April 1, 2020

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LEGAL POSITIONS

FAMILY LAW LEGAL SERVICES ATTORNEY

BREAD FOR THE CITY

The mission of Bread for the City is to help Washington, DC residents living with low income to develop the power to determine the future of their own communities. We provide food, clothing, medical care, and legal and social services to reduce the burden of poverty. We seek justice through community organizing and public advocacy. We work to uproot racism, a major cause of poverty. We are committed to treating our clients with the dignity and respect that all people deserve.

Bread for the City Legal Clinic seeks to ensure better access to justice in our nation's capital. The Legal Clinic offers front-line civil legal services in primarily four areas of law: housing, family, immigration, and public
benefits. Our Family Law practice includes providing legal help in Civil Protection Order, custody, paternity, child support and divorce matters, as well as in immigration cases, such as VAWA self-petition, U visa, and SIJS matters. Our Family Law Unit is a dedicated team of attorneys with many years of experience in family law and civil legal services.

Position Description:

Bread for the City is seeking a full-time attorney with 1-3 years’ experience for our Family Law practice. Specifically, we seek an attorney to work in our Domestic Violence Community Legal Services Project. The attorney will provide advice and representation to survivors of domestic violence in civil protection order, custody, child support, and divorce matters. The attorney also will conduct advocacy, education, and other outreach activities, including conducting intakes at the District’s two Domestic Violence Intake Centers. Depending on experience, the attorney also may train and mentor pro bono attorneys. The attorney also will assist in occasional staffing of the Child Support Resource Center at DC Superior Court.

Qualifications:

- Member of the DC Bar or eligible to waive in (no 2020 law school graduates will be considered);
- Strong organizational, research, and oral and written communication skills;
- Litigation experience;
- Ability to perform effectively in court with little time for preparation;
- Demonstrated commitment to social justice and racial equity and/or willingness to learn and carry out Bread for the City’s commitments in these areas;
- High degree of flexibility;
- Sense of humor;
- Ability to work with other staff and interact with a wide variety of people, including volunteers, in a professional and collaborative manner;
- Comfortable working in an open work environment, with no private offices for staff;
- Familiarity with Google Organization & Productivity Tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems;
- Prior experience in a legal services or other public interest setting highly desirable;
- Some knowledge or experience in child support law a plus; and
- Bilingual (Spanish/English) skills preferred but not required.

Compensation:

Bread for the City offers competitive non-profit salaries based on experience and a generous benefits package. Also, the DC Bar Foundation offers a Loan Repayment Assistance Program to qualified Bread for the City attorneys, providing renewable one-year, interest-free, forgivable loans, of up to $12,000 per year. For more information see https://dcbarfoundation.org/lrap/.

To Apply:

You must complete an application through Bread for the City’s ADP portal. Go to www.breadforthecity.org/work and click on the "Family Law Attorney Spring 2020" position.

Then select "apply" at the top right-hand corner to register for a login and apply for the position. Please upload a resume and cover letter through this online application process. Only those candidates selected for interviews will be contacted. No phone calls, please.
Bread for the City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medical condition, status as a veteran, or any other category protected by applicable federal, state, or local law, except where a bona fide occupational qualification applies.

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.
SENIOR HEALTH POLICY ATTORNEY/ANALYST
NATIONAL IMMIGRATION LAW CENTER

Founded in 1979, the National Immigration Law Center (NILC) is the leading advocacy organization in the U.S. exclusively dedicated to defending and advancing the rights and opportunities of low-income immigrants and their loved ones. NILC’s mission is grounded in the belief that everyone living in the U.S. — regardless of race, gender/gender identity, immigration status, or economic status — should have equal access to justice, resources, and educational and economic opportunities that enable them to achieve their full human potential. NILC is committed to advancing its mission — which intersects race, immigration status, and class — through a racial, economic, and gender justice and equity orientation.

Headquartered in Los Angeles with an office in Washington, DC, NILC seeks to achieve just laws and policies that address systemic inequities, create narrative and culture change for an inclusive and equitable society, and build a healthier and more powerful movement. For more information, please visit www.nilc.org.

Position Summary:

The Senior Health Policy Attorney/Analyst leads NILC’s federal health policy advocacy that is aimed at defending and advancing access to affordable health care and coverage for immigrant families with low incomes.

Responsibilities:

- Work with NILC’s advocacy, communications and legal staff to identify policy and advocacy opportunities to advance NILC’s organizational priorities and develop policy recommendations.
- Review and provide written analysis of legislation and regulations for diverse audiences, including allies, congressional and government agency staff.
- Represent NILC in coalition meetings and in lobbying Congress and the administration.
- Represent NILC in panels, conferences, media interviews, webinars and other public speaking events.
- Represent NILC in coalition and campaign spaces to build and deepen partnerships with economic and racial justice movements.
- Build and lead alliances, coalitions and networks with strategic partners.
- Supervise and/or provide mentorship to junior staff, including but not limited to junior attorneys, analysts and associates.
- Lead and proactively engage in cross-department and cross-issue strategy discussions and teams.
- Assist in other related duties as assigned.

Experience:

- Minimum 7 years of federal or state health policy experience, with practical expertise at the intersection of immigration and health law/policy.
- Experience analyzing impact of laws, regulations, and legislative proposals.
- Experience working on legislative and other advocacy campaigns.
- Experience building and leading alliances with strategic partners.
• Familiarity with Capitol Hill’s procedures and processes.
• Management experience, including project/campaign management and supervision.

Knowledge, Skills and Abilities:

• Strong research, writing, public speaking, and negotiation skills.
• Strong planning and organizational skills; demonstrated ability to take initiative and develop an effective campaign.
• Experience working with diverse constituencies (immigrant advocates, attorneys, grassroots organizations, etc).
• Demonstrated commitment to and understanding of issues faced by low-income, working families. Experience advocating on behalf of immigrants preferred.
• Ability to work with minimal supervision and to function as a member of a project and/or departmental team.
• Creativity and nimbleness – interest in testing new strategies and tactics and working with new partners.
• Commitment to and passion for NILC’s mission and for evolving role in the immigration and economic justice movements around narrative change and movement building.

Education/Training:

• JD degree or Masters in Public Policy or Administration, Health Policy or related degree, or commensurate experience.

Apply for this job

Please submit a cover letter and resume describing your connection to NILC’s mission, as well as the skills and experience you have to meet the requirements of this position. The expected salary range for this position is between $85,000 - 110,000 depending on experience.

NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. NILC does not discriminate based on race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class. We consider all qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative.

POLICY AND ADVOCACY COUNSEL
UC HASTINGS COLLEGE OF LAW

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 CGRS:

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:

CGRS seeks Policy and Advocacy Counsel/Associate (title dependent on experience and qualifications) to be based full-time in Washington, D.C. This position will support our policy and advocacy efforts on behalf of women, children, LGBTQI individuals and others seeking asylum from gender-based violence and other forms of persecution. This position reports to the Director of Policy and Advocacy in San Francisco. The position is full-time for an initial period of one year, to be extended subject to availability of funding.

Responsibilities:

Typical duties and responsibilities consist of, but are not limited to, the following:

- Assist in developing and implementing CGRS policy and advocacy goals, including via participation in internal and external strategy meetings as well as public education and outreach.
- Provide analysis and advice to CGRS leadership regarding administrative and Congressional action impacting refugees and asylum seekers, including monitoring of federal regulations and legislation.
- Participate in Congressional hearings and briefings, as well as public interest coalition meetings, non-profit working groups, and events to educate lawmakers, the public, and other stakeholders.
- Draft and distribute materials such as talking points, FAQs, one pagers, sign-on letters, testimony or statements for the record, questions for hearings, and comments on proposed rules in order to advance CGRS’s goals.
- Develop and deepen positive working relationships with key congressional staff and administration officials and contribute expert analysis to protect the rights of asylum seekers.
- In coordination with CGRS policy and advocacy staff, represent CGRS with the media and at briefings to educate partners and policy makers about CGRS’s work.
- Schedule meetings and prepare related talking points and other written materials as needed, for example when CGRS colleagues travel to Washington, D.C.

