family stability through custody arrangements and support orders

**Consumer Law** – preventing foreclosure and abusive debt collection practices
Interns assist Legal Aid attorneys in representing clients in D.C. Superior Court proceedings and before public agencies. They have the opportunity to interact with clients and may attend client meetings, hearings, trials and administrative proceedings. Typical assignments include factual investigation, legal research and writing, drafting of pleadings, and hearing/trial preparation.

Law students also may apply to work with the Barbara McDowell Appellate Advocacy Project which pursues an anti-poverty agenda and litigates cases before the D.C. Court of Appeals. The appellate internship involves intensive legal research and writing.

**Application:**

To apply, please email a cover letter, resume, writing sample and transcript (unofficial) to Kareine Johnson, Staff Attorney, at intern@legalaiddc.org. Summer interns are expected to work full time for a minimum of 10 1/2 weeks.

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**PAID LAW CLERK
MARYLAND LEGAL AID**

Maryland Legal Aid has a paid law clerk position in our Prince George's County Office for the spring semester (with the option to extend to the summer if mutually desirable). It is with the General Unit, which handles housing, consumer, domestic, and public benefits cases. Paid clerks can work up to 15 hours per week. Duties include client intake, legal research, assisting attorneys with litigation, drafting memos, accompanying advocates to court, etc.

Candidates should send me their resumes and cover letters by close of business on Friday, January 10th to Sabrina B. Wear, Supervising Attorney, at swear@mdlab.org. These positions are not available to law school graduates or licensed attorneys, only those still enrolled in law school.

**ACADEMIC YEAR LAW STUDENT INTERNSHIPS
THE LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia is D.C.’s oldest and largest general civil legal services organization. Since 1932, Legal Aid lawyers have been making justice real – in individual and systemic ways – for persons living in poverty in the District.

Legal Aid primarily provides direct client representation in the areas of housing law, domestic violence and family law, public benefits law, and consumer law. We also help clients prevent legal problems through outreach and education and assist clients in resolving their own disputes with advice and other brief assistance. In addition, when issues that have an impact beyond an individual client are identified, we often seek a structural solution, a change in the law, or a reform of government practice.

**Internship Description:**

Law student interns are assigned to one of Legal Aid’s practice units. **Applicants should express in their cover letter a preference to work with one or more of these practice units:**

**Housing/Landlord and Tenant Law** – preventing eviction, addressing housing code violations and preserving affordable housing
Public Benefits Law – obtaining access to health care, Social Security Disability Insurance/Supplemental Security Income, and other available public benefits

Domestic Violence and Family Law – securing safety from domestic violence and achieving family stability through custody arrangements and support orders

Consumer Law – preventing foreclosure and abusive debt collection practices

Interns assist Legal Aid attorneys with representing clients in D.C. Superior Court proceedings and before public agencies. Interns interact with clients and may attend client meetings, hearings, trials and administrative proceedings. Typical assignments include factual investigation, legal research and writing, drafting of pleadings, and hearing/trial preparation.

Law students also may apply to work with the Barbara McDowell Appellate Advocacy Project which pursues an anti-poverty agenda and litigates cases before the D.C. Court of Appeals. The appellate internship involves intensive legal research and writing.

Application:

Please email a cover letter, resume, writing sample and transcript (can be unofficial) to Kareine Johnson, Staff Attorney, at intern@legalaiddc.org. Academic year interns (Fall or Spring term) are expected to work a minimum of 12 hours per week throughout the semester, to be arranged according to their class schedules.

SPRING 2020 INTERNS
OFFICE OF CONGRESSWOMAN SUSIE LEE

The Office of Congresswoman Susie Lee is seeking full-time, unpaid Spring 2020 interns for our Washington, D.C. office. Responsibilities will include drafting memos and constituent letters, assisting legislative staff with research, answering phones, managing the front office, giving Capitol tours, greeting constituents, and other tasks as assigned. Preferred candidates are current college students or recent graduates who work well under deadlines, pay close attention to detail, have a strong work ethic, have excellent customer service skills, and work well on a team. Nevada ties are strongly preferred, but not required. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

Interested candidates should send a resume and cover letter to NV03Resumes@gmail.com with “Spring Intern” in the subject line. Please indicate expected start and end dates in your cover letter. No phone calls or walk-ins please.

