January 15, 2020

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

Why You Want This Job?

Because, just like everyone at Ayuda, you believe:

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

What Will This Job Entail?

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

How Do You Know If You Can Do This Job?

- J.D. or LL.M. from accredited law school required;
• Member in good standing of the State Bar of Maryland (preferred), or member in good standing of any jurisdiction in the United States, with immediate eligibility to waive into the MD bar (without examination);
• Fluency in Spanish or another language relevant to Ayuda’s client community;
• Demonstrated commitment to social, racial and economic justice.
• Experience in and/or study of immigration law preferred (although entry level candidates are encouraged);
• Strong legal, organizational and time-management skills;
• Excellent oral and written communication skills;
• Ability to work independently and as part of a diverse, multidisciplinary team;
• Experience working with survivors of family violence, domestic violence, sexual assault or other trauma a plus.

Salary and Benefits:

Attorneys are paid consistent with Ayuda’s salary scale and commensurate with relevant experience. Entry-level attorneys will earn $52,500, with second-year attorneys earning $60,000. Compensation also includes a benefits package with 100% employer-covered medical and dental insurance for employees, as well as an employer-provided retirement match which is available and vests immediately. All federal holidays and closures are observed and paid leave for the week of Christmas through New Year’s Day is provided, in addition to generous sick, vacation, personal, and parental leave depending on length of tenure with Ayuda. This position is exempt for overtime purposes.

To Apply:

Please apply here: https://jsco.re/3n8ps with resume and cover letter. Writing samples may be requested.

Applications will be considered on a rolling basis until the position is filled. Apply early for full consideration. No phone calls, please.

Ayuda is an equal opportunity employer. We value a diverse workforce and inclusive culture. It is Ayuda’s policy to be fair and impartial in all relations with employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, marital status, gender identity or expression, disability, sexual orientation, or any other categories protected by federal, state, or local law. We encourage applications from members of underrepresented communities and strongly encourage applications from people with personal experience with lived experiences in the communities we serve.

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

IMMIGRATION ATTORNEY
CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON

Catholic Charities of the Diocese of Arlington seeks a full-time Immigration attorney for its Hogar Immigrant Services - Legal program. Hogar Immigrant Services offers a wide range of services at little or no cost to a vulnerable immigrant population, without regard to religious or ethnic identity. Our goal is for immigrants to achieve self-sufficiency and participate fully as productive members of American society.
The Immigration Staff Attorney will prepare a wide range of family-based and humanitarian immigration cases for submission to US Citizenship and Immigration Services (USCIS), Department of State, Immigration Court and the Board of Immigration Appeals. She/he will represent clients before the USCIS Washington District Office, Arlington Asylum Office, ICE Office of Enforcement and Removal Operations, Immigration Court and Board of Immigration Appeals (BIA), including removal proceedings. The Staff Attorney will coordinate all aspects of a client’s case, including client communication, relevant research, drafting personal statements, preparing immigration forms, writing briefs, drafting court motions and orders, and advocacy with law enforcement and other agencies. Additionally, the Staff Attorney will:

- Assist in the supervision of volunteers and student interns. Solicit the help of volunteer attorneys, paralegals, and others to assist with the provision of services when necessary.
- Provide in-service training to staff and volunteers on immigration-related skills and knowledge.
- Provide public education in the community, collaborating with other agencies.
- Participate as needed in agency and program-wide data collection, fundraising, training, and strategic planning.
- Participate in meetings with immigration legal service community-based organizations.
- Participate on a periodic basis in day-long weekend naturalization workshops.

Prerequisites for the Position:

- Juris Doctor degree and admission to the bar of any state; VA Bar admission preferred.
- Minimum of one-two years of experience practicing family-based and/or humanitarian immigration law.
- Fluency in Spanish and English (writing and speaking) required.
- Ability to work both independently and collaboratively to manage a substantial workload with deadline pressures.
- Competence in communicating and interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals experiencing substantial levels of emotional, physical, financial, or other hardship.
- Ability to use basic Microsoft Office programs and online case management software.
- Commitment to the mission and goals of Catholic Charities Hogar Immigrant Services - Legal.

To Apply:

https://www.ccda.net/about-us/catholic-charities-careers/?p=job%2FozSTbfwf

Catholic Charities pays for AILA membership fees and state Bar dues. Benefits include, vacation, sick, holiday, medical, dental, vision, pension and mileage reimbursement where applicable. K-12 Diocesan tuition reimbursement.

SENIOR PRO BONO COORDINATOR ATTORNEY
KINDS IN NEED OF DEFENSE

Kids in Need of Defense (KIND) is a global leader in the protection of unaccompanied refugee and migrant children. Launched in 2008, KIND champions a world in which every child’s rights and well-being are protected throughout their journey to safety. KIND has provided nearly 18,000 children with high quality representation in their immigration proceedings by training more than 41,000 attorneys and legal staff and cultivating partnerships with over 600 law firms, corporate legal departments, law schools, and bar associations across the country.
KIND’s social services program ensures that migrant and refugee children – who have often endured trauma – receive counseling, educational support, medical care and other comprehensive services.

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

KIND is also building upon its expertise in the protection of unaccompanied children to encourage the development of pro bono initiatives across Europe in partnership with European NGOs.

**Position Description:**

KIND seeks a Senior Pro Bono Coordinating Attorney in KIND’s Baltimore field office to help develop, maintain, and oversee the provision of pro bono legal representation to unaccompanied children through KIND’s network of major law firms, corporate partners, and law schools. The Senior Pro Bono Coordinating Attorney will supervise attorneys and/or support staff within KIND’s Baltimore office; and recruit, train and advise volunteer solo practicing, firm, and corporate attorneys to ensure effective pro bono representation of individual child clients before immigration and state courts, and immigration agencies. The Senior Pro Bono Coordinating Attorney will also conduct outreach to law firms, corporate partners and other organizations within the Maryland. The Senior Pro Bono Coordinating Attorney may also be responsible for a limited number of direct representation cases, both to maintain strong practice skills relevant to mentoring and to help meet case staffing needs.

**Educational & Experience Requirements:**

At least three to four years of experience practicing immigration law and admission to practice law, preferably in Maryland.

**Required Skills:**

- At least three to four years of experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- Family law experience a plus;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders;
- Experience conducting training presentations and preparing training materials;
- Supervisory experience, preferably in legal setting;
- Mentoring or co-counseling experience;
- Excellent oral and written communication skills;
- Excellent professional judgment;
- Ability to hit the ground working, take initiative, multi-task, and work independently;
- Ability to work collaboratively; and
- Spanish speaking preferred.
Salary Range:
Commensurate with education and experience.

Reports To:
Managing Attorney – Baltimore Field Office.

Supervisory Responsibilities:
Lead the Baltimore pro bono program and oversee Pro Bono Coordinating Attorneys and/or support staff (2-4 direct reports).

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

- Supervise attorneys and/or support staff in KIND’s Baltimore office, in consultation with the Managing Attorney.
- Match child clients with pro bono attorneys;
- Recruit, train, and advise pro bono attorneys representing unaccompanied children in immigration matters and related family law matters;
- Develop and maintain updated guidance materials, sample filings, and legal training presentations;
- Plan and oversee pro bono program offerings in coordination with staff in KIND’s Baltimore office (including pro bono trainings, clinics, and court observation opportunities, weekly case blast newsletters, internal mentoring meetings, and an annual volunteer appreciation event);
- Foster and manage KIND relationships with law firms and corporate counsel in coordination with the Senior Director for Pro Bono Partnerships;
- Assist in office operations, including case management, data entry and maintenance, and reports;
- Collaborate with KIND management in support of KIND’s mission, including participation and/or leadership in field office and cross-office working groups, staff retreats, etc.;
- Participate in conferences, meetings, and trainings as needed; and
- Represent KIND at local stakeholder meetings.

Working Conditions:
Work is generally performed within the office environment and includes significant telephone contact with pro bono attorneys.

Travel:
This position may have occasional travel.

To Apply:
Applications, including a cover letter, resume, writing sample and contact information for three professional references, should be submitted online at: https://supportkind.org/join-the-team/. 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.

Start your application here.

JUDICIAL VACANCIES
SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Members of the bench, bar, and public are hereby notified by the District of Columbia Judicial Nomination Commission (the “Commission”) that two vacancies on the Superior Court of the District of Columbia will occur as a result of the retirements of the Honorable Carol Ann Dalton, effective January 30, 2020, and the Honorable Wendell P. Gardner, Jr., effective March 27, 2020. The Commission invites qualified individuals to apply for these vacancies by **12 pm on Tuesday, January 21, 2020**. See D.C. Code §§1-204.31, 1-204.33. Application materials, including instructions, are available on the Commission’s website: www.jnc.dc.gov.

All persons interested in applying for these judicial vacancies shall review and comply with the application instructions on the Commission’s website. Applicants shall submit both an original and a paper copy of their complete application materials to the Commission. Do not email application materials to the Commission or individual Commission members. Individuals who submitted the JNC Form 21 for a vacancy on a District of Columbia court within the twelve months preceding their application for one or both of the vacancies created by the retirements of Judges Dalton and Gardner may submit a short-form JNC Form 21A, with appropriate attachments.

All application materials and correspondence shall be addressed to: Judicial Nomination Commission, 515 Fifth Street, NW, Suite 235, Washington, DC 20001. All application materials must be received no later than 12 pm on January 21, 2020. **Please note that the JNC Form 28, Certification of Eligibility, and the IRS Form 14767, were revised in November 2019. Late, incomplete, or outdated application materials will not be considered.**

The Commission does not require letters of recommendation, letters of support, or endorsements, but it will accept them. Such letters must be received by the Commission no later than 5 pm on Friday, February 21, 2020. Consult the application instructions on the Commission’s website for additional information on the procedures for submitting letters.

Details are available at: https://jnc.dc.gov/release/notice-judicial-vacancies-superior-court-district-columbia-0

Questions concerning the application process for this judicial vacancy shall be directed to the Commission at (202) 879-0478 or dc.jnc@dc.gov. **If you have questions about the application process, please participate in a JNC open conference call.** Dates and dial-in information are on the Commission’s website.

ATTORNEYS
DISTRICT OF COLUMBIA COURT OF APPEALS

Members of the bench, bar, and public are hereby notified by the District of Columbia Judicial Nomination Commission (the “Commission”) that a vacancy on the District of Columbia Court of Appeals ("Court of Appeals")
will occur as a result of the retirement of the Honorable John R. Fisher, effective August 22, 2020, and that it is starting the application process anew for the Court of Appeals vacancy created by the retirement of the Honorable Kathryn A. Oberly, effective December 15, 2013. The Commission invites qualified individuals to apply for these vacancies by **12 pm on Monday, February 24, 2020**. See D.C. Code §§ 1-204.31, 1-204.33; D.C. Mun. Regs. tit 28 §§ 2103.8, 2103.11. Application materials, including instructions, are available on the Commission’s website: [www.jnc.dc.gov](http://www.jnc.dc.gov).

On December 18, 2013, the Commission submitted to the President a list of three candidates for his consideration in selecting a nominee to fill the vacancy created by the retirement of Judge Oberly. On February 24, 2014, President Obama nominated Todd S. Kim, Esq., to fill this vacancy, and the Senate returned the nomination to the President on December 17, 2014. On April 30, 2015, President Obama re-nominated Mr. Kim to fill this vacancy, and the Senate returned the nomination to the President on January 3, 2017. No subsequent nomination for this vacancy has been made. Accordingly, pursuant to section 2103.11 of the D.C. Municipal Regulations, the list of three recommended candidates for the vacancy created by the retirement of Judge Oberly is deemed expired, and the Commission is required to start the application process anew for this vacancy.

