### LEGAL POSITIONS

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LEGAL POSITIONS

SUPERVISING IMMIGRATION ATTORNEY

CASA

CASA, the mid-Atlantic's largest membership-based immigrant rights organization with more than 100,000 members, is searching for dynamic, bilingual (English/Spanish) attorneys to join our team. Applicants must be passionate about the cause of immigrant rights and eager to join a fast-paced, impactful, community-based organization like ours.

CASA is looking for an experienced, bilingual (English/Spanish) immigration attorney to help lead our immigration practice. Applicants should have at least 3-5 years of experience in immigration law, including significant experience handling removal defense cases in immigration court.

Candidates must demonstrate a strong commitment to CASA's mission of building power in working class and immigrant communities, through a combination of support services, community organizing and advocacy.

The ideal candidate will also possess strong leadership and communication skills, and have experience supervising staff (including interns, fellows, attorneys and/or paralegals).

This position will split time between CASA's headquarters in Langley Park, MD and our office in Baltimore, MD.
To apply go to [https://wearecasa.org/join-us/](https://wearecasa.org/join-us/) and select the "Supervising Immigration Attorney" position.

**STAFF ATTORNEY**  
**EMPLOYMENT/IMMIGRATION**  
**CASA**

CASA is looking for a bilingual (English/Spanish) attorney to help represent our members in employment-related cases and support our growing immigration practice.

Candidates must demonstrate a strong commitment to CASA's mission of building power in working class and immigrant communities, through a combination of support services, community organizing and advocacy.

This position will be based at CASA's headquarters in Langley Park, MD.

To apply go to [https://wearecasa.org/join-us/](https://wearecasa.org/join-us/) and select the "Staff Attorney - Employment/Immigration" position.

**STAFF ATTORNEY**  
**HOUSING/IMMIGRATION**  
**CASA**

CASA is looking for a bilingual (English/Spanish) attorney to help represent our members in housing cases and support our growing immigration practice.

Candidates must demonstrate a strong commitment to CASA's mission of building power in working class and immigrant communities, through a combination of support services, community organizing and advocacy.

This position will be based at CASA's headquarters in Langley Park, MD.

To apply go to [https://wearecasa.org/join-us/](https://wearecasa.org/join-us/) and select the "Staff Attorney - Housing/Immigration" position.

**LEGAL AID ATTORNEY**  
**PROBATES - ESTATES PROJECT**  
**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:

This Legal Aid Attorney will work for the newly created Probates - Estates Project providing legal advice, counsel and extended representation to clients of Legal Counsel for the Elderly. Provides legal representation to clients in the DC Superior Court, Probate Division. Representation involves probate and estate planning matters on behalf of low-income older DC residents.

Responsibilities:

- Provides representation and/or timely accurate information, legal advice and counsel in matters involving the probate of estates and preparation of estate planning documents to older DC residents.
- Legal services include preparing and filing probate estate documents, transferring title to real property, preparing and filing Homestead Exemption applications and Tax Deferral applications with the Office of Tax and Revenue. Legal services also include preparing estate planning documents (e.g. wills, powers of attorney, transfer on death deeds), for probate clients. Cases may involve complex litigation.
- Effectively administers assigned cases and ensures that client problems are identified and resolved promptly, efficiently, and in an organized manner.
- Participates in community outreach, fairs, and workshops as requested.
- Maintains accurate, contemporaneous, and complete records and notes in the case management system concerning cases handled.
- Meets all goals and measurements of grant requirements and assists in the preparation of reports and other work related to the Project to grant funders.
- Provides guidance to, refers cases and monitors work of volunteers, legal assistants and interns on assigned cases.
- Attends training courses and conferences related to the work of the Project.
- Participates on committees with other legal services advocates, professionals, clients, and community partners with the purpose of working on larger policy issues related to probate and estate planning issues.
- Work collaboratively on cases and or research issues placed with pro bono counsel.
- Possesses a demonstrated interest in public interest law.
- Demonstrates AARP values in all interactions.

Requirements:

- Completion of a Juris Doctorate degree, a member in good standing of the DC Bar or eligibility to waive into the DC Bar, and at least 1-3 years of directly related legal experience. Willingness to work with volunteers, interns and pro bono counsel. Foreign language skills a plus.
- Excellent written and verbal communication skills required.
- Strong organizational, problem solving and multi-tasking skills needed.
- Demonstrated commitment to poverty/public interest law.
- Knowledge of the District of Columbia legal and social service communities a plus.
• Commitment to the goals and priorities of AARP and to the representation of elderly individuals with low incomes.
• Amenability to local travel.

Benefits Offered:

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

To Apply:

https://careers.aarp.org/ShowJob/JobId/2376932/LegalAidAttorneyProbatesEstatesProject

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.

MANAGING ATTORNEY
DETAINED CHILDREN’S PROGRAM
CAPITAL AREA IMMIGRANTS’ RIGHTS (CAIR) COALITION

Who We Are:

The Capital Area Immigrants’ Rights (CAIR) Coalition is the only non-profit organization in the Washington, D.C. area focused exclusively on providing free legal assistance to child and adult immigrants detained by the government in the Capital Region.

Position Summary:

A Managing Attorney in the Detained Children’s Program works collaboratively with staff and management to:

• ensure that clients receive high-quality legal services while detained and if released,
• provide direct legal services to unaccompanied immigrant children,
• supervise attorneys, legal assistants, and other staff,
• implement long-term plans for the program,
• attract and retain a diverse and talented staff.

Location:

This position is located in our Washington, D.C. office.

General Duties and Responsibilities:

Representation:

• Manage caseload of direct legal representation of detained and released clients in removal proceedings before the Arlington and/or Baltimore Immigration Courts. This includes representation in the following types of cases: Asylum, Withholding of Removal, Protection under the Convention against Torture,
Special Immigrant Juvenile Status, Board of Immigration Appeals, U-Visas, T-Visas, and Cancellation of Removal.

- Represent clients before USCIS and in local state courts.
- Manage potential client follow up after intake, including sponsor intakes, assessment of legal relief and case placement with in-house or pro bono attorneys.
- Support the program’s efforts to remain abreast of new developments in the law and to train staff on the law.
- Supervise attorneys on direct representation cases.
- Provide expert mentoring to pro bono attorneys from area law firms handling immigration cases.

Organizational Services:

- Work with program management to set long-term program goals.
- As needed, support facility team to ensure smooth operations of weekly visits to several local government detention centers. This includes ensuring that all clients receive legal orientation and intake.
- Work with other CAIR Coalition programs to ensure cross-program information and strategy sharing.
- Oversee the inputting and accuracy of data and case information into shared databases.
- Take part in stakeholder relationship activities with community groups, government agencies, contractors, and representatives, and other legal service providers.
- Lead internal CAIR Coalition committees and working groups to lend a voice to the growth and strategy of the organization.

Competencies Required:

Legal Proficiency:

The Managing Attorney demonstrates a mastery of immigration law and legal procedure and can deploy innovative and culturally competent approaches to assisting clients. The Managing Attorney stays abreast of developments in the law and ensures that their supervisees are trained in new developments.

Client and Programmatic Proficiency:

The Managing Attorney proficiently and collaboratively manages all of the program’s obligations. The Managing Attorney proficiently manages their caseloads and the caseloads of the staff they supervise. The employee skillfully supervises their staff and ensures that staff are in a position to grow professionally.

Administrative:

The Managing Attorney ensures that all administrative aspects of their position (and their staffs’ positions), attendant to the provision of services to clients, are carried out without managerial intervention, including timekeeping, file upkeep, database upkeep, etc.

Qualifications Required:

- JD and relevant experience in immigration law. Family law experience a plus.
- Must be licensed to practice law in Maryland or Virginia, eligible to waive into the Maryland or Virginia bar, or be willing to sit for the next scheduled bar exam.
- Written and oral Spanish fluency strongly preferred.
- Driver’s license preferred.
• Favorable results on background check including driving record, Child Protection Registry, and state and federal criminal records.

Salary & Benefits:

Salary commensurate with experience. A generous benefits package that includes medical, dental and vision insurance, four weeks of vacation plus all federal holidays. We are an LRAP eligible employer.

How to Apply:

Please send resume and cover letter to HR@caircoalition.org to apply.

ATTORNEY
DETAINED CHILDREN’S PROGRAM
CAPITAL AREA IMMIGRANTS’ RIGHTS (CAIR) COALITION

Job Description:

CAIR Coalition is the only non-profit organization in the Washington, D.C. area with a legal services program focused exclusively on assisting detained immigrant adults and children. We are seeking a staff/senior attorney in our Detained Children’s Program. The Attorney will focus on the provision of direct legal services to unaccompanied immigrant children being held in facilities in Virginia and Maryland, as well as those reunified locally to DC, Maryland and Virginia, recruitment and mentoring of pro bono attorneys, and training and outreach.

Job Responsibilities:

Detention work: Conducts regular visits with unaccompanied immigrant children detained in Virginia and Maryland. Perform Know-Your-Rights presentations and conduct individual intakes with unaccompanied immigrant children at the detention facilities. Provide necessary follow-up after intakes to evaluate eligibility for relief. Follow-up may include performing legal research, securing criminal/juvenile delinquency records and obtaining additional information from family members.

Direct legal services: Manage a caseload of in-house and pro bono mentorship cases including Special Immigrant Juvenile Status, asylum, U and T visa cases. This includes representation before USCIS and the Arlington and Baltimore Immigration Courts. Appear as “friend of the court” for minors appearing on the juvenile docket at the Immigration Court in Arlington, Virginia and Baltimore, MD. Maintain and develop relevant stakeholder relationships and represent CAIR Coalition in meetings with stakeholders.

Pro Bono services: Provide training to pro bono attorneys and conduct relevant outreach. Mentor teams of pro bono attorneys on cases through the life of the case. Assist in the development and maintenance of resources for pro bono teams.

Supervisory responsibilities: Supervise legal assistants, staff attorneys, and legal interns on a regular basis. Review written work product and provide feedback. Conduct weekly supervisory meetings with supervisees to review workload, case questions and provide administrative supervision.
Job Requirements:

- JD and relevant experience in family law and/or immigration law. Must have experience in representing immigrant youth.
- 1-3 years of experience for staff attorney candidates, 3-5 years for senior attorney candidates
- Must be licensed to practice law in Maryland or Virginia
- Written and oral Spanish fluency required.
- Driver’s license required
- Must be able to pass a required background check.
- Prior supervisory experience

Salary and Benefits:

Salary commensurate with experience. A generous benefits package that includes medical, dental and vision insurance, four weeks’ vacation plus all federal holidays. We are an LRAP eligible employer.

Application Process:

Please submit a cover letter, resume, and writing sample to hr@caircoalition.org. Applications will be considered on a rolling basis; early submissions are encouraged as the position is open immediately. No phone calls please.

GENERAL COUNSEL
OFFICE OF THE DIRECTOR, LEGAL DIVISION
U.S. DEPARTMENT OF JUSTICE

This position serves as the General Counsel for the Office of Community Oriented Policing Services ("COPS Office"). The General Counsel reports to the Director of the COPS Office (a Senior Executive Service Member). The incumbent supervises and manages the legal activities of the COPS Office.

As the nation’s leading community policing experts at the Department of Justice, the COPS Office has invested over $14 billion in community policing since Congress established the Office in 1994. The COPS Office provides grant resources and technical assistance to support state, local and tribal law enforcement agencies, hire law enforcement officers, advance school safety, promote officer safety and wellness, support the National Blue Alert Network, prepare for active shooter situations, fight drug activities and advance other policing priorities to combat violent crime. This dynamic Office works closely with Administration leadership and the law enforcement field across the country. The incumbent will serve a vital role to ensure all COPS operations and programs comply with applicable laws, Congressional requirements, and ethical responsibilities as well as advance Administration, Attorney General, and Director priorities.

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

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

This is a permanent position. If you are selected as the General Counsel, your responsibilities will include, but will not be limited to:

- Supervises and manages the Legal Division staff in providing legal advice to COPS Office management, staff, and grantees, and in coordinating on related legal matters with other Justice Department components. Legal advice covers the full range of COPS Office operations and programs, including (but not limited to): the Public Safety Partnership and Community Policing Act of 1994, the STOP School Violence Act of 2018, federal grant law, appropriations law, copyright law, administrative law, legislative drafting, labor relations, employment law, ethics, tribal law, procurement law, the Federal Advisory Committee Act, the Freedom of Information Act, and the Privacy Act.

- Represents the COPS Office in all employment matters requiring legal assistance, including Equal Employment Opportunity and Merit Systems Protection Board cases, internal grievances, performance and conduct matters, and other sensitive employee matters such as, providing expert direction to staff investigating allegations of misconduct, conducting legal sufficiency reviews of adverse action proposals and decisions, and advising on personnel policy issues.

- Provides expert legal, policy, and programmatic advice to the Director and other executive level positions within the COPS Office based on knowledge of relevant law and COPS Office operations and programs. Represents the COPS Office in legal matters facing the office, including matters involving the priorities and initiatives of the Attorney General, the Administration, and the Director.

- Interprets applicable executive and administrative orders, rules, regulations, and statutes relevant to the COPS Office. Provides the Director and other executive level staff with sound legal advice that may influence policy and program decisions.

- Ensures that the Legal Division incorporates the Director’s priorities into strategic planning initiatives.

- Ensures that the workloads of Legal Division staff is equitable and advances the Administration’s priorities and the COPS Office mission.

Ideal candidates for this position will have:

- Extensive knowledge of the federal laws governing grant programs and agency operations, including (but not limited to) federal grant law, appropriations law, legislative drafting, administrative law, employment law, federal ethics requirements, labor relations, the Freedom of Information Act, and the Privacy Act.

- Knowledge of the full range of federal agency operational requirements to advise the Director and other executive level positions in managing, including (but not limited to) federal budget development and execution, the federal appropriations process, grant program development and implementation, internal and external communication strategies, employee staffing and engagement, organizational structure, and strategic planning.

- Demonstrated supervisory skills, such as recruiting, hiring, training, managing performance and conduct, assessing and assigning workloads, coaching, and mentoring.
• Demonstrated ability to analyze complex matters and appropriately identify legal and policy issues, both orally and in writing. Excellent written and oral communication skills.

• Demonstrated ability to interact successfully with employees from diverse personal and professional backgrounds, senior Justice Department officials, and members of the public.

• Ability to develop and maintain strong, collaborative relationships at all levels.

• Demonstrated ability to determine and give effect to Congressional intent on enacted bills, including researching and analyzing legislative history to find support, clarification, or precedence on the interpretation of federal statutes.

• Demonstrated ability to review and revise proposed legislation and amendments and analyze the impact of proposed legislation on COPS Office programs and activities.

• Demonstrated ability to provide guidance on the use of appropriated funds, including a comprehensive understanding of the Principles of Federal Appropriations Law and Comptroller General decisions.

• Demonstrated experience with federal labor relations/ unions.

Qualifications:

• Applicants must have a J.D. degree, be an active member of the bar, and have a minimum of five years of professional legal experience
• A minimum of two years of legal supervisory experience.
• A minimum of one year of litigation or advisory employment law experience.

Salary:

GS-905-15 ($137,849 to $166,500 / Per Year)

Travel:

Occasional travel may be required.

Application Process:

To apply, applicants must submit their resume and a cover letter that highlights their interest in the position and addresses in detail how they meet the qualifications. Applicants must also submit a short writing sample or part of a longer writing sample (not to exceed ten pages), which should be exclusively or primarily the applicant’s work and should include legal analysis, and a current list of references. Please submit applications via email to COPS.Vacancies@usdoj.gov. Applications are due no later than 11:59 PM (EST), February 7, 2020. Please note that if you previously applied for this position in response to the ad that closed on November 25, 2019, your application remains under consideration, and you do not need to reapply.

For more information about the COPS Office, please visit https://cops.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.

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.


ATTORNEY
NATIONAL SECURITY DIVISION
U.S. DEPARTMENT OF JUSTICE

The National Security Division (NSD) leads the Department’s efforts to prevent and combat terrorism and to protect the national security. NSD provides legal and policy advice on national security matters, litigates counterterrorism, counterespionage, and foreign intelligence surveillance matters, represents the Government before the Foreign Intelligence Surveillance Court and other federal trial and appellate courts, and conducts oversight over FBI national security investigations and foreign intelligence collection.

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

Job Description:

The Counterintelligence and Export Control Section (CES) investigates, prosecutes and supervises the investigation and prosecution of cases affecting the national security and foreign relations of the United States, including espionage, computer hacking by nation states and their proxies, economic espionage, foreign interference, and violations of U.S. export control and sanctions laws. The Section also coordinates criminal cases involving the application of the Classified Information Procedures Act (CIPA), and it administers and enforces the Foreign Agents Registration Act (FARA). CES provides legal advice to U.S. Attorney’s Offices and investigative agencies on all matters within its area of responsibility, which includes 90 federal statutes affecting the national security.

CES attorneys provide legal advice and guidance to the investigative and intelligence communities in the development of cases for prosecution, and they assist the United States Attorney’s Offices when prosecution is undertaken, ensuring, among other things, that U.S. Intelligence Community equities are identified and protected.

Qualifications:

Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of State, territory, or the District of Columbia and have 4-5 years of post J.D. professional experience to be qualified at the GS-14 or GS-15 levels. Applicants should have an interest in national security matters and possess
excellent writing skills. Significant experience in litigation involving, or a strong interest in, computer intrusion investigations is desirable. Applicants must also be able to qualify for the highest and most sensitive security clearances.

It is the policy of the National Security Division to request a three-year commitment for all attorney positions.

**Salary:**

(GS-14): $121,316 - $157,709 per annum (GS-15): $142,701 - $170,800 per annum

**Travel:**

Occasional travel will be required.

**Application Process:**

To apply for this position, please submit a resume, a cover letter (highlighting relevant experience), a writing sample (not to exceed 10 pages), a current performance appraisal (if applicable) electronically to: CESattorneyvacancy@usdoj.gov with the subject line “Attorney Vacancy.

NO PHONE CALLS PLEASE.

For more information about the National Security Division, please visit the NSD Web page at: http://www.usdoj.gov/nsd/

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:**

Wednesday, February 12, 2020

**Relocation Expenses:**

Relocation expenses are not authorized.

**Number of Positions:**  Multiple

This position is in the Executive Office for Immigration Review (EOIR), Office of the Chief Immigration Judge. EOIR is seeking retired immigration judges as part-time and intermittent reemployed annuitants to support EOIR’s mission to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation’s immigration laws. Reemployed annuitants selected for these immigration judge positions will support the adjudication of cases nationwide, serving on an as-needed basis, sometimes with limited advance notice, either in-person or via video to hear cases when a permanent IJ is not available.

Positions may be available in any of EOIR’s immigration courts nationwide. For a complete listing of courts to which you may apply, please see https://www.justice.gov/eoir/eoir-immigration-court-listing.

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

Job Description:

This position is for intermittent employment of reemployed annuitant immigration judges only. Individuals selected for the position of reemployed annuitant immigration judge must be a prior immigration judge with the skill set to perform the duties highlighted above. Reemployed annuitants may be eligible to receive a dual compensation waiver during their appointments, allowing them to receive their full annuity and full salary.

The Office of Personnel Management has authorized this reemployment opportunity under the National Defense Authorization Act for Fiscal Year 2015. Reemployed Annuitants hired under this authority will serve on temporary appointments limited to one year or less with possible extension for one year with a new approved waiver request. This program is open to both CSRS and FERS retirees.

Immigration Judges preside in formal, quasi-judicial hearings. Proceedings before Immigration Judges include but are not limited to deportation, exclusion, removal, rescission, and bond. Immigration Judges make decisions which are final unless formally appealed. In connection with these proceedings, Immigration Judges exercise certain discretionary powers as provided by law, and are required to exercise independent judgment in reaching final decisions. Immigration Judges may also conduct video conference hearings. Additionally, Immigration Judges may be required to conduct hearings in penal institutions and other remote locations.

This is a non-supervisory position.

Qualifications:

In order to qualify for the Reemployed Annuitant Immigration Judge position, applicants must be former immigration judges who have retired from federal service. Applicants must provide a letter, indicating their interest, resume with their past experience as an immigration judge, and the location(s) to which they would be willing to report on an intermittent basis to hear cases; a Standard Form 50, and an Annuity Statement. Employment is contingent upon the completion and satisfactory adjudication of a background investigation. Selectee(s) must be able to maintain a top-secret clearance.
Salary:
$138,630 - $181,500

Travel:
50% or greater; reemployed annuitant immigration judges may be required to travel frequently, including weekends. Travel may include short detail assignments.

Application Process:
We will evaluate the qualifications and eligibility of all applicants, and then assess those who meet the minimum qualifications. All candidates who meet all the minimum requirements will be referred to the hiring official for further consideration. We will notify you of the final outcome after all of these steps have been completed.

Only U.S. Citizens or Nationals are eligible for employment with the Executive Office for Immigration Review. Dual citizens of the U.S. and another country will be considered on a case-by-case basis. All DOJ applicants, both U.S. citizens and non-citizens, whose job location is with the U.S., must meet the residency requirement. For a total of three (not necessarily consecutive years) of the five years immediately prior to applying for a position, the applicant must have: 1) resided in the U.S., 2) worked for the U.S. overseas in a Federal or military capacity; or 3) been a dependent of a Federal or military employee serving overseas.

Applicants must provide a letter, indicating their interest, resume with their past experience as an immigration judge, and the location(s) to which they would be willing to report on an intermittent basis to hear cases; a Standard Form 50, and an Annuity statement.

Key Requirements:
- You must be a former immigration judge that is currently retired from federal service.
- You must be a U.S. Citizen or National
- You must undergo a pre-employment security investigation.
- Selective Service Registration is required, as applicable.
- Moving and Relocation Expense are not authorized.
- Relevant experience (see qualifications below.)

Benefits differ for reemployed annuitants. For more information, please contact the EOIR Office of Human Resources who can provide you with a fact sheet with information specific to reemployed annuitants, or see OPM guidelines at https://www.opm.gov/retirement-services/publications-forms/crsfhrs-handbook/c100.pdf.

Applicants are required to email applications to: EOIR.HR_Application_Review@usdoj.gov. Please reference "Immigration Judge Reemployed Annuitant Position” in your cover letter and the subject of the email.