LAW CLERKS (PART-TIME AND FULL TIME)
REPUBLICAN STAFF OF THE HOUSE OVERSIGHT COMMITTEE

The Republican Staff of the House Oversight Committee is looking for full- and part-time law clerks for the spring semester. Law clerks will have the opportunity to work with the oversight and policy teams, conducting research, reviewing documents, and preparing for hearings and markups. Applicants must be current law school students with strong writing skills who are enthusiastic and knowledgeable about the Committee’s work. The strongest candidates will also be organized and detail-oriented, as they will balance multiple, often disparate, projects corresponding with the broad jurisdiction of the Committee. Clerkships begin in January or February and typically
run through May. Specific dates for clerkships will be determined on a case-by-case basis. This is an unpaid position, but we are happy to work with an applicant so they can receive class credit.

Interested individuals should submit a cover letter and resume to oversight.committee@mail.house.gov. Please place "LAW CLERK" in the subject line. Applications will be reviewed on a rolling basis.

**TAX LAW CLERKS (PART TIME)**

**SENATE FINANCE COMMITTEE RANKING MEMBER**

The office of the Senate Finance Committee Ranking Member (Senator Wyden, D-OR) is seeking one or more part-time tax law clerks or interns for the spring of 2020 (January-May). These positions are unpaid and filled on a rolling basis. The Committee seeks individuals with specific interests in taxation. Senate finance law clerks and interns routinely assist with legal and legislative research projects, hearings, document review, letter drafting, and other substantive assignments and administrative tasks. No specific major or program is required, but candidates currently enrolled in graduate school or law school are preferred. The Committee is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation.

The Committee strongly encourages candidates of diverse backgrounds to apply. 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 interest in a tax internship. 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.

**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.

**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@nvlp.org. The position will remain open until filled. Subject Line should read: "Law Clerk Application." The positions will remain open until filled.

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

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

The Committee strongly encourages candidates of diverse backgrounds to apply. Applicants should e-mail a cover letter, resume, 1-2 page writing sample, and two references to Democratic_Internships@finance.senate.gov. 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.

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.

**Summer 2020**

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

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

The Committee is an equal opportunity employer.

**INTERNSHIPS**
**RISING FOR JUSTICE**

Every year, Rising for Justice (formerly DC Law students in Court) welcomes talented and ambitious interns to work alongside our skilled lawyers in tackling issues of social justice and equality while gaining valuable insights into the day-to-day operations of a legal services nonprofit organization.

Our interns come from near and far with diverse academic interests and career aspirations. We offer meaningful, hands-on opportunities in the areas of public interest law, nonprofit administration, development, communications (writing, social media, graphic design), event planning, and database marketing and analytics.

Some typical assignments include:

- Researching statutes and case law
- Conducting investigations and interviewing clients
- Testifying in court
- Updating and making improvements to our donor database and case management software program
- Assisting with clinic and fundraising events
- Answering the main phone line and routing potential and current clients
- Sorting legal mail
- Assisting with the intake of potential clients

**To Apply for an Internship:**

We appreciate inquiries from undergrads, graduate students, and law students. If you’re passionate about social justice and want to make a real difference in someone’s life, please tell us about yourself by sending your resume and cover letter to info@dclawstudents.org

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

**SENIOR ATTORNEY**
**NATIONAL HEALTH LAW PROGRAM**
**NORTH CAROLINA**

The National Health Law Program (NHeLP) protects and advances the health rights of low income and underserved individuals. Our offices (in California, Washington DC, and North Carolina) engage in national, state, and local advocacy efforts, ranging from litigation, analyses of federal and state laws, policy advocacy, education, and individual consultation. We work with lawyers and advocates, community-based entities, federal and state policy makers, health care providers, and clients.
About NHeLP:

Over the 50 years since it was founded, NHeLP has been involved in many of the significant Medicaid and civil rights cases that have been filed in the federal courts to improve health access for low-income people and people with disabilities. As lead or co-counsel, we litigate cases that vindicate the rights of adults and children to necessary Medicaid services, protect the due process rights of millions of beneficiaries, ensure that people with disabilities receive publicly funded services in the community, and fight back against discrimination in access to health care. We are seeking an addition to our enforcement and litigation team.

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 North Carolina office. The position will involve a broad range of litigation and policy advocacy and analysis on Medicaid, the Affordable Care Act (ACA), and other low-income health care programs. The ideal candidate will have working knowledge of the Medicaid program at the national level and litigation experience. This candidate will think proactively and strategically; demonstrate strong leadership, communication, research, and writing skills; and be able to work individually and in teams. The attorney will help to develop and implement NHeLP’s strategies for advancing access to quality health and health equity. 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:

- Work with NHeLP’s litigation team to develop innovative legal theories to enforce federal laws designed to ensure access to health care, including Medicaid, the Americans with Disabilities Act, and the Social Security Act.
- Engage in sophisticated analysis of complex health policy issues in Medicaid, the Affordable Care Act, and managed care systems.
- Develop presentations and written materials concerning legal and policy developments, legislation, and regulations concerning Medicaid, the Americans with Disabilities Act, and other issues in NHeLP’s priority areas; and
- Respond to consulting requests from staff as well as external sources, including state legislators and administrative agencies, policy makers, coalition partners, attorneys and advocates, media, funders, and scholars.
- Work with the litigation and communication teams to develop media and communications focusing on legal developments, legislation and regulations, litigation, and advocacy strategies, including publications, blog posts, and training and conference sessions.