All persons interested in applying for these judicial vacancies shall review and comply with the application instructions on the Commission’s website. **Please note that the writing sample requirements for Court of Appeals vacancies were revised in December 2019; while applicants must continue to submit five writing samples, appellate briefs are no longer a necessary component of a complete application package.**

Applicants shall submit both an original and a paper copy of their complete application materials to the Commission. Do not email application materials to the Commission or individual Commission members. Individuals who submitted the JNC Form 21 for a vacancy on a District of Columbia court within the twelve months preceding their application for one or both of the vacancies created by the retirements of Judges Fisher and Oberly may submit a short-form JNC Form 21A, with appropriate attachments.

All application materials and correspondence shall be addressed to: Judicial Nomination Commission, 515 Fifth Street, NW, Suite 235, Washington, DC 20001. All application materials must be received no later than 12 pm on February 24, 2020. **Please note that the JNC Form 28, Certification of Eligibility, and the IRS Form 14767, were revised in November 2019. Late, incomplete, or outdated application materials will not be considered.**

The Commission does not require letters of recommendation, letters of support, or endorsements, but it will accept them. Such letters must be received by the Commission no later than 5 pm on Friday, March 27, 2020. Consult the application instructions on the Commission’s website for additional information on the procedures for submitting letters.


Questions concerning the application process for these judicial vacancies shall be directed to the Commission at (202) 879-0478 or dc.jnc@dc.gov. **If you have questions about the application process, please participate in a JNC open conference call.** Dates and dial-in information are on the Commission’s website.
ATTORNEY
ENVIRONMENT AND NATURAL RESOURCES DIVISION
U.S. DEPARTMENT OF JUSTICE

The Environment and Natural Resources Division (ENRD) of the U.S. Department of Justice is seeking experienced litigators for its Natural Resources Section in Washington, DC.

The Natural Resources Section handles litigation arising under more than 80 natural resource, environmental, and cultural resource statutes, various treaties and international agreements, interstate compacts, and congressional referrals. The Section's cases involve the National Environmental Policy Act, the National Forest Management Act, the National Park Service Organic Act, the Coastal Zone Management Act, the National Historic Preservation Act, the Archaeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, the National Marine Sanctuaries Act, the Indian Gaming Regulatory Act, and the National Trails System Act, among others. The Section's cases involve the stewardship of our national parks, forests, rangelands, wildlife refuges, and offshore resources; the Nation's trust relationship with Native Americans and Tribes; vital federal programs ranging from nuclear materials management to military preparedness to energy policy and resource extraction; and original actions in the U.S. Supreme Court to resolve boundary and water allocation disputes. The Section is also responsible for the defense of real property claims brought in the United States Court of Federal Claims arising under the Just Compensation Clause of the Fifth Amendment to the United States Constitution. These inverse condemnation cases cover the full spectrum of governmental activity relating to land use and environmental regulation and involve issues such as border security, military readiness, transportation infrastructure, and flood control.

The Section's cases are tried throughout the United States and its possessions and territories in both state and federal court, including the Court of Federal Claims. The Section represents virtually every major federal agency.

Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified men and women from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

The Natural Resources Section seeks to hire and cultivate talented trial attorneys and provides its lawyers with frequent and meaningful court experience in a variety of jurisdictions on a broad range of issues. Because of the diverse nature of our docket, the ideal candidate should be comfortable in a "first-chair" role in multiple complex cases, and have demonstrated and substantial experience in all aspects of civil litigation, including pre-trial discovery, presentation of oral argument, and examination of fact and expert witnesses.

The cases handled by the Section require attorneys to achieve intellectual command of complicated facts, scientific principles, and legal issues, often rapidly. Successful candidates will be intellectually curious, driven, and will enjoy having primary responsibilities in sophisticated litigation, proficiency in working with a wide range of experts, and the ability to harness leading edge technology and litigation support in the preparation of cases. Creative thinking and considerable talent in problem-solving -- whether in a litigation or settlement context -- are indispensable. Collegiality is fundamental to our Section. The ideal candidate will be comfortable working collaboratively with other attorneys and providing support and mentorship to less experienced attorneys.
Qualifications:

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and be a U.S. citizen or national. Applicants should have a strong interest in federal litigation and/or trial work and an exceptional academic background. Judicial clerkship experience and familiarity with defensive civil litigation is highly desirable and knowledge of Fifth Amendment takings, natural resource law, or Indian law is a plus. Applicants must demonstrate superior research, analytical, and writing abilities.

Specific grade level requirements:

GS-14: At least 4 years of post-J.D. litigation experience.
GS-15: At least 5 years of post-J.D. litigation experience.

You must complete a background investigation to include pre-employment drug testing.

Salary:

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

Travel:

Periodic travel is required.

Application Process:

Applicants must submit a current resume, cover letter highlighting relevant experience, writing sample, OF-306, Declaration for Federal Employment (https://www.opm.gov/forms/pdf_fill/of0306.pdf), and DD-214 (if applicable) to:

Lisa Lynne Russell,
Chief, Natural Resources Section
U.S. Department of Justice

Email applications to: ATTYAPPLY-NRS.ENRD@USDOJ.GOV. Please reference vacancy announcement number ENRD-20-022-EXC in the subject line.

Application Deadline:

Friday, January 24, 2020

Relocation Expenses:

Relocation expenses will not be authorized.

For more information about the Environment & Natural Resources Division, visit the Justice Department’s web site at: http://www.usdoj.gov/enrd.

TRIAL ATTORNEY
CRIMINAL DIVISION
U.S. DEPARTMENT OF JUSTICE

The Appellate Section plays a crucial role in defending the integrity and constitutionality of DOJ's investigations and prosecutions. Appellate Section attorneys write briefs and argue cases in the courts of appeals; prepare draft briefs and certiorari petitions for the Solicitor General (SG); make recommendations to the SG regarding whether further review is warranted when adverse decisions have been rendered; and brief and argue motions in district courts in cases of national importance.

Job Description:

- Handle criminal cases in the U.S. Courts of Appeals, including briefing and oral arguments. Cases include those prosecuted by U.S. Attorney's Offices and other litigating sections in the Criminal Division.
- Draft briefs in merits cases before the Supreme Court, either as a party or an amicus, for the SG's Office. This includes attending moot courts and oral arguments with attorneys from the SG's Office.
- Write memoranda recommending whether to seek further review of adverse decisions in criminal cases.
- Draft briefs for the SG's Office in opposition to certiorari petitions in the Supreme Court.
- Prepare and argue pleadings in significant district court cases.
- Provide advice to U.S. Attorney's Offices on a variety of complex substantive issues.

Qualifications:

Required Qualifications:

Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and be an active member of the bar in good standing.

Grade Specific Qualifications:

- To qualify at the GS-13 level, applicants must have at least one and a half (1.5) years of post J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-12 grade level. Examples of specialized experience include performing basic legal analysis and formulating recommendations for senior managers, composing legal memoranda, reports, and position papers on legislative history, laws, regulations, and court opinions in support of civil or criminal litigation.

- To qualify at the GS-14 grade level, applicants must have at least two and a half (2.5) years 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 performing legal analysis and formulating recommendations to senior managers; composing pleadings, briefs, and other court documents involving legal issues in civil or criminal litigation; and conducting civil or criminal litigation.

- To qualify at the GS-15 grade level, applicants must have at least four (4) years 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; composing pleadings, briefs and other court documents involving unique and/or difficult legal issues in civil or criminal litigation; conducting highly complex civil or criminal litigation; and leading paralegals and support staff.
Preferred Qualifications:

- Ability to communicate clearly through well-organized and accurately written documents.
- Ability to perform cogent and correct legal analysis on a variety of complex substantive issues.
- Ability to provide legal advice to others.
- Ability to manage a heavy legal case load.
- Ability to argue persuasively in court.

Salary:

The salary range for this position is $102,663 to $170,800 per annum, which includes locality pay.


Travel:

Occasional domestic travel will be required.

Application process:

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement .https://www.justice.gov/legal-careers/job/trial-attorney-400

If you do not already have an account, please create a USAjobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying.

Once you have an account, apply to the USAjobs vacancy: https://www.usajobs.gov/GetJob/ViewDetails/555650400.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Application Deadline:

Tuesday, January 21, 2020.

Relocation Expenses:

Relocation expenses are not authorized.

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

CARECEN was originally founded to protect the rights of refugees fleeing from conflict in Central America and provide direct legal services that would ease their transition to their new life in the United States. Over time the organization has evolved and grown with the population into broader areas of community service and economic development, establishing itself as a strong advocate on critical policy issues related to immigration, housing, and civil rights. CARECEN's programs are available to low and moderate-income immigrants and Latinos/as/xs in the Washington metropolitan area.

CARECEN seeks an energetic attorney with a commitment to social justice to fill the position of Director of Legal Services. The Director of Legal Services will contribute to the strategic advancement of CARECEN’s mission, be dedicated to building a robust legal practice through direct service delivery, legal staff supervision, grant management, fundraising, outreach and collaboration with coalition and community stakeholders, and advocacy initiatives.

**Position Overview:**

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

**Client Representation**

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

**Supervision, Training, & Mentorship**

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

**Programmatic Responsibilities**

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

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

Relationship Management

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

Candidate Qualifications:

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

Please Note: There is an occasional need to work on weeknights and weekends for outreach activities and to conduct workshops.

Compensation and Benefits:

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

Application Process:

Applicants with professional, volunteer, and/or personal ties to the low-income immigrant communities in the metropolitan Washington, DC area are encouraged to apply. Those interested should e-mail a cover letter, resume, and list of three professional references to LegalDirector@carecendc.org. Please include in the subject line: Director of Legal Services.
No phone calls please. All applications will be considered on a rolling basis until the position is filled. Decisions will be made as soon as an appropriate candidate is identified. Only applicants selected for interviews will be contacted.

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

ATTORNEY
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 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.

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.

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**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 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.

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

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.

BILINGUAL STAFF ATTORNEY
WHITMAN WALKER

About Whitman-Walker Health:

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

Since 1986, Whitman-Walker’s Legal Services Program has provided pro bono counseling and representation to persons living with HIV, of every sexual orientation and gender, on a variety of civil legal issues related to an HIV diagnosis. We also provide legal advice and representation to LGBTQ individuals and families, and Whitman-Walker health care patients, regardless of HIV status, on issues within our areas of expertise. Our primary areas of practice are: discrimination based on HIV, sexual orientation, or gender identity; Social Security disability, Medicaid, Medicare and other federal, state and local public benefits programs; private health and disability insurance; elder law; immigration; wills, powers of attorney, and advance health care directives; and name and gender marker changes on legal records for transgender persons.

We have three offices: at the health center’s NW site, temporarily located at 1342 Florida Ave NW, and moving to 1377 R Street, NW in October 2019; the 1525 health center at 1525 14th Street NW; and the Max Robinson Center, located at 2301 Martin Luther King, Jr. Avenue, SE, all in the District of Columbia. Our staff attorneys may rotate periodically between offices. Our staff attorneys provide direct counseling and representation to individual clients; support training, education, and advocacy efforts, including client education; and recruit and train volunteer attorneys and community partners.

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

Primary Essential Duties:

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

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

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

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

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

**Budget Responsibilities:**

None

**Management Responsibilities:**

None

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

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

**Education and Experience Required:**

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

**Working Conditions:**

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

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

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

To Apply: Staff Attorney-Immigration-Bilingual

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

STAFF ATTORNEY
TZEDEK DC

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

Position Tasks and Duties:

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

Preferred Qualifications:

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

Salary and Other Support:

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

Application Instructions:

The application should include

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

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

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

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

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

Kids in Need of Defense (KIND) is a global leader in the protection of unaccompanied refugee and migrant children that is seeking a Direct Representation Attorney at its Washington D.C. field office location.

Launched in 2008, KIND champions a world in which every child’s rights and well-being are protected throughout their journey to safety. KIND has provided nearly 18,000 children with high quality representation in their immigration proceedings by training more than 41,000 attorneys and legal staff and cultivating partnerships with over 600 law firms, corporate legal departments, law schools, and bar associations across the country. KIND’s social services program provides support so that migrant and refugee children – who have often endured trauma – receive counseling, educational support, medical care and other comprehensive services.