Education and Experience:

- JD preferred. Other candidates with significant relevant experience will be considered.
- 5 + years’ relevant work experience, federal administrative and/or legislative experience preferred.
Knowledge, Skills & Abilities:

- Knowledge of federal administrative advocacy and policy processes as well as the legislative and appropriations process.
- Working knowledge of asylum issues and the refugee and immigrants’ rights communities.
- Exceptional written and oral communication skills; ability to communicate well with a variety of stakeholders.
- Ability to take initiative, multi-task, and work independently.
- Spanish language ability desirable.
- Ability to travel frequently within U.S.
- Passion for CGRS’s mission of ensuring asylum protection for survivors of gender-based violence, and an ability to communicate this to others.

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

To Apply:

https://uc-hastings.breezy.hr/p/30464217770d-policy-and-advocacy-counsel-associate

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

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.
What to Expect:

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Not all applicants will be contacted for an interview.

The position is open until filled.

The skills listed above are comprehensive, and we understand there are great candidates who possess only a subset of those skills, or who have other important skills. If you match some of these skills, please do not hesitate to apply.

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.

BILINGUAL ASSOCIATE ATTORNEY
THE LAW OFFICES OF ROBERTO ALLEN, LLC

Growing law practice in Burtonsville (Montgomery County), Maryland seeks a bilingual (Spanish/English) Associate Attorney. The practice focuses on providing top quality legal representation in immigration, employment law, bankruptcy and general corporate law. We are looking for a dynamic, motivated self-starter who is willing to learn and grow professionally as the Firm grows. Organization, perseverance, flexibility, team orientation and problem solving skills are a must. Most of our clients are Spanish speakers with limited English proficiency; fluency in Spanish (and English) is a must. The person who fills this position will have significant contact with clients who generally are going through a difficult time in their lives. Compassion, patience and understanding also are required. Benefits include 401(k) plan with employer match. Salary commensurate with experience.

Contact: lsoto@robertoallenlaw.com; 301-861-0202

POLICY COUNSEL
STUDENT PRIVACY PROJECT
CENTER FOR DEMOCRACY AND TECHNOLOGY

The Center for Democracy and Technology is looking to add a Policy Counsel to its Student Privacy Project.

For twenty-five years, CDT has been a leading nonprofit public interest organization, working at the cutting edge of digital rights policy. With expertise in law, technology, and policy, CDT engages in a variety of strategies to enhance free expression and privacy, including advocacy, public education, and research. CDT works on legislation, participates in agency rulemakings, engages in litigation, and fosters consensus-building among public interest and private sector stakeholders. CDT is headquartered in Washington, D.C., and collaborates closely with its partner organization, CDT Europe, which is based in Brussels. For more information, please visit our About page.
Responsibilities:

This position reports to the Senior Fellow, Student Privacy and Director, Privacy & Data Project. Responsibilities may include:

- Conducting in-depth legal, policy and legislative research and analysis and developing student privacy policy recommendations;
- Drafting legal and advocacy documents such as policy papers, blog posts, press releases, testimony, agency comments, and legal briefs and memoranda;
- Advocating before federal, state, and local policymakers and practitioners;
- Collaborating with policymakers and practitioners to advance best practices in privacy, with an emphasis on the collection, sharing and use of student information;
- Representing CDT in the media and at public events; and
- Developing and maintaining productive relationships with other advocates, academics, policymakers, technologists, companies, and communities.

Qualifications:

This position is designed for a lawyer with demonstrated knowledge of education or privacy policy.

Required qualifications:

- A law degree and a minimum of 3 years of experience in privacy, education law or public policy;
- Exceptional written and oral communication skills and demonstrated analytical and problem solving skills;
- Knowledge of and experience with laws relating to student privacy policy is strongly preferred;
- Experience working with a variety of diverse stakeholders and an understanding of how to productively bring those disparate positions together;
- Flexibility and the ability to respond to the issues of the day; and
- Commitment to CDT’s mission to put democracy and individual rights at the center of the digital revolution.

Additional qualifications may include:

- Familiarity with relevant policy institutions, including experience working in or with Congress, the executive branch, state education agencies, school districts, and charter management organizations;
- Demonstrated experience with public speaking and communicating with the media;
- Existing relationships with key stakeholders, including policymakers, the press, advocates, and tech companies, and experience collaborating with diverse stakeholders and organizations;
- Knowledge of emerging trends in education technology and implications for users and society, including the influence of technology on human rights and civil liberties;
- An understanding of how law, policy and technology may have a disparate impact on underserved or disadvantaged individuals and communities.

Compensation:

Salary is commensurate with experience and is competitive within the nonprofit space. CDT provides a generous benefits package that includes health care and dental coverage, a retirement plan, paid vacation, sick days, and parental leave.
To Apply:

Please send a resume, cover letter, and writing sample to hr@cdt.org.

ATTORNEY
WHITMAN WALKER

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 and Medicare and other federal, state and local public benefits programs; private health and disability insurance; elder law; immigration; wills, powers of attorney, and advance health care directives; and name and gender marker changes on legal records for transgender persons.

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

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

Primary Essential Duties:

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

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

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

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

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

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

**Budget Responsibilities:** None

**Management Responsibilities:** None

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

- Applicants must be fluent in Spanish, both written and oral.
- Applicants must have a commitment to working with people living with HIV persons of diverse sexual orientations, gender identities, racial and ethnic backgrounds, and low-income clients.
- Applicants should have a sense of humor, a strong work ethic, a demonstrated ability to work well with others in stressful situations, and excellent oral and written communication skills.
- The standard workweek is 37.5 hours, Monday to Friday, although attorneys frequently manage or attend work events in the evenings and occasionally on weekends and balance these hours through a flexible work schedule. The flexibility to attend meetings and oversee legal service clinics in the evening is essential.

**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 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.

Interested applicants can apply here - https://www.whitman-walker.org/careers

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.

LEGAL DIRECTOR
AMERICAN IMMIGRATION COUNCIL

The American Immigration Council (the "Council") works to strengthen America by shaping how America thinks about and acts towards immigrants and immigration and by working toward a more fair and just immigration system that opens its doors to those in need of protection and unleashes the energy and skills that immigrants bring.

We are seeking talent to join our team!

Your Role:

The Legal Director, Litigation leads the Council’s litigation efforts to achieve a fair and just immigration system. The Legal Director, Litigation supervises a team of litigators and directs the Council’s impact litigation, including class actions and amicus brief strategies. In addition, in collaboration with the Legal Director, Transparency, the Legal Director, Litigation oversees the Council's other legal advocacy, including the drafting and issuance of practice advisories, the provision of technical assistance to immigration attorneys, the convening of litigation strategy meetings, and the development and review of other legal strategies, often in coordination with the
Council’s Policy Team and the Immigration Justice Campaign.

As with all positions at the Council, this position requires commitment to the Council’s mission. This job may be performed from any location but candidates must be willing to occasionally travel to our office in Washington, DC. and to meetings and conferences nationwide.

**Essential Job Functions:**

Responsibilities include, but are not limited to:

**Program Work:**

**Litigation:**

- Directs all aspects of the Council’s non-Freedom of Information Act (FOIA) litigation.
- Develops legal strategies, identifies litigation opportunities and partnerships, and prepares litigation memorandum for final approval by the Executive Director.
- Serves as a senior counsel on litigation, overseeing all aspects of a lawsuit, including outreach to and communication with clients and co-counsel, research, pleadings and briefs, discovery, settlement and other negotiations, oral arguments and appellate work.
- Negotiates terms of co-counsel agreements and retainer agreements, and drafts and signs such agreements.
- Identifies opportunities to submit amicus briefs to federal courts and the immigration agencies; drafts and oversees the drafting of those briefs.

**Other Programmatic Work:**

- With the Legal Director, Transparency, oversees the Council’s issuance of legal education materials, working with the legal team to draft and update timely and relevant practice advisories and, as needed, contributing to the Justice Campaign’s education efforts and other relevant Council publications.
- Represents the legal team in internal working groups to develop legal responses to emerging issues, as needed.
- With other legal team staff, supports the Legal Director, Transparency with FOIA litigation.
- Provides practice assistance to immigration practitioners by speaking on panels and providing limited technical assistance.
- Reviews and writes blogs, website text, and other non-legal documents, such as reports and fact sheets.
- Represents the Council in the media and at conferences and other public speaking engagements, as appropriate.
- With other legal team staff, develop and host an annual litigation strategy meeting addressing cutting edge immigration issues and convening litigators from around the country.
- Performs other related duties and tasks, as assigned.
- Supports the Immigration Justice Campaign through litigation and technical assistance.