Please submit applications no later than cut-off dates listed below:

- February 18, 2020
- March 18, 2020
- April 17, 2020
- May 18, 2020
June 18, 2020

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:
Thursday, June 18, 2020

Relocation Expenses:
Relocation expenses will not be paid.

Number of Positions:  Multiple


ATTORNEY CRIMINAL DIVISION
U.S. DEPARTMENT OF JUSTICE

The Money Laundering and Asset Recovery Section (MLARS) leads the Department's asset forfeiture and anti-money laundering enforcement efforts. This position is assigned to the Money Laundering and Forfeiture Unit, which litigates civil and criminal forfeiture cases for the Division and, in appropriate cases, in partnership with United States Attorneys' Offices (USAO).

MLARS attorney advisors review and develop policy, regulatory, and legislative changes to promote the use of anti-money laundering and forfeiture law enforcement tools to combat organized criminal groups, take the profit out of crime, and further victim compensation, all while ensuring that the rule of law is strictly followed, civil liberties are protected, and our constitutional system is strengthened.

Job Description:
The successful candidate's responsibilities will include:

• Providing advice on development of legislative initiatives and strategies, preparation of positions on legislation proposed by Congress, and preparation of responses to congressional inquiries on issues within the Section's area of expertise;
• Providing advice and developing written materials regarding national policy initiatives and strategies on asset forfeiture and money laundering-related issues;
• Providing advice and developing written materials for policy guidance and regulations relating to asset forfeiture and money laundering;
• Representing MLARS in dealings with the national money laundering and asset recovery community, regulatory community, interagency partners, and state and local partners, as well as outreach to the private sector; and
• Providing advice on strategic planning of public appearances and writing and reviewing speeches and testimony related to asset forfeiture and money laundering issues for Criminal Division leaders, such as the Assistant Attorney General, Deputy Assistant Attorney General, and Chief of MLARS.

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. 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; reviewing, analyzing and developing complex policies and legislation; and leading paralegals and support staff.

Preferred Qualifications:

Your qualifications will be further evaluated based upon the following competencies:

• Knowledge of anti-money laundering and asset forfeiture laws, processes, and procedures;
• Ability to draft, analyze, and review legislation relating to law enforcement;
• Ability to analyze, write, and review legal policy in support of legislation or executive orders; and
• Ability to represent the Section in Department, interagency, and other committees, groups, and task forces.

Salary:

The salary range for this position is $142,701– $170,800 per annum, which includes locality pay. See OPM’s Web page at: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/DCB.pdf.

Travel:

Domestic and international travel may 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.

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/557522500
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:

Thursday, February 13, 2020

Number of Positions: 1


TRIAL ATTORNEY
CONSUMER PROTECTION BRANCH
U.S. DEPARTMENT OF JUSTICE

The Consumer Protection Branch (CPB) is seeking up to 8 experienced attorneys to enforce federal consumer protection laws throughout the United States. CPB brings both criminal prosecutions and civil enforcement actions in matters of national importance related to complex consumer fraud schemes, prescription drug diversion, adulterated and misbranded food and drugs, deceptive trade practices, and hazardous products. The Branch also defends against trial and appellate suits challenging federal regulatory actions related to consumer protection laws. The Branch’s litigation regularly involves issues that attract congressional and media interest. CPB works closely with U.S. Attorneys' Offices, the Criminal Division, and federal law enforcement agencies, including the FBI, DEA, Postal Inspection Service, and Defense Criminal Investigative Service. CPB also works extensively with the Food and Drug Administration, Federal Trade Commission, and Consumer Product Safety Commission. CPB Trial Attorneys have the opportunity to handle all aspects of the Branch's unique and varied practice, pursuing criminal and civil actions across the country.

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

Job Description:

The Consumer Protection Branch is seeking 8 Trial Attorneys to represent the United States in a broad range of criminal and civil litigation. Charged with safeguarding Americans' health, safety, economic security, and identity integrity, Trial Attorneys will develop investigations and pursue significant actions across the country. In advancing the Branch's mission, Trial Attorneys will work closely with U.S. Attorneys' Offices and federal law enforcement partners, including the FDA, FBI, DEA, Postal Inspection Service, Federal Trade Commission, Consumer Product Safety Commission, and Defense Criminal Investigative Service. Trial Attorneys will engage in all phases of discovery and litigation, including using the grand jury and civil investigative tools, advising law enforcement partners, preparing appropriate pleadings, and litigating motions and trials before U.S. District Courts. Trial Attorneys also will have responsibility for coordinating multi-component and international investigations, cases, and initiatives. In addition, Trial Attorneys will represent the United States in direct
negotiations and discussions with opposing counsel, often related to complex corporate investigations and litigation matters. Areas of enforcement emphasis for the Branch include: the prescription opioid crisis, fraud schemes affecting older Americans and U.S. service members; adulterated and misbranded food, drugs, tobacco, and medical devices; deceptive trade practices and data-privacy violations; and hazardous consumer products.

Trial Attorneys also will have the opportunity to handle all phases of defensive litigation in civil actions filed against the FDA and Consumer Product Safety Commission. This work includes the nation’s most high-profile drug- and device-approval litigation. Trial Attorneys may litigate defensive actions in both federal trial and appellate courts.

In addition, Trial Attorneys will be expected to review and opine on policy matters and legislative proposals related to public health and safety, and to advise U.S. Attorneys’ Offices on considered prosecutions under the Food, Drug, and Cosmetic Act and other federal laws. Trial Attorneys further will have the ability to engage with Department leadership and to participate in training offerings and events.

Qualifications:

Applicants must be a graduate from a full course of study in a School of Law accredited by the American Bar Association and be a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), have at least three years of post J.D. experience to qualify at the GS-14 level; and four years of post J.D. experience to qualify at the GS-15 level.

You must also be a U.S. citizen.

Applicants must have excellent writing, and advocacy skills, as well as superior negotiation, and interpersonal skills. Successful candidates will be highly motivated, exhibit sound judgment and creativity, and have several years of active litigation experience. Judicial clerkship experience and at least five years of post J.D. experience is preferred

Salary:

$121,316-$170,800 per year

Travel:

You may be expected to travel for this position.

Application Process:

To apply for this position, you must submit a cover letter highlighting interest and unique experience, resume, and writing sample (not more than 10 pages in length). If you are claiming veterans’ preference, you must also submit your DD-214, and/or other documentation that you may have.

Applicants are encouraged to submit their materials by email to: Consumer.Protection@usdoj.gov.

Applicants may also send their materials by commercial courier service, (FedEx or UPS) to:
U.S. Department of Justice  
Consumer Protection Branch  
Attn: Marilyn Neal  
450 5th Street, NW  
Suite 6400  
Washington, DC 20530  

No telephone calls, please.

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:**

Monday, February 17, 2020

**Relocation Expenses:**

Not Authorized

**Number of Positions:** 8

Equal Opportunity Employment.

**POLICY COUNSEL**  
**AMERICAN IMMIGRATION LAWYERS ASSOCIATION**

Headquartered in downtown, Washington, DC, the American Immigration Lawyers Association (AILA) is a nationally recognized and respected organization with over 15,000 attorney members who practice and teach immigration law. For our membership, we provide advocacy, continuing legal education, practice resources, professional services and expertise.

Founded in 1946, AILA’s mission is to promote justice, advocate for fair and reasonable immigration law and policy, advance the quality of immigration and nationality law and practice, and enhance the professional development of its members. To learn more about our organization, please visit [www.aila.org](http://www.aila.org).

**Department Summary:**

The Government Relations team advocates for immigration-related legislative, regulatory, and policy reforms before Congress and the agencies, consistent with AILA’s principles and priorities.
Position Summary:

The Policy Counsel works to advance AILA’s administrative and congressional advocacy goals by working with AILA staff, coalition partners, AILA members and committees. The Policy Counsel represents AILA before Congress and with the Administration. The Policy Counsel contributes significantly to AILA’s written work product, drafting and editing policy documents, practice pointers, bill text, legislative analysis, analysis of regulations, and blogs. The Policy Counsel provides support and assistance to individual AILA members with respect to substantive immigration law questions and information needs, monitors administrative developments, and reports on such developments to the AILA membership.

Essential Job Functions:

Congressional and Administrative Advocacy (45%)
- Works with the department directors, staff, AILA leadership and assigned AILA committees to identify emerging issues and trends, shape AILA’s policy positions and make recommendations on key priorities.
- Actively participates in the development of legal and policy positions and agenda items for agency meetings and participates in those meetings. Lobbies Congress on issues as needed.

Policy and Legal Analysis (25%)
- Reviews, evaluates, and prepares written analysis on proposed regulations and legislation to identify legal and policy issues.
- Drafts and contributes to the substantive content of AILA’s policy and legislative work product.

Information Sharing and Education (10%)
- Drafts and designs product to maximize AILA’s impact with AILA members and the public.
- Delivers speeches, participates in public events, and conducts interviews with the media to promote AILA’s positions.

Coalition Work (10%)
- Represents AILA in national or regional coalitions and campaign efforts.
- Cultivates relations and alliances with organizations that share a common advocacy purpose.

Staff Resource to AILA members (10%)
- Serves as a resource on policy and legislative matters for AILA members.
- Supports the department’s membership engagement efforts.

Requirements:

Required Education and Training:

J.D. degree.

Minimum Job Requirements:

Two years of immigration policy and/or general immigration law practice experience. Capitol Hill experience, or experience working with administrative agencies or coalition organizations strongly preferred. Solid understanding of the legislative process. Prior experience in an association, member-service, or customer service environment is helpful.
Knowledge, Skills and Abilities (Ksa) Required

Knowledge (acquired information necessary to do job, kind of knowledge required for the job)
- Knowledge of immigration law, policy, and procedures.
- Strong grasp of strategy and of the political process.
- Experience in developing and implementing major policy advocacy campaigns.

Skills (position-specific learned activity, generally gained through training)
- Excellent writing, editing, and organizational skills.
- Strong interpersonal and communication skills.
- Strong research and electronic communications skills.
- Strong member-service orientation.
- Capacity to handle multiple competing priorities – including ability to work under pressure and meet deadlines.
- Strong understanding of public relations and communications, including image and consistency of message.

Abilities (position-specific talents; potential to perform tasks or functions – e.g., ability to communicate verbally or in writing)
- Ability to communicate effectively, both verbally and/or in writing.
- Ability to engage association committees and members.
- Ability to work independently and in coordination with teams and volunteer leadership.
- Ability to handle multiple competing priorities and meet deadlines.
- Ability to take initiative and work with minimal supervision.
- Ability to travel, work after-hours and/or weekends, as needed.

Other Requirements (e.g., language requirement, license requirement, certifications):
Bar admission preferred.

Physical / Mental / Environmental Requirements:
Requires sitting at a desk for extended periods of time; walking and standing for extended periods of time throughout the workday; use of a PC workstation for extended hours; lifting up to 20 pounds; and verbal communications with others. Occasional travel. Extended hours, including evening and weekends as needed.

Our Workplace:
We offer a dynamic and collaborative work environment with a competitive compensation package based on your experience and qualifications. Our generous benefits include 100% of an employee’s Medical/Rx, Dental, and Vision premiums, as well as contributions towards dependents’ premiums; a 401(k) with up to 3% matching contribution upon enrollment, employer paid disability and life insurance, commuter subsidy, and on-site fitness room. In addition, we provide employees with flexible scheduling and telecommuting options and plenty of time away from the office to bolster creativity and recharge. Added perks: four-week paid parental leave and a four-week sabbatical every tenth year of service.
AILA received recognition as a 50 Best Places to Work by Washingtonian Magazine and one of the Principal 10 Best for Employee Financial Security. Our diverse membership is comprised of knowledgeable, compassionate, and dedicated professionals who constantly work to navigate the complex practice of immigration law.

To Apply:

https://recruiting.paylocity.com/recruiting/jobs/Details/219330/American-Immigration-CouncilLawyers-Association/Policy-Counsel

The American Immigration Lawyers Association is an equal opportunity employer, and is committed to treating all applicants and employees without regard to unlawful considerations of race, religious creed, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (cancer or genetic characteristics), genetic information, military and veterans status, citizenship and immigration status, or any other classification protected by applicable local, state, or federal laws. This equal employment opportunity commitment applies to all aspects of employment, including but not limited to, advertising, recruiting, hiring, job assignment, compensation, promotion, demotion, benefits, training, discipline, and termination.

TRIAL ATTORNEY
CIVIL RIGHTS DIVISION, DISABILITY RIGHTS SECTION
AND SPECIAL LITIGATION SECTION
DEPARTMENT OF JUSTICE

The attorneys selected will be dedicated to the selecting Section's work pursuant to the Health Care Fraud and Abuse Control ("HCFAC") Program, with an emphasis on the Section's matters that seek to enforce compliance with the ADA's integration mandate by preventing unnecessary segregation of persons with disabilities in institutions such as mental health facilities, nursing facilities, and other congregate settings. Applicants who wish to be considered by only one of the Sections should identify that Section in the applicant's cover letter.

The incumbent will be responsible for duties such as, but not limited to: (1) personally handling sensitive and/or complex investigations, litigation, and negotiations; (2) contributing to the development of strategies and priorities for HCFAC and Olmstead enforcement; (3) coordinating with other federal agencies to develop strategies for effective and efficient information sharing and case referrals; and (4) conducting outreach. The incumbent will be responsible for screening and developing new matters, conducting comprehensive investigations involving in-person visits, interviewing witnesses, working with experts, analyzing data, drafting written recommendations including legal analyses, litigating Olmstead claims and negotiating, monitoring, and enforcing settlement agreements. Litigation associated with these investigations is typically complex, involving extensive discovery, pretrial motions practice, preliminary injunction hearings, trials, and post judgment enforcement. This position requires travel and may require extended hours.

Travel Required:

25% or less - The position may require extended hours and significant travel

Requirements:

Conditions of Employment:

•Must be a U.S. Citizen or National
• All male applicants born after 12/31/1959 must have registered for the selective service. If selected, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.
• You will need to successfully complete a pre-employment background security process pending completion and adjudication of the background investigation before you can be appointed into an attorney position.
• You must have a Juris Doctorate degree from a law school accredited by the American Bar Association and be a member in good standing of the bar of a state or territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico.

Qualifications:

Required Qualifications:

Applicants must possess a J.D. from an American Bar Association accredited law school, be an active member of the bar in good standing (any jurisdiction), and possess the minimum years of post-professional law degree experience commensurate to the grade level of eligibility, as shown below. Applicants also must have strong, demonstrated qualifications in the following areas: academic achievement; written and oral communication skills; the ability to analyze complex issues; skill and experience working collaboratively and productively with others; organizational skills; professional judgment; initiative; and the ability to excel in a fast-paced, demanding environment. In addition, applicants must have outstanding professional references.

Preferred Qualifications:

Given the nature and volume of this work, the Sections generally seeks candidates with significant experience in complex litigation. Applicants with one or more of the following qualifications are preferred: (1) extensive civil trial experience; (2) extensive federal civil litigation experience; (3) experience with complex investigations and negotiations; (4) substantive knowledge of Olmstead, Medicaid, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable law; and (5) experience conducting outreach to a broad array of stakeholders. Judicial clerkships (especially in federal court), law review, moot court, clinical experience, and skill and experience working cooperatively and productively with a range of people, such as charging parties, witnesses, respondents, disadvantaged or disenfranchised groups, opposing counsel, judicial or administrative officials, advocacy groups, law enforcement personnel, and the staff of other federal or state governmental agencies are also preferred.

Possessing the minimum post law degree legal experience does not guarantee the applicant will be selected at that grade level.

• GS-13 - minimum 1.5 years post-JD legal experience
• GS-14 - minimum 2.5 years post-JD legal experience
• GS-15 - minimum 4 years post-JD legal experience

Education:

You must possess a J.D. degree.

For more information and to apply:

https://www.usajobs.gov/GetJob/ViewDetails/557145700
Closing date: February 11, 2020

TRIAL ATTORNEY
CIVIL RIGHTS DIVISION, DISABILITY RIGHTS SECTION
DEPARTMENT OF JUSTICE

Responsibilities:

The experienced attorneys selected for these positions will be primarily responsible for investigating alleged violations of the ADA, negotiating settlements, and, when necessary, litigating claims under the ADA.

Trial Attorneys are responsible for screening and developing new matters, conducting investigations, litigating complex cases, and monitoring compliance in connection with DRS's enforcement activities.

These duties include, but are not limited to:

Developing investigations; interviewing witnesses; analyzing data and evidence; negotiating; litigating; monitoring settlement agreements and consent decrees; and conducting outreach, training, and technical assistance, as needed.

Travel Required:

50% or less - The position may require extended hours and significant travel.

Requirements:

Conditions of Employment

- Must be a U.S. Citizen or National
- All male applicants born after 12/31/1959 must have registered for the selective service. If selected, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.
- You will need to successfully complete a pre-employment background security process pending completion and adjudication of the background investigation before you can be appointed into an attorney position.
- You must have a Juris Doctorate degree from a law school accredited by the American Bar Association and be a member in good standing of the bar of a state or territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico.

Qualifications:

Required Qualifications:

Applicants must possess a J.D. from an American Bar Association accredited law school, be an active member of the bar in good standing (any jurisdiction), and possess the minimum years of post-professional law degree experience commensurate to the grade level of eligibility, as shown below. Applicants also must have strong, demonstrated qualifications in the following areas: academic achievement; written and oral communication skills; the ability to analyze complex issues; skill and experience working collaboratively and productively with others;
organizational skills; professional judgment; initiative; and the ability to excel in a fast-paced, demanding environment. In addition, applicants must have outstanding professional references.

**Preferred Qualifications:**

Given the nature and volume of this work, the Section generally seeks candidates with significant experience in complex litigation and knowledge of the Americans with Disabilities Act. Applicants with one or more of the following qualifications are preferred: (1) extensive civil trial experience; (2) extensive federal civil litigation experience; (3) experience with complex investigations and negotiations; (4) substantive knowledge of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable law; (5) experience conducting outreach to a broad array of stakeholders. Judicial clerkships (especially in federal court), law review, moot court, clinical experience, and skill and experience working cooperatively and productively with a range of people, such as charging parties, witnesses, respondents, disadvantaged or disenfranchised groups, opposing counsel, judicial or administrative officials, advocacy groups, law enforcement personnel, and the staff of other federal or state governmental agencies are also preferred.

Possessing the minimum post law degree legal experience does not guarantee the applicant will be selected at that grade level.

- GS-13 - minimum 1.5 years post-JD legal experience
- GS-14 - minimum 2.5 years post-JD legal experience
- GS-15 - minimum 4 years post-JD legal experience

**Education:**

You must possess a J.D. degree.

**For more information and to apply:**

[https://www.usajobs.gov/GetJob/ViewDetails/557145900](https://www.usajobs.gov/GetJob/ViewDetails/557145900)

**Closing date: February 11, 2020**

**REPRODUCTIVE AND SEXUAL HEALTH ATTORNEY OR POLICY ANALYST**  
**NATIONAL HEALTH LAW PROGRAM**

The National Health Law Program (NHeLP) protects and advances the health rights of low income and underserved individuals. Our offices (in Los Angeles, Washington DC, and Carrboro, North Carolina) engage in national, state, and local advocacy efforts, ranging from complex analyses of federal and state laws, policy advocacy, litigation, and individual technical support. We work with lawyers and advocates, community-based entities, federal and state policy makers, health care providers, and clients. Reproductive and sexual health is core to our vision of quality, comprehensive health care.

The National Health Law Program is committed to cultivating an environment that empowers an exceptional and diverse staff and to advancing health equity in our work. We welcome applicants who represent that diversity and who will contribute to our equity journey, including people of color, women, people with disabilities, and LGBTQ individuals. 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](https://www.nhelp.org/equity-stance).
The Position:

We are seeking a full time, experienced Attorney or Policy Analyst for our Washington DC office. The position will involve a broad range of advocacy on Medicaid, the Affordable Care Act (ACA), and other low-income health care programs, through a reproductive and sexual health lens. The ideal candidate will have working knowledge of the Medicaid program at the national or state level and have experience as a reproductive and sexual health advocate. This candidate will think proactively and strategically and respond quickly to changing circumstances; have an interest in and willingness to listen and learn in partnership with state advocates; demonstrate strong leadership, communication, research, and writing skills; and be able to work individually and in teams.

The Attorney or Policy Analyst will help to develop and implement NHeLP’s legal, policy, and advocacy strategies for advancing access to quality reproductive and sexual health, focusing on national policy strategies. The ideal candidate will have experience working within communities of color and will demonstrate an understanding of the issues of reproductive justice as they impact low-income people, women of color, and other underserved populations.

Specifically, this position entails performing the following functions:

- Analyze state and federal legislation, regulation, and other policies as they impact Medicaid and reproductive and sexual health and rights;
- Represent NHeLP on reproductive and sexual health issues with the administration, federal agencies, Congress, and within coalitions;
- Review and draft legislation and regulations on proactive and defensive strategies to advance access to high quality Medicaid and reproductive and sexual health services;
- Expand and maintain partnerships with state and local advocates to advance Medicaid and reproductive and sexual health policies in the states;
- Develop publications including fact sheets, memoranda, and articles concerning legal and policy developments, legislation, and regulations concerning Medicaid, reproductive and sexual health, and other issues in NHeLP’s priority areas;
- Respond to requests for analysis from staff as well as external sources, including Congressional and administrative staff, state legislators and administrative agencies, policy makers, coalition partners, attorneys and advocates, media, and scholars;
- Maintain and expand relationships with the media and represent NHeLP’s perspective to the press, as appropriate; and
- Provide timely input on communications strategies and fundraising as needed.