Position Description & Responsibilities:

Overview:

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

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

- Represent children seeking Special Immigrant Juvenile Status (SIJS) findings from D.C. family court, or other forms of humanitarian immigration relief including asylum, T visas or U visas as needed.
- Perform ordinary functions of legal counsel providing direct representation, including legal research and formulating legal strategy for each case; conducting client interviews; appearing before immigration and/or state court or agencies; and drafting and filing court pleadings and applications for benefits;
- Recruit, train, and provide hands-on mentorship to pro bono attorneys providing unaccompanied children immigration representation and representation in related family law matters;
- In coordination with KIND’s Training and Technical Assistance Team and the local field office, as needed, help develop pro bono training resources and local training curriculum, including sample filings and guidance packets. With supervision, present trainings to pro bono attorneys and community groups;
- Foster KIND’s relationships with law firms and corporate counsel in coordination with the other legal services team members;
- Ensure entry of timely, accurate, and detailed case data into KIND’s case management systems;
- Contribute to overall office functioning, including joining field office and KIND-wide calls and meetings, participating in field office and KIND-wide committees, and assisting with office events; and,
- As needed, supervise Senior Paralegals, Paralegals, interns, and/or other non-legal staff including onboarding, skills training, daily support and coaching, review and quality assurance of filings, regular check-ins and performance evaluations, and provision of consistent and effective supervision and oversight.
Minimum Requirements:

- J.D. and admitted to the District of Columbia bar;
- Minimum 2 years’ experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- Minimum 1-year experience working with children, preferably immigrant and refugee children, or experience working with vulnerable populations, survivors of abuse, human trafficking, or other trauma;
- Minimum 1-year experience working with law firm attorneys and/or other legal volunteers required.
- Strong record of cultural competence and cross-cultural communication skills;
- Demonstrated ability to communicate effectively and persuasively both orally and in writing;
- Ability to take initiative, multi-task, and work independently.
- Advanced fluency in Spanish language required.

Physical Demands and Work Environment:

- Ability to work within an office environment and have regular interaction via telephone, videoconference, IM, and email with KIND’s team.
- Occasional travel to conferences, law firms, immigration court, and other off-site locations to perform job duties.

Supervision:

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

To Apply:

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

Applications should be submitted as soon as possible and will be considered on a rolling basis until the position is filled. Applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

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

STAFF ATTORNEY
MARYLAND VOLUNTEER LAWYERS SERVICE

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

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

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

Job Skills:

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

Professional Experience:

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

Compensation:

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

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

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

**LEGISLATIVE ANALYST/COUNSEL**

**OFFICE OF COUNCILMEMBER ELISSA SILVERMAN**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

Announcement No: CDC-19-17

This position is **NOT** in a collective bargaining unit.

**Committee Background:**

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

**Overall Position Description:**

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

**Responsibilities of the Legislative Analyst/Counsel:**

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

**Skills and Competencies Required:**

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

**Attributes:**

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

**Salary and Benefits:**

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

**How to Apply:**

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

**Domicile Requirement:**

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

**Drug-Free Workplace:**

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

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

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

**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:


PUBLIC DEFENSE PROJECT MANAGER
NATIONAL ASSOCIATION OF CRIMINAL DEFENSE LAWYERS

NACDL is seeking a Public Defense Project Manager. Primary responsibility will be the successful management of deliverables under NACDL’s Justice For All grant awarded by the Bureau of Justice Assistance. The objective of the grant is to share resources, knowledge, and practices that will support jurisdictions’ efforts to meet their Sixth Amendment obligations. Responsibilities will include a full range of programmatic, technical, and organizational duties. Further information about the position can be found at: https://www.nacdl.org/Content/Public-Defense-Project-Manager.

PROGRAM DIRECTOR
INSTITUTE FOR TECHNOLOGY LAW & POLICY
GEORGETOWN LAW

Georgetown Law is seeking a Program Director to oversee its robust academic programs in technology law and policy. The Program Director will be responsible for the student experience, program administration, marketing, and development for Georgetown Law’s academic offerings in technology law. These include:

- A new LLM in Technology Law & Policy
- A new Master of Law & Technology (“MLT”, an innovative program designed for non-law students)
- Georgetown’s existing Tech Law Scholars program for JD students; and
- Offerings for all Georgetown Law students who are passionate about technology law and policy.

The LLM and MLT programs will admit their first students in Fall 2020; the Tech Law Scholars program began admitting students in 2017.

For each program, the Program Director will design, develop and supervise major program components, including strategy, policy, and process. The Program Director will develop and maintain curricular offerings and administer the academic aspects of the programs in partnership with relevant faculty and administrative offices. They will market the programs and participate in admissions processes.

The Program Director will also provide support for all students interested in technology law and policy, including by organizing on-campus speaker events, engaging in direct mentorship, and liaising with outside groups to develop student employment and internship opportunities.

The Program Director’s central responsibility will be to develop the identity, academic caliber, and outstanding reputation of these programs, and to enhance Georgetown’s vibrant community focused on technology law and policy. The Program Director will play an active leadership role within Georgetown’s Institute for Technology Law & Policy.
Law & Policy, which serves as the hub for the Law Center’s academic offerings, student engagement, research activities, and policy work in technology law.

Work Interactions:

This position reports directly to the Executive Director of Georgetown’s Institute for Technology Law & Policy, with an additional reporting line to the Assistant Dean for International and Graduate Programs.

The Program Director will have significant interaction with prospective students, enrolled students, alumni, faculty, adjunct faculty, and staff at Georgetown Law and in other departments of Georgetown University, as well as with employers and partner institutions engaging in tech law and policy work. The position will involve active networking and relationship building outside of the university. The position will also collaborate with the Law School’s administrative teams related to admissions, academic affairs, registration, and career placement.

Requirements and Qualifications:

- J.D. or LL.M. and at least 4 years of professional experience related to this field.
- The ideal candidate has strong collaborative skills, experience in and good knowledge of the field of technology law and policy, the ability to work independently and entrepreneurially, and a commitment to excellence in the classroom, curricular development, and career placement for students.

How to Apply:

Applicants will be considered on a rolling basis from January 10, 2020 until the position is filled. Please apply via the Georgetown Careers Website at https://careers.georgetown.edu, where this job posting is JR08310. If you have any questions, please direct them to TechInstitute@law.georgetown.edu.

Notice:

Georgetown University is an Equal Opportunity/Affirmative Action Employer fully dedicated to achieving a diverse faculty and staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex, disability status, protected veteran status, or any other characteristic protected by law.

If you are an individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please visit https://idea.georgetown.edu/ada for more information, or contact the Office of Institutional, Diversity, Equity, and Affirmative Action.

DIRECTOR OF PARTNERSHIPS AND SPECIAL PROJECTS
THE LEADERSHIP CONFERENCE ON CIVIL AND HUMAN RIGHTS

The Leadership Conference on Civil and Human Rights, a 501(c)(4) organization, is the country’s oldest and largest civil and human rights coalition of more than 200 national organizations. The Leadership Conference has coordinated national advocacy efforts on behalf of every major civil rights law since 1957. Learn more at www.civilrights.org. The Leadership Conference Education Fund, a 501(c)(3) organization, builds public will for federal policies that promote and protect civil and human rights in the United States. Founded in 1969 as the education and research arm of The Leadership Conference, The Education Fund’s campaigns inform, educate and empower local, state and national leaders to advance and protect civil and human rights and progressive change in the United States. To learn more about The Education Fund, visit www.civilrights.org/edfund.
All Voting is Local fights to eliminate needless and discriminatory barriers to voting before they happen, to build a democracy that works for us all. It is a collaborative campaign housed at The Leadership Conference Education Fund, in conjunction with the American Civil Liberties Union Foundation; the American Constitution Society; the Campaign Legal Center; and the Lawyers’ Committee for Civil Rights Under Law. For more information about All Voting is Local, visit https://allvotingislocal.org.

Position Summary:

The Director of Partnerships and Special Projects is responsible for identifying and maintaining partnerships with new nonpartisan, nonprofit partners, and managing and executing inter-organizational projects and mobilizations related to voting. This is a term-limited position through April 2021.

Duties and Responsibilities:

- Identify potential nonprofit partners, with a focus on newer nonpartisan organizations launched since 2016 that are focused on voting and election administration.
- Serve as the primary point of contact for new partners, ensuring consistency in team outreach, operations, and coordination with these partners.
- Working with the AVL team, in DC and across our states, identify projects that lend themselves to inter-organizational work on voting, including major legal research and analysis or other mobilization.
- Manage inter-organizational projects on voting, from identifying partners to setting up systems to track projects and metrics.
- Oversee legal research projects with partner organizations and/or pro bono attorneys, and conduct independent legal research and writing where appropriate.
- Coordinate with other The Leadership Conference staff who lead on voting, to identify opportunities to leverage work.
- Manage legal interns, including mentoring and project assignment
- Other duties as assigned

Skills and Qualifications:

- Past experience in voting rights or election protection preferred
- Political, organizing or campaign experience preferred
- Experience organizing and managing volunteers preferred
- Experience working with coalitions preferred
- Experience with tight deadlines and long hours, and the ability to manage multiple projects and competing priorities required
- A team player, with sound judgment, who thrives in a fast-paced collaborative environment, is a self-starter, can manage time efficiently, is flexible, and enjoys a good challenge required
- Strong public speaking skills preferred
- Ability to think creatively and find solutions quickly preferred
- Excellent written and oral communication skills preferred
- Bachelors degree required; Law degree preferred

Reports to: All Voting Is Local Campaign Director (located in Washington, DC).
Salary and Benefits:

This is a full-time, position with a competitive salary and excellent benefits.

To Apply:

To apply, e-mail resume, cover letter detailing your fit with the position’s responsibilities, and salary requirements to: personnel@civilrights.org with AVL Director of Partnerships and Special Projects in the subject line. Only applications submitted by email will be considered. We are looking to fill this position immediately. Applications will be accepted on a rolling basis.

The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual expression and identity, veteran status, national origin, age or disability.

RESEARCH ASSISTANT
NATIONAL IMMIGRANT JUSTICE CENTER

National Immigrant Justice Center (“NIJC”) is seeking to hire a part-time research assistant for 2-3 months to support research and administrative work relating to an upcoming policy report on decriminalizing migration. The research assistant will provide critically needed support for a substantive report by compiling primary and secondary sources of information, tracking survey data, document trends and patterns in the data, and monitoring Freedom of Information Act (FOIA) requests and responses from federal agencies. The primary responsibilities will include:

• Tracking survey research, entering data taken from interviews, identifying patterns and trends, document findings.
• Tracking FOIA requests, keeping track of deadlines for appeals, and coordinating pro-bono legal support on administrative appeals.
• Researching primary documents and secondary reporting on migration related prosecutions, producing written summaries based on initial findings.
• Developing graphs and graphics based on data from government reporting.
• Provide other research assistance as needed.

The research assistant must be available to work 10-15 hours a week, 2-3 days a week for a 2-3 month period. The ideal candidate is in the final stages of their graduate program or in law school. Hourly compensation based on experience.

To apply:

Send your Résumé, brief letter describing your qualifications, 2 writing samples, and contacts for 3 references. Send to Jesse Franzblau, at jfranzblau@heartlandalliance.org
DIRECTOR OF FINANCE AND ADMINISTRATION
THE EQUAL RIGHTS CENTER

Director of Finance and Administration:

The Equal Rights Center (ERC) is a nonprofit civil rights organization that identifies and seeks to eliminate unlawful and unfair discrimination in housing, employment, and public accommodations in its home community of Greater Washington, D.C. and nationwide. The ERC’s core strategy for identifying unlawful and unfair discrimination is civil rights testing. When the ERC identifies discrimination, it seeks to eliminate it through the use of testing data to educate the public and business community, support policy advocacy, conduct compliance testing and training, and, if necessary, take enforcement action.