**Management and Development:**

- In collaboration with the Legal Director, Transparency and the Managing Director of Programs, sets legal team goals, tracks progress, and provides reports to the Executive Director, board and others.
- In collaboration with the Legal Director, Transparency, develops and manages the legal team budget.
- Provides supervision and mentorship to legal staff.
• Works with development and communications staff to ensure legal work is communicated to target audiences to support development strategies; ensures legal team staff are appropriately deployed to various conferences and other speaking engagements; develops relationships and partnerships that may lead to new funding sources for the Council.
• Works with the Managing Director of Programs, as needed, on grant proposals and grant reports.

**Required Education and Experience:**

• J.D. Degree required
• Admission to any State Bar
• Minimum of 5 years of immigration law experience
• Minimum of 10 years of experience in federal court litigation, including some class action experience
• Minimum of 5 years of management and strategy experience

**Our Workplace:**

We offer an extremely generous total compensation package (salary and benefits). Benefits include – medical, dental, vision, 401k with employer match, monthly transit subsidy, flexible work schedules, 3+ weeks’ vacation, 11 Federal holidays, on-site fitness center and many more exciting benefit programs.

**Your Colleagues:**

• Dedicated, dynamic, collaborative and compassionate.
• A community of individuals passionate about their work.

**How to Apply:**

For consideration, qualified applicants are to submit cover letter including salary requirement, resume, and a legal writing sample not longer than 10 pages for which they were the primary author. The cover letter should include a summary of how your background, knowledge, skills and abilities relate to the responsibilities and requirements of the position. Submit application materials [here](#).

**NOTE:** Applications without cover letters and which do not indicate desired salary may not be considered.

Direct hire only – NO recruiters (mail, email, fax or phone).

The American Immigration Council (“Council”) 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.
ATTORNEY
LAW OFFICE OF JENNIFER M. ALONSO, LLC

Seeking bilingual, full-time licensed attorney for busy immigration firm

- location: Columbia - Ellicott City, MD
- bilingual ability (English/Spanish) required
- some immigration experience preferred
- professional, ethical, detail-oriented, proactive, diligent, focused, independent
- interesting work, friendly staff & pleasant work atmosphere

Responsibilities Include:

- attending immigration court proceedings, state court proceedings (if licensed in MD),
- meeting directly with clients,
- drafting correspondence, motions, pleadings, briefs, legal research, etc.

Salary:

- commensurate with experience

Benefits:

- 401k with employee match, vacation pay, holiday pay, PTO, yearly bonus, travel reimbursement, free on-site parking, free monthly staff lunches, room for growth & opportunity, great immigration & courtroom experience.

To Apply:

Please send resume via Indeed.com or directly to olivia.lawofficejma@gmail.com and immigration.jma@gmail.com

ASSOCIATE ATTORNEY
HARMON, CURRAN, SPIELBERG & EISENBERG, LLP

Harmon, Curran, Spielberg & Eisenberg, LLP, a law firm in Washington, DC serving the nonprofit public interest community, is seeking an Associate to join our firm. The position will be based in our downtown Washington, DC office.

Harmon Curran helps progressive nonprofit organizations and the funders and individuals that support them with the full scope of legal issues that they most commonly confront. The associate will work primarily with the employment law practice group but will also provide general counsel and nonprofit tax services to the firm’s clients.

We are seeking a candidate with a minimum of 3-5 years of employment or labor law experience to help advise our organizational clients. Qualified candidates should have experience with the range of federal, state, and local laws that govern employment relationships in the workplace, such as anti-discrimination and anti-harassment law, wage and hour law, family and medical leave and sick and safe leave laws, and labor law, as well as with
workplace compliance issues such as obligations under express and implied employment contracts and best practices for handling discipline and separations.

In addition to employment work, the Associate will advise clients about topics such as structural and governance issues, fundraising, vendor, and contractual relationships, program spin-offs, member codes of conduct and complaints, and other operational issues. Candidates with experience in any of these areas is a plus.

Qualified candidates will be motivated self-starters with strong academic credentials, excellent writing and communication skills, the ability to work both independently and as part of a group, strong attention to detail and the ability to learn quickly. Candidates must be a member of the Bar.

We are a small, collegial, mission-driven firm with over 40 years of experience in our practice areas and are hoping to find a candidate who would like to continue growing the firm with us.

Please apply with a resume, cover letter, and salary requirements at https://careers.jobscore.com/careers/harmoncurran. No phone calls, please.

Harmon Curran is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply, including people of color, women, and individuals with disabilities.

STAFF ATTORNEY
AMERICAN DIABETES ASSOCIATION

The American Diabetes Association is seeking a Legal Advocacy, Staff Attorney. The mission of the American Diabetes Association is to prevent and cure diabetes and to improve the lives of all people affected by diabetes. To that end, the Association’s Legal Advocacy team is committed to ending discrimination against people with diabetes. We welcome applicants with 0-3 years of experience, or applicants with more experience who are interested in transitioning to a non-traditional legal career.

Responsibilities:

Direct Legal Assistance:

Staff attorneys provide free phone and email legal assistance to people facing diabetes discrimination across the country. The people we help are often in crisis situations. They may have lost their jobs, have had a child removed from school, or have had a loved one suffer from receiving little or no diabetes care in detention. Others simply want clear information about their rights. We provide assistance in the following areas:

- School and education
- Employment
- Corrections and law enforcement
- Public accommodations and access to programs

Staff Attorneys do not engage in direct legal representation or litigation. Rather, they conduct careful case analysis and provide relevant legal information, resources and guidance to equip and empower individuals to engage in self-advocacy. If an individual’s circumstance requires the assistance of a locally licensed attorney, Staff Attorneys may be able to refer the individual to an attorney in our Advocacy Network and provide background legal support to that attorney.
Legal Materials and Research:

Staff Attorneys produce online content and print materials for nation-wide distribution. These include legal materials written in plain language to support self-advocacy by people with diabetes. Staff Attorneys also conduct high quality legal research and writing intended to assist attorneys engaged in diabetes discrimination matters. They perform additional internal research for the Association in its efforts to combat discrimination.

Advocacy Network and Outreach:

The Association has developed a passionate network of thousands of attorneys, health care professionals, and community volunteers who advocate for people with diabetes. Staff Attorneys work to strengthen relationships with existing network members and conduct outreach to recruit new members. They also provide background legal support to network attorneys assisting with diabetes cases, as needed.

Qualifications:

- J.D. and active bar membership in the Commonwealth of Virginia
- Interest in creative problem solving, conflict resolution and nontraditional legal work
- Ability to adapt communication to widely different audiences
- Superior phone and email/written communication skills
- Ability to quickly learn and internalize complex medical and legal concepts
- Ability to conduct broad legal research, not just case law (informal guidance, agency directives, websites)
- Clear, simple, professional legal writing
- Strong organizational and time management skills for a high-volume caseload
- Ability to create and give presentations, both in-person and through webinars
- Coordination skills for interacting with a large and passionate volunteer network
- Emotional intelligence
- Positive and collaborative disposition
- Professional attitude and strong work ethic

Any of the following skills strengthens your application, but are not required:

- Disability rights law experience or knowledge, especially in our areas of service
- Detailed understanding of diabetes
- Experience with legal aid hotlines or direct legal services programs
- Spanish language skills
- Identify with broader disability and civil rights movements
- Demonstrated interest in entering public service or public interest work

Application:

If you are interested in this position, please complete the job application available here: American Diabetes Association: Staff Attorney, Legal Advocacy. You must provide a cover letter and resume.

The Association is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.
STAFF ATTORNEY
KIDS IN NEED OF DEFENSE

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

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

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

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

Position Purpose:

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

Primary Responsibilities:

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

- Based on caseloads and experience, funding streams, and institutional priorities, perform hybrid direct legal representation and mentoring functions, including providing zealous legal advocacy to KIND’s clients in direct representation cases, as well as providing robust consultation and technical assistance to pro bono attorneys who have accepted a KIND case.
- Perform ordinary functions of legal counsel providing direct representation, including: legal research and formulating the legal strategy for the case; conducting client interviews; appearing in immigration and/or state court, and/or immigration agencies; drafting and filing court pleadings and applications for benefits; and making referrals to social services coordinator on staff when appropriate.
- 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;
• 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 Qualifications:

• J.D. and admission to practice law in Virginia, or ability to seek admission within 30 days of starting;
• Minimum one-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 one-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 required; and
• Familiarity with Microsoft programs including Office and Teams preferred.