Additional Qualifications:

- JD or comparable advanced degree (such as MA, MPP, PhD)
- 5 – 7 years of legal or policy experience
- Knowledge of health law, especially Medicaid and the ACA, and how they intersect with reproductive and sexual health, and reproductive justice
- Legislative and administrative experience is a plus
- Commitment to NHeLP’s mission and values
- Demonstrated commitment to advancing diversity, equity, and inclusion
- Strong interpersonal and communication (oral and written) skills
• A high level of independence and initiative, good judgment, excellent presentation skills and written communication abilities, creativity, ability to find joy and humor even when health rights are under attack, and a willingness to work with others
• An ability to talk about legal, policy, and other complex issues in clear, persuasive terms for non-lawyer audiences
• Some travel required

Commitment:
Full-time, immediate availability

Salary:
Highly competitive with other public interest organizations and is commensurate with experience and educational level, in accordance with NHeLP’s pay scale. For example, for an attorney or policy analyst with an advanced degree and 5 years’ legal experience, the base starting salary is $83,600; and with 7 years’ experience, the base salary is $93,500. Generous benefits available, including employer-paid medical, dental, life, and disability insurance, as well as pre-tax savings plans, transportation benefits in DC and CA, a retirement savings opportunity, and the ability to work remotely up to two days per week. The National Health Law Program also offers generous paid time off including holidays, sick time, personal time, parental leave, 150 hours (20 days) of vacation per year, and more.

How to Apply:
Qualified applicants should email a cover letter, resume, a writing sample (3-10 pages preferred), and a list of references, all in pdf format, with the subject line “Reproductive Health Attorney or Policy Analyst” to: dcjobs@healthlaw.org No phone calls please. For more information, please visit: www.healthlaw.org.

Please add your name to each attachment that you send. For example: JaneSmithCoverLetter.pdf, JohnSmithResume.pdf. Email applications are preferred.

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

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

SENIOR ATTORNEY/POLICY ANALYST
NATIONAL HEALTH LAW PROGRAM

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

NHeLP is committed to cultivating an environment that empowers an exceptional and diverse staff and to advancing health equity in our work. We welcome applicants who represent that diversity and who will contribute to our equity journey, including people of color, women, people with disabilities, and LGBTQ individuals. We also encourage individuals whose background may contribute to more effective representation of low-income people and underserved communities to apply. For more information about our values and our equity journey, see our Equity Stance.

The Position:

We are seeking a full time, experienced attorney or policy analyst for our Washington, D.C. office. The position will involve a broad range of federal administrative advocacy on Medicaid, the Affordable Care Act (ACA), and other laws that impact Medicaid and the ACA. The ideal candidate will have working knowledge of the Medicaid program at the national level and have experience as a health advocate. This candidate will think proactively and strategically; have an interest in and willingness to listen and learn in partnership with other national advocates; demonstrate strong leadership, communication, research, and writing skills; and be able to work individually and in teams. The individual will help to lead, develop and implement NHeLP’s legal, policy, and advocacy strategies for advancing access to quality health, focusing on federal administrative advocacy. 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, this position will entail performing the following functions:

- Analyze federal proposed regulations and other policies
- Draft and review comments related to proposed federal regulations or policies to advance and protect access to high quality coverage
- Develop written materials including issue briefs, fact sheets, memoranda, talking points, blogs, and articles concerning federal administrative proposals
- Maintain and expand partnerships with national advocates and coalitions to advance Medicaid and ACA regulations and policies at the federal level
- Coordinate with external partners and NHeLP’s communications team on efforts to engage the public in submitting comments to proposed regulations and policies
- Respond to requests for legal analysis from staff as well as external sources, including federal legislators and administrative agencies, policy makers, coalition partners, attorneys and advocates, media, funders, and scholars.

Minimum Qualifications:

- Graduate degree (J.D., M.P.H., M.A. or similar) or previous relevant experience (if individual has a JD degree, the individual must also have admission to the bar in any U.S. jurisdiction
- At least 8 years of legal or policy experience
- Knowledge and experience working on health law issues, including Medicaid and the ACA; administrative advocacy experience preferred
- Commitment to NHeLP’s mission and values, including a commitment to advancing diversity, equity, and inclusion
- Strong interpersonal and communication skills
• High level of independence and initiative, good judgment, strong writing and presentation skills, creativity, and willingness to work with others
• Ability to talk about legal and other complex issues in clear and persuasive terms for both lawyer and non-lawyer audiences
• Ability to travel (we estimate this position may require travel up to a few times per year)

Commitment: Full-time, immediate availability

Salary:

Highly competitive salary with other public interest organizations and commensurate with experience. For example, in accordance with NHeLP's pay scale, the starting salary of an individual with 8 years of legal experience is $97,900. For an individual with 12 years’ legal/policy experience is $114,400. Generous benefits are available, including employer-paid medical, dental, life, and disability insurance, as well as pre-tax savings plans, transportation benefits (parking or public transportation fees), a retirement savings opportunity, and the ability to work remotely up to two days per week. NHeLP also offers generous paid time off including holidays, sick time, personal time, parental leave, 150 hours (20 days) of vacation per year, and more.

How to Apply:

Qualified applicants should email a cover letter, résumé, a writing sample (preferably related to administrative advocacy, Medicaid or the ACA), and a list of three professional references, with the subject “Senior Attorney/Policy Analyst” to: dcjobs@healthlaw.org. No phone calls please. For more information, please visit: www.healthlaw.org.

Please send your application in this order: Resume, Cover letter, a brief writing sample (preferred length between 3-10 pages) and a list of references should be in a single PDF document. Please name the file with your name; for example: JaneSanchezApplication.PDF, JohnSanchezApplication.PDF

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 dcjobs@healthlaw.org.

BILINGUAL IMMIGRATION ATTORNEY  
CATHOLIC CHARITIES OF WASHINGTON

Company Overview:

Catholic Charities is the social ministry outreach of the Archdiocese of Washington. We believe in strengthening the lives of all in need by giving help that empowers and hope that lasts. Catholic Charities works to create a world in which every person is cherished, regardless of individual limitations, and strengthened in the use of personal gifts in order to reach his or her full potential as a valued member of the community. We are looking for exceptional people who share our vision and values.

Inspiring Hope. Building Futures.
Job Summary:

The Attorney provides legal advice and representation in accord with the best practice of the profession. The position assists the Director of Immigration Legal Services with all internal and external reporting and with the supervision of assigned interns/volunteers.

Essential Duties and Responsibilities:

- Interview individuals seeking legal assistance and advise the client as to possible options through proper interpretation of current laws.
- Provide ongoing legal representation to the client commencing with the initial intake interview, drafting of documents, correspondence and client applications/petitions.
- Conduct outreach activities in the community related to legal issues.
- Assist with the supervision of assigned interns/volunteers.
- Ensure the timely submission of all external and internal program reports.
- Serve as liaison between the program and community partners.

Education and Experience:

- Law Degree (J.D.).
- Admission to the practice of law in any state and/or Washington, DC (Maryland Bar Preferred).
- This position will require completion of Continuing Legal Education, in addition to any and all licensing requirements for the Jurisdiction where the attorney is licensed to practice.
- One-year experience in immigration law.

Skills and Competencies:

- Bilingual (English and Spanish).
- Verbal and written communication skills.
- Public speaking skills in English and Spanish.

Apply Online here!

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

Please view Equal Employment Opportunity Posters provided by OFCCP here.

COUNSEL

DEMOCRATIC STAFF OF THE SENATE BANKING COMMITTEE

The Democratic staff of the Senate Banking Committee seeks highly motivated and energetic individual to design policy and conduct oversight of the federal banking regulators and small depository institutions. Applicants should have at least five years’ experience related to the U.S. financial regulatory system, the regulatory and supervisory issues facing small depository institutions, and the payments system. Familiarity with the Dodd-Frank Act, the Economic Growth, Regulatory Relief and Consumer Protection Act, the Bank Service Company Act, and statutes relevant to bank chartering is also required.

Responsibilities include drafting legislation, conducting in-depth legal and policy research on financial regulatory issues, planning Committee hearings, drafting detailed research memoranda for Committee Members, and
Committee staff, and communicating effectively with all Members and Committee staff. Qualified candidates should be well-organized, resourceful, and able to meet deadlines in a fast-paced, changing environment. J.D. required. Prior Hill and financial regulatory agency experience preferred, but not required. This office is committed to building a diverse and inclusive team, is an equal opportunity employer, and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Send resume and cover letter to dem_applicants1@banking.senate.gov.

COUNSEL
SENIOR DEMOCRATIC MEMBER OF THE JUDICIARY COMMITTEE

Senior Democratic member of the Judiciary Committee seeks a Counsel to handle the Senator's intellectual property, antitrust, bankruptcy issues, data privacy, and other civil matters. JD required. Ideal candidate would have two to three years of Hill experience and two to three years in private or governmental law practice. Strong analytic ability, including the ability to effectively communicate analysis in both oral and written format, is essential. Must be a team player and able to work under time pressure in a fast-paced environment, while still maintaining a positive attitude. This is not an entry-level position--please no recent graduates. Please e-mail resume to jud.dem.senate@gmail.com.

LAWYERS
OFFICE OF THE GENERAL
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

The U.S. Department of Health & Human Services (HHS), Office of the General Counsel (OGC), Public Health Division (PHD), Public Health & Science Branch has immediate openings for one or more lawyers in the Rockville, MD office at a salary ranging from GS 11-14 ($72,030 - $157,709), based on experience and qualifications. These positions offer a broad range of experience, significant responsibility and intellectually engaging work, and require creative legal thinking and strong communication skills. Attorneys will have direct client contact, interact with colleagues throughout the Office of the General Counsel and officials at other government agencies, and negotiate and work cooperatively with outside counsel.

The Public Health & Science Branch will be hiring one or more permanent attorneys. Public Health & Science Branch attorneys provide a full array of legal services to the Agency for Healthcare Research and Quality (AHRQ), the Health Resources and Services Administration (HRSA), the Substance Abuse and Mental Health Services Administration (SAMHSA), the Office of the Assistant Secretary for Health (OASH), the Office of Minority Health (OMH), and the Program Support Center’s (PSC) Federal Property Assistance Program. Candidates for this position must be able to work cooperatively, efficiently, and effectively in a multi-faceted, fast-paced environment and have a strong interest in public health law. Much of this work involves appropriations, grants, rulemaking, regulatory oversight, and litigation support, for which a background or interest in litigation would be useful.

How to Apply:

Interested applicants should provide evidence of excellent communication and analytic skills. Applicants should submit a cover letter, resume, 2 legal writing samples, and law school transcript (if less than 5 years of legal experience) by email to public_health_and_science_attorney@hhs.gov.

Salary: GS 11-14 ($72,030 - $157,709)
All qualified candidates will receive consideration without regard to race, color, age, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or membership or non-membership in an employee organization. Please apply by Friday, February 14, 2020. We will, however, consider these applications and continue to accept applications after the closing date for consideration for positions as they are available.

**LITIGATION COUNSEL**

**BRADY**

Brady (formerly the Brady Center to Prevent Gun Violence) seeks a creative, accomplished and dedicated litigator to fill a Litigation Counsel position in the organization’s Washington, D.C. office. This is a rare opening to engage in exciting trial and appellate litigation for an important cause – stopping gun violence -- in one of the nation’s most effective, cutting-edge public interest law practices.

The Litigation Counsel will join Brady’s legal team representing victims of gun violence and others in high-impact civil litigation in trial and appellate courts across the country against negligent gun companies and other entities who contribute to gun violence. S/he can expect a variety of direct, hands-on experiences and challenging, exciting opportunities to affect the law and public policy in trial and appellate courts, from drafting and arguing motions, to jury trials and appeals.

For over 30 years Brady has been the nation’s only public interest law group dedicated to fighting in the courts on behalf of victims of gun violence to reduce gun deaths and injuries to reform the gun industry through high-impact, cutting-edge liability actions. Brady has litigated in over 40 states, won landmark rulings from Alaska to Kansas to California, and has won over $50 million in settlements and verdicts.

**Responsibilities Include:**

- actively litigating all phases of tort lawsuits on behalf of gun violence victims in courts throughout the country, including:
  - taking and defending depositions;
  - writing and arguing motions and briefs;
  - preparing and conducting jury trials;
  - drafting and arguing appeals;
  - interviewing witnesses and experts;
  - investigating facts of shootings and business practices to support litigation;
  - speaking with lawyers about how to litigate gun violence prevention cases;
  - performing other legal and factual research and writing and administrative support as needed.

**Qualifications:**

A law degree (J.D.) from an accredited law school, with litigation experience. The ideal candidate will have significant civil litigation experience, preferably in plaintiff’s side tort suits, including in depositions, arguing motions, and trials; a creative and able legal mind; strong advocacy, writing, research and verbal communications skills; and an interest in preventing deaths and injuries caused by guns. The candidate should work well with others, be self-motivated, focused, and bring a pleasant attitude to the office.

**Salary:**

Salary appropriate for non-profit legal position.
Diverse candidates are strongly encouraged to apply.

Apply:


Attach your cover letter and résumé. You will be asked to provide a law school transcript and a short legal writing sample if invited for a phone interview. Interviews will begin immediately. We look forward to talking with you!

CLINICAL TEACHING FELLOW
CIVIL ADVOCACY CLINIC
UNIVERSITY OF BALTIMORE SCHOOL OF LAW

The University of Baltimore School of Law invites applications for a Fellowship in its Civil Advocacy Clinic to start on or about July 1, 2020. This public interest fellowship program offers practicing attorneys exposure to law school clinical teaching. This public interest fellowship program offers practicing attorneys exposure to law school clinical teaching.

For more information about UB’s clinical program and the Saul Ewing Civil Advocacy Clinic, please go here: http://law.ubalt.edu/clinics/index.cfm.

We look forward to receiving your required electronic application with a cover letter and resume and learning about your interest in and qualifications for our vacancy. Please save your required cover letter and resume as one document and attach it in the resume location.

The Civil Advocacy Clinic represents low-income individuals and organizations in poverty law litigation, legislative advocacy, and legal reform. The Clinic handles a wide variety of cases, which include housing, public benefits, consumer, and employment law. The Fellow’s duties include direct supervision of clinic students’ client, case, legislative advocacy and community education work, co-teaching a weekly clinic seminar, and engaging in course planning and preparation with the other faculty members in the Clinic. The Fellowship focuses its first year on the skills of teaching, from crafting and leading seminars, to facilitating supervision meetings with student-attorneys. The second year of the fellowship focuses on developing legal scholarship. The third year, we support the Fellow to go on the clinical teaching job market. In addition to teaching, supervision, and legal scholarship, the Fellow is responsible for case coverage during school vacations. This position is a three-year contractual appointment.

Required Qualifications:

Excellent oral and written communication skills; a J.D. and at least two years of experience as a practicing lawyer primarily in litigation; a strong academic record and/or other indicia of high-performance ability; commitment to work for low income clients; and a strong interest in law school teaching and scholarship. Fellows must be members in good standing with the Maryland Bar or another State bar and willing to complete the necessary documentation to be permitted to supervise law practice by students.
Salary:

The current salary is $55,500. The position includes full benefits, including retirement, research support, and a travel allowance to attend relevant conferences and workshops.

Position is open until filled, and applications submitted by February 10, 2020 will receive priority consideration. For more details about the Fellows’ Program, please view our website at http://law.ubalt.edu/clinics/fellows/.

To Apply:

We appreciate your interest in our recruitment. Please review the information below before you visit http://www.ubalt.edu/candidate_gateway/erecruit.html to apply.

We need to receive your electronic application in our system by the vacancy closing date in order to consider you for the vacancy. Information follows about submitting the electronic application and attaching your cover letter and resume.

Applicant Instructions: Using Candidate Gateway to View and Apply for UB Vacancies

The Candidate Gateway system serves as your connection to the University of Baltimore’s job application process. It is a free, safe and secure way for you to apply for the job you want, and it allows the Office of Human Resources to maintain accurate records. Your use of the system does not require you to surrender any of your rights to privacy or confidentiality during the application process.

Only qualified members of UB’s Human Resources team and members of the relevant search committee can access your application information. The search committee will not have access to any information you provide to HR for affirmative action reporting purposes.

The University of Baltimore (“UB” or "University") does not discriminate on the basis of sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity, or other legally protected characteristics in its programs, activities or employment practices. UB is an Equal Opportunity/Affirmative Action/ADA Compliant Employer & Title IX Institution.

CLINICAL TEACHING FELLOW
FAMILY LAW CLINIC
UNIVERSITY OF BALTIMORE LAW SCHOOL

The University of Baltimore School of Law invites applications for a Clinical Teaching Fellowship in its Bronfein Family Law Clinic to start on or about July 1, 2020. This public interest fellowship program offers practicing attorneys exposure to law school clinical teaching.

For more information about UB’s clinical program and the Bronfein Family Law Clinic, please go here: http://law.ubalt.edu/clinics/index.cfm.

We look forward to receiving your required electronic application with a cover letter and resume and learning about your interest in and qualifications for our vacancy. Please save your required cover letter and resume as one document and attach it in the resume location.
The Bronfein Family Law Clinic represents low-income individuals and organizations in domestic violence and family law litigation, legislative advocacy, legal reform and community education. The Clinic handles a wide variety of cases, which include civil protection order, divorce, custody, support, adoption, paternity, Special Immigrant Juvenile Cases and name changes. The Family Law Clinic is dedicated to serving low income clients residing in Baltimore City, and places a special focus on persons subjected to abuse and the LGBTQ community. In the clinic, law students are licensed to practice law under the supervision of faculty and serve as first-chair lawyers on their clients' matters and on community-based projects.

The Fellow’s duties include direct supervision of clinic students’ client, case, legislative advocacy and community education work, co-teaching a weekly clinic seminar, and engaging in course planning and preparation with the other faculty members in the Bronfein Family Law Clinic. The Fellowship focuses its first year on the skills of teaching, from crafting and leading seminars, to facilitating supervision meetings with student-attorneys. The second year of the fellowship focuses on developing legal scholarship. The third year, we support the Fellow to go on the clinical teaching job market. In addition to teaching, supervision, and legal scholarship, the Fellow is responsible for case coverage during school vacations. This position is a three-year contractual appointment.

**Required Qualifications:**

Excellent oral and written communication skills; a J.D. and at least two years of experience as a practicing lawyer preferably in family law litigation; a strong academic record and/or other indicia of high-performance ability; commitment to work for low income clients; and a strong interest in law school teaching and scholarship. Fellows must be members in good standing with the Maryland Bar or another State bar and willing to complete the necessary documentation to be permitted to supervise law practice by students.

**Salary:**

The current salary is $55,500. The position includes full benefits, including retirement, research support, and a travel allowance to attend relevant conferences and workshops.

Position is open until filled, and applications submitted by February 10, 2020 will receive priority consideration. For more details about the Fellows’ Program, please view our website at [http://law.ubalt.edu/clinics/fellows/](http://law.ubalt.edu/clinics/fellows/)

**To Apply:**

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search committee will not have access to any information you provide to HR for affirmative action reporting purposes.

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**CLINICAL TEACHING FELLOW**

**IMMIGRANT RIGHTS CLINIC**

**UNIVERSITY OF BALTIMORE SCHOOL OF LAW**

The University of Baltimore School of Law invites applications for a Clinical Teaching Fellowship in its Immigrant Rights Clinic to start on or about June 1, 2020. This public interest fellowship program trains and mentors practicing attorneys who want to transition from law practice into clinical teaching.

We look forward to receiving your required electronic application with a cover letter and resume and learning about your interest in and qualifications for our vacancy. Please save your required cover letter and resume as one document and attach it in the resume location.

The Immigrant Rights Clinic represents low-income immigrants in a range of direct client representation and immigrant rights policy work, with a special focus on Central American asylum cases, although our clients still come from all over the world. Our students also, typically, do community work like offering intakes and consultations at Baltimore hospitals, giving tailored community education presentations to a variety of audiences, and occasionally engaging in legislative and policy work.

The Fellowship focuses its first year on the skills of teaching, from crafting and leading seminars, to facilitating supervision meetings with student-attorneys. The second year of the fellowship focuses on developing legal scholarship. The third year, we support the Fellow to go on the clinical teaching job market. In addition to teaching, supervision, and legal scholarship, the Fellow is responsible for case coverage during school vacations.

This position is a three-year contractual appointment.

**Required Qualifications:**

Excellent oral and written communication skills; at least two years of experience as a practicing lawyer primarily in immigration, including both defensive and affirmative work; a strong academic record and/or other indicia of high performance ability; commitment to work for low income and immigrant clients; and a strong interest in teaching. Fellows must be members in good standing with the Maryland Bar or another State bar and willing to complete the necessary documentation to be permitted to supervise law practice by students. Ability to speak and write Spanish proficiently is not required but is strongly preferred.

**Salary:**

The current salary is $55,500. The position includes full benefits, including retirement, research support, and a travel allowance to attend relevant conferences and workshops.

Position is open until filled, and applications submitted by February 10, 2020 will receive priority consideration. For more details about the Fellows’ Program, please view our website at [http://law.ubalt.edu/clinics/fellows/](http://law.ubalt.edu/clinics/fellows/)
To Apply:

We appreciate your interest in our recruitment. Please review the information below before you visit [http://www.ubalt.edu/candidate_gateway/erecruit.html](http://www.ubalt.edu/candidate_gateway/erecruit.html) to apply.

We need to receive your electronic application in our system by the vacancy closing date in order to consider you for the vacancy. Information follows about submitting the electronic application and attaching your cover letter and resume.

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

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

Tasks and Duties:

- Legal Aid has a broad and energetic domestic violence/family law practice. Our unit is currently staffed by three supervising attorneys, ten staff attorneys, and a legal assistant. The staff attorney will handle a caseload of custody, child support, and divorce in the Domestic Relations Branch of D.C. Superior Court, as well as protection order matters in the Domestic Violence Branch. In addition to an active litigation docket, the staff attorney will participate in community outreach, engage in systemic reform efforts, and be responsible for conducting interviews of prospective clients.
- Legal Aid’s domestic violence/family law attorneys primarily work out of our NW office and may also work and conduct initial applicant interviews out of Legal Aid’s community office in SE. They also help staff
the District’s two Domestic Violence Intake Centers – in NW at the D.C. Superior Courthouse, and in SE at United Medical Center – and the Child Support Resource Center, which operates out of the Paternity & Support Branch of D.C. Superior Court.