The ERC is hiring a Director of Finance and Administration to manage and oversee a variety of financial, human resources and administrative functions. This position reports to the Executive Director and is responsible for managing the Technology Solutions Coordinator, an Administrative Assistant, and office interns.

Core Duties and Responsibilities:

Financial

The Director will liaise and coordinate with a contracted accountant to engage in the following activities:

- Develop financial forecasts and lead the annual organizational budgeting and tracking process;
- Maintain accurate and updated financials; prepare weekly, monthly, and quarterly financial updates as appropriate for staff and board to oversee and manage income and spending;
- Create and track spending for project budgets, including federal and foundation grants, and ensure correct budget allocations;
- Oversee the annual audit and processing of the IRS Form 990, liaise with audit firm;
- Manage contracts, accounts payable, receivables, and cash flow in a timely and effective manner;
- Manage payroll services; and,
- Other duties as assigned.

Human Resources

- Manage the recruitment, hiring, orientation, and termination process for all employees;
- Maintain and update personnel records;
- Manage the ERC’s time-keeping software;
- Ensure accurate payroll allocations and leave accrual records;
- Review, update and administer ERC policies and procedures, e.g., employee handbook, accounting manual, and document retention policy;
- Negotiate, coordinate and track employee benefits;
- Assist management staff with performance evaluations;
- Manage the office intern program;
- Coordinate staff meetings and outings; and,
- Other duties as assigned.
Administrative

- Oversee risk management and compliance activities including:
- Negotiate and coordinate all organizational insurance policies;
- Annual document purging and archiving process;
- Charitable and business licensing registrations;
- Liaise with Board of Directors committees including Finance and Governance, and oversee logistics for ERC board meetings, including handling catering, meetings scheduling, taking notes for minutes, setting up technology, and assembling board materials;
- Work with program staff to respond to document production requests as required by litigation;
- Manage all aspects of physical office space, including facilities, technology, equipment, and other infrastructure; and,
- Other duties as assigned.

An ideal candidate is committed to civil rights, is tech savvy, and will display the following:

- B.S. or B.A. in accounting, business administration, non-profit management, or a related field;
- Five plus years of broad financial and operations management experience;
- Excellent interpersonal and communications skills, including the ability to work with and communicate effectively in writing and orally with a diverse group of people;
- A successful track record in setting priorities informed by keen analytic, organizational and problem solving skills which support and enable sound decision making;
- Work experience that demonstrates professionalism, a strong sense of discretion and the ability to exercise good judgment in stressful circumstances;
- Outstanding attention to detail, work ethic, and problem-solving skills, as well as a willingness to learn new skills;
- Experience with:
  - Annual financial audit process;
  - Using QuickBooks or equivalent financial management software;
  - Grant compliance and tracking;
  - Human resources functions;
  - Personnel management;
  - Document production requirements and practices (preferred);
- Working knowledge of:
  - Employment law requirements;
  - Human resources policies and procedures;
  - Budgetary and/or book-keeping operations;
  - Accounting principles and GAAP compliance;
- Ability to:
  - Translate financial concepts to--and to effectively collaborate with--programmatic and fundraising colleagues who do not necessarily have finance backgrounds;
  - Develop organizational systems and procedures;
- Proficiency with Microsoft Office required, proficiency with G Suite preferred.

Salary and Benefits:

The anticipated salary for this position is $80,000, but final offer will be negotiated based on candidate qualifications and experience. The ERC offers a generous benefits package that includes health insurance, life insurance, paid leave, IRA plan with matching contributions, and other competitive benefits.
Application Procedure:

Please email a cover letter and resume to employment@equalrightscenter.org using email subject line “Director of Finance and Administration”. The position is open until filled, but priority will be given to considering application materials submitted by January 20, 2020.

The Equal Rights Center is proud to be an Equal Opportunity Employer. The Equal Rights Center is a barrier, drug and smoke-free workplace.

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.

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.

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.
writing and analytic skills are required, and a J.D., Ph.D., or other advanced degree is preferred. This is not an entry-level position.

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

SENIOR POLICY ANALYST
NATIONAL IMMIGRANT JUSTICE CENTER

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

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

Job Duties Include:

• Coordinate with NIJC’s policy and management teams and external stakeholders to identify and pursue research (legal and historical)
• Conduct research and interviews with NIJC staff, clients, pro bono attorneys and coalition partners, and other individuals, such as academic experts
• Develop proposals for reform, including recommendations relating to appropriations
• Work independently and collaboratively with NIJC’s policy team, communications teams and legal services teams to draft written materials draft reports, policy briefs, 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 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

2-YEAR CLINICAL TEACHING FELLOWSHIP, 2020-2022
HEALTH JUSTICE ALLIANCE LAW CLINIC

Clinic Description:

The Health Justice Alliance Law Clinic is part of a medical-legal partnership between Georgetown Law Center and Georgetown University Medical Center. Launched in August 2017, the Law Clinic integrates law students directly into Georgetown community-based health clinics serving children and families living in poverty in Washington, D.C. Law students provide civil legal services to address barriers that affect patient health and well-being in collaboration with medical students, physicians, and other healthcare providers.

Patients at these clinics face multi-generational, complex, civil legal needs, many of which negatively impact their health and well-being. Among the needs currently being served are those related to education, housing, family law, and public benefits, including access to health insurance. By partnering directly with healthcare providers, who help identify when patients have unmet legal needs, the Law Clinic is implementing an upstream legal services approach that fills an important access to justice gap in D.C. and works to treat legal issues before they escalate into more serious legal crises. By meeting patients’ medical and legal needs in places where they already have trusted relationships, the HJA Law Clinic offers a unique and especially effective method for reducing the barriers to justice that often confront people living in poverty. Medical students rotate into the law clinic and collaborate with law students and clinical teaching fellows in providing holistic advocacy to client families.

Description of the Fellowship:

The Health Justice Alliance Law Clinic is hiring an individual to serve as a clinical teaching fellow and supervising attorney for two years. The two-year fellowship may start as early as May 2020. The fellowship is designed for a lawyer interested in developing teaching and supervisory abilities in a setting that emphasizes a dual commitment—clinical education of law students and poverty lawyering in the context of a medical-legal partnership and in the areas of civil legal aid identified above. The fellow will supervise law students providing civil legal services to families living in poverty and serve as a mentor and role model to law students in the clinic, which has a track record of attracting students from historically underrepresented backgrounds. The fellow will join the clinical teaching team, which consists of a senior teaching fellow and clinic director, in supervising law students, teaching law clinic seminar classes, and facilitating case rounds. The teaching team is highly collaborative and uses a team-based approach to pedagogy planning and problem solving. Successful completion of the fellowship results in the award of an L.L.M. in Advocacy from Georgetown University.

Fellows have several areas of responsibility, with an increasing role in the clinic and student supervision as the fellowship progresses. Over the course of the two years, the fellow will:

- Directly represent clients who are referred by our health care partners;
- Supervise students in casework and clinic projects;
- Share responsibility for designing and teaching seminar sessions;
- Assist with administrative and case handling responsibilities of the clinic;
• Participate in a clinical pedagogy seminar and other activities for the L.L.M., which is designed to support an interest in clinical teaching and legal education;
• Collaborate with law and medical students and faculty on research, policy, education, advocacy, and/or other projects designed to increase access to justice and health for underserved D.C. residents.

Teaching fellows receive an annual stipend of approximately $57,000 in the first year and $60,000 in the second year, health and dental benefits, and all tuition and fees in the LL.M. program. As full-time students, teaching fellows may qualify for deferment of their student loans and/or may be eligible for loan repayment assistance from their law schools.

Qualifications:

The Health Justice Alliance Law Clinic seeks a prospective fellow with:

• Experience providing civil legal services to low-income clients (special education law, housing, and/or public benefits are areas of particular need);
• Minimum of 3 years of post-J.D. legal experience;
• Membership in the District of Columbia Bar (if not a member of the D.C. Bar must apply for admission by waiver upon accepting the fellowship offer);
• Demonstrated commitment to social justice and an interest in clinical teaching; and
• Prior medical, health-related, or mental health-related experience a plus.

Application Instructions:

Please submit a letter of interest, résumé/CV, complete law school transcript, a list of at least three references, and a writing sample (max. 10 pages) to HealthJusticeAlliance@georgetown.edu by Friday, February 7, 2020. Candidates will be considered on a rolling basis until the position is filled; therefore, we encourage you to apply as early as possible. If you have any questions please contact Eugenia Alvarez, Office Manager for the Health Justice Alliance Law Clinic, at ea661@georgetown.edu.

Note: Georgetown Law Center is an Affirmative Action/Equal Opportunity employer and undertakes special efforts to employ a diverse workforce.

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 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.
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.

LAW CLERK
SENATE COMMITTEE ON RULES & ADMINISTRATION MAJORITY

The Senate Committee on Rules & Administration Majority is hiring a law clerk for the summer semester. 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., “Summer 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@nvlsp.org. The position will remain open until filled. Subject Line should read: "Law Clerk Application." The positions will remain open until filled.

**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.

OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)

PUBLIC INTEREST CONSUMER ATTORNEY
(STUDENT LOANS)
NATIONAL CONSUMER LAW CENTER
BOSTON, MASSACHUSETTS

The National Consumer Law Center (NCLC) is seeking an experienced attorney to work for economic justice for low-income and other disadvantaged communities. As a member of NCLC’s advocacy staff, the attorney will develop and implement strategies that help promote financial stability and asset preservation and combat exploitive practices. The position includes research and writing as well as policy and systemic advocacy at both the national and state levels. Some travel is required for meetings, presentations, and conferences. The attorney will work out of NCLC’s main office in Boston.

NCLC is a nonprofit, public interest advocacy organization that seeks to build economic security and family wealth for low-income and other economically disadvantaged Americans. NCLC is a leading source of legal and public policy expertise on consumer issues for lawyers, federal and state policymakers, consumer advocates, journalists, and front-line service providers. For more information, please see our website at www.nclc.org.

Areas of Interest:

This position will include significant work as a part of NCLC’s Student Loan Borrower Assistance Project. Depending on interest and background, the attorney may work in a number of other areas of consumer financial protection.

Qualifications:

- Law degree and admission to the bar in MA, or eligible to waive in or practice under SJC Rule 3:04.
- At least 2 years of relevant legal experience required, including experience working on consumer law issues.
- Experience working on Student Loan issues highly preferred.
- Excellent writing and analytical skills, including a demonstrated ability to analyze and write about complex legal and public policy issues.
- Outstanding communication and advocacy skills.
- The ability to think creatively, be strategic, and exercise good judgment.
- The ability to work independently and as part of a team.
- A demonstrated commitment to working on behalf of disadvantaged individuals and communities.
Responsibilities:

- Research and write on consumer issues for NCLC legal practice manuals and other publications, as well as shorter policy briefs;
- Write and present regulatory and legislative comments and testimony; meet with and respond to requests from policymakers, other advocacy organizations, industry groups, and the media;
- Provide legal and technical support to private and civil legal aid lawyers, consumer advocates, and government officials;
- Lead workshops and training sessions for lawyers and advocates;
- Develop proactive communication strategies to promote policy goals;
- Develop and manage advocacy projects;
- Contribute to fundraising efforts by obtaining grants and contracts;
- Provide direct representation to low-income student loan borrowers in MA;
- Supervise law students on projects.

Salary:

NCLC pays on a competitive salary scale, commensurate with years of experience. For example, starting annual pay at 2 years of experience is $77,000; 5 years $90,000; 10 years $108,000.

Benefits:

NCLC offers an outstanding benefits package that includes employer-paid medical, dental, life and disability insurance, as well as pre-tax savings plans, a retirement savings plan with employer contribution, and generous paid time off including holidays, sick time, personal time, parental leave, and 4 weeks of vacation per year.

Relocation assistance is available.

To apply:

Please email your resume and cover letter to careers@nclc.org. Subject Line: Consumer Attorney Student Loans. No phone calls, please.