Physical Demands and Work Environment:

• Ability to work within an office environment and have regular interaction via telephone, videoconference, IM, and email with KIND’s team.
• Occasional travel to local courts, partner organizations, and stakeholder meetings required.

To Apply:

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

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

KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work.

The selected applicant will be asked to undergo a background check before acceptance of the final offer.

PRISONERS’ RIGHTS ATTORNEY
WASHINGTON LAWYERS’ COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs works to create legal, economic, and social equity through litigation, client and public education, and public policy advocacy with a primary focus on racial justice. For the last 50 years, the Committee has been on the cutting edge of civil rights advocacy in the region bringing precedent setting litigation to address discrimination.
**General Job Description:**

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs seeks an experienced attorney to develop and conduct impact litigation and related advocacy in the area of prisoners’ rights. The prisoners’ rights docket is part of a larger criminal legal system reform initiative at the Committee that addresses police misconduct, debtor’s prisons and collateral consequences of a criminal conviction. Cases are co-counseled with members of the private bar.

**Qualifications:**

The ideal candidate will possess the following skills and qualifications:

- Passion for civil rights and racial equity advocacy.
- Significant litigation experience.
- Effective oral and written communication skills.
- Demonstrated ability to perform complex legal analytical work.
- Self-motivated, diligent, and able to meet strict deadlines.
- JD degree; membership or eligibility to waive into the DC Bar. Virginia or Maryland Bar membership a plus.

**How to Apply:**

Please email a letter detailing your interest and a resume and brief writing sample to: wlcjobs@washlaw.org. Please place “[your name] – Prisoners’ Rights Attorney” in the subject line.

Applications will be considered on a rolling basis and the position will remain open until filled.

Salary is DOE, based on the Committee’s **Salary Scale**.

The Washington Lawyers’ Committee for Civil Rights and Urban Affairs is an equal opportunity employer. Diversity is an essential component of the Committee, and we encourage all qualified persons to apply. Applicants are accorded an equal opportunity for selection without regard to actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, matriculation, or political affiliation.

**ATTORNEY**

**MONTAGUT & SOBRAL, PC**

Immigration law firm has an opening for an attorney. Spanish fluency and experience are required. More information about us is available here - [http://montagutandsobrallaw.com/](http://montagutandsobrallaw.com/).

Please send resumes/inquiries to Julie Soininen directly at: jsjoinen@mslaw.pro

**BILINGUAL ATTORNEY**

**THE LAW OFFICES OF ROBERTO ALLEN LLC**

Growing law practice in Burtonsville (Montgomery County), Maryland seeks a bilingual (Spanish/English) Associate Attorney. The practice focuses on providing top quality legal representation in immigration, employment law, bankruptcy and general corporate law. We are looking for a dynamic, motivated self-starter.
who is willing to learn and grow professionally as the Firm grows. Organization, perseverance, flexibility, team orientation and problem-solving skills are a must. Most of our clients are Spanish speakers with limited English proficiency; fluency in Spanish (and English) is a must. The person who fills this position will have significant contact with clients who generally are going through a difficult time in their lives. Compassion, patience and understanding also are required. Benefits include 401(k) plan with employer match. Salary commensurate with experience.

Send cover letter and resume to lsoto@robertoallenlaw.com; 301-861-0202.

ADVICE AND EDUCATION COUNSEL
COMMITTEE ON ETHICS
OFFICE OF ADVICE AND EDUCATION

The Committee on Ethics seeks an attorney for the position of counsel in the Office of Advice and Education. The Committee’s Advice and Education counsels are responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; ethics counseling and training; employment law, including the laws governing sexual harassment in the workplace; and criminal law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “A&E Counsel” in the subject line.

PRACTITIONERS IN RESIDENCE
AMERICAN UNIVERSITY
WASHINGTON COLLEGE OF LAW

American University, Washington College of Law is seeking applications for Practitioners-in-Residence for academic year 2020-21 in four of our in-house clinics: Disability Rights Law Clinic, Immigrant Justice Clinic, the Janet R. Spragens Federal Tax Clinic, and the Women and the Law Clinic. American University’s in-house, “live-client” Clinical Program, comprising eleven (11) in-house clinics and serving approximately 200 students per year, is respected for its leadership in scholarship, development of clinical methodology, contributions to increasing access to justice for under-served clients and breadth of offerings.

The Practitioner-in-Residence Program, created in 1998, is a program designed to train lawyers or entry-level clinicians interested in becoming clinical teachers in the practice and theory of clinical legal education. Many graduates of the Practitioners-in-Residence program (over 25) have gone on to tenure-track teaching positions at other law schools. Practitioners supervise student casework, co-teach weekly clinic seminars and case rounds, and engage in course planning and preparation with the clinic’s tenured faculty. They also teach a course outside of the clinical curriculum. The Practitioner-in-Residence Program provides training in clinical theory and methodology and a writing workshop designed to assist Practitioners in the development of their scholarship.

Minimum qualifications include a JD degree, outstanding academic record, three years of experience as a lawyer and membership in a state bar. The salary for the position is $90,000. American University is an EEO/AA employer committed to a diverse faculty, staff and student body.
Applications that include a curriculum vitae and cover letter should be submitted online via the Interfolio portal for the positions as follows:

Disability Rights Law Clinic: http://apply.interfolio.com/73792

Immigrant Justice Clinic: http://apply.interfolio.com/73793

Janet R. Spragens Federal Tax Clinic: http://apply.interfolio.com/73794

Women and the Law Clinic: http://apply.interfolio.com/73795

Please contact Lynn Seumo, Faculty Coordinator, at seumo@wcl.american.edu or (202) 274-4139 if you have any questions regarding the application process and Professor Jayesh Rathod, Associate Dean for Experiential Education, jrathod@wcl.american.edu for any other questions about the positions. The positions will remain open until filled.

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income.

**STAFF ATTORNEY**

**ASIAN PACIFIC AMERICAN LEGAL RESOURCE CENTER**

The Asian Pacific American Legal Resource Center (APALRC) located in Washington, D.C. has an immediate opening for a Staff Attorney for its Maryland practice.

The APALRC is a non-profit legal services organization dedicated to advancing the legal and civil rights of Asian Pacific Islanders in the District of Columbia, Maryland, and Northern Virginia through legal services, education, and advocacy. The mission of the APALRC is to provide linguistically accessible and culturally appropriate legal services to low-income Asian Pacific Islander immigrants to ensure their access to government services and the legal system to protect and enforce their rights and to seek full participation in American society. The APALRC provides legal services in a wide range of legal issues including abuse prevention, employment, family, housing, immigration, public assistance and community development matters.

**Qualifications:**

- 0-3 years of legal experience, preferably with a background in family and/or immigration law.
- Licensed to practice law in Maryland required. Out-of-State attorneys must be able to waive into the Maryland bar and/or available to sit for the next scheduled bar examination following date of employment.
- Licensed to practice law in the District of Columbia and/or Virginia, or able to waive into the District of Columbia or Virginia Bar strongly preferred but not required.
- Demonstrated commitment to public interest law and social justice advocacy
- Experience working with immigrant communities, low-income individuals and those with limited English proficiency strongly preferred.
- Experience working with Asian immigrant communities preferred but not required
- Fluency in an Asian language, particularly Cantonese, Mandarin, Korean, Vietnamese, Hindi or Urdu strongly preferred.
Tasks and Duties:

- Provide legal assistance to Maryland residents primarily in the areas of family law and immigration law.
- Conduct walk-in intake sessions at community-based organizations in Montgomery County, Maryland.
- Conduct Know Your Rights seminars on legal topics relevant to the Asian immigrant community.
- Cultivate and maintain relationships with private attorneys to promote pro bono opportunities.
- Maintain partnerships with local government, community-based organizations, faith-based organizations and other entities in Maryland to promote the APALRC and its legal services.
- Participate in outreach events to promote the APALRC and its legal services.

Salary and Benefits:

- The attorney will be paid in accordance with the APALRC's attorney salary scale.
- The APALRC offers a generous health and fringe benefits package.

How to Apply:

Submit a cover letter detailing your interest in the position and work experience, along with a résumé, brief writing sample (5-10 pages), and three professional references to Naznin Saifi at naznin.saifi@apalrc.org or by mail at Asian Pacific American Legal Resource Center, 1627 K Street, NW, Suite 610, Washington, DC 20006. No telephone inquiries, please.