Qualifications:

The ideal candidate will have the following:

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

Salary and Benefits:

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

To Apply:

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

SENIOR ATTORNEY
ABA CENTER ON CHILDREN AND THE LAW

The Center on Children and the Law is seeking two full-time Senior Attorneys to work with our Court Projects team. The Senior Attorneys will engage in legal system reform efforts with child welfare stakeholders throughout the country, including agencies, judges, attorneys, court improvement programs, and tribes. The Senior Attorneys will provide training and technical assistance on substantive child welfare topics, including safety, permanency, legal representation, education, adoption, health, and kin caregiving. Senior Attorneys may also work on grant development and often have opportunities over time to cultivate a portfolio of their own projects in the child welfare legal field based on individual interest and expertise.

If you are dedicated to promoting access to justice for children and families, the Center provides an excellent platform to develop national leadership skills, and we look forward to learning more about how you could contribute to our mission and our team. To apply please include a cover letter and resume in one document when uploading on the ABA site.
Principal Job Duties:

- Serve as principal ABA expert on substantive areas of child welfare law.
- Guide legal system reforms and collaborative approaches to improving child welfare outcomes.
- Collaborate with child welfare leaders in government and nonprofits throughout the country.
- Analyze laws, regulations, court rules and policies and propose improvements or identify and build upon model approaches.
- Work closely with child welfare system stakeholders on a regional and state basis.
- Deliver presentations and trainings on child welfare legal and public policy issues, including implementation of federal law.
- Design substantive content for convenings, develop model documents, and conduct workshops.
- Write memoranda and articles, frequently for publication.
- Coordinate or support sub-groups and coordinate with external constituencies.
- Manage consultants, attorneys and interns on staff.
- Assist with ABA policy adoption and dissemination process.
- Support Center efforts to secure funding; write grants; work collaboratively with funders.

Job Requirements:

**Education:**

Juris Doctorate Degree (JD) and admission to the bar in at least one jurisdiction.

**Location:**

Location in or relocation to the Washington DC Area is a requirement of these positions.

**Experience:**

At least 8 years working in relevant specialized area of law. High level of skills at legal writing and research, oral and written communications, and organizational skills. Substantial experience in child welfare law and policy analysis. Grant administration and supplemental subject matter experience may be required. Some travel required up to 30%.

**How to Apply:**


STAFF ATTORNEY
CRIMINAL JUSTICE AND INSTITUTIONS
NATIONAL DISABILITY RIGHTS NETWORK

The National Disability Rights Network (NDRN) in Washington, D.C., is seeking an experienced staff attorney to provide training and technical assistance to Protection and Advocacy (P&A) program staff in involving adults with disabilities who are, or at risk of coming within, the criminal justice system; and in identifying and responding to the abuse and neglect of persons with disabilities who reside in institutions.

Specifically, the staff attorney will assist the Protection and Advocacy network with the following:
• The conditions of prisons and jails, services, diversion, re-entry and recidivism for adults with disabilities who are incarcerated or at risk of incarceration; and
• The prevention, identification and response to abuse and neglect of persons with disabilities in institutions through monitoring and investigations.

Who We Are:

NDRN is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for individuals with disabilities. The P&A System is collectively the largest provider of legal services to persons with disabilities in the United States, and has a unique authority to conduct monitoring and investigations where services and supports are provided to people with disabilities.

NDRN provides training, technical assistance, and legal support to the P&A agencies, which are located in every state, U.S. territory, and for a consortium of Native American tribes. NDRN is also involved in legislative advocacy to create a society in which people with disabilities are afforded equal opportunity and are able to fully participate by exercising choice and self-determination.

Responsibilities Include:

• Deliver direct technical assistance to support P&A attorneys and advocates to pursue federally mandated advocacy activities primarily involving 1) adult criminal justice issues for persons with disabilities; and 2) identifying and responding to the abuse or neglect of persons with disabilities who reside in institutions. Technical assistance may involve providing advice on litigation strategies along with other advocacy approaches.
• Develop, coordinate, and conduct remote and in-person trainings to meet the identified training needs of P&A staff to enhance and expand their ability to protect the rights of persons with disabilities.
• Create, update, and maintain relevant training and technical assistance resources and participate on relevant forums in areas assigned.
• Broker expertise among the P&As and work with outside experts to promote sharing of resources and quality of services across the network.
• Develop and expand collaborations with appropriate federal agencies and other national advocacy organizations.
• Draft proposals and develop position papers regarding relevant regulations, policies, practices and funding opportunities designed to support the work of P&As and protect the rights of persons with disabilities.
• Consult with and advise the executive director and other NDRN staff on relevant policy issues.
• Provide subject matter expertise to support NDRN special projects and grants.
• Contribute to and prepare articles and reports that enhance the image and visibility of the P&A System and promote collaboration with other disability organizations and state and federal policy makers.
• Compile and draft reports concerning technical assistance, training, and collaborative work in order to demonstrate the efficacy of the network and our agency.

Required Qualifications:

• A Juris Doctorate degree from an accredited law school, with a minimum of 3 to 5 years of experience in legal practice. Good standing to practice law in at least one state or the District of Columbia.
• Knowledge of disability rights and adult criminal justice systems.
• Demonstrated commitment to civil rights and social justice.
• Knowledge or experience monitoring or investigating for abuse and neglect or rights violations, or conducting quality assurance reviews, in facilities, institutions or prison/jails involving persons with disabilities.
• Ability to communicate effectively in writing and orally.
• Excellent legal research and analytical skills.
• Demonstrated interpersonal skills, including but not limited to sensitivity to other people and the ability to work cooperatively with others.

Preferred Qualifications:

• Experience working with non-profit legal services programs, with knowledge of the Protection and Advocacy (P&A) System a plus.
• Litigation experience in federal court.
• Understanding of institutional accreditation standards or federal conditions of participation in the Medicaid and Medicare program, and public benefits programs applicable to persons with disabilities.
• Experience presenting and training with large and small groups to convey specialized content to adult learners.

The position requires some travel and occasional work on weekends. The position will be located at NDRN's office in Washington, D.C.

Compensation and Benefits:

NDRN offers a competitive salary, based on experience. Benefits include health plan; Flexible Spending Account; transit and parking benefits; 403(b) retirement plan; paid vacation and sick leave, and at least ten paid holidays.

How to Apply:

Submit a cover letter, resume, and salary requirements to David Hutt, Deputy Executive Director for Legal Services, NDRN, via e-mail to david.hutt@ndrn.org, (Subject: Open Staff Attorney); or through mail to 820 First Street, NE, Suite 740, Washington, DC 20002. No phone calls please. Closing date: February 5, 2020. Candidates selected for an interview will be required to submit a writing sample.

NDRN is an equal opportunity/affirmative action employer.

Persons with disabilities are strongly encouraged to apply.

IMMIGRATION ATTORNEY
LEGAL AID JUSTICE CENTER

The Legal Aid Justice Center is a nationally recognized, non-profit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice.

From its offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC is a fierce advocate for low-income clients and communities in Central and Northern Virginia, and its work broadly impacts the entire state. Just in the past year, our team of attorneys and organizers won a class-wide injunction ordering healthcare reforms in a women’s prison, secured a national settlement providing new avenues for relief to over 400 traumatized asylum-seekers whose
children were taken from them at the border, worked successfully in partnership with community leaders to demand police accountability, and won major legislative reforms regulating school policing.

Founded in 1967, LAJC provides services under four key program areas: Civil Rights & Racial Justice, Economic Justice, JustChildren, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit www.justice4all.org.

About the Immigrant Advocacy Program:

LAJC’s Immigrant Advocacy Program supports low-income immigrants in their efforts to find justice and fair treatment. In addition to representing clients with individual legal issues, we promote systemic reforms to reduce the abuse and exploitation of immigrants, and advocate for state and local policies that promote integration and protect immigrants from aggressive immigration enforcement. Current campaigns include challenges to ICE over-detention of immigrants, resisting family separation in all of its different forms, and our De-ICE Virginia campaign seeking to cut the bonds of cooperation between local law enforcement and federal immigration enforcement.

About the Position:

LAJC seeks a bilingual immigration attorney for our Falls Church office, with regular office hours at the Tenants and Workers United community center in the Arlandria/Chirilagua neighborhood of Alexandria. The attorney will provide individual legal consultations and know-your-rights presentations to residents of the City of Alexandria who fear arrest by ICE, and emergency legal response services (including bond hearings, Motions to Reopen, and Reasonable Fear Interviews) for Alexandria residents arrested by ICE. The attorney will also have the opportunity to work on and ultimately develop impact litigation challenging ICE detention and enforcement abuses in Virginia, and promoting the civil rights of immigrant residents of Alexandria.

This is a grant-funded position, currently funded by the City of Alexandria through the end of 2020, with continued renewal at the discretion of the City Council. Applicants must have a strong commitment to immigrants’ rights, and have a sufficient level of Spanish fluency to interview and counsel clients in Spanish without the assistance of an interpreter. The ideal candidate has prior experience with immigration law, whether professionally or through a law school clinic.

Required Qualifications:

- Strong commitment to immigrants’ rights;
- Experience working directly with immigrant clients;
- A sufficient level of Spanish fluency to interview and counsel clients in Spanish without the assistance of an interpreter;
- Membership in the bar of any state, and ability to practice before the immigration court and USCIS;
- Reliable personal transportation; and
- An ability to multi-task and balance a variety of responsibilities.

Preferred Qualifications:

- Prior experience with immigration law, whether professionally or through a law school clinic;
- Membership in the Virginia bar or confirmed eligibility to waive in; and
- Experience working for a public interest law firm, legal services organization, or other nonprofit as an attorney or in a pro bono capacity.
Location:
LAJC’s Falls Church office, with regular office hours at a community center in Alexandria

Start Date:
As soon as possible

Salary:
Salary range is $54,500 to $88,500 based on a formal salary scale that depends on years of relevant experience.

Benefits: Exceptional fringe benefits include generous leave, health, dental and optical insurance, 403(b) retirement plan, student loan repayment assistance, fully paid CLE and Virginia bar membership, and a great work environment.

Application Instructions:
Email a cover letter, resume, legal or advocacy writing sample, and three references to Simon Sandoval-Moshenberg at hiring@justice4all.org.

The position will be open until filled; applications will be reviewed beginning on February 3, 2020.

The Legal Aid Justice Center is an equal opportunity employer.

SCHEDULE H 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.

APPLY NOW

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.

HOUSING ATTORNEY
D.C. BAR PRO BONO CENTER

The D.C. Bar Pro Bono Center has an opening for a Housing Attorney to help staff our growing housing law practice. The primary role of this position is to staff the D.C. Right to Housing Initiative (Initiative), including the Housing Right to Counsel Project. This attorney is the primary staff person on the Initiative that works to plan and administer legal clinics and other projects for the Pro Bono Center to deliver pro bono legal information, advice and representation to low-income individuals in the District of Columbia. This position reports to the Managing Attorney (MA) who oversees the housing law practice.

Essential Duties and Responsibilities:

• Works to recruit and mobilize pro bono attorneys to participate in the Initiative, including the Housing Right to Counsel Project, to represent low-income tenants facing eviction in the District of Columbia. Works in close collaboration and partnership with the other legal services providers on the Initiative.
In collaboration with project partners, delivers subsidized housing trainings to attorneys and legal assistants participating in the Initiative. Develops, selects and compiles training and other resource materials.

Collaborates with other Managing Attorneys to support the Advocacy & Justice Clinic, including review of housing intakes, placement of housing cases with pro bono counsel, mentorship and support of pro bono attorneys and tracking of cases.

Works with the MA and others to plan and administer housing law activities and may include some work in other practice areas, such as consumer and/or bankruptcy law.

Works with the MA and others on housing grant proposals and maintaining grant compliance.

Works as part of the team to plan and administer all aspects of programs for the delivery of pro bono and pro se legal services to individuals, including at the Landlord Tenant Resource Center, Consumer Law Resource Center, Housing Pro Bono Attorney of the Day Project, and Advice & Referral Clinic to include:

- Providing on-site supervision and substantive support to volunteers.
- Providing all aspects of administration and operation of clinic programs, including quality control.
- Formulating scope of legal problems to be covered.
- Helping design and implement service delivery models to address unmet legal needs.
- Planning and directing volunteer trainings, preparing training materials and recruiting trainers.
- 01/2020
- Providing support for intake and screening and selecting cases for placement.
- Recruiting mentors and serving as a resource for volunteer attorneys.
- Monitoring volunteer caseloads and development of periodic progress reports.
- Evaluating effectiveness and continued relevance of each delivery model.

- Plans and administers pro se assistance activities, including developing pro se material, using technology to deliver services and serving as a resource on issues related to other delivery models.
- Staffs and provides legal support to Pro Bono Center committees to identify emerging issues, develops recommendations and designs and implements new programs and projects to address those needs.
- Serves as convener and resource for pro bono and public interest advocates.
- Helps recruit volunteer attorneys and law firms to participate in projects and provide pro bono legal services through the D.C. Bar Pro Bono Center and other legal services providers.
- Provides substantive guidance and training in poverty law areas to volunteer attorneys, law students, paralegals and staff assisting with pro bono projects. Oversees the work of volunteers, paralegals, law students and interns.
- Provides substantive and programmatic support for clinics and special projects as emerging needs of the D.C. Bar Pro Bono Center require.
- Represents the D.C. Bar Pro Bono Center with the court, administrative agencies, other legal services providers and community-based organizations.
- Assists in the drafting and development of proposals, budgets and other fundraising materials. Drafts reports, articles, memoranda, publications and resource materials.
- Performs other duties as assigned.

**Minimum Qualifications:**

- A J.D. degree from an ABA accredited law school. A minimum of at least two years related professional work experience in positions of increasing responsibility, including experience handling housing matters. Experience with other areas of the law including consumer, bankruptcy, and/or probate is a plus. Experience with a legal services organization that provides legal services to indigent individuals preferred.
- An active member of the D.C. Bar.
- Experience working with volunteers preferred.
• Strong written and verbal communication skills.
• Proficiency in Spanish is a plus.
• Ability to work well with Bar officers, Communities volunteers, other staff, and the public and with minimal supervision.
• Ability to handle and maintain the confidentiality of sensitive information.

Additional Information:

This is an exempt position. Salary and official job title are commensurate with experience.

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

To Apply:

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

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

STAFF ATTORNEY
AYUDA

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

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.

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.

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

DIRECTOR OF LEGAL SERVICES
CENTRAL AMERICAN RESOURCE CENTER

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

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

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

Position Overview:

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

Client Representation

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

Supervision, Training, & Mentorship

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

Programmatic Responsibilities

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

Grant Management, Fundraising, and Generating Fees

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

Relationship Management

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

Candidate Qualifications:

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

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

Compensation and Benefits:

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

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

No phone calls please. 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.

### STAFF ATTORNEY – COURTROOM ADVOCACY PROJECT
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.

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.

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

**Primary Essential Duties:**

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

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

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

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

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

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

**Budget Responsibilities:**

None

**Management Responsibilities:**

None

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

**Education and Experience Required:**

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

**Working Conditions:**

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

**Physical Demands:**

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

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

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

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

JD/BAR NOT REQUIRED

LEGISLATIVE COUNSEL
OFFICE OF REP. JUSTIN AMASH

The Office of Rep. Justin Amash (I-MI) is seeking a bright, creative, and self-motivated legislative counsel to join our Washington, DC-based policy team. The legislative counsel will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The person will be expected to handle a diverse portfolio of policy issues. The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. The applicant must demonstrate a strong commitment to individual liberty, economic freedom, the Rule of Law, and the Constitution. The person also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. An individual who prefers staid and steady work or who avoids challenges (and the occasional failure) may be more comfortable elsewhere.

Applicants must have a JD or equivalent. Two years of relevant policy experience is preferred, although Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to applydc@amash.com. Please include "legislative counsel applicant" in the subject line. No walk-in applicants or phone interviews.
The Committee on Human Services:

The Committee on Human Services is responsible for matters concerning welfare; social services; youth affairs (other than juvenile justice); homelessness (for purposes of legislation, and jointly with the Committee on Housing and Neighborhood Revitalization for purposes of oversight); and disability services. Its chairperson is Brianne K. Nadeau, the Councilmember for Ward 1.

Position Overview:

The Committee is seeking a critical thinker with strong organization and communication skills for the role of Legislative Counsel/Legislative Analyst. The incumbent will be a subject matter expert on an assigned legislative portfolio that will include policy issues and agencies both within and outside of the Committee on Human Services. In this role, the incumbent will be responsible for advising the Councilmember and drafting legislation on or related to issues and agencies within the assigned legislative portfolio. The incumbent’s interests and expertise may be considered when determining their legislative portfolio.

Position Attributes:

A Legislative Counsel/Analyst provides a wide range of legislative and policy support. The incumbent will be required to:

• Develop expertise in the activities and budgets of assigned agencies within the committee and their broader legislative portfolio.
• Advise committee director, legislative 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 issues within the committee and their broader legislative portfolio.
• 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 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 issues within the committee and their broader legislative portfolio.
• 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.
**Incumbent Attributes:**

The successful incumbent of this position will possess experience in public policy development, research, and/or advocacy. A JD is preferred, but a Masters’ is also acceptable. Applicants that hold a juris doctor degree must be licensed in the District of Columbia. A graduate degree may be substituted by five (5) or more years of relevant work experience. The incumbent reports to the Committee Director. The incumbent must be a resident of the District of Columbia.

**Organizational Skills and Competencies:**

- Communicate with individuals and groups effectively and professionally, both verbally and in writing.
- Make clear and convincing oral presentations.
- Listen well and be able to provide clarification as needed.
- Write in a clear, concise, organized, and convincing manner for the intended audience.
- Develop and manage collaborative relationships to carry out assignments, Council goals, and objectives.
- Use tact, diplomacy, and ethical behavior in dealing with others.
- Evaluate and use new ideas to enhance results.
- Other important skills: political intuition; excellent organizational skills and attention to detail; critical thinking skills; diverse intellectual and political interests; and adaptability—demonstrate the ability to adapt and react to changing conditions or performance expectations, while maintaining a high level of productivity on multiple assignments.

**Performance Environment:**

The incumbent of this position will be required to work in a demanding and high paced environment. Work is primarily performed in an office setting. Performance expectations will be developed in conjunction with the Chief of Staff and Councilmember.

**How to Apply:**

Interested applicants are asked to email a cover letter, resume, and writing sample to Tania B. Jackson, Chief of Staff to Councilmember Nadeau (tjackson@dccouncil.us). The writing sample should exemplify the applicant’s ability to convey complex ideas in a clear and concise manner (preferably a policy memo).

**POLICY ADVISOR**
**OFFICE OF DISABILITY EMPLOYMENT POLICY**
**DEPARTMENT OF LABOR**

This position is located in the Office of Disability Employment Policy (ODEP). ODEP provides leadership to increase employment opportunities for adults and youth with disabilities. ODEP’s customers include individuals with disabilities and their families; private employers and their employees; federal, state, and local government agencies; educational and training institutions; disability advocates; and providers of services and government employers. This position is inside the bargaining unit.

**Responsibilities:**

- Serves as a principal technical Policy Advisor to the Assistant Secretary on broad federal-level policy issues and concerns that are of major significance. These issues will usually cut across federal agencies, functional systems, federal and state programs and/or disciplinary lines.
• Develops broad national policy strategies and concepts pertaining to current and emerging issues in a variety of federal programs designed to serve youth and adults with disabilities.
• Advises on the continuation of or abandonment of specific programs and the far-reaching consequences of such actions speak.
• Prepares, contributes to, and encourages others to prepare articles, reports, and similar documents which develop, interpret and disseminate vital data and information related to employment and disability.
• Analyzes, organizes, and presents program and application policy options and recommends Office positions to the Assistant Secretary and/or the Director of the Office of Policy for decision.
• Reviews and analyzes materials related to youth with disabilities necessary to define or sharpen significant policy issues or to develop alternative courses of action that should be considered by the office in making national policy decisions.
• Directs the work of office policy staff teams focusing on specific analyses, research and strategies as determined by the Assistant Secretary, the Deputy Assistant Secretary for Policy or the Director of OP.
• Directs the work of temporary or ad hoc federal task teams and committees convened under the authority of the ODEP organization, for the purpose of addressing specific complex, technical, and/or sensitive national policy issues that often cross federal agencies. These groups are highly flexible in terms of the varied specialized skills required to address specific policy issues, the length of time convened, and exact nature of the broad-scale analysis performed.

Conditions of Employment:

• Requires a probationary period if the requirement has not been met.
• Appointment to this position may require a background investigation.
• Must be at least 16 years old and a U.S. Citizen.
• Candidate required to obtain the necessary security/investigation level.
• Applicants must meet time-in-grade, time-after-competitive-appointment and qualifications requirements within 30 calendar days after the closing date of the vacancy to be eligible for consideration for selection. Federal Employees Please Note: Your SF-50 must include enough information to be able to determine that time-in-grade requirements have been met and reflects your position title, pay plan/series/grade, tenure and the type of appointment (i.e. competitive/excepted). In some cases you may need to submit more than one SF-50. Reference the "Required Documents" section for additional requirements

Qualifications:

Applicants must have 52 weeks of specialized experience equivalent to at least the next lower grade level, GS-13. Specialized experience is experience that has given the incumbent the knowledge, skill, and ability to do the work.

The specialized experience for the GS-14 includes the following: (1) documented knowledge of the legislative requirements of and experience with the implementation of the Workforce Innovation and Opportunity Act, the Rehabilitation Act; titles II (Social Security), XVI (Supplemental Security) and XIX (Medicaid) of the Social Security Act; and transition provisions of IDEA (2) documented experience developing policy (including legislative and regulatory recommendations, and various forms of policy guidance) and related technical assistance designed to increase the hiring and employment opportunity of youth with disabilities (3) Superior writing skills including documented experience in the development of briefing and outreach materials related to the transition of youth with disabilities.
How to Apply:

To apply for this position, you must complete the initial online application, to include submission of the required documentation specified in the Required Documents section. Follow the steps below to apply. Your application and ALL required supplemental documents MUST be received by 11:59 pm Eastern Time (ET) on February 10, 2020 to receive consideration. Paper applications and supplemental documents submitted in any other manner without prior approval from the vacancy contact will not be considered. Click here for information on Reasonable Accommodations. SAVE your information before the 30 MINUTE TIMEOUT! For help, go to https://www.usajobs.gov/Help/how-to/.