While applications will be considered on a rolling basis, priority consideration will be given to applicants that apply by January 20th, 2020.

The National Consumer Law Center is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or to other non-work-related factors.

MANAGING ATTORNEY
COMMUNITY PROGRAMS
PENNSYLVANIA IMMIGRATION RESOURCE CENTER
YORK, PENNSYLVANIA

The Pennsylvania Immigration Resource Center (PIRC) is a non-profit agency that serves vulnerable immigrants through free legal services, education, and advocacy. PIRC’s Community Programs encompasses the Immigrant Survivors Project (ISP), which offers victim-centered legal services to immigrant survivors of domestic violence, sexual assault, and human trafficking throughout Pennsylvania, and the Citizenship Project, which serves eligible
lawful permanent residents in south central PA apply for naturalization. The Managing Attorney also holds a leadership role in the organization as a member of PIRC’s Senior Leadership Team.

Job Purpose and Activities:

- Manage and direct the Immigrant Survivors Project and the Citizenship Project
- Manage an 8-person legal staff overseeing client caseload and services and supervising all non-client matters, including Human Resource and professional development
- Provide legal supervision and assistance for ISP client caseload of foreign-born victims facing domestic violence, sexual assault, human trafficking and other similar crimes
- Provide legal supervision for the Citizenship client caseload of LPRs seeking naturalization
- Provide direct representation, as necessary
- Conduct outreach through participation in relevant community and stakeholder meetings and through participation in legal clinics as needed
- Responsible for program reports and invoicing for all Community Programs
- Work closely with the Executive Director to draft and submit grant applications and ensure compliance with contract and grant requirements for PIRC’s programs
- Maintain and cultivate relationships with program partners, governmental agencies, nonprofit providers and other stakeholders. Attend outreach events as needed
- Organize and oversee planning and delivery of community legal clinics
- Coordinate and manage the pro bono referrals and provide technical assistance and mentorship to pro bono attorneys in their casework
- Assist in recruitment and training of staff, interns, volunteers, and other staff as needed
- Other tasks as assigned

Qualifications and Experience:

- Licensed to practice law before the bar of any state in the U.S. required
- Five or more years’ experience in immigration law required.
- Personnel management experience, including training, supervising, motivating, and providing employee feedback required.
- Project management and federal or state grant compliance experience preferred.
- Fluency in Spanish (both written and verbal) and/or third language preferred
- Experience applying for VAWA, T Visa, U Visa, I-751 waivers and naturalization preferred.
- Prior experience working with survivors of domestic violence or sexual assault preferred.
- Prior experience managing remote staff preferred.
- Passion for PIRC’s mission and demonstrated commitment to immigration issues and public interest law.
- Sound information analysis and decision-making skills.
- Ability to work with Executive Director on strategic planning and play an active role in PIRC’s senior management team.
- Strong time management and organizational skills
- Goal-oriented with ability to take initiative with planning, coordinating and leading program on logistics and vision.
- Ability to manage multiple priorities and tasks with minimal supervision.
- Excellent verbal and written communication skills; excellent legal research and writing skills
- Must successfully pass FBI and Child Abuse Clearance background checks
Type:

Full-time Position; 40 hours per week Starting Annual Salary: $67,000

Location:

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

About York:

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

Why PIRC:

For immigrants in our community and in detention, the Pennsylvania Immigration Resource Center (PIRC) provides a unique combination of immigration legal services, advocacy, and education that provide protections to the most vulnerable immigrants in Pennsylvania. PIRC is an experienced provider of free, accessible, multilingual immigration services that empower, protect, and transform lives.

The staff at PIRC are its greatest strength. At PIRC, we strive to create a collaborative environment that encourages the sharing of ideas and victories, no matter the how large or small. PIRC offers a comprehensive benefits package including simple IRA with employer match, life insurance, health/dental/vision insurance, generous paid leave and flexible policies in a reflection of the organization’s ongoing commitment to self-care. Members of PIRC are passionate, intelligent, and hardworking individuals all committed to the common cause of providing access to justice for immigrants.

To Apply:

Please send a cover letter, resume, three references and a brief writing sample to Jessica Snyder, HR Manager at jsnyder@pirclaw.org. Applicants will be notified prior to contacting references.

Deadline:

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

PIRC is an equal opportunity employer. We value a diverse workforce and an inclusive workplace. PIRC encourages applications from all qualified individuals, without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, or citizenship or any other consideration prohibited by law.
The Immigrant Legal Resource Center (ILRC) is seeking a full-time Staff Attorney based in Texas, preferably in Dallas. We will also consider applicants based in Houston, Austin or San Antonio, with the applicant's understanding that the position may require travel to Dallas on a regular basis. This is an exempt position that reports to the Policy Director.

The ILRC is a national nonprofit legal support center headquartered in San Francisco with offices in Washington, D.C.; Austin, TX; San Antonio, TX; and the San Joaquin Valley of California. The mission of the ILRC is to work with, educate, and enhance the capacity of immigrants, community organizations, and the legal sector, in order to build a democratic society that values diversity, dignity, and the rights of all people. Founded in 1979, the ILRC is regarded as one of the foremost experts on engaging immigrants and developing their leadership in the democratic process, providing expertise on complex issues of immigration law, procedure and policy, and engaging in advocacy and educational initiatives on policies that affect immigrants. We are a team-based organization that makes decisions in a collaborative fashion that allows for significant staff input.

The Staff Attorney will work collaboratively with the ILRC's Texas team, including another Texas-based staff attorney and our Senior Texas Campaign Strategist and Campaign Coordinator, to build support for local pro-immigrant policies throughout Texas, as well as further the ILRC's technical support and capacity building work on behalf of immigrants and the practitioners who defend their rights.

**Job Responsibilities:**

The Staff Attorney will provide legal support and policy expertise to ILRC's Texas campaigns and contribute to several concurrent programs. The primary responsibility of this position is to build the capacity of community-based organizations and engage in policy work at the local level, especially relating to ICE enforcement issues and the intersection of the criminal and immigration systems. This includes:

- Developing local partnerships with community-based organizations, elected officials, and law enforcement agencies to advance pro-immigrant policies, and developing unique legal strategies to support these policies.
- Working in partnership with the other Texas-based staff to develop and execute winning strategies that advance immigrant and criminal legal system reform throughout Texas.
- Advising local community-based organizations and creating resources for diverse audiences about federal law, SB 4, 287(g), criminal legal reforms, and other policies that impact immigrants in Texas locally.
- Working with networks of other immigrant rights and criminal justice organizations and/or organizing with and presenting to groups/coalitions on immigration law, policy, and immigrant rights and criminal legal issues.

**Other responsibilities include (approximately 10-20% of time):**

- Responding to legal technical requests from private practice attorneys, nonprofit agency staff, and pro bono attorneys who work with immigrants on issues relating to family-based immigration, removal defense, VAWA, asylum, naturalization, and other immigration law issues through ILRC's Attorney of the Day program.
- Writing manuals, practice advisories, and outreach and educational materials for attorneys, paralegals, community organizers, members of the immigrant community, and others.
• Preparing and leading webinars and in-person seminars on a variety of topics in immigration law, particularly removal defense.
• Writing grant proposals and reports to foundations representing the ILRC in meetings with funders and supporters.
• Traveling for trainings, funder visits, and other events throughout Texas and the United States.

Qualifications: The successful applicant should have:

• A minimum of least 3 to 5 years of experience in immigration law and policy, including some experience representing clients in the practice of immigration law and removal defense.
• Interest and experience in issues pertaining to immigration enforcement and the intersection of immigration and criminal law.
• Interest in partnering with and supporting organizations led by and/or comprised of immigrants.
• Experience working on campaigns and/or with coalitions and networks and managing relationships with multiple partners.
• Ability to speak to and synthesize complex legal and policy information for a diverse range of audiences.
• Broad knowledge of family-based immigration law; removal defense law, including the grounds of inadmissibility and deportability; the intersection of criminal and immigration law; and the rules governing BIA and judicial review.
• Excellent writing, editing, legal analysis, and oral presentation skills.
• Exceptional time management skills and the ability to meet deadlines.
• A strong work ethic, including the following qualities: organized, flexible, reliable, and dependable, with the ability to be an independent worker, and able to handle several projects simultaneously while thriving in a team-based, collaborative decision-making environment.
• A willingness to travel throughout Texas and the United States.
• A current Bar membership in good standing for any state in the United States or the District of Columbia.

It is a plus if the applicant has additional experience including:

• More than five years of experience representing clients in the practice of general immigration law, especially family-based and removal cases, including experience representing clients before the BIA and the EOIR.
• Writing and securing grants from foundations and corporations.
• Technical writing experience.
• Training, teaching, or other public speaking experience.
• Working in, leading, or forming coalitions.
• Collaborating with immigrant communities or communities invested in criminal justice work.
• Coordinating civic engagement projects or working as a community organizer.
• Bar membership in the state of Texas.

Salary/Benefits:

Pay is very competitive for the field and commensurate with experience according to the ILRC salary scale for Staff Attorneys. The range for this position is from $84,077.89 (for those three years out of law school) - $91,917.26 (for those five years out of law school). An attorney hired for this position who has been out of law school for more than five years will have a higher salary based on their law school graduation year. The ILRC offers excellent benefits, medical/dental/vision insurance, a flexible spending account for medical and dependent care, vacation, and sick leave. The ILRC also sponsors a retirement plan option upon fulfillment of eligibility.
Applications:

This position will remain open until it is filled and is currently available. We will consider applications on an ongoing basis beginning immediately. To ensure consideration of your application, please submit a cover letter explaining your qualifications for the position, a current resume, a writing sample that demonstrates immigration law knowledge, and the contact information for three professional references.

Online applications are preferred. As an alternative, you can mail your application to:

Staff Attorney – Texas Hiring Committee
Immigrant Legal Resource Center
1458 Howard Street
San Francisco, CA 94103

No phone calls please.

The ILRC is an equal opportunity employer and does not make hiring or employment decisions on the basis of race, color, religion or religious beliefs, ethnic or national origin, nationality, sex, gender, gender-identity, sexual orientation, disability age, military or veteran status, or any other basis protected by applicable local, state or federal laws.

Pursuant to the San Francisco Fair Chance Ordinance and other similar state laws and local ordinances, ILRC will also consider for employment qualified applicants with arrest or conviction records.

SUPERVISING ATTORNEY - DETAINED
KINDS IN NEED OF DEFENSE
NEW YORK, NEW YORK

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

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

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

KIND is also building upon its expertise in the protection of unaccompanied children to encourage the development of pro bono initiatives across Europe in partnership with European NGOs.
**Position Purpose:**

To provide senior-level expertise and program management in the provision of legal services by KIND attorneys and pro bono partners to detained unaccompanied children facing removal proceedings. As needed, the Supervising Attorney will also supervise Staff Attorneys, Senior Paralegals, Paralegals, and other non-attorney staff.

**Primary Responsibilities:**

**May be responsible for one or more of the following:**

- Supervise and lead the Detained Program in relevant jurisdiction(s), in collaboration with the Managing Attorney, including: supervising casework, managing caseloads and other responsibilities, promoting and advising supervisees on professional growth, conducting employee performance evaluations, meeting regularly with each supervisee, and providing consistent and effective supervision to ensure high-quality legal work;
- Provide legal skills trainings and technical case assistance to in-house staff, pro bono attorneys, or other stakeholders, in coordination with field office colleagues and KIND’s Training and Technical Assistance Team;
- Serve as an organizational leader, advisor, and resident expert on the special needs of detained children, and the tailored provision of services in the detained context;
- Undertake direct representation of detained children in immigration removal proceedings and continue representation once children are released or transferred to another ORR or adult facility locally, as needed;
- Monitor daily arrivals, transfers, and discharges of immigrant children housed in ORR facilities in relevant jurisdiction(s);
- Oversee the timely and high-quality provision of legal orientation presentations and intakes of children upon arrival at ORR shelters;
- Liaison with shelter staff and other stakeholders as needed to maximize efficient and effective services to detained children;
- Review intakes by detained team and make determination regarding eligibility for immigration relief;
- Oversee or conduct drafting of eligibility letters for children to be transferred outside of relevant jurisdiction(s) for long term foster care determinations;
- Oversee or conduct assembly of court packages as needed, dependent on Immigration Court practices in local jurisdiction;
- Oversee or conduct completion of program reports, as needed, for partners and other stakeholders;
- Maintain ORR and other stakeholder relations;
- Oversee data management, ensuring data integrity through regular case audits and technical fluency with KIND’s case management systems;
- Collaborate with Managing Attorney to determine in-house and volunteer pro bono case placements;
- In coordination with local field office staff responsible for pro bono training and mentoring, assist with development of resources, local training curriculum, sample filings, and guidance packets;
- Represent KIND at local coalitions, courts, and agencies; and
- Assist in the supervision of attorneys, support staff, law student interns and volunteers.