APALRC is an Equal Opportunity Employer.

ATTORNEY
ENVIRONMENT AND NATURAL RESOURCES DIVISION
LAND ACQUISITION SECTION
U.S. DEPARTMENT OF JUSTICE

The Environment and Natural Resources Division (ENRD) of the U.S. Department of Justice is seeking experienced litigators for its Land Acquisition Section (LAS) in Washington, D.C. LAS is responsible for acquiring land and other real property on behalf of the United States through condemnation proceedings for purposes ranging from establishing national parks to creating military training centers to expanding our border security infrastructure.

Recent cases handled by LAS include the acquisition of land to create and expand national parks and forests such as the Flight 93 National Memorial in Pennsylvania, the Baca Ranch in New Mexico and the Everglades National Park in Florida. LAS also has initiated hundreds of cases throughout the United States for military and national security reasons, including construction of border security infrastructure and land ports of entry such as the Peace Arch in Blaine, Washington, expansion of military training facilities in California, Nevada and South Carolina, and storage of the nation's Strategic Petroleum Reserve. The attorneys hired through this advertisement will focus, in part, on condemnation actions involving acquisition of land for the continued development and construction of border security infrastructure along the United States-Mexico border - a project LAS has been working on since the 1990s.

LAS seeks to attract, retain, and promote individuals of exceptional ability and talent from all walks of life to reflect the people it serves by drawing its workforce from all segments of society and from across the United
States. For more information about the Land Acquisition Section, visit the Justice Department's web site at: http://www.justice.gov/enrd/ENRD_las.html.

Job Description:

Successful applicants will litigate complex cases associated with the exercise of the United States government's power of eminent domain in federal district courts throughout the country. The Section is organized into teams in an effort to promote a collaborative and supportive environment. The Section's cases typically involve significant factual and expert discovery, a substantial motions practice, settlement negotiations and trial. This position will allow the selected applicants to utilize their legal research, writing and oral advocacy skills in all aspects of their assigned cases.

The legal and factual issues involved are often complex and can include the power of the United States to condemn under specific acts of Congress, ascertainment of the market value of property with millions of dollars at stake, and applicability of zoning and land use regulations. The work of the Section is critical to the ability of the federal government to function and serve the people. LAS offers a tremendous opportunity for those interested in complex civil litigation involving discovery, motion practice, settlement negotiations, work with sophisticated experts and significant trial work. This position also offers an opportunity to work on title issues and with expert witnesses, including appraisers, land use consultants and developers.

Qualifications:

LAS is looking for applicants with significant litigation experience, including discovery, motion practice, expert witness preparation and trial.

Successful applicants must have the following:

- At least 4 years of litigation experience to qualify for the GS-14 grade level.
- At least 5 years of litigation experience to qualify for the GS-15 grade level.

In addition to the above qualifications, applicants must possess a J.D. degree; be an active member of the bar (any jurisdiction); and be a U.S. citizen or national. Additionally, qualified applicants must demonstrate the ability to work well in a collaborative, team-oriented environment, outstanding legal writing skills, and a commitment to the highest ethical and professional standards. Experience in civil litigation involving real property and work with expert witnesses is desirable, but not necessary.

Only experience and education obtained by the closing date of the announcement will be considered.

Salary:

Current salary and years of experience will determine the appropriate salary level. The possible salary range is: GS-14 ($121,316 - $157,709), GS-15 ($142,701 - $170,800).

Travel:

You may be expected to travel for this position.
Application Process:

Your application (resume, writing sample, a brief statement of interest) and OF-306, Declaration for Federal Employment (https://www.opm.gov/forms/Optional-forms/) and DD-214, if applicable, must be emailed to: ATTYAPPLY-LAS.ENRD@USDOJ.GOV  Attention: Barry Weiner, Deputy Section Chief. Please reference vacancy announcement number ENRD-20-021-EXC in the subject line.

No telephone calls, please.

How You Will Be Evaluated:

You will be evaluated based on your qualification for this position as evidenced by the experience you report relative to this position. Paid or unpaid experience will be considered.

You must submit your application so that it will be received by 11:59 p.m. Eastern Time on the closing date. For more information about the Environment and Natural Resources Division, visit the Justice Department’s website at: http://www.usdoj.gov/enrd.

Note: The Selecting Official may select additional candidates if more positions become available within 90 days after the announcement closes.

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

Application Deadline:

Friday, June 5, 2020

Relocation Expenses:

Relocation expenses will not be authorized.

Number of Positions:

Up to 3 positions may be filled from this announcement.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

MANAGING ATTORNEY

DISABILITY RIGHTS DC AT UNIVERSITY LEGAL SERVICES

Disability Rights DC at University Legal Services (DRDC) is a non-profit public interest law office that serves as the federally mandated Protection and Advocacy Program to promote the rights of people with disabilities in the District of Columbia. DRDC advocates for the civil rights of people with disabilities to be free from abuse and neglect, discrimination and to be fully included in their community. We have litigated systemic reform cases that
improved community-based services for people with intellectual and developmental disabilities, sought to enforce the integration mandate of Title II of the Americans with Disabilities Act and Olmstead v. L. C., and improved conditions at psychiatric hospitals and community facilities, among other achievements.

We are seeking two full-time managing attorneys, one to begin as soon as possible and the other to begin in July 2020. The managing attorneys will work under the supervision of DRDC’s Legal Director.

**Responsibilities:**

- Maintain an active caseload of individuals and engage in advocacy, litigation and policy initiatives that include collaborating with advocacy organizations and stakeholders.
- Work collaboratively with DRDC's managers and staff to develop and implement agency priorities driven by litigation and advocacy strategies and resource management.
- Supervise and direct the work of staff attorneys/advocates and assist with professional development of legal staff to ensure the excellence of DRDC's legal work.
- Identify litigation opportunities including systemic reform and play an active leadership role in DRDC's litigation docket.
- Work with other attorney managers and the Legal Director to supervise DRDC's intake process.
- Conduct trainings and outreach about DRDC's work and the rights and services available to DC residents with disabilities.
- Seek funding opportunities, appreciate funding requirements and restrictions, and draft reports to funders and grantors, with input from legal staff.

**Requirements:**

- Juris Doctor from an accredited law school and current DC Bar membership (preferred) or eligibility to waive into the DC Bar.
- A minimum of 8 years' experience practicing law, with at least 4 years of litigation experience preferably as lead counsel.
- Strong analytical and leadership skills.
- Exceptional oral and writing communication skills.
- Demonstrated interest and commitment to enforcing and expanding the rights of people with disabilities to live integrated and meaningful lives in their community.
- Experience working in the District of Columbia or with a Protection and Advocacy Program preferred.
- Experience supervising legal work preferred.

**How to Apply:**

Please email your resume with a cover letter to Sandy Bernstein, Legal Director, at sbernstein@uls-dc.org.

DRDC is an equal opportunity/affirmative action employer and does not discriminate on the basis of sex, age, religion, race or disability.

We value diversity of culture, disability and other life experiences, and are an equal opportunity employer by choice.
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, contemporary, 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.

IMMIGRATION JUDGE
OFFICE OF THE IMMIGRATION JUDGE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
U.S. DEPARTMENT OF JUSTICE

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/csrfsfers-handbook/c100.pdf](https://www.opm.gov/retirement-services/publications-forms/csrfsfers-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:**

- 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.

**Relocation Expenses:**

Relocation expenses will not be paid.

**Number of Positions:** Multiple

The Center for Democracy & Technology is seeking a full-time research and communications associate to support the Student Privacy Project. In addition to research on student privacy-related topics, the role will include planning workshops and developing messaging and other communications-oriented documents.

CDT works to develop and promote policies that protect personal privacy in an era of increased data collection and use. We advocate for better privacy laws and improved commercial practices to allow for beneficial uses of information while respecting individual rights.

CDT offers substantial autonomy as well as the opportunity to work collaboratively across a wide variety of tech policy issues.

**Responsibilities:**

**Responsibilities include:**

- Provide research and writing support for the privacy and data team with a special focus on assisting the Senior Fellow, Student Privacy on projects related to education privacy issues;
- Work closely with CDT's Communications team to edit and draft blog posts, communications documents and message finding and results related to student privacy;
- Support, maintain, and evaluate external engagement strategies and activities to reach targeted stakeholders as well as represent CDT at events;
- Help plan and execute CDT events with a focus on logistics and organizational details; and
- Assist with other duties as needed including crafting funding proposals and reports, assist with outreach to external stakeholders and other administrative duties related to the efficient functioning of the Privacy and Data team.