STEP 1 - Create USAJOBS Account on www.usajobs.gov, including Resume and Saved Documents Your resume must provide sufficient information to substantiate your responses in the self-assessment vacancy questions. If not, HR may amend your responses to more accurately reflect the competency indicated by resume content. FOR EACH EMPLOYMENT PERIOD, include: start/end month & year and note full-time or part-time (if part-time, include # of hours worked per week); otherwise, your application may be considered incomplete.

STEP 2 - Complete the 1st part of the application process (USAJOBS) Once you have identified a job on www.usajobs.gov that you wish to apply for, click on the title and click the Apply button. For questions about the vacancy, contact the Agency Contact at the bottom of the announcement. Click “Start Application” and proceed through 5 steps noted at the top of the USAJOBS page. You will be able to select a resume and documents from your USAJOBS Account that you can submit as a package as part of your DOL application. At Step 5, click “Continue to Agency Site”.

STEP 3 – Complete the 2nd part of the application process (DOL) On the Department of Labor (DOL) page, create a DOL Account if you have not already and click “APPLY TO THIS VACANCY”. Continue through the 7 progress steps indicated by circles at the top of the DOL page. The 3rd progress step is where you answer the vacancy specific questions. The 4th progress step "Documents" is where you submit required documents (only if applicable to you) specified in the "Required Documents" section of this vacancy. If you submit a document using the same document title, the 2nd submission will OVERWRITE the 1st submission.

STEP 4 – On the "Review and Submit" step, click “Submit Application” The last “Confirmation” step will turn green noting that your application was submitted successfully.

STEP 5 - Edit Application as needed by 11:59 pm ET of Closing Date by returning to USAJOBS, clicking the vacancy, then “Update Application”.

For more information about this position, please visit:

https://www.usajobs.gov/GetJob/ViewDetails/557723600

LEGISLATIVE DIRECTOR
REP. JOE CUNNINGHAM

Rep. Joe Cunningham (SC-01) seeks a Legislative Director to manage an active issue portfolio that includes, but is not necessarily limited to, health care, transportation, labor, and manufacturing. Responsibilities include overseeing the office’s legislative operation and staff, including both Committee and floor activity; providing vote and co-sponsorship recommendations to the member; writing floor speeches; drafting and editing constituent correspondence; meeting with constituents and advocacy groups on behalf of the member; and numerous other assigned tasks. The LD must have the ability to think strategically about the member’s overall legislative priorities...
and is expected to work closely with district office staff and constituents. Experience in a frontline office and/or South Carolina ties are pluses.

Qualifications:

- At least five years of substantive legislative, policy, or related experience;
- A demonstrated understanding of health care, transportation, labor, and manufacturing policy, and a working knowledge of environmental and veterans/military issues.
- Strong understanding of politics and the intersection of politics and policy;
- Knowledge of floor procedure, the amendment introduction process, and the appropriations process is a plus.
- Strong writing, interpersonal, and organizational skills are required;
- Minority candidates are encouraged to apply;
- South Carolina (particularly in-district) ties are a major plus.

How to Apply:

Please send a resume, cover letter, and writing sample to cunninghamresumes@gmail.com with "Legislative Director" in the subject line. No phone calls, faxes, individual emails, or walk-ins, please.

This is a senior, non-supervisory position and reports directly to the Chief of Staff. The office is an equal opportunity employer. Women, people of color, and LGBTQ candidates are strongly encouraged to apply.

ASSISTANT DIRECTOR
WASHINGTON AND LEE UNIVERSITY LAW SCHOOL

Description:

The Assistant Director’s primary focus is student career counseling and outreach. He/she will collaborate closely with internal partners (e.g. faculty, alumni affairs, administration) and external partners (recruiters, alumni) to implement programs and resources for students. Develops working relationships with the student body to facilitate connections, provide appropriate resources and enhance students’ knowledge of career opportunities.

Status: Full-time, 12 Month, With Benefits
Work Hours: 8:30 a.m. – 4:30 p.m. Monday- Friday with occasional evening and weekend hours
FLSA: Exempt
minimum pay: $54,155 / year

A central aspect of the mission of our Law School is to promote a diverse and collaborative intellectual community. To do so, we continually strive to foster an inclusive campus community, one which recognizes the value of all persons regardless of identity. To further our mission, we are committed to enhancing the diversity of our faculty and student body. In that regard, we welcome candidates from members of communities that are traditionally under-represented in the legal profession and academic administration.

Essential and Related Functions:

- Counsels law students and alumni on job search strategies. Meets frequently with students, developing connections and a strong understanding of student professional goals and aspirations. Experience in nonprofit, government or public interest legal sector is preferred.
• Uses understanding of student goals to network with alumni, faculty and industry contacts. Develops a large network of connections in various channels to assist in developing student contacts.
• Assists law students and alumni with preparation for job applications and interviews by conducting mock interviews and reviewing resumes and cover letters.
• Works with the Assistant Dean to track and manage auditable American Bar Association (ABA), National Association for Law Placement (NALP) and US News data that is used in mandatory reporting.
• Plans, develops and presents educational programming on career-related topics.
• Visits interview programs/employers to market Washington and Lee Law School.
• Collaborates with the Assistant Dean on matters of strategic importance. Utilizes data and provides research on areas of interest.
• Additional related duties as assigned.

Required Competencies:

• **Strategic Thinking** - Keeps the University's strategic objectives in mind when developing and contributing to plans and initiatives for own work group. Is able to explain the link between team goals and the University's strategic direction to work group. Makes informed decisions based on a clear understanding of the impact and consequences involved. Considers key financial factors (e.g., budget, revenue, resources) when making decisions.
• **Change Adaptability** - Stays focused on own work and responsibilities in a changing work environment. Is able to quickly reprioritize to ensure resources (e.g., work group members, systems, tools, etc.) are in place to achieve change objectives. Responds positively and is supportive of change initiatives.
• **Communication and Networking** - Articulates thoughts clearly and is able to offer logical arguments to gain acceptance of an idea in a positive manner. Consistently communicates to work group and/or supervisor ensuring that everybody is well informed. Proactively builds informal networks at own level and uses them to drive results within own work group.
• **Drive for Results** - Seeks to identify specific improvements or opportunities to combine duplicate efforts to increase efficiency. Takes personal responsibility for seeing tasks and assignments through to completion. Sets high standards for work/deadlines and demonstrates a drive to deliver quality work within the allotted time.
• **Self Development and Motivating Others** - Establishes productive working relationships by actively participating in meetings and activities. Listens carefully, encourages and accepts other points of view. Seeks work group input and encourages their participation and involvement. Stays informed on events, trends and other developments in own field of work (e.g., regulations, policies, standards and practices).

Qualifications:

Bachelor's degree is required and a J.D. or graduate degree with prior career services experience in a law setting are highly preferred. A strong commitment to student services is essential to be successful in this role. This position requires the incumbent to portray a high energy level and be an active and successful team member. The Assistant Director must possess strong oral and written communication skills having a demonstrated ability to follow through. The independent nature of this role requires the incumbent to take initiative and possess a strong attention to detail.

Physical Requirements:

• Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.
• Grasping: Applying pressure to an object with the fingers and palm.
• Repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.

**Working Conditions:**

The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Application Instructions:**

Please submit resume, cover letter, a list of three professional references with contact information, and the online application forms. Review of applications will begin immediately and continue on a rolling basis until the position is filled.

**Application Process:**

https://apply.interfolio.com/72861

This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

Washington and Lee is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism and to the development of a campus climate that supports equality and diversity in our faculty, staff and student body. Job description requirements are representative, but not all-inclusive of the knowledge, skill, and abilities needed to successfully perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

**Statement of Commitment to Diversity:**

Washington and Lee affirms that diverse perspectives and backgrounds enhance our community. We are committed to the recruitment, enrichment, and retention of students, faculty, and staff who embody many experiences, cultures, points of view, interests, and identities. As engaged citizens in a global and diverse society, we seek to advance a positive learning and working environment for all through open and substantive dialogue.

ASSOCIATE DIRECTOR
TECHNOLOGY POLICY AND ADVOCACY
CENTER FOR AMERICAN PROGRESS

American Progress has an immediate opening for an Associate Director for Technology Policy and Advocacy on the Technology Policy team. This position will combine management of advocacy activities with additional research on emerging technology issues.

The ideal candidate will have expertise in technology issues and a strong interest in developing technology policy solutions that are anchored in progressive values. Focus areas will include technology regulation, competition
and monopoly issues, content moderation, impact on elections and democratic systems, algorithmic bias and discrimination, privacy, cybersecurity, and technology’s broad impact on society.

Because the Technology Policy team is a new policy team at American Progress, the Associate Director will have a key role in researching emerging technology issues and crafting progressive policies to address them. The bulk of the Associate Director’s time will be spent on advocacy, including crafting and executing a strategy to educate policymakers such as Hill staff about the team’s proposals and priorities, as well as coordinating with other teams at American Progress to execute that work.

This is an opportunity to join the newest American Progress policy team and one of the most exciting and influential policy fields.

**Responsibilities:**

- Help develop and execute a progressive technology policy platform and research agenda.
- Help construct and execute an education and strategic advocacy plan for the Technology Policy team.
- Collaborate with the Government Affairs team to create a strategy for Capitol Hill outreach aimed at developing relationships with congressional offices and committee staff and helping to guide advocacy on technology policy issues.
- Manage key technology policy issue portfolios for the team.
- Conduct additional research and data analysis as needed to further advocacy work; this may include columns, issue briefs, or other products.
- Develop, manage, and strengthen coalitions for the team, particularly around proposals related to technology policy.
- Identify new coalition and advocacy opportunities to spread team ideas and stay abreast of ongoing discussions about technology policy.
- Draft a range of materials such as columns, toolkits, op-eds, videos, social media content, and other advocacy materials to advance progressive action on technology issues.
- Plan, coordinate, and execute public and private events for the team.

**Requirements and Qualifications:**

- Strong knowledge and interest in technology policy issues and developing policy solutions.
- Ability to research, understand, and summarize technology issues for a broader audience.
- Experience with federal advocacy efforts—preferably, but not necessarily in, technology related fields—including through government affairs, coalition work, direct Capitol Hill experience, and any other equivalent experience.
- Understanding of key stakeholder dynamics and the political environment around technology policy issues.
- Ability to draft written products in multiple formats that are concise and easy to follow without losing important policy nuance.
- Experience operating in high-stakes environments that require producing high-quality, accurate products under tight deadlines.
- A keen eye for new opportunities to advance messaging; knowledge of how to balance limited resources to ensure their greatest effect.
- High level of creativity with the ability to solve problems and identify creative approaches to challenges.
- Strong understanding of how to develop and maintain connections and relationships to make advocacy efforts more effective; this experience may include participating and leading one-on-one, small, and large group meetings.
• Ability to handle multiple projects and deadlines while maintaining a high level of work quality.
• At least seven years of experience focused on technology policy, including government relations, work on Capitol Hill, or an equivalent form of specialized expertise; this can include a period spent pursuing additional education.
• Strong interpersonal skills and the ability to work on a team and across organizations.
• Bachelor’s degree or equivalent experience.
• Commitment to American Progress’ mission and goals.

This position’s salary is budgeted for mid- to high-70s.

To Apply:

Please follow the link below to the online application.
https://www.americanprogress.org/about/jobs/479003/associate-director-technology-policy-advocacy/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

When completing the application, be sure to combine your cover letter and resume/CV into one Word or PDF file and upload this combined document. The system does not allow for multiple files.

This announcement will remain posted until the position is filled. No phone calls, please.
Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from American Progress.

DIRECTOR
US GOVERNMENT RELATIONS
ETSY

We are seeking an experienced professional to start our DC office and lead our US government relations strategy! The Director of US Government Relations leads Etsy’s US public policy work, positioning Etsy as a credible voice on micro-business and technology issues, and advancing our interests in Washington, DC and at the state level. You are an independent self-starter, comfortable developing high-level strategy and implementing nitty gritty campaign tactics. Having significant experience working on tech policy issues, and fluency in the federal policy process will be key to success in this role.

You will join our small but mighty Advocacy team, helping build Etsy’s unique, mission-driven approach to government relations. We advocate for public policies that enable global e-commerce, support creative entrepreneurship, champion economic empowerment, equity, and resilience. Our work is member-powered and mission-driven. We prioritize connecting Etsy sellers with the policymakers that represent them, and advocate for collaborative policy solutions that leverage the power of the public and private sectors to address our shared challenges.

You will implement campaigns to advance our priority policy goals by building relationships with elected officials and their staff, connecting our seller community with policy-makers, and working with diverse partners within and outside Etsy to frame and reframe issues to advance shared policy goals. Let’s keep commerce human together!

This is a full-time position based in Washington, DC, and reports to the Global Head of Policy and Impact.
About the Role:

- Track public policy issues at the federal and state levels that could impact Etsy and our community, keeping relevant staff informed and involved as needed
- Partner with internal stakeholders to develop policy positions on a diverse array of federal and state policy issues, ranging from tech policy to the challenges facing micro-businesses
- Identify strategic targets and build relationships with government officials and allies to advance policy goals
- Organize and lead meetings between elected officials, Etsy staff, and the Etsy community
- Lead company engagement with trade associations, coalitions, and lobbying firms as needed
- Represent Etsy at meetings, events, conferences, and panels
- Support executive team engagement with the federal government, including drafting remarks, preparing briefing materials, and providing follow-up support
- Engage with the Etsy seller community in policy campaigns and provide support to community-led initiatives

About You:

- You have 10+ years of experience working in government and public policy, and a strong point of view on what makes effective campaigns succeed
- You have worked with a federal, state, or local government agency or organization
- Expertise in issues affecting the technology sector, e-commerce, and the self-employed (e.g. intermediary liability, privacy, trade, net neutrality, portable benefits, etc.)
- Thrive working independently, and leading projects from conception to completion
- You are an outstanding writer, and can distil complex policy issues into simple explanations and compelling messages
- You are detail-oriented, with excellent organizational, prioritization and multi-tasking skills
- You exercise sound judgement and discretion
- Love building strong relationships with your teammates and have a willingness to jump into any task
- Passionate about Etsy’s mission and empowering our community of sellers to advocate for themselves on issues they care about
- Bonus points if you are a maker yourself or have your own creative business

What’s Next:

Interested in working with us? Send us a cover letter and your CV or resume explaining why you’d be great for the job. We value your unique talents and point of view, so feel free to tell us what you are all about. And if you write, draw, craft, or contribute to something you’re proud of, we’d love to hear about it.

Apply at:


At Etsy, we believe that a diverse, equitable and inclusive workplace makes us a more relevant, more competitive, and more resilient company. We welcome people from all backgrounds, ethnicities, cultures, and experiences. Etsy is an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender identity or expression, veteran status, or any other legally protected status.
POLICY ANALYST
GROUNDWORK COLLABORATIVE

Launched in 2018, the Groundwork Collaborative is a mission-driven effort to advance an economic vision that delivers meaningful opportunity and prosperity for everyone. We work with economic policy experts, progressive movement leaders, and activists on the front lines of progressive causes in communities across the country to develop and advance a progressive economic worldview, collaborate and foster new ideas, and develop new pathways to share information, and to break down issue silos, support and amplify each other’s work, and show up for one another on critical economic issue campaigns.

The Policy Analyst will be a member of Groundwork’s Policy and Research team and will engage in substantive research and analytical work to advance a coherent economic worldview within the broader progressive movement. Groundwork partners with groups across the movement to weave a through line among efforts and policy ideas that too often seem disparate. The Policy Analyst will work closely with other members Groundwork’s Policy and Research team and external partners to produce everything from internal analyses to products for public release.

As a Policy Analyst you will:

- Gather and analyze academic and policy research; statistical data; and federal, state, and local policy or implementation information.
- Identify, collect and organize economic data from various sources including government databases.
- Develop written and graphical presentation of research.
- Compile, read, and provide analytical reviews and summaries of existing literature pertinent to economic policy.
- Draft policy memos, with a focus on summarizing research and policy information so it is understandable to a broad audience.
- Create substantive talking points for internal and external use on complex economic topics.
- Keep up to date on relevant news, literature, and legislative and regulatory processes related to economic policy.
- Represent Groundwork and the Policy and Research team at convenings.
- Work collaboratively with colleagues and accept oversight and feedback graciously.
- Perform other duties as assigned.

About you:

- You have a bachelor’s degree or higher in Sociology, Economics, Political Science, or a related field.
- You have post-collegiate work experience in the progressive economic policymaking community.
- You have excellent qualitative and quantitative research skills, including the ability to gather, analyze and describe data with a variety of tools.
- You’re comfortable translating academic research jargon into clear, concise, and compelling language.
- You’re an excellent writer, with an eye toward overall quality control.
- You have excellent, compelling, conversational speaking skills.
- You can set priorities and work on multiple detail-oriented tasks, often on a time-sensitive basis.
- You are self-motivated, well-organized, flexible, and work effectively both individually and as part of a team.
- You are committed to economic, racial and social justice.
In addition, it would be a bonus if you have:

- Written economic policy research reports.
- Worked to pass progressive economic policy from the inside or an advocate.
- An understanding of the legislative and regulatory process.
- Social media and rapid response experience.

The salary range for this position is $57,500 to $75,000, commensurate with experience.

How to apply:

To begin the application process, please submit your resume, cover letter, and one writing sample at:
https://groundworkcollaborative.applytojob.com/apply/hqKaHap5iF/Policy-Analyst

The cover letter should describe your specific experience related to this position.

This announcement will remain posted until the position is filled. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Groundwork. Thank you for your interest.

DIRECTOR
REGULATORY POLICY
GENENTECH

Position Description:

The Director, Technical Regulatory Policy will provide leadership for the development and implementation of general US CMC (Chemistry, Manufacturing, and Controls) regulatory policy positions impacting technological innovation and effective outreach and advocacy of such positions externally. Additionally, the Director will bring innovative approaches to the development and commercial space to advance the monoclonal antibody and combination products pipeline. The successful candidate will work cross-functionally to develop strategic plans to advance US CMC regulatory policy issues and engage with regulatory authorities and trade organizations. The role will report to the Senior Director, US/EU Technical Regulatory Policy.

Primary Responsibilities Include:

- Lead Genentech/Roche US CMC policies and positions by engaging with regulatory health authorities, trade organizations, and industry peer groups
- Lead general US CMC regulatory policy efforts impacting Genentech/Roche's portfolio and pipeline, develop, and execute regulatory policy strategies and advocacy plans
- Lead external scientific task forces and effectively engage with senior industry and government policy makers and international committees impacting Genentech/Roche strategies and priorities
- Lead partnering and collaboration with internal stakeholders in the technical development, regulatory, and US Government Affairs organizations to develop internal alignment and positions
- Build and maintain relationships based on trust and respect with key health authority professionals, relevant academic and opinion leaders and non-profit scientific associations
- Engage with regulatory authorities and fulfill commitments on policy issues, including company-FDA policy meetings, workshops and trades association interactions.
Education and Skills Requirements

- Bachelor's Degree required, advanced degree is highly desirable
- 15+ years of experience in the Regulatory healthcare sector, pharmaceutical industry, trade associations, and/or the Food and Drug Administration
- Demonstrated experience working with Trade organizations is a strong plus
- Proven teamwork with a demonstrated ability to work collaboratively with internal and external stakeholders, industry trades, health authorities and other influential policy organizations
- Critical thinking with strong decision-making capability
- Demonstrated ability to develop innovative solutions.
- Excellent oral and written communication skills
- A passion for patients, science and public health

To Apply:


Roche is an Equal Opportunity Employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital & veteran status.

POLICY ANALYST
PLANNED PARENTHOOD

Planned Parenthood Federation of America (PPFA) is the nation’s leading women's health care provider, educator, and advocate, serving women, men, teens and families. For over 100 years, PPFA has done more than any other organization in the United States to improve women’s health and safety, prevent unintended pregnancies, and advance the right and ability of individuals and families to make informed and responsible health care decisions.

The Public Policy team of the Government Relations Department at Planned Parenthood Federation of America (PPFA) seeks a dynamic and effective individual to assist in the analysis, development, and implementation of federal and state policies that support people’s ability to access comprehensive sexual and reproductive health services. Reporting to the Director of Public Policy, this position will play a critical role in analyzing legislation, regulations, & guidance and in working across the national office and with affiliate health centers to develop and execute plans to defend access to sexual and reproductive health and to secure policies that support greater access to women's health services and women's health providers, including Planned Parenthood, particularly for people with low incomes.

Duties and Responsibilities:

- Tracks developments in health policy, including federal and state regulations, guidance, and legislation and evaluates & communicates their impact on access to women’s health care and reproductive health services
• Consistently develops knowledge of and expertise around emerging and complex health care delivery issues, both those directly related to sexual and reproductive health care and those rooted in changes to the larger system; serve as issue-area expert to internal and external audiences.
• Develops and implements strategies to make progress on a designated policy portfolio and provides technical assistance to Planned Parenthood affiliates in their efforts to improve access to health care at the state level.
• Writes for a variety of audiences and produces detailed, written analysis, memos on health care policy, comments on proposed policies, fact sheets, issue briefs, and other materials that detail specific health care policies and their impact on reproductive health care.
• Works collaboratively with other PPFA departments and divisions to drive multi-faceted work around assigned portfolio area forward.
• Provides timely and comprehensive reports to PPFA senior staff on project progress.
• Participates in relevant coalitions, attends meetings with government officials, and builds relationships with coalition partners and government officials.
• Team player that can contribute to multiple projects with competing deadlines

Requirements / Technical Expertise:

• Bachelor’s degree required; JD or other advanced degree preferred.
• 3-5 years relevant experience.
• Experience working in sexual and reproductive health and on policy issues related to health finance and health equity issues, including the Affordable Care Act, immigration, telehealth, and health system transformation.
• Exceptional analytical and problem-solving skills
• Ability to both “get in the weeds” and see the larger picture
• Impeccable verbal and written communication skills
• Proven ability to work independently and collaboratively
• Passion for health care and PPFA’s mission
• Knowledge of diverse groups, working within a multicultural workforce, and sensitivity and appreciation to cultural differences is required.
• Knowledge of government processes in developing policy and experience implementing federal or state advocacy strategies to influence policy.
• Proven ability to move multiple projects forward independently and collaboratively.

To Apply:

https://jobs.lever.co/ppfa/226bfc27-8e3a-4552-87ba-39dfc029a822?eresc=LinkedIn&lever-source=LinkedInJobs

Planned Parenthood Federation of America is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. Planned Parenthood is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation.