**Minimum Requirements:**

- J.D. and admitted to local bar;
• Minimum 5 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 required;
• Minimum 3 years’ experience supervising attorneys and/or paralegals;
• Minimum 3 years’ experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
• Minimum 2 years’ experience working in a legal setting;
• Minimum 2 years’ experience working in a detained setting;
• 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 if majority of caseload is working directly with clients.

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

Supervision:

Detained team, including possibly Staff Attorneys, Senior Paralegals, Paralegals, other non-attorney staff, and legal interns

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/join-the-team/. 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.

Start your application here.

STAFF ATTORNEY -DETAINED
KINDS IN NEED OF DEFENSE
NEW YORK, NEW YORK

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

KIND’s social services program ensures that migrant and refugee children — who have often endured trauma — receive counseling, educational support, medical care and other comprehensive services.
To address the root causes of child migration from Central America and strengthen protection of unaccompanied children, KIND advocates for policy changes and educates lawmakers, the media, and the broader public on the conditions that drive these children to flee their home countries. KIND supports children returning to their home countries by connecting them to essential support services and sponsors gender-based violence prevention programs in Central America to protect children in countries of origin and transit.

KIND is also building upon its expertise in the protection of unaccompanied children to encourage the development of pro bono initiatives across Europe in partnership with European NGOs.

**Position Purpose:**

To provide expert legal services to unaccompanied children currently in or recently released from local immigration detention facilities, facing removal proceedings through zealous direct representation as well as pro bono facilitation, including robust consultation, training, and technical assistance to pro bono attorneys who have accepted a KIND cases. As needed, supervise Senior Paralegals, Paralegals, interns, and/or other non-attorney staff.

**Primary Responsibilities:**

May be responsible for one or more of the following:

- Train a team of paralegals to ensure the provision of high-quality intakes and legal orientations for unaccompanied children residing in immigration detention facilities.
- Communicate regular with shelter staff regarding the status of cases in detention.
- Oversee the referral process regarding children who are set to be released outside of the New York region.
- Once children are released locally from detention, based on caseloads and experience, funding streams, and institutional priorities, perform hybrid mentoring and direct legal representation functions, including providing robust consultation and technical assistance to pro bono attorneys who have accepted a KIND case as well as providing zealous legal advocacy to KIND’s clients in direct representation cases. Percentage of mentoring and direct representation caseloads will be determined by management in the Legal Services component;
- As needed, represent a smaller docket of children in their applications for relief who do not have reunification options and must remain longer in detention.
- Perform ordinary functions of legal counsel providing direct representation, including legal research and formulating the legal strategy for the case; conducting client interviews; appearing before immigration and/or state court or agencies; and drafting and filing court pleadings and applications for benefits;
- Place cases with pro bono attorneys and build relationships between KIND and the pro bono community;
- In coordination with KIND’s Training and Technical Assistance Team and the local field office Senior Attorney/s, as needed, help develop pro bono training resources and local training curriculum, including sample filings and guidance packets. With supervision, present trainings to pro bono attorneys and community groups;
- Ensure entry of timely, accurate, and detailed case data into KIND’s case management systems;
- Contribute to overall office functioning, including joining field office and KIND-wide calls and meetings, participating in field office and KIND-wide committees, and assisting with office events; and,
- As needed, supervise 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 NY bar;
- Minimum 1 year experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- 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;
- 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.
- Experience working with law firm attorneys and/or other legal volunteers preferred.

**Physical Demands and Work Environment:**

- Ability to work within an office environment and have regular interaction via telephone, video conference, IM, and email with KIND’s team
- Regular/weekly travel to local immigration detention facility required.

**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/join-the-team/](https://supportkind.org/join-the-team/). 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.

Start your application [here](https://supportkind.org/join-the-team/).

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**ATTORNEY**

**CRIMINAL DIVISION**

**OFFICE OF OVERSEAS PROSECUTORIAL DEVELOPMENT ASSISTANCE AND TRAINING**

**U.S. DEPARTMENT OF JUSTICE**

**MEXICO CITY, MEXICO**

This assignment is for a period of 14 months, beginning on or about June 2020, with the possibility of extension, contingent on the availability of funding. Appointment to this position will be affected by reimbursable detail appointment. More than one position may be filled from this announcement.
The mission of the Criminal Division's Office of Overseas Prosecutorial Development Assistance and Training (OPDAT) is to develop and administer technical and developmental assistance designed to enhance the capabilities of foreign justice sector institutions and their law enforcement personnel. This assistance is administered in order to enable those institutions and their personnel to more effectively combat gang violence, organized crime, corruption, financial crimes, human trafficking and smuggling and other types of crime in a manner consistent with the rule of law. The assistance is also administered to enable those institutions and their personnel to more effectively cooperate regionally and with the United States in combating such crime. http://www.usdoj.gov/criminal/opdat.

Job Description:

The Resident Legal Advisor(s) will represent the U.S. Department of Justice through OPDAT’s field office in Mexico City, implementing foreign criminal justice sector development and technical assistance programs to combat corruption, organized crime, money laundering, and other transnational crimes, consistent with international standards. The selected attorneys will work closely with local law enforcement and government officials, including prosecutors, judges, investigators, parliamentarians and others, to develop, implement, and strengthen OPDAT capacity building programs. The RLAs will also work closely with OPDAT headquarters staff and officials of the Department of State, U.S. Agency for International Development (USAID), operational law enforcement agencies, and in-country U.S. and foreign authorities to ensure the assistance program meets the needs of the host nation while supporting Departmental and U.S. policy objectives.

The RLA(s) will be responsible for implementation of programs that focus on criminal justice sector institutional development in the host nation, including transition and implementation of the accusatorial system, assessment of the legal system, prosecutorial capacity building, investigation and prosecution of complex transnational cases, trial advocacy skills development, money laundering and asset forfeiture, trafficking in persons, evidence collection and preservation, pretrial alternatives, and judicial capacity building.

Qualifications:

Required:

We are seeking a current Department of Justice attorney. To qualify for this position, applicants must possess ALL of the requirements below:

1. A J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and be an active member of the bar in good standing.

2. Specific grade level requirements:
   - GS-15: At least four (4) years of post J.D. legal experience, to include four (4) years of prosecutorial experience in Article III courts or comparable state level courts.
   - GS-14: At least three (3) years of post J.D. legal experience, to include three (3) years of prosecutorial experience in Article III courts or comparable state level courts.

3. The applicant must be a fluent Spanish speaker, as well as proficient in reading and writing Spanish.

Applicants must have or be able to obtain through their Component/Agency and maintain a Top-Secret security clearance.
Preferred:

Applicants should have a thorough understanding and practical knowledge of Department of Justice and other U.S. Government approaches and policies involving transnational crimes and security and justice sector development issues, including training and institution-building. Experience living, working, and/or training in an overseas environment is desirable. Experience with corruption-related investigations and prosecutions is highly desirable.

The successful applicant should also have:

- Ability to function effectively in an international, multi-cultural environment;
- Excellent interpersonal and management skills;
- The ability to communicate effectively orally and in writing;
- Extensive prosecution experience;
- Experience in bar activities, teaching, designing course curricula, and/or work with international development projects; and
- Experience in developing and litigating federal criminal cases involving international extradition and mutual legal assistance.

Salary:

Under a detail assignment, there is no change to the selectee’s base pay. If applicable, the selectee will also receive appropriate post and overseas salary differentials.

Travel:

Extensive travel to/from and within the host nation will be required.

Application Process:

Although this vacancy announcement expires on January 31, 2020, the announcement may be closed at any time if selections are made. The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

All interested attorneys meeting these qualifications should submit a cover letter and resume to opdatdetails.whp@usdoj.gov.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Application Deadline:

Friday, January 31, 2020
Relocation Expenses:

Relocation expenses are authorized. This is an accompanied position.

Number of Positions:

Few


ATTORNEY
CRIMINAL DIVISION
OFFICE OF OVERSEAS PROSECUTORIAL DEVELOPMENT
ASSISTANCE AND TRAINING
U.S. DEPARTMENT OF JUSTICE
ASUNCION, PARAGUAY

This assignment is for a period of 14 months, beginning on or about June 2020, with the possibility of extension, contingent on the availability of funding. Appointment to this position will be affected by reimbursable detail appointment.

The mission of the Criminal Division's Office of Overseas Prosecutorial Development Assistance and Training (OPDAT) is to develop and administer technical and developmental assistance designed to enhance the capabilities of foreign justice sector institutions and their law enforcement personnel. This assistance is administered in order to enable those institutions and their personnel to more effectively combat gang violence, organized crime, corruption, financial crimes, human trafficking and smuggling, and other types of crime in a manner consistent with the rule of law. The assistance is also administered to enable those institutions and their personnel to more effectively cooperate regionally and with the United States in combating such crime. http://www.usdoj.gov/criminal/opdat.

Job Description:

The Resident Legal Advisor (RLA) will represent the U.S. Department of Justice and OPDAT in the implementation of justice sector technical assistance activities designed to improve the capacity of the criminal justice system in El Salvador to combat organized crime, gang activity, money laundering, and other transnational crimes, consistent with international standards. The RLA will work closely with other OPDAT personnel assigned to U.S. Embassy San Salvador in assisting Salvadoran prosecutors, judges, law enforcement and government officials to design and implement bilateral technical assistance and development projects. These projects include technical advice to the Salvadoran Prosecutor General's Office on the development of major task forces, including those dealing with transnational criminal organizations, and general capacity building to increase collaborative efforts to identify, disrupt, and dismantle criminal networks. This may include analysis of and advice on initiatives including, but not limited to criminal code and criminal procedure code legislation, international mutual legal assistance and extradition, anti-gang extortion activities, financial crimes, and asset forfeiture proposals.
Qualifications:

Required:

We are seeking a current Department of Justice attorney. To qualify for this position, applicants must possess all of the requirements below.

1. A J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and be an active member of the bar in good standing.

2. Specific grade level requirements:
   - GS-15: At least four (4) years of post J.D. legal experience, to include four (4) years of prosecutorial experience in Article III courts or comparable state level courts.
   - GS-14: At least three (3) years of post J.D. legal experience, to include three (3) years of prosecutorial experience in Article III courts or comparable state level courts.

3. The applicant must be a fluent Spanish speaker, as well as proficient in reading and writing Spanish.

Preferred:

Applicants should have a thorough understanding and practical knowledge of Department of Justice and other U.S. Government approaches and policies involving experience in developing and litigating federal criminal cases involving international extradition and mutual legal assistance, as well as experience in developing and litigating federal criminal cases involving international extradition and mutual legal assistance.

The successful applicant should also have:

- Ability to function effectively in an international, multi-cultural environment;
- Excellent interpersonal and management skills;
- The ability to communicate effectively orally and in writing;
- Extensive prosecution experience;
- Experience in bar activities, teaching, designing course curricula, and/or work with international development projects; and
- Experience in developing and litigating federal criminal cases involving international extradition and mutual legal assistance.