**Qualifications:**

Applicants must have:

- A knowledge of education policy, technology policy, or privacy, with at least 1-2 years of experience in these areas;
- Excellent research and writing skills;
- Attention to detail and ability to organize events and manage multiple projects;
- A passion for supporting policies and practices that improve outcomes for all students; and
- An energetic, entrepreneurial and collaborative working style.

Additional qualifications may include:

- A graduate degree in law, education, or public policy;
- Basic knowledge of internet technologies and a demonstrated interest in technology policy issues;
- Experience working in or with Congress or federal agencies, state education agencies, school districts, and charter management organizations; and
- Experience analyzing policy and legislation.

**Compensation:**

Salary is commensurate with experience and is competitive with public interest and government pay scales. CDT provides a generous benefits package that includes health care and dental coverage, a retirement plan, paid vacation, sick days, and parental leave.

**To Apply:**

Please send a cover letter and a resume to hr@cdt.org.

**LEGISLATIVE REPRESENTATIVE IMMIGRATION & REFUGEE PROGRAM THE FRIENDS COMMITTEE ON NATIONAL LEGISLATION**

The Friends Committee on National Legislation (FCNL) seeks an experienced lobbyist for the position of Legislative Representative, Immigration & Refugee Program. The representative will lead our Congressional advocacy that supports openness to refugees, victims of violence, and human trafficking and those seeking asylum in their efforts to change their places of employment and to apply for lawful permanent status and eventual citizenship. The representative will join our team of lobbyists who develop and lead strategies to advance our legislative priorities in Congress and with the administration.

We’re looking for someone who shares our Quaker community’s fierce commitment to defending human rights and the rule of law both domestically and internationally. The Legislative Representative must also have a clear-eyed understanding of what is possible with Congress and the administration, a demonstrated ability to focus and achieve legislative success and an ability to work collegially with a large, faith-based advocacy community around the country.

FCNL seeks to create a diverse workplace. We are actively soliciting applicants from different ethnic, sexual orientation, racial, generational and religious backgrounds.

**The Organization:**

FCNL lobbies from a basis of spiritual and ethical purpose and seeks to change government policy and practice for the better, playing a key role in lobbying initiatives on Capitol Hill that focus on racial and economic justice, peace, stewardship of the environment, and election integrity.

FCNL’s lobbyists build extensive connections with congressional offices and conduct focused legislative campaigns on the following current priorities: peacebuilding, human rights, nuclear disarmament and non-proliferation, curtailing endless war, cutting Pentagon spending, criminal justice reform, immigration reform, gun control, solutions to climate change, economic justice and Native American issues. FCNL and Friends approach each of these priorities by identifying, exposing and working to eliminate institutional racism, sexism, and militarism in order to promote genuine equality of opportunity and communities in which everyone can safely live, learn, work, worship and love.
FCNL’s dedicated grassroots network brings constituent perspectives into congressional offices—both in Washington at two major lobbying events each year, and in local district offices. FCNL informs and educates its network through newsletters and collateral materials and activates its grassroots network through a robust website, email, and social media outreach.

FCNL’s national network includes people from many different faiths and backgrounds who are activists and donors. The organization is dedicated to growing the network with a particular emphasis on building effective relationships as a path to policy change. In the past three years, FCNL increased the number of in-person visits from its constituents to legislators by 50 percent. Headquartered on Capitol Hill in Washington, DC, FCNL is governed by a General Committee of 190 Quakers from across the country and employs a staff of about 55, including 20 registered lobbyists.

FCNL has brought Quaker values to bear on national policy throughout its 75-year history through congressional testimony, Capitol Hill visits, grassroots lobbying, and educational initiatives. Its strategic direction in the coming years is to create a bigger presence for FCNL—through media and marketing, as well as through its growing and vibrant network of activists.

The Position:

The Legislative Representative for the Immigration & Refugee Program is responsible for informing and representing the Friends Committee on National Legislation before Congress and the Executive Branch, and developing tools for strategic, tangible policy outcomes in line with FCNL’s policy document, The World We Seek. This individual leads FCNL’s Immigration and Refugee program legislative portfolio pursuing federal policies that protect the rights, safety, and dignity of all immigrants, refugees, and migrants. Most recently, this work has focused on reducing immigrant detention and enforcement through the federal appropriations process; pushing back against the administration’s Migrant Protection Protocols, or “Remain in Mexico” policy; opposing the various iterations of the administration’s Muslim ban; and supporting policies that welcome refugees and asylum seekers; and supporting policies that welcome refugees, asylum seekers, and immigrants, including accessible pathways to citizenship.

Key Priorities and Responsibilities:

- Promote FCNL policy positions: Organize, facilitate, and engage in lobby visits, phone calls, and other forms of contact with congressional offices and administration officials to promote FCNL's legislative policy positions on pertaining to the immigration and refugee program to appropriate members of Congress, their staff, and other government officials to further the change strategy.
- Develop and implement change strategies: Determine realistic and measurable goals for change, and design strategies to implement that change for the immigration legislative portfolio and the refugee legislative portfolio. Articulate program change strategies for FCNL’s board, committees, and funders that engage members of Congress and constituents in the next steps toward positive policy changes, or in resisting negative policy changes.
- Communicate program internally: Regularly share goals, priorities, visits, and legislative asks internally to the organization. Maintain FCNL databases to track congressional, administrative, and organizational outreach efforts as related to the legislative portfolio. Compile quarterly progress reports on legislative portfolio for FCNL’s general committee and for internal review across departments. Meet regularly with the Legislative Director on Domestic Policy and the Executive Secretary. Check-in consistently with other lobbyists on staff to help plan, coordinate, and carry out FCNL's work, including a weekly meeting with the Domestic Policy Hill Team.
Develop expertise: Track the current political dynamics and policy issues as related to the immigration and refugee program portfolios, monitor, and report frequently on legislative and policy developments both inside and outside of the office to colleagues, coalition partners, and the wider FCNL network. Develop expertise on issues as assigned using FCNL’s information resources, news from colleagues, conversations with Hill staff, and media reports.

Prepare lobbying materials and resources: Research and prepare materials by analyzing legislation, reports, data, and policy proposals. Generate FCNL’s position statements, testimony, letters, action alerts, fact sheets, background papers, reports, talking points, and other written materials as needed to support lobbying strategies and participation by FCNL constituents and other citizen lobbyists.

Engage media: Work with FCNL’s Communications Department on press releases, op-eds, letters to the editor, articles, and interviews for public media, where appropriate for the change strategies. • Work in coalition: Represent FCNL to peer institutions and associates with professionalism. Participate with and take on leadership roles in working groups and coalitions to coordinate strategies with other organizations whose purposes and practices relate closely to FCNL objectives and work style.

Help resource grassroots lobbying: In coordination with the Communications and Strategic Advocacy teams, determine and prepare educational material and lobbying tools for our interactive website, action messages, blogs, social media, and other forms of action outreach. Offer grassroots lobby training, send updates to electronic list serves, and organize lobby days. Contribute to continuing education opportunities for our grassroots network, including certain Advocacy Corps alumni, former Spring Lobby Weekend participants, and other Strategic Advocacy programs and initiatives as they arise.

Engage with FCNL’s network: Travel as needed to recruit participation in FCNL’s lobbying program – especially related to the legislative portfolio – and to interpret FCNL’s program to Friends and others around the country. Participate in the annual meeting of FCNL’s General Committee and, as requested, Spring Lobby Weekend, Quaker Public Policy Institute, and quarterly Policy and Executive Committee meetings. Support the work of FCNL’s Advocacy Corps, a 10 month-long program where young adults get paid to organize their local community around federal legislation. The 2020-2021 Advocacy Corps will be focusing on immigration policy.

Supervise: Manage the work and professional development of the Young Fellow for the Immigration and Refugee program. This Young Fellow is a year-long, entry-level position. Supervise volunteers, interns, and others, as needed.

Resource organizational development: Work with the FCNL development team and grant writer to seek grants or other institutional support for FCNL’s legislative programs on immigration and refugee protection. Fulfill terms of grant contracts in good order. Assist the FCNL Development Team to incorporate immigration and refugee issues into direct mail appeals, program interpretation materials for fundraising. 4 This description outlines the general nature of the duties that a person in this position is expected to perform. It is expected that the employee will perform other duties as assigned by the supervisor.