Planned Parenthood Federation of America participates in the E-Verify program
COUNSEL/PROFESSIONAL STAFF  
REPUBLICAN CHAIRMAN FOR COMMITTEE

Republican Chairman for Committee seeks a Counsel/Professional staff. The successful candidate will be responsible for developing legislative and policy proposals; agency oversight; drafting policy memoranda; attending constituent and stakeholder meetings; and preparing for Congressional hearings and floor debate. Applicants should have profound knowledge in one or more environmental statues such as the Clean Air Act and/or Clean Water Act. They must also work well under pressure, possess excellent written and oral communication skills, and have a desire to learn.

Applicants with a law degree are strongly preferred, and not less than five years of Capitol Hill experience. CLOSES FRIDAY, FEBRUARY 7, 2020. Please e-mail a cover letter, resume, and writing sample to: GOPSenateJobPosting@gmail.com. The Office is an equal employment opportunity employer in accordance with the requirements of Senate Rules, regulations and applicable federal laws. The Office does not discriminate on the basis of an individual’s race, color, religion, national origin, disability, age, uniformed service, genetic information, sex, sexual orientation, gender identity, or any other factors.

LEGISLATIVE ASSISTANT  
SOUTHERN REPUBLICAN

Southern Republican seeks an experienced and enthusiastic Legislative Assistant to cover their work on Homeland Security Committee issues, among others. The ideal candidate will have 3-5 years of experience, ideally 2-3 on the Hill, as well as a solid grasp of House procedures and a deep understanding of relevant policy. This is not an entry level position. Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment. Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, and preparing briefing materials. Qualified candidates should include in their application a resume and professional references. Please send applications to congressionaljobs2805@gmail.com with “Legislative Assistant” in the subject line.

MILITARY LEGISLATIVE ASSISTANT  
CONGRESSWOMAN TULSI GABBARD

Congresswoman Tulsi Gabbard is seeking a dynamic, proactive and experienced Military Legislative Assistant to manage her work on the House Armed Services Committee. This position includes a portfolio of national security, foreign affairs, veterans’ affairs, and intelligence issues. Responsibilities include managing the Congressman's committee and subcommittee priorities, liaising with committee staff, drafting hearing questions and statements, developing legislation, monitoring activity on assigned issues, advising and representing the Congresswoman, and building relationships with constituent groups and advocacy organizations. Requirements include a strong understanding of national security and foreign policy, familiarity with the NDAA process, and a minimum of two years of substantive legislative or related experience. This is not an entry level position in a fast-paced office and requires dedication, close attention to detail and the ability to think outside the box. Non-traditional work hours, and Hill experience are required. Hawaii ties are ideal, veteran applications are welcome! No calls or drop ins, qualified applicants may email a cover letter, resume and writing samples to: hi02jobs@gmail.com

SENIOR POLICY ADVISOR  
THIRD WAY’S NATIONAL SECURITY PROGRAM

Third Way's National Security Program is dedicated to keeping national security on the front burner for policymakers and candidates. The primary focus of the Program is Third Way’s non-partisan Cyber Enforcement
Initiative, the first-ever public policy initiative of its kind dedicated to strengthening governments’ abilities to identify, stop, and bring to justice, malicious cyber actors. The position of Senior Policy Advisor is a tremendous opportunity for an individual looking to join a cutting-edge advocacy and research team working to build out this recent Initiative and lead its efforts on domestic law enforcement responses to cybercrime. The candidate would also have the opportunity to work on a wide range of other national security and foreign policy issues when relevant.

As the Senior Policy Advisor on the National Security Program, a typical day might include...

- Analyzing law enforcement responses to cyber-attacks, and developing policy recommendations to improve those responses;
- Identifying and convening a community of law enforcement, cybersecurity, and policy experts working on ways to better identify, find, and punish the malicious cyber actor;
- Conceiving, drafting, and editing high-impact written products to educate and explain to academics and policymakers the challenges around enforcement of cybercrimes and other national security threats, when timely;
- Representing the National Security Program at conferences, convenings, panel discussions, and in the media;
- Analyzing other national security policy challenges, and drafting incisive and impactful summaries of them for policymakers; and
- Analyzing the politics of national security, and responding to it, as directed by the head of the program.

Requirements:

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

- Have a degree in law, policy, cybersecurity, or related field;
- Have 5 years’ experience in law, cybersecurity policy, or relevant field;
- Want to contribute towards Third Way’s mission;
- Take pride in and ownership of in your work;
- Are curious and eager for professional development;
- Think on your feet and adapt to changes effortlessly;
- Communicate clearly and effectively in writing and verbally;
- Are motivated and driven by your passion for opportunity, freedom, and security; and
- Want to make a difference and an imprint as Third Way’s newest Senior Policy Advisor.

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; that 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.
Within 1 Month, You'll...

- Participate in Third Way’s comprehensive onboarding program. You’ll learn about all aspects of Business Operations, which includes benefits, IT, finance, and office operations.
- Meet your Third Way Buddy, be introduced to the entire staff, and start to learn the TW's culture.
- Learn our current processes for payroll, compliance, and labor tracking, and how you will partner with Finance and the rest of the Business Operations team on these processes.
- Participate in weekly one-on-ones with your manager to ensure you fully understand the expectations of the job.
- Attend your departmental weekly meetings. You’ll learn about the key goals of your program, how they’re doing, what challenges they face, and how you will contribute.
- Share coffee with the COO and learn about the history and growth of Third Way.
- Engage in discussions on cyber-enforcement and other national security issues with the rest of the team.

Within 2 Months, You'll...

- Gain an understanding of each employee’s role and their contribution to the organization.
- Attend program overview sessions to learn more about each team’s contribution to TW’s mission.
- Sit in on a riveting story about Third Way’s history with one of the original founders of Third Way. You will learn about our successes, as well as our failures. This will also fore you the opportunity to learn about future direction.
- Incorporate TW’s Style Guide and Production process into your work products.
- Participate in, at least, one of our internal Professional Development trainings or a Center for Fun activity.
- Learn and experience TW’s commitment to diversity, inclusion, and respect in the workplace.
- Convene a working group of law enforcement and policy experts to discuss challenges in battling cybercrime.
- Draft a discussion guide for a law enforcement working group.
- Write briefing notes on current national security issues for policymakers and candidates when relevant.

Within 3 Months, You'll...

- Feel a sense of comfort and familiarity with the staff, your team, and your work.
- Continue to attend weekly departmental meetings with a stronger understanding of your team’s strategic goal.
- Bring new ideas and suggestions to your weekly one-on-ones with your manager.
- Attend and participate in external functions with other members of your team.
- Complete your 90-day self-evaluation and performance review with your manager.
- Partner with your manager to establish your long-term goals for the remainder of the year.

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.
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, 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://ideaa.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
- Bachelor's 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.
The Committee on Education and Labor, Majority is currently seeking undergraduate and graduate interns and fellows for summer of 2020. Specifically we are seeking general undergraduate interns, graduate and legal interns and fellows for the labor policy team, graduate and legal interns and fellows for the health policy team, graduate and legal interns and fellows for the education policy team and graduate and legal interns and fellows for the oversight team. Interns perform a variety of tasks that support the staff in our legislative and media work. Legislative tasks may include, but are not limited to: legislative research and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals. Media tasks may include helping to organize and staff Committee press conferences and assisting with the production of daily news clips. Applicants who are applying for graduate internships or fellowships should be able to demonstrate academic or professional exposure to the subject matter of the team to which they are applying. Fellows must be participating in an established fellowship program. Applicants should be able to start in late April/ early May and commit through July.

Interested applicants should email their cover letter, resume and internship applicant information form to E&L_Interns&Fellows@mail.house.gov and indicate, in the subject line of the email, to which position they are applying. Please also include ‘Summer 2020’ in the subject line. If you are applying for a graduate internship or fellowship, please include two short, relevant writing samples in your application materials. Please visit our website at https://edlabor.house.gov/about/internships for more information. Interviews will be scheduled on a rolling basis, but applicants should aim to submit their materials by February 14, 2020.

The Committee on Education and Labor is a legislative office within the U.S. House of Representatives. The Committee has jurisdiction over a broad array of child welfare, education, and labor policy areas, including early childhood education, K-12 education, higher education, employer/employee relations, worker safety, and employer provided health care. Representative Robert C. “Bobby” Scott (D-VA) serves as Chairman.

The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time interns for the spring and summer internship sessions. The start date would be as early as Feb 15, 2020 (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits. The internship will offer students and young professionals invaluable experience with our nation’s legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times. Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. At the beginning of the legislative week, interns are expected to work into the evening to assist staff in facilitating member meetings. Congressman Van Drew supports students requesting credit for their internship through their university.
If interested, please email a resume and cover letter to JeffVanDrewNJ@gmail.com. Please indicate in your cover letter that you’re applying for a spring or summer internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

**INTERN**

**HOUSE FOREIGN AFFAIRS COMMITTEE MAJORITY STAFF**

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

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

**SUMMER LAW CLERK**

**SENATOR RICHARD BLUMENTHAL**

Senator Richard Blumenthal (D-CT) seeks current or recently graduated law students for summer law clerk positions. These positions are based in the Washington, D.C. office and the term will begin in May and end in August. Law Clerks will be responsible for advising senior staff and Senator Blumenthal on legislative decisions, as well as drafting legislation, performing legal research and writing, and composing a variety of written materials. Law Clerks may also have the opportunity to collaborate with staff members in other policy areas as well, depending on the needs of the office and the interests of the student. Law Clerks must be able to write quickly and clearly, be flexible in adjusting to changing circumstances and legislative priorities, and be self-starters capable of taking responsibility for complicated, ongoing projects. Applicants must either (1) be currently enrolled in an accredited JD program, or (2) have a JD from an accredited program. Demonstrated interest in public service is preferred. This is an unpaid position.

Applications are processed on a rolling basis and the **deadline to apply for summer positions is February 14, 2020**. To apply for the program, please submit a cover letter, resume, and current transcript to senate_employment@saa.senate.gov indicating the job referral number (225587) in the subject line.

**CLERKSHIPS**

**DEMOCRATIC STAFF OF THE SENATE PERMANENT SUBCOMMITTEE ON INVESTIGATIONS**

The Democratic staff of the Senate Permanent Subcommittee on Investigations (PSI), the chief investigative subcommittee of the Committee on Homeland Security and Governmental Affairs, is seeking current law students for unpaid, full-time legal clerkships for Summer 2020. The law clerks will participate in a variety of projects, including conducting legal research, drafting letters and document requests, conducting document review, and preparing memoranda and other materials for subcommittee hearings. The clerkship provides a unique opportunity to participate in congressional investigations regarding a broad range of issues. Applicants must be self-motivated, hard-working, well-organized and have strong written and oral communication skills. Interested
applicants should submit a brief cover letter that includes your anticipated availability, a resume, and writing sample of no more than 10 pages.

All application materials must be submitted by email, to senate_employment@saa.senate.gov, in a single PDF document by 6:00 p.m. EST on February 14, 2020. Please include the job referral number (225586) in the subject line of your application submission email. No phone calls or drop-ins please.

INTERNS AND LAW CLERKS
U.S. SENATE COMMITTEE ON HEALTH, EDUCATION, LABOR AND PENSIONS

The U.S. Senate Committee on Health, Education, Labor, and Pensions (HELP), Office of the Ranking Member, Democratic Staff, seeks unpaid interns and law clerks for the summer of 2020. The positions offer undergraduate, graduate, and law students the opportunity to gain substantive experience in a Senate office while participating directly in the legislative process. Intern and law clerk responsibilities include but are not limited to assisting Committee staff in performing office duties, conducting research, analyzing legislation, drafting memorandums, and assisting in hearing preparation. Interns and law clerks play a key role in the office and will work closely with senior policy advisors and counsels. HELP Committee: The HELP Committee works on a wide range of issues in the areas of health, education, labor, workforce, pensions, and oversight. Please specify within your application which office or offices you would prefer to work in

Qualifications: Applicants should have (i) an interest in public policy and (ii) a desire to learn. They also must have good attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Openings: Health Policy Intern: interest and experience in health-related matters, including but not limited to: the Affordable Care Act, the Centers for Disease Control and Prevention, children’s health, the Food and Drug Administration, health equity/disparities, health information technology, health workforce, Medicare/Medicaid, mental health, the National Institutes of Health, public health and preparedness, and/or women’s health. Education Policy Intern: interest in education-related policy, including: early childhood, k-12, postsecondary, workforce, and civil rights issues. Interest or experience teaching or working with students encouraged. Labor Policy Law Clerk: clerkship open to current law students or recent law school graduates who have an interest in or experience in issues facing workers, including workers’ rights, minimum wage and overtime, union rights and collective bargaining, inequality, occupational safety and health, international labor rights, family and medical leave, equal pay, and equal employment opportunity and civil rights. Oversight Law Clerk: clerkship open to current law students or recent law school graduates who are interested in health, education, and labor law and policies that strive to protect consumers, workers, and the public. Previous experience in government is not required but candidates should have a general understanding of the legislative process. Communications Intern: interest in press and communications, including: social media, press releases, speechwriting, op-ed writing, and media outreach (ii) an interest in public policy and (iii) a desire to learn. Strong candidates will demonstrate good attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Writing and research experience preferred. Policy issues will vary. Applicants for the communications position should prioritize press-oriented writing samples over academic-oriented ones. Disability Policy Intern or Law Clerk: interest in issues and policy as it relates to individuals with disabilities that may include: equitable educational opportunities, the Individuals with Disabilities Education Act, seclusion and restraint, alternate assessment, equitable employment opportunities, AbilityOne, efforts to phase out subminimum wage, health care broadly, home and community based services, health disparities, Medicaid, and disability rights.

Applications: Interested applicants should apply to this position by submitting a cover letter, resume, writing sample, and application form found on the OAM website. New users will have to sign up on the OAM portal to apply. Please indicate your availability. The deadline for the summer 2020 internship program is Friday, March
**13th, 2020.** This office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex (including gender identity or sexual orientation), national origin, age, disability, gender, uniformed service, genetic information, or any other factor.

**LAW CLERKSHIP**
**U.S. SENATE JUDICIARY COMMITTEE**

Senator Feinstein is seeking current or recently graduated law students for unpaid, part-time or full-time law clerkships in her Senate Judiciary Committee office in Washington, D.C. The clerkship will begin in May and end in August. Judiciary staffers advise the Senator in areas related to national security, terrorism, criminal and civil law, immigration, civil rights, privacy, intellectual property, and judicial nominations. Law clerks assist staff with legislative and oversight responsibilities and engage in a range of activities, including, but not limited to, attending hearings, conducting legal research, and drafting briefing memoranda for the Senator. Some general office support is also required. Ideal candidates are current students or recent alumni who wish to learn about the legislative process and are interested in government and public interest law. Candidates should have excellent writing and research skills, and the ability to work independently, as well as part of a team. Strong written and oral communication skills and a good sense of humor are essential.

Please e-mail your resume, a cover letter that includes your availability, your unofficial transcript, a short writing sample, and a list of at least three references to vacancies@email.senate.gov. **All application materials must be submitted by 5:00 pm ET on February 7, 2020.**

**SUMMER LAW CLERK**
**FIRST SHIFT JUSTICE PROJECT**

First Shift Justice Project is a legal services organization that helps working mothers in low wage jobs assert their workplace rights to prevent job loss.

To accomplish this mission, we educate women about their workplace rights and we train the staff of organizations that provide prenatal care to pregnant women, infant care for their babies, and other supportive services. We counsel women in low-wage jobs regarding pregnancy and caregiver discrimination; accommodations for pregnancy and breastfeeding; and access to paid sick days and family medical leave. Finally, we represent women whose caregiver rights in the workplace have been violated.

First Shift also provides legal advice to low-income women who are dealing with workplace sexual harassment and the impact of domestic violence on their employment.

We are happy to work with bright and motivated students who are passionate about our issues! Our law clerks conduct legal research; draft legal memoranda; meet with clients; and help us reach out to organizations and their clients who might benefit from our services.

Our ideal candidate has demonstrated interest in strengthening women and families, strong writing skills and experience working directly with clients. Fluency in Spanish is highly desired. Law clerk positions at First Shift Justice Project are unpaid; however, we will work with our law clerks to secure any funding available from other sources. Work hours are flexible; open to considering part-time applicants.

Interested students should send a cover letter and resume to Laura Brown, lbrown@firstshift.org. Applications will be considered on a rolling basis until the position is filled.
First Shift Justice Project 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, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities or any other factor that the law protects from employment discrimination.

LEGAL INTERNSHIP
ADVANCEMENT PROJECT NATIONAL OFFICE

Advancement Project National Office is a next generation, multi-racial civil rights organization. Rooted in the great human rights struggles for equality and justice, we exist to fulfill America’s promise of a caring, inclusive and just democracy. We use innovative tools and strategies to strengthen social movements and achieve high impact policy change. Our work is focused in four major areas: ending the school to prison pipeline, voting rights, immigrant justice and mass incarceration and policing.

Description of Role:

Advancement Project National Office is seeking candidates for legal internships for spring 2020 and summer 2020. Internships will be based in our National Office, located in Washington, DC. Legal interns will work closely with our staff of attorneys, organizers and communications strategists to support our grassroots-led campaign partners in cities across the United States. These positions operate under the direct supervision of intern coordinators.

Qualifications:

We are seeking experienced second- and third-year law students for our internship program. Candidate should possess excellent legal writing and research skills. Candidates must have a demonstrated commitment to racial justice, social movements and/or civil rights. Experience in policy advocacy and/or community organizing is a plus. We are looking for thoughtful, creative and energetic candidates with a genuine desire to address and dismantle oppressive systems that impact the lives of Black, Brown and poor people.

Compensation:

Spring semester internships are eligible for school credit. For summer internships, eligibility for public interest grants or work-study is not required, though welcome and encouraged. For students unable to obtain school funding we provide paid internships.

To Apply:

Please visit: https://advancementproject.bamboohr.com/jobs/view.php?id=18. Applications will be reviewed on a rolling basis. Please include two writing samples with cover letter.

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.

**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.

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](mailto:internships@washlaw.org).

The Committee is an equal opportunity employer.

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

**STAFF ATTORNEY**  
**CENTER FOR APPELLATE LITIGATION**  
**NEW YORK, NEW YORK**

The Center for Appellate Litigation, based in New York City, seeks an experienced attorney to join our growing crim-imm practice. Please see below job announcement and share with others who may be interested.

The Center for Appellate Litigation (CAL) seeks an experienced attorney to join our crim-imm practice.
CAL is a non-profit public defense law firm dedicated to the pursuit of equal justice under the law for indigent New Yorkers in their criminal appeals or other post-conviction proceedings. We believe all people deserve dignity, respect, and the right to be heard and treated fairly when their liberty has been taken from them or threatened, regardless of their ability to pay for an attorney.

CAL’s crim-imm practice group – the first and largest project of its kind in the country – zealously pursues the full range of post-conviction legal remedies available to our noncitizen clients, whether by bringing state law collateral proceedings or on direct appeal of the criminal conviction, to advance their rights and protect them from the threat of immigration detention and deportation as a result of their criminal conviction.

Qualifications:

We seek a dynamic lawyer with at least two years of experience as a criminal defense or immigration attorney working at the intersection of criminal and immigration law. Candidates must have excellent analytical, writing, research, and oral advocacy skills; be a team player; have the organizational skills required to manage multiple active cases under varying time pressures; and have a strong commitment to public defense and serving indigent clients convicted of crimes. Candidates must be admitted to the New York State Bar. Fluency in Spanish is preferred.

Because we believe a diverse work force is essential to helping our clients through differing perspectives, CAL particularly welcomes applications from people of color; people with disabilities; and people of LGBTQ+ identities. CAL is an equal opportunity employer, and all qualified applicants will receive consideration for this position without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, or citizenship status.

Deadline:

Applications will be accepted immediately and until the position is filled. **Candidates are encouraged to apply before March 1, 2020.**

Salary and Benefits:

Salary will be commensurate with experience. Our excellent benefits include medical, dental, vision, life, and disability insurance as well as 27 days of paid vacation, and other fringe benefits.

How to Apply:

Interested candidates should e-mail (in PDF format) a cover letter, resume, at least two references, and a writing sample to Marianne Yang at myang@cfal.org. Include "CAL Crim-Imm Staff Attorney" in the subject line. No phone calls, please. Only applicants invited for interviews will be contacted.

DEPUTY DIRECTOR OF ADVOCACY  
COLUMBIA LEGAL SERVICES  
SEATTLE, WASHINGTON

Columbia Legal Services is a legal advocacy organization that advances social, economic, and racial equity for people living in poverty. We hold government agencies, institutions, and other actors accountable to address the root causes of racism and their manifestation in unfair treatment and inequitable access to resources, power, and
opportunities based on race. We focus on dismantling unfair systems of mass incarceration and immigration. We believe that communities should have a voice in the creation and implementation of the policies, laws, and legal systems that impact them.

We are committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.

Columbia Legal Services seeks a full-time Deputy Director of Advocacy to serve on our statewide advocacy team and lead our body of work Promoting Immigration Equity. Our Deputy Director of Advocacy position supervises and advances systemic, multi-forum legal advocacy and community engagement to dismantle the structures that perpetuate poverty, racism, and other injustices in Washington. This position may be based in any of our statewide offices, with a strong preference for Kennewick, Wenatchee, or Yakima.

Responsibilities:

- Lead and coordinate advocacy that advances our organizational mission, vision, and values.
  - Responsible for leading an advocacy table that develops and advances strategic advocacy initiatives, particularly those promoting immigration equity.
  - Work with other members of the Advocacy Coordination Team to implement and advance race equity, identify community priorities, and ensure that litigation and policy work is community-driven.
  - Serve as lead counsel, co-counsel, or advisor on litigation or related advocacy as workload permits and provide substantive expertise to advocacy teams.
  - Coach advocates to develop skills in race equity analysis, systems thinking, and community-led movement lawyering.
  - Cultivate and maintain key external partnerships, including with law firms, cooperating attorneys, allies and partner organizations, key funders, board members, coalitions, and the media on a state and national level.