Salary:

Under a detail assignment, there is no change to the selectee’s base pay. If applicable, the selectee will also receive appropriate post and overseas salary differentials.

Travel:

The RLA may be required to travel domestically and internationally.

Application Process:

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.
1. If you do not already have an account, please create a USAjobs account before applying Create an Account. You will be able to upload your resume and supporting documents and complete your profile prior to applying.
2. Once you have an account, apply to the USAjobs vacancy: https://www.usajobs.gov/GetJob/ViewDetails/552311600

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

**Application Deadline:**

Friday, January 31, 2020

**Relocation Expenses:**

Yes.

**Number of Positions:**

1


ATTORNEY
CRIMINAL DIVISION
OFFICE OF OVERSEAS PROSECUTORIAL DEVELOPMENT
ASSISTANCE AND TRAINING
U.S. DEPARTMENT OF JUSTICE
SAN SALVADOR, EL SALVADOR

This assignment is for a period of 14 months, beginning in or about July 2020, with the possibility of extension, contingent on the availability of funding. Appointment to this position will be affected by term appointment or reimbursable detail. All applicants from 19-CRM-OPD-023 and 19-CRM-OPD-069 are still under consideration. There is no need to re-apply to this position.

The mission of the Criminal Division’s Office of Overseas Prosecutorial Development Assistance and Training (OPDAT) is to build strong foreign partners who can work with the United States to enhance cooperation in transnational cases and to fight crime before it reaches our shores. OPDAT provides expert assistance and case-based mentoring to foreign counterparts to help develop justice systems that can effectively combat transnational crime, corruption, and terrorism consistent with the rule of law and in furtherance of U.S. national security.
Job Description:

The Resident Legal Advisor (RLA) will represent the Department of Justice and OPDAT in the implementation of justice sector technical assistance activities designed to improve the capacity of the criminal justice systems in Paraguay and the region to combat terrorism, terrorist financing, and transnational crime consistent with Financial Action Task Force (FATF) recommendations, United Nations resolutions regarding terrorist financing, and the Global Counterterrorism Forum (GCTF) Rabat Memorandum on Good Practices for Effective Counterterrorism Practice in the Criminal Justice Sector (Rabat Memorandum). The RLA will work with relevant components within the Paraguayan criminal justice system to plan and implement effective money laundering and financial crimes regimes in order to disrupt terrorist networks. Specifically, the RLA will facilitate bilateral and regional technical assistance and skills development to law enforcement, prosecutors, judges, and other practitioners designed to increase their capacity to collaboratively identify, disrupt, and dismantle terrorist financing and other transnational criminal regimes. This may include analysis of and advice on initiatives including, but not limited to, anti-terrorism legislation, money laundering laws, asset forfeiture proposals, organized crime, and extradition. The RLA would also be expected to provide technical assistance in areas that could include criminal procedure code reform, counterterrorism and money laundering capacity development, and legislative drafting. This position involves periodic travel in the region and will require the RLA to coordinate with the Tri-Border Area Legal Advisor who oversees the region, as well as engage with justice sector officials from countries in the region on combating terrorism and financial crime through international cooperation.

Qualifications:

Required:

- A J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and be an active member of the bar in good standing.
- Specific grade level requirements:
  - GS-15: At least four (4) years of post J.D. legal experience, to include four (4) years of prosecutorial experience in Article III courts or comparable state level courts.
  - GS-14: At least three (3) years of post J.D. legal experience, to include three (3) years of prosecutorial experience in Article III courts or comparable state level courts.
- The applicant must be a fluent Spanish speaker, as well as proficient in reading and writing Spanish.

Applicants must have, or be able to obtain through their Component/Agency, and maintain a TopSecret security clearance.

Preferred:

Applicants should have a thorough understanding and practical knowledge of Department of Justice and other U.S. Government approaches and policies involving experience in developing and litigating federal criminal cases involving international extradition and mutual legal assistance, as well as experience in developing and litigating federal criminal cases involving international extradition and mutual legal assistance.

The successful applicant should also have:

- Ability to function effectively in an international, multi-cultural environment;
- Excellent interpersonal and management skills;
- The ability to communicate effectively orally and in writing;
• Extensive prosecution experience;
• Experience in bar activities, teaching, designing course curricula, and/or work with international development projects; and
• Experience in developing and litigating federal criminal cases involving international extradition and mutual legal assistance.

Salary:
Under a detail assignment, there is no change to the selectee’s base pay. If applicable, the selectee will also receive appropriate post and overseas salary differentials.

Travel:
Extensive travel to/from and within the host nation will be required.

Application Process:
Although this vacancy announcement expires on January 31, 2020, the announcement may be closed at any time if selections are made. The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

All interested attorneys meeting these qualifications should submit a cover letter and resume to opdatdetails.whp@usdoj.gov.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Application Deadline:
Friday, January 31, 2020

Relocation Expenses:
Relocation expenses are authorized. This is an accompanied position.

Number of Positions:
1

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

Job Summary:

This is a great opportunity for a lawyer to help IIBA expand access to legal services at 3 local community colleges. We are seeking a Staff Attorney who will provide access to immigration legal services to students, staff and faculty on community college campuses in San Francisco, Santa Clara and San Mateo counties. This position supports IIBA’s mission by providing quality immigration-specific legal service, advice, and representation in support of low income individuals; supervising legal work of employees and/or volunteer workers at sites; representing IIBA at events for clients, partner organizations, and the media; and maintaining high standards for legal protocols and record keeping.

Job Responsibilities:

- Case Management: Provide eligibility and risk assessment, full representation, brief service, and/or legal advice to low income clients filing applications, including DACA, naturalization, family-based and humanitarian immigration petitions.
- Outreach and Group Processing: Develop community college relationships. Responsible for workshops, clinics, outreach activities and information sessions for immigrant students, community college staff and faculty. Outreach and workshops requires evening and weekend events.
- Maintain Legal Best Practices: Comply with IIBA’s policies, procedures, protocols, and best practices for non-profit immigration law practice, including legal ramifications, maintenance of client files and data for reporting requirements. Participate in regular peer review meetings and legal trainings.
- Ensure grant compliance: Ensure grant requirements are met. Track client services, case progress and outcomes as required by grant guidelines.
- Supervise Legal Work: Train and help supervise administrative support staff, paralegals, outreach workers, legal interns and other volunteers.
- Community Leadership: Participate in meetings and webinars on behalf of IIBA and its partner organizations and collaborators. Occasionally take part in radio and television interviews, as well as support social media networking efforts.
- All other duties: Perform all other duties as needed and/or as directed by supervisor.

Knowledge, Skills and Abilities Required:

- Education & Certification: J.D. from ABA certified law school or international equivalent. A current Bar Membership in good standing.
- Advanced legal research and writing skills.
• Dedicated to providing high quality legal assistance and capable of handling complex legal issues on behalf of low-income immigrant populations.
• Excellent interpersonal, organizational and communication skills.
• Outstanding public speaking skills in English and Spanish, with ability and experience to conduct outreach and education events to large groups and be interviewed on television, radio, and taped video.
• Experience in developing and providing services to the target population preferred.
• Very strong attention to detail and excellent organizational skills.
• Exceptional time management skills – ability to meet deadlines.
• Ability to act independently and exercise sound judgment.
• Commitment to serving immigrants and sensitivity to the needs of the low-income, culturally diverse newcomer community.
• Familiarity with the region and knowledge of local resources, public systems, and area philanthropy preferred.
• Proficiency in a Windows/PC environment, and able to quickly become proficient in the use of IIBA’s immigration law software and database.
• Ability to travel to community college campuses on a regular weekly basis. Available for evening and weekend services as needed.
• Bi- LINGUAL – English and Spanish fluency REQUIRED

Salary/Benefits:

Pay is commensurate with experience.

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

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

To Apply:

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

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

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

IIBA is a non-profit, non-discriminatory service organization and employer. We do not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation or disability. Persons receiving services in our programs are entitled to freedom from harassment and retaliation and reasonable accommodation for qualified disabilities.
The Immigration Institute of the Bay Area (IIBA) was founded in 1918, and its mission is to welcome, educate and serve immigrants, refugees and their families as they join and contribute to the community. IIBA provides immigration legal services, English and civic education, and other services at its eight offices throughout the Bay Area, as well as through its collaborative efforts with local and regional service providers. IIBA offers a team-oriented, collegial and collaborative work environment across its offices.

**Job Summary:**

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

**Job Responsibilities:**

- **Case Management:** Provide eligibility and risk assessment, full representation, brief service, and/or legal advice to low income clients filing applications, including family-based and humanitarian immigration petitions, waivers, U Visas, DACA, DAPA, naturalization, consular processing, adjustments of status, and removal defense.
- **Outreach and Group Processing:** Develop community relationships. Responsible for workshops, clinics, outreach activities and information sessions for immigrants, social service agencies serving immigrants, local government and community-based organizations. Outreach and workshops require occasional evening and weekend events.
- **Maintain Legal Best Practices:** Comply with IIBA’s policies, procedures, protocols, and best practices for non-profit immigration law practice, including legal ramifications, fee collection, maintenance of client files and data for reporting requirements. Participate in regular peer review meetings and legal trainings.
- **Fee Assessment:** Assess fees for services, sign contracts with clients, work with administrative staff to ensure fees are collected and applications are filed in a timely manner.
- **Ensure grant compliance:** Ensure grant requirements are met. Track case progress and outcomes as required by grant guidelines.
- **Supervise Legal Work:** Train and help supervise administrative support staff, paralegals, legal interns and other volunteers.
- **Community Leadership:** Participate in meetings and webinars on behalf of IIBA and its partner organizations and collaborators. Occasionally take part in radio and television interviews, as well as support social media networking efforts.
- **All other duties:** Perform all other duties as needed and/or as directed by supervisor.

**Knowledge, Skills and Abilities Required:**

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

Salary/Benefits:

Pay is commensurate with experience.

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

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

To Apply:

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

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

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

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency’s operations, responsibilities may be modified at any time.
IIBA is a non-profit, non-discriminatory service organization and employer. We do not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation or disability. Persons receiving services in our programs are entitled to freedom from harassment and retaliation and reasonable accommodation for qualified disabilities.

2020 SPRING & SUMMER EXTERNS
CIVIL RIGHTS EDUCATION AND ENFORCEMENT CENTER
DENVER, COLORADO

Established in 2018, IDAP litigates conditions of confinement for people held in ICE’s jails and prisons, particularly focusing on medical, mental health, and disability issues. We are currently litigating systemwide deficiencies in those areas in ICE’s prisons in Fraihat v. ICE, pending in the Central District of California. We center and lift up the stories of directly impacted people, their families, and their communities while seeking systemic legal change.

About CREEC:

Founded in 2013 by two experienced attorneys known for their successful high-impact civil rights litigation work, CREEC was established to broaden and deepen reach and to increase education and partnership opportunities in the civil rights arena. As a nonprofit membership organization, CREEC’s goal is to ensure that everyone can fully and independently participate in our nation’s civic life without discrimination based on race, gender, disability, religion, national origin, age, sexual orientation, or gender identity. CREEC has been a proud host of law student externs for many years.

Spring & Summer Opportunity Details:

Legal externs will have extensive client contact, including in-person at the detention center in Aurora, CO; will develop legal and factual research; and will support fast-moving and innovative systems-change litigation. CREEC offers first-hand experience in civil rights litigation, research and advocacy to area law students through our extern program. We highly value the talents and contributions of law student externs and seek to be diverse and inclusive. Spanish preferred but not required.

If you’re interested in learning more, or to submit a resume and cover letter, please contact Liz Jordan, IDAP director, at ejordan@creeclaw.org.