Experience and Attributes:

- Bachelor’s Degree or equivalent experience
- Three or more years’ legislative experience, either as a congressional staff member, a lobbyist or policy advocate, or an immigration attorney and a solid familiarity with congressional process
- Deep knowledge of U.S. immigration and refugee policy
- Familiarity with the congressional appropriations process
- Creativity and imagination in developing legislative solutions
- Strong, bipartisan Congressional contacts, particularly focused on the Judiciary and Appropriations committees
- High motivation and demonstrated ability to design and lead effective change strategies
• Excellent research, analytical, writing, editing, public speaking and media skills
• Prior experience managing junior level staff or interns
• Flexibility and organization to manage numerous tasks and deadlines and adjust to rapid and unpredictable change
• Collegial and consultative approach to preventing and solving problems.
• Readiness to take initiative and responsibility.
• Familiarity with and dedication to Quaker values and practices.
• Commitment to involving, promoting and respecting participants from a variety of backgrounds and perspectives

Compensation, Benefits and Work Week Salary:

Starts at $64,000 and is negotiable depending on experience.

Work Week: This is a full-time exempt position, based on a 37.5-hour work week, with some travel. Because of the focus on Congress, we expect this individual to work out of our Washington, DC office. Some compensatory time will balance evening and weekend work and travel. Benefits: Health/dental/vision insurance; disability and life insurance; paid leave plus holidays; parental leave; generous employer contribution to a retirement plan; public transit benefit, and more.

How to Apply:

Send cover letter and resume to tchilders@fcnl.org.

POLICY ANALYST
IMMIGRATION AND IMMIGRANT FAMILIES
CENTER FOR LAW AND SOCIAL POLICY

The Center for Law and Social Policy (CLASP) seeks a Policy Analyst to work on the Immigration and Immigrant Families policy team. CLASP is a national, nonpartisan, anti-poverty organization advancing policy solutions that work for people with low incomes. Our mission is to advocate for public policies and programs at the federal, state, and local levels that reduce poverty, enhance stability, and create ladders to economic security for all. Our solutions directly address the barriers that individuals and families face because of race, ethnicity, low income, and immigration status.

The Immigration and Immigrant Families team, one of six policy centers at CLASP, focuses on defending against harmful anti-immigrant policies and advocating for policies that promote the health and wellbeing of immigrant children, youth, and families. Our advocacy work is focused on immigration policies that keep families together, promote healthy child development, and strengthen economic security and educational opportunity. CLASP also co-chairs the Protecting Immigrant Families campaign, whose mission is to protect immigrants’ and their families’ access to health, nutrition, and income supports.

The successful candidate will be at the heart of this important agenda, working with the Director of the Immigration and Immigrant Families team and collaborating across the organization’s policy teams to provide policy analysis and research, including about interior immigration enforcement, and undertake policy advocacy at the federal and state level. This role will also support the implementation of an exciting new effort to launch a national network of advocates and service providers focused on protecting and supporting children in immigrant families growing up in the interior of the United States.
The successful candidate will have a passion for CLASP’s anti-poverty and racial equity agenda; very strong written and oral communication skills; ability to learn new policy areas quickly; demonstrated capacity to balance priorities in a high-intensity, mission-driven environment; strong organizational skills; and attention to detail.

**Job Description:**

While the specific activities will depend on the advocacy agenda and the needs of the team as a whole, examples of likely activities include:

- Analyzing federal and state immigration policy proposals and making recommendations on CLASP’s position;
- Researching and writing high-quality reports, policy analyses, issue briefs, and blogs;
- Supporting congressional or administrative advocacy, such as providing feedback on legislative proposals;
- Coordinating activities of the new network on children of immigrants, including planning meetings of the coordinating committee, helping to launch new working groups, developing content for network eblasts, and recruitment and management of network members;
- Responding to technical assistance requests from policymakers, advocates, and service providers;
- Representing CLASP at Hill meetings, coalition meetings, and public speaking engagements;
- Participating in internal CLASP working groups, such as the Immigration Working Group, Racial Equity Committee, and others.

**Job Requirements:**

- Demonstrated commitment to CLASP’s mission of reducing poverty and improving the lives of people with low incomes, including a commitment to equity and reducing disparities based on race and ethnicity.
- Outstanding writing and oral communication skills with an ability to synthesize and effectively communicate ideas persuasively and creatively to influence diverse audiences.
- Ability to set priorities; work on multiple complex and detail-oriented projects, often on a time-sensitive basis; and work effectively both individually and as part of a team.
- Strong policy analysis skills, including the capacity to learn new issues areas, assess the political and budgetary context, and use data to determine strengths and weaknesses of policy options.
- Some knowledge of policies impacting immigrant families, such as interior immigration enforcement, public benefit policy, and/or other intersectional issues.
- Demonstrated capacity to build and maintain relationships and work collaboratively with a wide range of internal and external partners and stakeholders.
- Bachelor’s degree and a minimum of 2 years of related experience or a master’s or other advanced degree.
- Ability and willingness to travel occasionally (estimated at 10-20% of the time).
- Fluency in another language other than English is a plus but not required.

**Application Process:**

Salary is commensurate with experience. CLASP offers exceptional benefits, including health insurance; dental insurance; life and long-term disability insurance; long-term care insurance; a 403(b)-retirement program; flexible spending accounts; and generous vacation, sick leave, and holiday schedules.

[CLICK HERE TO APPLY](#)

Resumes will be accepted until the position is filled. NO PHONE CALLS, PLEASE.
The Center for Law and Social Policy is an equal opportunity employer and does not discriminate on the basis of race, color, ethnicity, national origin, religion, gender, sexual orientation, disability, or age.

**EXECUTIVE DIRECTOR**
**FOSTER AND ADOPTIVE PARENT ADVOCACY CENTER**

FAPAC works to improve the quality of life, well-being, and dignity of children in the District of Columbia by strengthening, supporting, and empowering foster, adoptive, and kinship parents to serve as advocates for their children's needs; building bridges with birth parents; working as an organizational agent of systemic change; and by partnering with other District agencies to provide innovative stabilization services to families at risk.

We support a vision of strong prevention programs to keep families intact; high-quality, well-trained, and supported foster placements when children do need to come into care; serious efforts towards reunification and other permanency; and meaningful and effective post-permanency services to support children and families and keep them stable and healthy. This vision frames our systemic advocacy agenda.

Founded in 2000 by foster and adoptive parents, FAPAC continues to be a grassroots organization in which most staff and board are foster, kinship or adoptive parents. Visit www.dcfapac.org for more information.

FAPAC is seeking a committed leader to build on the strong reputation and successful programs and advocacy which our founding director has established during her 19-year tenure.

**Job Description:**

The position of Executive Director requires a deep knowledge of and engagement with the District of Columbia child welfare system and a strong passion and clear vision for strengthening, supporting, and empowering foster, adoptive, and kinship parents. As FAPAC transitions from a founding executive director, the position requires a combination of strong planning, organizational management, interpersonal and fundraising skills. The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives.

**Duties and Responsibilities:**

The Executive Director has primary responsibility for developing and implementing a strategic plan which advances FAPAC's mission, a business plan which puts FAPAC on solid financial footing and organizational systems which increase FAPAC’s effectiveness and efficiency. The Executive Director reports to the Board of Directors and supports the Board in fulfilling its governance function.

**Position Responsibilities:**

**Strategic Leadership:**

- Ensure FAPAC continues to move forward with vision, inspiration, direction, and a clear sense of mission and values.
- Ensure FAPAC’s overall effectiveness, health, and spirit.
- Lead the updating and implementation of the strategic plan to accomplish FAPAC’s mission.
- Leverage staff, resources and relationships with outside organizations to advance FAPAC’s mission and achieve the goals in its strategic plan.
• Build and support a dynamic and engaged Board by advising, supporting, providing information to and engaging with the Board.

**Organizational Leadership:**

• Provide overall management of the organization.
• Develop and implement annual plans to advance FAPAC’s mission and strategic plan.
• Ensure that the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders.

**Fundraising:**

• Lead the development and implementation of annual and long-term fundraising plans.
• Ensure that the organization has the funds necessary to meet annual operating expenses.
• Cultivate, ask and steward individual, corporate and foundation donors.
• Maintain and develop government contracts and grants as appropriate.