- Serve as primary supervisor for assigned attorneys and legal professionals.
  - Supervise and support one of the Assistant Deputy Directors of Advocacy and regularly meet with other advocacy leaders in the organization to coordinate work and support each other in supervision.
  - Actively advance the professional development of assigned staff by creating individual professional development plans and seeking out opportunities to further those plans.
  - Participate in ongoing training on supervision, management, and leadership, as well as conflict resolution and restorative justice practices, and utilize these skills in their supervisor duties.

- Work with the Leadership Team to advance strategic, organization-wide initiatives.
  - Assist in the development and implementation of CLS policies and procedures.
  - Provide input into CLS’s annual operating budget with a focus on litigation and advocacy needs.

- Work with the Director of Advocacy to create institutional and operational supports for advocacy through partnerships.
  - Work with external law firms and in-house pro bono counsel to place and coordinate volunteer opportunities and to craft litigation and policy projects.
  - Participate in messaging, media strategy, and other communications to ensure use of these tools in all aspects of advocacy.
Qualifications:

- Law degree and license to practice in Washington, or ability to take the next Washington bar exam.
- A minimum of five years of litigation and multi-forum advocacy, with at least one year in a supervisory role.
- Lived or other demonstrated meaningful and sustained experience with people living in poverty, people of color, immigrant, or indigenous communities or the criminal legal system.
- Humility, humor, and flexibility.
- Commitment to confronting, exposing and dismantling all forms of structural bias and oppression.
- Demonstrated initiative and creativity, including ability to master new legal areas, operate at a high advocacy level, and consider multi-forum advocacy approaches.
- Excellent written and oral communication, research, negotiation, and analytical skills.
- Commitment to continuous learning and openness to new ideas.
- Ability to lead a team effectively, prioritize responsibilities, and meet deadlines on time-sensitive projects.
- Understanding of the importance of self-care, and a willingness to take breaks and vacations.

- Ability to travel occasionally around the state to attend meetings, engage with community, and supervise staff.
- Complex litigation or class action experience a plus.
- Proficiency in Spanish is a requirement for this position; other language skills relevant to our client communities are a plus

For more information about the position, please visit: Deputy Director of Advocacy

To Apply:

Send a cover letter, resume, 5-10 page writing sample, and completed Equity Statement in PDF format to careers@columbialegal.org. Please make Deputy Director of Advocacy your subject line. We accept applications on a rolling basis, with priority given to those received before February 7th. CLS will only contact you if we decide to pursue your application. If you need a reasonable accommodation for the application process, please contact the above email.

COMMUNITY SUPPORT ASSOCIATION
IMMIGRATION ADVOCATES NETWORK
NEW YORK, NEW YORK

The Community Support Associate will help people and partners use digital tools that solve legal issues. We are looking for a motivated, collaborative, and bilingual (Spanish) team member to help us grow our community support strategies. This is a full-time position based in New York City.

Responsibilities:

- Help people use our online legal tools; and respond to technical inquiries from partners
• Provide information and solve problems to ensure that users and partners feel understood and that their requests are properly managed
• Support product testing and communication about improvements to our tools.
• Understand user needs, watch for trends, and advocate for users and partners to foster a positive community experience and help us improve.

Qualifications:

• College or equivalent training / experience
• Spanish language reading and writing skills
• Passion for technology and excellent problem-solving skills
• Strong written and verbal communication skills.
• Ability to work effectively and kindly with people who have a range of technological expertise.
• Detail-oriented and organized
• Strong self-motivation, to thrive, be resourceful, and solve new challenges
• Previous experience with ZenDesk, JIRA or similar systems a plus

About us:

Pro Bono Net is a national nonprofit that brings the power of the law to all by building cutting-edge digital tools and fostering collaborations with the nation’s leading civil legal organizations. Join us! We are a collaborative, hard-working team committed to making a positive impact in the world. We have opportunities for growth for the right candidate.

Benefits:

PBN offers a competitive nonprofit salary and a generous benefits package, including:

• Health, vision and dental insurance
• Four weeks of paid vacation
• Flexible work environment and other perks

How to Apply:

To apply for this position, email a resume and cover letter to jobs@probono.net with Community Support Associate in the subject heading. No calls or faxes please. Applications will be considered on a rolling basis. Only those offered interviews will be contacted.

DIRECTOR OF LITIGATION
CENTER FOR GENDER AND REFUGEE STUDIES
UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW
SAN FRANCISCO, CALIFORNIA

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.
The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

About the Center For Gender and Refugee Studies:

The Center for Gender and Refugee Studies (CGRS), based at the University of California Hastings College of the Law, one of the nation's leading refugee research and advocacy organizations, works to advance the human rights of women, children, LGBT, and other refugees who flee persecution, both in the United States and internationally. We provide nationally recognized expert consultation, including trainings, resource development, and legal advice, in thousands of asylum cases each year, many of which result in grants of protection. CGRS also shapes asylum law through involvement in key cases with potential to set precedent and ensures government accountability through groundbreaking and original research that analyzes adjudication trends. We improve conditions on the ground to prevent refugee flight by presenting the results of international human rights fact-finding, analyzing implementation of existing laws, and collaborating with grassroots movements to advocate for law reform and other justice measures. For more information about CGRS, visit http://cgrs.uchastings.edu/.

The Role:

The Director of Litigation provides leadership and vision to the litigation work of the UC Hastings’s Center for Gender & Refugee Studies (CGRS). Litigation work includes both national and California-focused matters. The position is a dynamic one that will reflect the vision and flexibility of the organization in the changing landscape of refugee rights.

Responsibilities:

The Director of Litigation provides leadership and vision to the litigation work of the UC Hastings’s Center for Gender & Refugee Studies (CGRS). Litigation work includes both national and California-focused matters. The position is a dynamic one that will reflect the vision and flexibility of the organization in the changing landscape of refugee rights.

- Guide strategic direction of all areas of CGRS’s litigation docket, including impact affirmative litigation, direct representation, and appellate practice before the federal courts and immigration agencies
- Manage and oversee all areas of CGRS’s litigation work, ensuring excellence, professionalism, furtherance of core mission to expand the fundamental rights of asylum seekers and refugees
- Maintain an active caseload of complex litigation, including by building and litigating affirmative cases in the federal courts
- Supervise, direct, and mentor attorneys and other legal staff in litigation and direct representation before the immigration agencies and the federal courts, including via substantive review of filings and oversight of strategic litigation decisions
- Regularly coordinate with the CGRS leadership team regarding overarching program priorities
- Engage in and implement systems for performance evaluation and training of litigation attorneys and other legal staff
- With support from the CGRS legal team, ensure tracking and case management systems to meet all litigation deadlines and comply with legal professionalism standards, including for potential fee-generating cases
- Develop and maintain relationships with pro bono counsel, other co-counsel, and plaintiff organizations (e.g., firms, public interest organizations, community groups)
- Initiate and strengthen relationships with organizations and leaders connected to CGRS’s mission and purpose as needed, including outside collaborators, funders, and Advisory Board members.
- Represent CGRS in local, national, international coalitions and working groups as needed; and serve as a spokesperson for CGRS in a variety of contexts, including media appearances as needed.
- As needed, ensure compliance with grant terms (relevant to a minority of cases).
- With support from CGRS management team and as needed, develop and oversee litigation program budget, assess staffing needs, and engage in hiring and recruitment.

Requirements:

Education and Experience:

- A J.D. degree and admission to practice law in at least one U.S. jurisdiction.
- Eight (8) years of progressively responsible legal experience in complex federal litigation, including experience leading and running complex cases. *Willing to consider exceptional candidates with fewer years’ experience.
- Strong preference for candidates with background in litigating refugee and immigrant rights cases.
- Experience mentoring and supervising junior attorneys.

Knowledge, Skills & Abilities:

- Excellent legal strategy, analysis, drafting, and editing skills.
- Excellent oral communication skills, including in both legal advocacy and broader public communication.
- Ability to work independently and within a team.
- High level of productivity.
- Willingness to travel.
- Demonstrated commitment to refugee, human rights, and social justice issues.
- Fluency in other languages a plus.

Benefits:

Health and Welfare Benefits:

- Comprehensive medical, dental and vision insurance coverage.
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses.
- Employee Assistance Program.

For your Financial Future:

- Life Insurance, Disability Insurance, and Legal Insurance.
- University of California Retirement Plan (defined benefit).
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs.

For your Work/Life Balance:

- Fourteen paid holidays per year.
- Generous vacation and sick leave.
- Commuter Benefits Program.

The Hiring Process:

To Apply: [https://uc-hastings.breezy.hr/p/54bd642bf2e6-director-of-litigation](https://uc-hastings.breezy.hr/p/54bd642bf2e6-director-of-litigation)
Failure to provide the information as required on the application and/or instructions to apply shall immediately disqualify an applicant from employment consideration.

Please note: This position has been designated as “sensitive” and requires a pre-employment background check.

This position is on an annual contract renewal basis. Renewal is contingent upon satisfactory job performance and continued available funding for this position and department

UC Hastings College of the Law is an Equal Opportunity Employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.

DIRECTOR OF JAIL/ARREST DIVERSION INITIATIVES
DEPARTMENT OF MENTAL HEALTH
WESTBOROUGH, MASSACHUSETTS

The Director of Jail/Arrest Diversion Initiatives is responsible for establishing the priorities and implementing plans for the procurement, management, technical support and coordination of all Jail/Arrest Diversion Project (JDP) grants and related behavioral health training initiatives for public safety entities and first responders on behalf of the Department of Mental Health (DMH) forensic services across the Commonwealth.

The Director of Jail/Arrest Diversion Initiatives is also responsible for overseeing the Department’s grant program to local communities that support law enforcement’s efforts to respond to citizens with behavioral health challenges in an optimal manner. The Director will primarily perform their duties in direct interaction with DMH professionals, local law enforcement and municipal officials, state and local elected officials, and behavioral health provider administrators and professional staff.

Duties and Responsibilities (these are a general summary and not all inclusive):

- Prepare, update and maintain the Program’s Request For Applications (RFA) and all associated forms and documents.
- Coordinate and execute the application review, selection, and prioritization process.
- Prepare Statements of Work for all JDP contracts, monitor and revise as needed.
- Liaison for DMH accounting department and applicants for the efficient completion of all contracting documents and recommend funding allocations to contractors.
- Monitor and track spending and make mid-year allocation adjustments as necessary to optimize the resources available to communities in need of support.
- Act as the primary point of contact for all police departments across the Commonwealth on any JDP, police training, and/or JDP model questions.
- Maintain listings of 1) Cities/towns involved with JDP programs and 2) A listing of current and past JDP awardees of DMH.
- Programmatically review/verify and approve all grantee invoices and supporting documentation.
- Ensure all DMH JDP grant programs are adhering to the rules and policies of the program.
- Track, analyze and maintain data integrity.
- Hold periodic meetings with the JDP grantees (police and clinical) to determine if the JDP is fulfilling their scope of work and providing deliverables as agreed.
• Attend collaborative meetings between Mental Health and Law Enforcement, especially in regions that are beginning new JDP initiatives.
• Prepare reports as needed for the general public, DMH Forensic Services leadership, the DMH Commissioner’s Office, the Secretary of Health & Human Services Office, the Governor’s Office and the General Court of the Commonwealth).
• Facilitate the behavioral health response trainings.
• Be a resource for police departments, DMH, mental health and emergency service providers in developing collaborative working relationships.
• Collaborate with all DMH Area Forensic Directors, who will be the local forensic link to all jail diversion program grants.
• Partner collaboratively with the Statewide Coordinator of CIT-TTAC programs to understand their programs, resources, and trainings offered.
• Work with the Statewide Coordinator of CIT-TTAC programs to do periodic audits of CIT-TTACs and other JDP projects as requested.
• Participate as part of the planning committee for the Annual Mental Health and Law Enforcement Conference.

Preferred Qualifications:

• Extensive knowledge of state and national police-based jail/arrest diversion initiatives, models, programs, research and development.
• Extensive knowledge of the Massachusetts criminal courts, correctional system, and law enforcement and other public safety entities.
• Knowledge of state fiscal procedures and processes including procurement, grant administration, budget management and vendor contracting.
• Experience with developing data collection and data analysis processes.
• Understanding of mental health law in Massachusetts.
• Knowledge of executive branch and legislative branch state government structure, function, and organization.
• Knowledge of municipal government structure, function, and organization.
• Understanding of the Massachusetts mental health, criminal justice and correctional systems.
• Skilled in negotiating contract terms and conditions.
• Knowledge of the services available to persons with behavioral health needs, as well as an understanding of the etiology and effects of serious mental illness.
• Desire to work with, and interpersonal skills necessary to work with, colleagues in the mental health, law enforcement and correctional systems.
• Excellent skills in verbal and written expression.
• Given the population served, bilingual or multilingual fluency.

Pre-Hire Process:

A tax & background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

Education, licensure and certifications will be verified in accordance with the Human Resources Division’s Hiring Guidelines.

Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth’s website.
For questions regarding this requisition, please contact Executive Office of Health and Human Services Human Resources at 1-800- 510-4122 Ext. #2

DMH Mission Statement:

The Department of Mental Health assures and provides access to services and supports to meet the mental health needs of individuals of all ages, enabling them to live, work and participate in their communities. The Department establishes standards to ensure effective and culturally competent care to promote recovery. The Department sets policy, promotes self-determination, protects human rights and supports mental health training and research.

Total Compensation:

As an employee of the Commonwealth of Massachusetts you are offered a great career opportunity influencing a wide-spectrum of services to the diverse populations we serve - but it's more than a paycheck. The State's total compensation package features an outstanding set of employee benefits which you should consider towards your overall compensation, including:

- 75% state paid medical insurance premium
- Reasonable Dental and Vision Plans
- Flexible Spending Account and Dependent Care Assistance programs
- Low cost basic and optional life insurance
- Retirement Savings: State Employees' Pension and a Deferred Compensation 457(b) plan
- 11 paid holidays per year and competitive Sick, Vacation and Personal Time
- Tuition benefit for employee and spouse at state colleges and universities
- Short-Term Disability and Extended Illness program participation options
- Incentive-based Wellness Programs
- Professional Development and Continuing Education opportunities
- Qualified Employer for Public Service Student Loan Forgiveness Program

Qualifications

Minimum Entrance Requirements:

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least one (1) year must have been in a project management, supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

Substitutions:

- A certificate in a relevant or related field may be substituted for one (1) year of the required (A) experience.
- Bachelor’s degree in a related field may be substituted for two (2) years of the required (A) experience.
- A Graduate degree in a related field may be substituted for three (3) years of the required (A) experience.
• A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

To Apply:

https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=190008BT&tz=GMT-05%3A00&tzname=America%2FNew_York

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

STAFF ATTORNEY
ACLU OF MICHIGAN
DETROIT, MICHIGAN

For nearly 100 years, the ACLU has been at the forefront of every major civil liberties fight in our country's history. Whether it's reducing the prison and jail population, achieving full equality for the LGBTQ community, reducing immigration detention, or ending unjust laws that strip people of their fundamental right to vote, we take up the toughest civil liberties issues to defend all individuals from government abuse and overreach. With ACLU affiliate offices in all 50 states, Washington, D.C., and Puerto Rico, we fight tirelessly to defend our rights in the courts, influence public policy, and empower communities to advance rights for all. The ACLU of Michigan, founded in 1959, is a nonprofit, nonpartisan, public interest organization dedicated to the defense and expansion of civil liberties and civil rights in Michigan. We are a passionate, highly motivated group of 40 lawyers, public policy experts, lobbyists, community organizers, communicators and fundraisers, and we're looking for exceptional talent to join our team.

The ACLU is deeply committed to racial equity and social justice and is driven to act on these core values. Applicants must be able to recognize ways our identities intersect and play out in the work, especially with communities we serve, and must demonstrate the cultural competency to work with a diverse team and effectively partner with historically marginalized communities.

This is an incredibly exciting time to join the ACLU. Our membership has tripled, and we are building a more expansive advocacy infrastructure to increase the ACLU’s effectiveness in achieving its objectives. The ACLU of Michigan seeks a dedicated staff attorney to build, file, and litigate complex civil actions in state and federal court. This staff attorney position will increase our capacity to push forward our affirmative litigation agenda as well as engage in fastmoving, defensive battles against the Trump administration’s policies and other affronts to civil rights and civil liberties. In recent years, our staff attorneys have built and litigated high-profile class actions challenging mass deportations to Iraq, unconstitutional cash bail, tax foreclosures, and the Flint water crisis. Check out our legal docket for more information about how we are fighting to protect civil rights and civil liberties.

The Position:

The Staff Attorney, who could be designated a Senior Staff Attorney depending on experience, will litigate a wide variety of civil rights and civil liberties cases at the trial and appellate levels in both state and federal courts, acting as lead or co-counsel, and often in partnership with volunteer attorneys, coalition partners, and lawyers from the national ACLU. The Staff Attorney will collaborate with staff in other departments to set goals and implement strategies that advance ACLU priorities and campaigns. The Staff Attorney will also represent the
ACLU publicly through speaking engagements, media interviews, and community engagement. A significant goal of this position is to enable the ACLU of Michigan to respond quickly when significant civil rights and civil liberties issues present themselves in our communities. The legal department is comprised of a legal director, deputy legal director, five staff attorneys, two legal fellows, two paralegals, a program associate, and an investigator. It is anticipated that this position will be based in Detroit.

Specific Responsibilities:

Legal

- Identify, investigate, develop and litigate high-impact civil rights and civil liberties cases in federal and state court. Identify and recruit plaintiffs, conduct factual investigation and legal research, prepare memoranda, write demand letters, draft pleadings and briefs, conduct discovery, argue motions, try cases, write appellate briefs and amicus curiae briefs, and negotiate and oversee implementation of judgments and settlement agreements.
- Supervise, lead, or staff litigation teams of associated attorneys; co-counsel cases with other public interest groups and the national ACLU staff.
- Contribute to case selection, formulating legal strategy, and identifying the ACLU’s litigation priorities.
- Recruit and work successfully with ACLU volunteer attorneys.
- Work with local lawyers committees to screen and develop promising cases and facilitate and support the effective functioning of those committees.

Leadership, Public Advocacy and Teamwork

- Serve as a public spokesperson for the ACLU. Respond to interview requests from reporters, write editorials and blogs, contribute to social media, and appear at speaking engagements.
- Work with ACLU staff to implement integrated advocacy campaigns and high-impact strategies utilizing the ACLU’s communication, legislative, community organizing and legal programs.
- Engage with coalition partners, policymakers, and community groups working on similar issues.
- Demonstrate leadership by initiating cases, projects and programs that are sensitive to community needs, are inclusive, and expand the ACLU’s network of supporters.

Administration, Supervision and Support

- Recruit and supervise law students and interns.
- Proactively communicate with all staff so they are well-informed of upcoming hearings, judicial decisions, and important developments in the legal department.
- Ensure that the Legal Director and Executive Directors are adequately informed of work and solicit direction and input appropriately and consistent with professional standards.
- Prepare administrative and grant reports, provide administrative and organizational support as needed, and adhere to internal systems for attorney recordkeeping and information sharing.

Supervision:

The Staff Attorney will report to the Legal Director.

Qualifications:

- J.D. with litigation experience or a judicial clerkship.
• A strong understanding of, and demonstrated commitment to, civil rights and civil liberties.
• Exceptional skills in legal research, writing and analysis.
• Must be a member of the State Bar of Michigan, pass the next bar examination, or waive in from any state where you have practiced for three of the past five years.
• Substantive knowledge and understanding of constitutional law and civil liberties issues.
• Demonstrated ability to litigate independently, jointly and under pressure.
• Demonstrated ability to communicate effectively with both legal and non-legal audiences.
• Demonstrated ability to work collaboratively on a variety of projects with lawyers, other staff members, and with community organizations and coalitions.
• A commitment to diversity, equity, and inclusion; a personal approach that values the individual and respects differences of race, color, religion, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, and record of arrest or conviction.
• Experience working with vulnerable or impacted communities, including but not limited to immigrants, incarcerated people, or indigent populations.
• Creative, result-oriented, self-starting, willing to learn, and able to manage an aggressive schedule, working beyond 9 to 5 as needed
• Willingness to travel across the state for litigation, local lawyers committee meetings and speaking engagements.
• Proficiency with computers, particularly Windows, Microsoft Office, and Westlaw.

Personal Characteristics:

Ideally, the successful candidate will be the following:

• Personally committed to advancing the ACLU’s values, mission, goals and programs, with an understanding of and commitment to the entire range of civil rights and civil liberties issues and their implications. Dedicated to building and promoting the ACLU.
• A reliable and creative person who can handle and prioritize multiple activities and responsibilities; a self-starter and finisher.
• A team player, problem-solver and strategic thinker who inspires collaboration and functions decisively; self-reflective and focused on personal development; flexible and well-organized; excited to work with a diverse team and effectively partner with a diversity of people and communities.

Compensation:

The salary range for this position is $75,000-$85,000 per year, depending on experience. Excellent benefits, including health insurance and a 401(k) retirement plan with matching, are provided.

Application Procedure:

To apply, please submit in digital form, by email, a detailed letter of interest, resume, writing sample, and contact information for three references. Your application should be emailed to staffattorneyjob@aclumich.org.

The position will remain open until filled, but the hiring committee will begin to review applications on February 3, 2020.
record of arrest or conviction. “ACLU of Michigan,” as used in this job description, refers collectively to two separate corporate entities, the ACLU of Michigan and the ACLU Fund of Michigan. The two entities share the same mission, office space, and employees.

SENIOR STAFF ATTORNEY
NEW ORLEANS WORKERS’ CENTER FOR RACIAL JUSTICE
NEW ORLEANS, LOUISIANA

About the Organization:

The New Orleans Workers’ Center for Racial Justice is a multi-racial membership-based organization dedicated to building the power and participation of poor people in order to expand democracy and transform the economy. We organize directly affected people, and couple their courage with strategic legal, policy, and communications work to build campaigns that advance racial justice, immigrant rights, and a fair economy. Our members are African American and immigrant workers and families in New Orleans and the Gulf South. The Workers’ Center anchors three grassroots membership organizations: the Congress of Day Laborers, Stand With Dignity, and the Seafood Workers Alliance. Over the last thirteen years, the Center’s organizing and policy victories have substantially improved the material conditions for poor people in the South. Together with our allies, we are building a new freedom movement to fight for dignified work, racial justice, liberation that transcends borders, and our full participation in every decision that affects our lives. For more information, including profiles of our wins in the New York Times, Time Magazine, and Newsweek, visit www.nowcrj.org.