STAFF ATTORNEY
BASF CAREER CENTER
ATTORNEY OF THE DAY IMMIGRATION LEGAL DEFENSE PROGRAM
SAN FRANCISCO, CALIFORNIA

BASF is a nonprofit organization and the oldest voluntary bar association in California. Today, over 7,400 San Francisco lawyers are members of BASF, which prides itself as being one of the most active and innovative local bar associations. In addition to services and benefits to our members, BASF provides a variety of legal services to San Francisco residents including our Lawyer Referral and Information Service, Alternative Dispute Resolution, and the Justice & Diversity Center (including the Homeless Advocacy Project) which is the largest provider of legal services to San Franciscans.
About the Justice and Diversity Center of BASF:

JDC is a non-profit organization that provides free legal services through its staff and volunteers to low-income Bay Area residents. Each year more than 1,600 volunteer attorneys, legal assistants, and law students work with JDC staff to serve nearly 7,500 indigent clients. JDC’s holistic advocacy approach seeks to address the social service and legal needs of clients.

About the Job:

The Justice and Diversity Center of The Bar Association of San Francisco is the host of the Attorney of the Day Program, which provides consultations to unrepresented respondents on the day of their initial court hearings. We are excited to hire our first Staff Attorney, Attorney of the Day (AOD) who will consult with and provide limited scope representation to unrepresented individuals and families facing removal on the detained, non-detained and juvenile dockets at the San Francisco Immigration Court. The Staff Attorney, AOD will create protocols to provide unrepresented respondents more continuous and robust services. The Staff Attorney, AOD will also liaise with the court and attorney volunteers, and train attorney volunteers and participate in data collection and analysis.

The duties and responsibilities commensurate with the role of the Staff Attorney, AOD include, but are not limited to, any combination of the following tasks:

- Conduct consultations with unrepresented respondents and advocate for them on the non-detained adult and juvenile dockets and detained adult dockets at the San Francisco Immigration Court.
- Oversee the intakes and referrals collected from the AOD Program, with a priority to conducting follow-up services for San Francisco and Santa Clara County residents.
- Assist in the training of and communication with volunteer AODs in the JDC AOD Program.
- Work closely with the AOD Attorney Coordinator and JDC’s partners to design strategies and materials to protect the interests of indigent and/or pro se respondents before the Immigration Court.
- Carry a small caseload of limited and full scope cases in removal proceedings.
- Work closely with the ILDP Director and AOD Attorney Coordinator to design and analyze data collection from the AOD program to meet the SFILDC, SCC, CCJ’s, and JDC’s needs.

To the extent possible, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Why Work For Us:

We offer a collaborative work environment, a progressive work culture, and a wonderfully diverse staff. Additionally, we have a standard 35-hour workweek, flexible scheduling (manager’s discretion), and we are a mission and values based organization.

We also offer competitive pay and a generous benefits package that includes: a choice of medical insurance plans, dental insurance, vision insurance, pretax commuter, health, and dependent care accounts, employer paid short- and long-term disability insurance, life insurance, and a retirement and profit-sharing benefit, and more!
Requirements

Education and Experience Requirements:

- Licensed attorney with a minimum of 1 year’s relevant legal experience
- Experience representing immigrants in removal proceedings
- Fluency in English and Spanish required
- Ability to thrive in a fast-paced and chaotic environment

To Apply:

BASF is strongly committed to diversity and we encourage applications from people who can contribute to our diversity, including people with disabilities.

Please submit your resume and cover letter to: BASFjobs@sfbar.org or Human Resources, BASF, 301 Battery Street, Third Floor, San Francisco, CA 94111. Open until filled.

No phone calls please. Due to the amount of resumes we receive each day, we will not be able to respond individually with the status of your application.

HIAS BORDER ATTORNEY FELLOW
PROBAR
BROWNSVILLE, TEXAS

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

Job Summary:

Accountable for providing direct representation for ProBAR clients in immigration cases, including representation in Immigration Court and the United States Citizenship and Immigration Service (USCIS), while helping to support the broader immigration efforts of ProBAR’s legal team. Under the supervision of Supervising Attorney, the HIAS Border Fellow will provide direct legal representation to individuals seeking asylum, withholding of removal, and Convention Against Torture protection, with a focus on representing individuals in the Migrant Protection Protocols (MPP) Program.

Job Responsibilities:

- Provide legal representation in removal defense cases, including MPP cases.
- Under the supervision of ProBAR Legal Director, support ProBAR’s legal team, including the DOJ accredited representatives, pro bono attorneys, and other staff as assigned, through regular engagement, case assistance and mentorship.
- Oversee and provide legal orientation, counseling and education regarding asylum and other potential relief available to the population served by ProBAR.
- Stay up to date on rapidly changing asylum laws and policies; comply with data and program reporting requirements.
• Support efforts of HIAS to engage the Jewish community around the issues of immigration detention and asylum, including identifying opportunities for pro bono attorney and non-attorney engagement and submitting one contribution to the HIAS blog or other communication (such as a video, presentation, briefing call, etc.) per trimester (every four months).
• Performs other related duties as required.

Basic Qualifications:

• Possession of a Juris Doctorate degree from an ABA-accredited law school and be in good standing of any state and/or the District of Columbia.
• A minimum of 1-3 years of experience with immigration law, including removal defense work before the immigration court.
• Fluent in English and Spanish in written and spoken forms.
• Intermediate proficiency in Microsoft Office products and Google tools.
• Excellent interpersonal skills, including good communication skills, listening skills and attitude.
• Strong case management, legal research, and legal writing skills required.
• Demonstrated ability and willingness to zealously pursue new and untested legal theories.
• Ability to work both independently and in a group setting.
• Ability to work flexible hours, including some evenings and weekends.
• Valid driver’s license, access to an automobile, insurance, and willingness to drive to off-site locations.
• This position requires the ability to travel to and enter care provider facilities funded by the Office of Refugee Resettlement, Administration for Children and Families, United States Department of Health and Human Services which provide housing and services to unaccompanied children. This position will require the provision of legal services to unaccompanied children in such care provider facilities. In accordance with the federal regulation, background check will be required for this position.
• Passion for social justice for immigrants required and a willingness to engage with the Jewish community.

Preferred Qualifications/Interests:

• Experience with removal defense or the intersection of immigration and family law or criminal defense.
• Dedication to serving immigrant communities with a sincere commitment to working on behalf of low-income immigrants.
• Experience working with detained immigrants or other incarcerated populations.
• Experience working with marginalized populations and survivors of trauma.

To apply and for more information about the position, please visit:

https://usr57.dayforcehcm.com/CandidatePortal/en-US/aba/Posting/View/820

The American Bar Association is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 956-365-3775 or email applications@abaprobar.org.
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.

STAFF ATTORNEY
NATIONAL IMMIGRANT JUSTICE CENTER
CHICAGO, ILLINOIS

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

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

Essential Duties and Responsibilities:

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

• Other duties may be assigned.

**Competencies:**

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

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting;Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
• **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

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

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

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

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

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

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

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

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

• **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

• **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

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

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

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

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

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

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

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

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

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

To Apply:

You can access the full job description and application here.

SENIOR STAFF ATTORNEY
DISABILITY RIGHTS ADVOCATES
BERKELEY, CALIFORNIA

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

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

Core Responsibilities:

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

Qualifications:

• 8+ years’ experience and demonstrated success litigating civil rights-oriented lawsuits
• Excellent writing and oral advocacy skills
• Knowledge of legal principles and practices related to high impact or class action litigation
• Self-directed with strong initiative, efficient time management, follow through, and flexibility around changing priorities and deadlines
• Connection to disability or passion for our mission desirable, but extensive disability law experience not necessary
• An active license in good standing with the CA Bar
• Spanish language fluency desirable
For more information on DRA’s mission and impact visit [www.dralegal.org](http://www.dralegal.org)

**Compensation:**

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

**How to Apply:**

Please send the following to [jobs@dralegal.org](mailto: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

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.
- Developing new impact litigation on behalf of vulnerable children including immigrant children and youth.

**Required Qualifications:**

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

**Desired Qualifications:**

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

Salary and Benefits:

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

How to Apply:

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

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

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

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

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

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

Position:

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

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

Required Qualifications:

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

Desired Qualifications:

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

Salary and Benefits:

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

How to Apply:

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

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

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

ATTORNEY
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/CldemDQQy3/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.

LITIGATION ATTORNEY
JUSTICE IN AGING
OAKLAND OR LOS ANGELES, CALIFORNIA

Justice in Aging seeks a litigation attorney with at least five years of experience to join our Oakland or Los Angeles, CA office. The successful candidate will work closely with the Litigation Director and the Litigation Team in developing and pursuing high impact cases that promote and defend the rights of older adults. The litigation attorney will be based in one of our California offices, but work closely with attorneys in all three of our offices.
(Washington, DC, Oakland and Los Angeles) on issues related to health, economic security, and preserving the social safety net for seniors. This attorney will identify, develop, and litigate impact cases primarily on behalf of older adults in California, and will also contribute to our litigation across the country.

Justice in Aging uses the power of law and our expertise in safety net programs like Medicare, Medicaid, Social Security, and Supplemental Security Income to fight senior poverty. For more than 40 years we’ve focused on addressing systemic injustice and the resulting inequities that often impact women, people of color, LGBTQ individuals, and people with limited English proficiency.

We have a rich tradition of successful, high-impact, strategic advocacy on behalf of the more than 7 million seniors living in poverty in America. Our litigation program partners with local advocates and pro bono partners across the country to monitor legal issues that impact our clients and advance systemic litigation to protect their rights. This Litigation Attorney position presents an excellent opportunity to bring the promise of the Americans with Disabilities Act to older adults and contribute to impactful work in a collegial, collaborative environment at a time when the challenges to the safety net older adults rely on could not be greater.

Applications will be accepted on a rolling basis until the position is filled. Candidates are encouraged to send in their materials by January 21, 2020. Questions about the position can be directed to Katrina Cohens at kcohens@justiceinaging.org.

Responsibilities:

- Handle cases to promote and defend the rights of older adults in federal and state courts, with a focus on litigation impacting older low-income Californians.
- Develop and prosecute cases, including research, investigations, discovery, motions practice, trials, and appeals. Negotiate possible settlements in lieu of trial where appropriate.
- Work closely with the Litigation Director and members of the Litigation Team, as well as advocates and pro bono partners in multiple jurisdictions.
- Work with Justice in Aging attorneys to identify new cases that address systemic inequities based on race, gender, disability, language, immigration status, and LGBTQ identity.
- As needed, supervise fellows, law clerks, pro bono attorneys, and other staff or consultants.
- Limited travel will be required.

Requirements:

- J.D., with admission in the CA Bar (or admission in another Bar with eligibility for admission in CA).
- At least five years of hands-on litigation experience (may be partially fulfilled with other relevant experience).
- Strong legal writing, analytical and advocacy skills.

Desired:

- Familiarity and passion for civil rights protections and public entitlements applicable to older adults (e.g., Medicaid, Medicare, SSI, Social Security, or the Americans with Disabilities Act).
- Commitment to using the law to address systemic injustice and resulting inequities.
- Diversity of personal and professional experience.
- Ability to work independently, meet deadlines, and produce a high-quality work product.
Compensation:

Salary for this position will range from starting at $76,500 and increases based on a salary scale commensurate with experience. Justice in Aging also offers a competitive benefits package, including health, dental and life insurance; flexible reimbursement plan; 403(b) retirement savings plan; parental leave, and generous vacation policy.

To Apply:

Please submit the following to Katrina Cohens, kcohens@justiceinaging.org:

- Cover letter that describes your interest in this particular position;
- Resume;
- One writing sample;
- Three professional references
- DEI answer (see below)

In your cover letter, please address the following in order for your application to be considered:

At Justice in Aging we advocate for older adults, particularly regarding systemic injustice and the resulting inequities that often impact women, people of color, LGBTQ individuals, and people with limited English proficiency. To promote social justice and best achieve our mission, Justice in Aging is committed to maintaining a diverse staff and creating an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal or professional experience or background has prepared you to contribute to a work environment with a strong commitment to diversity, equity and inclusion? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences to your response.

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

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

We hope to see you soon!
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