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
- Excellent legal research, writing and analytical skills
- Commitment to NHeLP’s mission and values, including a commitment to advancing diversity, equity, and inclusion
- Commitment to representation of low-income populations
- 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
- Some travel required

**Commitment**

- Full-time, immediate availability

**Salary:**

Highly competitive 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. Generous benefits are available, including employer-paid medical, dental, life, and disability insurance, as well as pre-tax savings plans, transportation benefits, 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: somers@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 somers@healthlaw.org.
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.
- 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.
- 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.

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
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.

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

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

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

Position:

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

Essential Functions:

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

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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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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
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.

DEPUTY LEGAL DIRECTOR
IMMIGRANT JUSTICE PROGRAM
SOUTHERN POVERTY LAW CENTER
ATLANTA, GEORGIA

The Southern Poverty Law Center (SPLC) is one of the preeminent organizations in the United States dedicated to fighting hate and bigotry and to seeking justice for the most vulnerable members of our society. SPLC works toward the day when the ideals of equal justice and equal opportunity will be a reality. For more than four decades, SPLC has won landmark cases that brought systemic reforms — toppling remnants of Jim Crow segregation and destroying violent white supremacist groups; shattering barriers to equality for people of color, women, vulnerable children, the LGBT community, and the disabled; protecting migrant workers from abuse; ensuring the humane treatment of prisoners; reforming juvenile justice practices; and more. To achieve its goals, SPLC employs a variety of strategies, including litigation, legislative and media advocacy, research, and community education and mobilization.

The Deputy Legal Director is responsible for the overall vision, strategic planning, leadership, and management of the IJP practice area. This includes developing and overseeing litigation and policy campaigns and managing the case docket; creating and launching new initiatives; managing the Immigrant Justice Project
(IJP) team to achieve litigation and advocacy campaign goals; reporting on progress toward goals to SPLC’s Legal Director and staff; anticipating and acting on opportunities for growth in SPLC’s IJP work; and modeling SPLC’s values of an inclusive and respectful workplace and encouraging the same from staff.

The Deputy Legal Director reports to the Legal Director. The DLD is a member of the legal department’s Legal Leadership Team and also works closely with the directors and staff of SPLC’s other departments. The Position is located in Decatur, Georgia, in the Atlanta metro region but this is a national search. The successful candidate will have a minimum of 10 years of legal experience working on immigrant justice cases and campaigns that have used an array of strategies to achieve concrete, measurable results.

If interested, please email Nancy Reiner, Managing Director, Major, Lindsey & Africa at nreiner@mlaglobal.com.

MANAGING ATTORNEY  
IMMIGRANT JUSTICE PROGRAM  
SOUTHERN POVERTY LAW CENTER  
ATLANTA, GEORGIA

The Southern Poverty Law Center (SPLC) is one of the preeminent organizations in the United States dedicated to fighting hate and bigotry and to seeking justice for the most vulnerable members of our society. SPLC works toward the day when the ideals of equal justice and equal opportunity will be a reality. For more than four decades, SPLC has won landmark cases that brought systemic reforms — toppling remnants of Jim Crow segregation and destroying violent white supremacist groups; shattering barriers to equality for people of color, women, vulnerable children, the LGBT community, and the disabled; protecting migrant workers from abuse; ensuring the humane treatment of prisoners; reforming juvenile justice practices; and more. To achieve its goals, SPLC employs a variety of strategies, including litigation, legislative and media advocacy, research, and community education and mobilization.

The Managing Attorney directs and supervises the workflow, docket and staff attorneys in their assigned practice group; oversees internal management of the regional office; and serves as a key leader of the Legal Department. This position reports directly to the Deputy Legal Director. The Managing Attorney is a blended role. Seventy percent of the position is responsible for typical senior supervising attorney duties (reporting to the Deputy Legal Director in the Managing Attorney’s practice group) and thirty percent of the position is responsible for administrative management and leadership of a regional office, including cross-practice group supervision of certain personnel.

The Position is located in Decatur, Georgia, in the Atlanta metro region but this is a national search. The successful candidate will have at least 8 years of federal court litigation or comparable legal experience.

If interested, please email Nancy Reiner, Managing Director, Major, Lindsey & Africa at nreiner@mlaglobal.com.

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