NOWCRJ’s Legal and Policy Department provides support to NOWCRJ’s organizing projects and members to force employers and federal, state, and local agencies to comply with existing laws, to build worker power, and to protect workers’ rights to organize. Our Department is nimble, intersectional, and committed to using creative, innovative and participatory legal strategies. Primary practice areas include workers’ rights, immigration, and civil rights. Our docket historically has included federal impact litigation and law reform cases, strategic immigration and detention work, administrative advocacy, policy analysis and advocacy reports, and campaign research and support.

About the Senior Staff Attorney Position:

The Senior Staff Attorney develops legal strategies to support NOWCRJ’s campaigns and members. The Senior Staff Attorney reports to the Legal and Policy Director, and works closely with organizers, members and the Leadership Team to advance the strategic objectives of NOWCRJ. Specifically, the Senior Staff Attorney is responsible for:

- Managing cases and developing litigation to support NOWCRJ’s campaigns and strategic objectives.
- Preparing regular docket reports for the Legal & Policy Director and the Executive Director; closely collaborating as a thought partner with the Leadership Team.
- Setting goals and benchmarks for NOWCRJ’s litigation efforts; conducting regular planning and evaluations.
- Representing the organization in regional and national coalitions; maintaining regular communications with clients, co-counsel, partner organizations, and government actors.
- Supervising and developing staff attorneys, paralegals, interns and student law clerks.
- Staying abreast of developments in the law related to immigrant and workers’ issues; advising and sharing developments with staff and members.
- Assisting in the management and administrative tasks of the Department.
Qualifications:

- Minimum 5 years litigation experience in labor, employment, immigration, and/or civil rights law.
- Deep commitment to lawyering in a way that empowers collective vision and action by low-income workers and communities of color.
- Management and supervision experience including legal supervision, case development, and project management.
- Exceptional research, writing, and oral communication skills.
- Juris Doctor and Louisiana bar admission (or willingness to take the Louisiana Bar Exam).
- Spanish fluency preferred. Please indicate all languages spoken and your level of proficiency in your application.
- Ability to implement vision, think strategically, creatively problem solve, exercise good judgment, and lead with both enthusiasm and humility.

To Apply:

Please email a cover letter, writing sample and resume to careers@nowcrj.org, subject line: Senior Staff Attorney-YourLastName. Applications will only be accepted electronically and will be accepted on a rolling basis until the position is filled.

Women, people of color, people with disabilities, returning citizens and LGBTQIA+ people are strongly encouraged to apply.

STAFF ATTORNEY
NEW ORLEANS WORKERS’ CENTER FOR RACIAL JUSTICE
NEW ORLEANS, LOUISIANA

About the Organization:

The New Orleans Workers’ Center for Racial Justice is a multi-racial membership-based organization dedicated to building the power and participation of poor people in order to expand democracy and transform the economy. We organize directly affected people, and couple their courage with strategic legal, policy, and communications work to build campaigns that advance racial justice, immigrant rights, and a fair economy. Our members are African American and immigrant workers and families in New Orleans and the Gulf South. The Workers’ Center anchors three grassroots membership organizations: the Congress of Day Laborers, Stand With Dignity, and the Seafood Workers Alliance. Over the last thirteen years, the Center’s organizing and policy victories have substantially improved the material conditions for poor people in the South. Together with our allies, we are building a new freedom movement to fight for dignified work, racial justice, liberation that transcends borders, and our full participation in every decision that affects our lives. For more information, including profiles of our wins in the New York Times, Time Magazine, and Newsweek, visit www.nowcrj.org.

NOWCRJ’s Legal and Policy Department provides support to NOWCRJ’s organizing projects and members to force employers and federal, state, and local agencies to comply with existing laws, to build worker power, and to protect workers’ rights to organize. Our Department is nimble, intersectional, and committed to using creative, innovative and participatory legal strategies. Primary practice areas include workers’ rights, immigration, and civil rights. Our docket historically has included federal impact litigation and law reform cases, strategic immigration and detention work, administrative advocacy, policy analysis and advocacy reports, and campaign research and support.
About the Staff Attorney Position:

The Staff Attorney develops legal tools and strategies to support NOWCRJ’s campaigns and members. The Staff Attorney reports to the Senior Staff Attorney and the Legal and Policy Director and works closely with organizers and members to advance the strategic objectives of NOWCRJ. Specifically, the Staff Attorney is responsible for:

- Managing cases and developing legal resources to support NOWCRJ’s campaigns and strategic objectives.
- Collaborating with organizers and members to identify legal needs and opportunities.
- Maintaining regular communications with clients, co-counsel, partner organizations, and government actors.
- Assisting with the training and supervision of interns and student law clerks.
- Staying abreast of developments in the law related to immigrant and workers’ issues; advising and sharing developments with staff and members.
- Assisting in the management and administrative tasks of the Department.

Qualifications:

- Minimum 1-3 years litigation experience in labor, employment, immigration, and/or civil rights law.
- Deep commitment to lawyering in a way that empowers collective vision and action by low-income workers and communities of color.
- Exceptional research, writing, and oral communication skills.
- Juris Doctor and Louisiana bar admission (or willingness to take the Louisiana Bar Exam).
- Spanish fluency preferred. Please indicate all languages spoken and your level of proficiency in your application.
- Ability to implement vision, think strategically, creatively problem solve, exercise good judgment, and lead with both enthusiasm and humility.

To Apply:

Please email a cover letter, resume and writing sample to careers@nowcrj.org, subject line: Staff Attorney-YourLastName. Applications will only be accepted electronically and will be accepted on a rolling basis until the position is filled.

Women, people of color, people with disabilities, returning citizens and LGBTQIA+ people are strongly encouraged to apply.

STAFF ATTORNEY
HUMAN RIGHTS DEFENSE CENTER
LAKE WORTH, FLORIDA

The Human Rights Defense Center (HRDC) is seeking a full-time staff attorney in its Lake Worth, FL office.

HRDC is a nonprofit organization that advocates in furtherance of the human rights of people held in U.S. detention facilities. This includes people in state and federal prisons, local jails, immigration detention centers, civil commitment facilities, Bureau of Indian Affairs jails, juvenile facilities and military prisons. HRDC is one of the few national opponents to the private prison industry and is the foremost advocate on behalf of the free speech rights of publishers to communicate with prisoners and the right of prisoners to receive publications and
communications from outside sources. HRDC also does significant work around government transparency and accountability issues by filing and litigating public records and Freedom of Information Act (FOIA) cases at the state and federal levels. HRDC also provides representation in cases involving catastrophic injuries to or the deaths of prisoners and consumer class actions related to the financial exploitation of prisoners and their families.

HRDC has a national docket and works with the most skilled civil rights lawyers and firms around the country. Our opponents include state, local and federal agencies; private prison companies and companies that profit from mass incarceration. All HRDC cases have a media component and often involve working with the affected communities.

Responsibilities:

The attorney will primarily litigate Section 1983 and FOIA cases in Federal Court, and will also litigate cases under state public records laws. The attorney will be expected to handle all phases of complex civil litigation and maintain an active case load, although all cases at HRDC are handled cooperatively among all in-house attorneys. The attorney will be directly supervised by the Litigation Director and will work with in-house legal support staff. In most cases, the attorney will coordinate and work with co-counsel from various jurisdictions across the country. The attorney will occasionally be expected to travel to various jurisdictions around the country. This is a full time, 40 hour per week job in our Lake Worth office.

Qualifications:

A minimum of five years post-graduate experience as a full time lawyer is preferred but exceptions will be made for exceptional candidates with less experience. The successful candidate will have excellent writing and analytical skills, experience litigating § 1983 cases, a demonstrated commitment to improving the criminal justice system, and a personal interest in the preservation and advancement of civil liberties and individual rights. Judicial clerkships are acceptable as experience. The attorney must be admitted to the Florida Bar, must be self-motivated, energetic, capable of working in a dynamic, fast paced environment, and able to adjust to shifting priorities. Experience with First Amendment, class action or consumer related litigation is a plus. Lawyers are required to track their time for billing purposes and we maintain a 135 hour per month minimum billable hour requirement for lawyers.

Salary/Benefits:

Salary is $60-80,000 per year and will be set depending on experience. HRDC offers a benefits package including 100% employer paid group health and dental insurance. We offer a retirement plan; paid vacation and sick days and all federal holidays.

Application:

Send resume, cover letter and three references to litigation director Dan Marshall at dmarshall@humanrightsdefensecenter.org. Please include your available start date. No phone calls please. The position will remain open until filled.

HRDC is an equal opportunity employer. Formerly incarcerated persons are strongly encouraged to apply.
IMMIGRATION STAFF ATTORNEY
MAKE THE ROAD NEW YORK
QUEENS, NEW YORK

Make the Road New York (MRNY) builds the power of immigrant and working-class communities to achieve dignity and justice through organizing, policy innovation, transformative education, and survival services. Make the Road New York operates community centers in Bushwick, Brooklyn; Jackson Heights, Queens; Port Richmond, Staten Island; Brentwood, Long Island and White Plains, Westchester County. With a membership of 24,000, MRNY tackles the critical issues facing our communities, including workplace justice, tenants’ rights, immigrant rights and civil rights, TGNCIQ justice, public education, health care access, and immigration reform. (TGNCIQ = transgender, gender non-conforming, intersex and queer)

MRNY is a multi-service organization. Our member-led organizing committees -- which work on the issues named above -- implement strategies to combat shared problems, and develop leadership and the capacity for civic participation. We also provide an array of high-quality bilingual services: We offer English for Speakers of Other Languages (ESOL), Spanish-language literacy, computer literacy, citizenship preparation, and in-school and after-school youth programs. We have a robust legal program that offers direct representation across a spectrum of practice areas, including employment law, immigration law, housing and benefits, and TGNCIQ civil rights; we also take on impact litigation as a strategy for achieving broad change. Our health program offers facilitated enrollment into health insurance programs and SNAP benefits, a community health worker home visit program, nutrition education and emergency food pantries, health care navigation, and more.

Legal and Support Service at Make the Road NY:

The Department of Legal and Support Services at MRNY works to strengthen the organization’s organizing work by (1) helping to envision and implement leverage strategies (including strategic litigation) that help win our organizing campaigns; (2) providing technical legal support for policy work; and (3) providing legal and support services to high-need immigrant communities and help meet the immediate needs of MRNY’s members. The Department currently employs approximately 45 attorneys, advocates and case managers. Our legal team is integrated into all aspects of the organization’s work.

Current Opening:

We are hiring an Immigration Staff Attorney to join our dynamic immigration team. The attorney in this position will help supervise the legal work of a team of navigators (paralegals) under our Action NYC program. Through Action NYC, MRNY provides comprehensive immigration screenings and represents a high volume of clients who are eligible for immigration relief. The attorney will also have the opportunity to work on individual cases, participate in impact litigation projects, as well as support MRNY’s community organizing and policy goals identified by our members. This position will be based out of the Jackson Heights office and requires occasional travel to our Staten Island office.

Job Responsibilities:

- Working with a team of accredited representatives/paralegals, including on reviewing comprehensive intakes, and representation on affirmative applications including naturalization, DACA renewals, family-based petitions.
- Engaging in programmatic oversight of ANYC
- Providing direct legal representation and application assistance to clients currently in removal proceedings or eligible for affirmative immigration relief, in a broad range of categories including SIJS,
Asylum, U/T visas, Adjustment of Status, Consular Processing, DACA, and Naturalization, before USCIS, DOS, EOIR, family court, and federal district court. Providing individualized advocacy and assistance to immigrants with complex cases due to criminal records and other issues

- Assisting with know-your-rights and other informational workshops to educate immigrant communities about immigration issues affecting their lives
- Supporting MRNY members and organizing campaigns through strategic litigation, legislative advocacy, research and action support
- Participating in team and department meetings and assisting with grant reporting

**Requirements:**

- Admission (or eligibility for admission) to practice law in New York State or the possibility of waiving into the state
- Experience practicing immigration law including affirmative applications preferred, including experience from law school.
- Experience working with populations that make up major portions of Make the Road’s membership – such as documented and undocumented immigrants, individuals facing domestic violence, members of LGBTQ communities, and youth.
- Experience and interest in work supporting community organizing, campaigns, and policy and advocacy initiatives

**Job Competencies:**

- Spanish or other language fluency preferred
- Interpersonal and organizational skills of the highest caliber
- Ability to work in a fast-paced, high intensity environment

The ideal candidate will demonstrate a commitment to social justice issues, and in particular a commitment to assisting low-income immigrants navigate the complex immigration system. We encourage candidates to apply who have shared life experiences with our community members, including lived experience of discrimination, poverty, and/or economic instability of the type that Make the Road New York’s members often experience. Additionally, the ideal candidate would have impeccable attention to detail, excellent writing skills, thrive on working in a fast-paced, dynamic work environment, and have a sense of humor.

**Salary and Benefits:**

Starting salary is based on a step scale based on years of experience. Generous package of vacation, personal and sick days. Excellent health and dental coverage and family leave policies.

**To Apply:**

Include a cover letter, resume and writing sample to Amy Taylor, Co-Legal Director by accessing and applying here

Applications will be considered on a rolling basis.

Make the Road New York is an equal opportunity and affirmative action employer and seeks to insure equal opportunity and equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, religion, color, citizenship, national origin, sex, age, disability, marital status, gender identity,
genetic information and sexual orientation, in all employment decisions including but not limited to hiring, compensation, benefits, training, termination, and all other terms and conditions of employment.

**STAFF ATTORNEY**

**AMERICAN CIVIL LIBERTIES UNION FOUNDATION**

**NEW YORK, NEW YORK**

The **LGBT & HIV Project** of the ACLU’s National office in **New York, NY** seeks applications for the full-time position of **Staff Attorney**. The Staff Attorney will be a core member of a collaborative, dedicated team working to advance the ACLU’s LGBT & HIV work.

The LGBT Project is part of the ACLU’s Center for Liberty, which is dedicated to the principle that we are all entitled to determine the course of our lives based on who we are and what we believe, free from unreasonable government constraint and baseless stereotypes. The Center for Liberty encompasses the ACLU’s work on LGBT rights, the rights of people living with HIV, women’s rights, the rights of people living with disabilities, reproductive freedom, and freedom of religion and belief.

The ACLU brought its first gay rights case in 1936, its first transgender rights case in 1967, and has been a leading advocate on LGBT rights for decades. Through the LGBT & HIV Project, founded in 1986, the ACLU seeks to create a just society for all LGBT people and people living with HIV regardless of race or income. Through litigation, lobbying, public education, and organizing, we work to build a country where our communities can live openly without discrimination and enjoy equal rights, personal autonomy, and freedom of expression and association.

We litigate in state and federal courts throughout the country, lobby in state legislatures and Congress, advocate for fair administrative policies, organize ballot campaigns, and educate the public. The ACLU has been at the forefront of LGBT-related litigation, serving as counsel in six of the past seven United States Supreme Court cases involving LGBT-related issues. All of our advocacy is designed to have a significant effect on the lives of LGBT people and people living with HIV. Our legal strategies are built around the idea that fighting for civil rights means not just persuading judges but ultimately changing the way people think about our issues. We frame our litigation and other advocacy around targeted media, online, and outreach campaigns designed to change public attitudes and to give people on the frontlines the tools they need to fight for their civil rights.

Today, the ACLU and its 50+ state affiliate offices do more litigation, policy advocacy, legislative lobbying, ballot campaigns, and public education work on LGBT issues than any other national civil rights organization. Doing this work as part of the broad civil liberties agenda of the ACLU reflects the reality that the LGBT and HIV/AIDS communities are part of other social change movements and that we must work together if we are to achieve a just society for all. The ACLU strives to ensure that the racial and economic diversity of the LGBT and HIV-affected communities is reflected in its work and continues to explore ways to make its efforts more sensitive to the needs of people of color and people who are economically disadvantaged.

**Responsibilities:**

- Creating and implementing multi-pronged strategies using litigation, public education, and legislative and policy advocacy to further the ACLU’s strategic plans
- Writing pleadings and briefs, conducting discovery and motion practice, handling hearings and trials, and arguing appeals in both federal and state courts
- Working with ACLU political advocacy and affiliate staff on bills in state legislatures and in Congress
- Drafting policy analysis designed to effect change in state and federal administrative agencies
• Engaging in community outreach and public speaking, including representing ACLU positions to the media and the public generally
• Working closely with legal and non-legal program staff, particularly legislative, communications, advocacy, and fundraising professionals
• Developing strong co-counsel relationships with other public interest lawyers and ACLU volunteer lawyers
• Supervising law clerks
• Traveling as required for litigation, legislative and policy advocacy, conferences, and public speaking
• Demonstrate a commitment to diversity within the office; a personal approach that values all individuals and respects differences in regards to race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability and socio-economic circumstance
• Commitment to work collaboratively and respectfully toward resolving obstacles and/or conflicts

Minimum Qualifications:

• J.D. degree and admission to practice in one state is required. If the candidate is not already admitted to practice in New York, admission to the New York Bar is required within one year of hire
• Superior analytic skills and excellent research skills
• Capacity to perform complex legal analytical work
• Demonstrated ability to write and to speak clearly and persuasively
• Applicants should be self-starters, be diligent, and have the proven ability to work with a wide range of people and to perform under pressure
• Commitment to the mission of the ACLU

Preferred Qualifications:

• Significant litigation experience, including in federal court
• Experience with constitutional issues, legislation, and community outreach
• Familiarity with LGBT rights, HIV/AIDS and other civil liberties issues
• Commitment to those issues is essential

About the ACLU:

For almost 100 years, the ACLU has worked to defend and preserve the individual rights and liberties guaranteed by the Constitution and laws of the United States. Whether it's ending mass incarceration, achieving full equality for the LGBT community, establishing new privacy protections for our digital age, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach.

We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.

The ACLU is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please e-mail benefits.hrdept@aclu.org. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.
The LGBT & HIV Project of the National ACLU has an opening for a Legal Internship in New York City. Interns will have the opportunity to gain valuable experience by working alongside the team assisting in all aspects of litigation, policy advocacy and communications campaigns.

For nearly 100 years, the ACLU has been our nation’s guardian of liberty, working in courts, legislatures, and communities to defend and preserve the individual rights and liberties guaranteed by the Constitution and laws of the United States. Whether it’s ending mass incarceration, achieving full equality for the LGBT community, advancing racial justice, establishing new privacy protections for our digital age, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties and civil rights cases and issues to defend all people from government abuse and overreach. With more than one million members, activists, and supporters, the ACLU is a nationwide organization that fights tirelessly in all 50 states, Puerto Rico, and Washington, D.C., for the principle that every individual’s rights must be protected equally under the law, regardless of race, religion, gender, sexual orientation, gender identity or expression, age, disability, national origin, and record of arrest or conviction.

Internship Overview:

- **Time Commitment**: The internship requires a full-time commitment of 35 hours per week.
- **Internship Duration**: Internships are a 10-week period. Summer interns are expected to start on June 1st, 2020 or June 22nd, 2020.
- **Stipend**: A stipend is available for those students who do not receive outside funding and/or course credit. Arrangements can be made with educational institutions for work/study or course credit.

Roles and Responsibilities:

Interns will gain valuable experience by working with the team on a wide variety of issues. Responsibilities may include, but are not limited to the following:

- Drafting memoranda, affidavits and briefs.
- Conducting legal and policy research.
- Researching prospects for new litigation, including both factual and legal claims.
- Researching and drafting materials for public education.
- Legislative bill tracking and analysis.
- Other projects as assigned.

Experience and Qualifications:

The internship is open to law students who will have completed at least one year of law school before the internship commences. Interns should possess the following:

- Excellent research skills, including conducting internet and legal database research.
- Excellent communication skills, both verbal and writing.
- Attention to detail, excellent organizing and time-management skills.
- Proficiency in Microsoft Office Suite.
- The initiative to see projects through to completion.
A commitment to civil liberties, civil rights, and social justice.
Commitment to the mission of the ACLU

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

This posting provides a general but not comprehensive list of the opportunities of the internship. It does not represent a contract of employment. The ACLU reserves the right to change the posting at any time without advance notice.

The ACLU is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please e-mail benefits.hrdept@aclu.org. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

STAFF ATTORNEY
CATHOLIC LEGAL SERVICES
MIAMI, FLORIDA

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CLS seeks two bilingual attorneys to provide immigration representation including assisting Unaccompanied Minors and Family Units facing removal proceedings.

Location: Miami (Downtown)

Duties:

- Legal representation in immigration proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings before the US Citizenship and Immigration Services (USCIS), including, among others, applications for asylum, Special Immigrant Juvenile (SIJS) status, and/or T or U nonimmigrant status; and state court proceedings seeking orders necessary to support SIJ applications;
- Provide follow-up services to Respondents including legal screenings, self-help workshops, social services, legal and other referrals, and assistance with change of venue motions;
- Conduct legal screenings to determine eligibility for legal relief;
- Manage heavy workload dealing with complex immigration issues;
- Comply with monthly reporting to funders and regular data management;
- Participate in meetings, calls and email exchanges with stakeholders, including EOIR;
- Provide mentorship and trainings in order to recruit and train pro bono attorneys; and
- Engage in outreach and education in the area of immigrant rights.

Qualifications:

- Licensed to practice law in Florida (but we will give consideration if barred in another state);
- Experience with immigration, especially asylum law;
- Experience working with vulnerable populations;
- Fully bilingual, including reading and writing, in English and Spanish, Haitian Creole would be a plus;
- Must have excellent research and writing skills, communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others;
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.

To Apply:

Send a cover letter, resume, three references and two writing samples to Kristie-Anne Padron at kpadron@cclsmiami.org and Gusterline Charles at gcharles@cclsmiami.org.
• 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.

STAFF ATTORNEY
IMMIGRANT LEGAL RESOURCE CENTER
DALLAS, TEXAS

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);
- 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.
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 case. 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 regularly 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/. 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.
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.

**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, CCIJ’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!

**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.

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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