**Outreach:**

• Engage community leaders through dialogue, programs, events, fund raising, written materials and other opportunities to develop partnerships and collaborations.
• Act as the primary spokesperson for FAPAC and its role in the child welfare community.

**Human Resources:**

• Support and lead staff, including direct supervision of staff as appropriate, and hiring and supervision of consultants as needed.
• Oversee the human resources of the organization according to personnel policies and procedures that fully conform to current laws and regulations.

**Financial:**

• Ensure sound financial operations, internal control environment, budget management and financial reporting according to current laws and regulations, and as required by the Board of Directors.

**Planning and Program Development:**

• Work with Board, staff, stakeholders, and allies to continue to define FAPAC’s overall goals, strategies, policy, advocacy, and program agenda.
• Work with FAPAC program staff to ensure continuity of successful programs and participate in program implementation as needed.
• Plan, formulate and recommend new program areas for which will further FAPAC’s mission for approval by the Board of Directors.
Job Qualifications:

An ideal candidate will have the following qualities:

- Personal or professional experience with the child welfare system and commitment to the FAPAC values of ensuring parents are represented in policy, programmatic, and case level decision making.
- Demonstrated ability to work with a diverse community across race, religion, socio-economic status, gender and sexual orientation.
- Demonstrated ability to lead and motivate staff, board and other stakeholders
- Demonstrated success in fundraising
- Knowledge of organizational and program budgeting, financial systems and controls
- Experience with supervising staff and human resources requirements
- Experience with organizational communications
- Experience supporting or serving on board of directors
- Experience engaging in grassroots and systemic advocacy
- Experience managing programs, developing new programs, and participating in or designing program evaluation
- Experience in child welfare, government, or social services in the District of Columbia

Qualified candidates MUST submit a current resume and a cover letter at 
https://www.indeedjobs.com/foster-and-adoptive-parent-advocacy-center/jobs/778f0709e7edfd759356 explaining how the applicant is a good fit for the position and organization. Applications that do not include a cover letter will not be considered. Only candidates of interest will be contacted. NO PHONE CALLS PLEASE.

FAPAC is an equal opportunity employer.

ASSISTANT DIRECTOR OF CAREER SERVICES
UNIVERSITY OF THE DISTRICT OF COLUMBIA

The Assistant Director of Career Services will assist the Career Services Director with developing, implementing all office services, including student counseling, alumni counseling, programming, employer outreach and administration. The Assistant Director will report to the Director.

Essential Duties and Responsibilities:

- Counsels students and alumni in all phases of career development and employment search strategies.
- Reviews cover letters, resumes, other career-related student, and alumni materials.
- Develops a wide range of programs for students and alumni including job search skills, and practice area seminars.
- Maintains the job/internship database.
- Develops on-campus recruiting events.
- Assists in developing and overseeing programming for part-time students.
- Assists in developing marketing strategies to a wide range of potential employers and strengthens ties to existing employers.
- Develops strategies to strengthen relations with alumni.
- Develops career development reference materials; expands on-line library, maintains web pages.
- Manages and develops off-campus recruiting programs including consortium events.
Other Duties:

- Assists in all administrative responsibilities including job postings, reciprocity requests, all career and other surveys (NALP, ABA, etc.). Participates in UDC committees as necessary.
- Participates in local, regional, national legal recruitment associations, and other professional associations.

Minimum Job Requirements:

- Juris Doctor and at least three (3) years of legal practice experience is required. Current bar membership preferred but not required.

Information to Applicant:

Condition of Employment:

This is a sponsored program appointment. The duration of this appointment is subject to grant fund availability.

Collective Bargaining Unit (Non-Union):

This position is not in the collective bargaining unit.

Employment Benefits:

Depending upon length of appointment, selectee may or may not be eligible for full benefits such as health and life insurance, annual (vacation) and sick leave and will be covered under the University of the District of Columbia’s retirement plan (TIAA).

For more information about the position and to apply, please visit:

https://udc.applicantstack.com/x/detail/a2hbyxhtts8v.

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

PUBLIC DEFENSE COUNSEL
NATIONAL ASSOCIATION OF CRIMINAL DEFENSE LAWYERS

NACDL is the preeminent organization advancing the mission of the criminal defense bar to ensure justice and due process for persons accused of crime or wrongdoing. A professional bar association founded in 1958, NACDL’s many thousands of direct members in 28 countries – and 90 state, provincial and local affiliate organizations totaling up to 40,000 attorneys – include private criminal defense lawyers, public defenders, military defense counsel, law professors and judges committed to preserving fairness and promoting a rational and humane criminal justice system. For more information about our organization, please visit www.nacdl.org. NACDL is pleased to provide staff with a generous compensation and benefits package. NACDL affords the successful candidate an opportunity to work with a dedicated and talented team of experts.
Overview:

NACDL is seeking to hire Public Defense Counsel to join its Public Defense Team. The position involves supporting all aspects of NACDL’s public defense training and reform portfolio, with substantial focus on NACDL’s “Justice For All: Supporting the Sixth Amendment” grant. This Bureau of Justice Assistance grant aims to enhance the capacity of state and local jurisdictions to ensure the fundamental protections of the Sixth Amendment, primarily targeting the rights to a speedy trial, impartial and representative jury, and access to witnesses and evidence. Additional information about the grant can be found in the project abstract.

Qualified candidates will possess a college degree and at least 3 years of relevant work experience with a preference for a J.D. or 3 years of experience in criminal justice.

Essential Functions and Responsibilities:

- Work collaboratively with a variety of criminal justice system stakeholders to support NACDL’s Public Defense portfolio.
- Assist in developing resources and content supporting NACDL’s “Justice For All: Supporting the Sixth Amendment” grant deliverables.
- Develop and maintain public defense and Sixth Amendment content on NACDL web platforms.
- Conduct research and draft letters, memoranda, and statements on matters relating to public defense and on Sixth Amendment issues.
- Support various grant functions including ensuring timely provision of services and compliance with reporting requirements.
- Work with NACDL’s Public Defense Team and other NACDL Staff to fulfill NACDL’s mission to ensure all individuals receive fair, rational, and humane treatment within the criminal justice system.

Qualifications and Experience:

Qualified candidates will possess strong organizational, writing, and critical thinking skills; have a demonstrable interest in criminal or social justice issues; and be comfortable with learning and using new technology.

Qualifications Include:

- Education and Experience:
  - College Degree, J.D. preferred
  - 3 years of relevant work experience
- Familiarity with core Sixth Amendment provisions and current issues in criminal justice, especially those relating to public defense
- Effective task prioritization, time management skills, and attention to detail
- Excellent written, verbal, and interpersonal communication skills
- Demonstrated interest in criminal justice reform
- Ability to work both independently and as part of a team
- Ability to work well with NACDL’s leaders, members, staff and allies
- Demonstrated ability to cultivate relationships with a broad cross-section of criminal justice system stakeholder groups
- Proficient with Microsoft Office, especially Excel and PowerPoint
- Candidates must be willing to travel domestically. This position is based in Washington, D.C.
To Apply:

Send cover letter, resume and writing sample (5-10 pp.) to bhoffman@nacdl.org with “Public Defense Counsel” in the subject line. Applicants should provide a realistic statement of their salary expectation. Applications will be considered on a rolling basis. Position open until filled, but prospective candidates are encouraged to apply as soon as possible.

FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

CLINICAL SUPERVISING ATTORNEY TEACHING FELLOWSHIP
FEDERAL LEGISLATION CLINIC
GEORGETOWN UNIVERSITY LAW CENTER

The Federal Legislation Clinic invites applications for a two-year clinical teaching fellowship to start in July 2020. Are you committed to issues that impact civil rights and immigrant justice? Have you worked on federal or state legislation, regulation, or policy? Are you a strong writer? Work well in a team? Enjoy teaching?

Yeah? Then you should apply to be a Clinic Supervising Attorney and Teaching Fellow in the Federal Legislation Clinic for 2020-2022. The Fellowship is a launching pad into academia — or a return to public service in policy and government.

The Clinic:

The Federal Legislation Clinic introduces law students to the highly exciting and slightly broken world of policy and politics, and trains those students to be legislative lawyers. The Clinic represents NGOs that promote civil and immigrants’ rights. We advise them on legislative and regulatory actions in Congress and in the states.

The Fellowship:

- This is a two-year Fellowship. Fellows receive $57,000 in their first year and $60,000 in their second year. The Fellowship typically begins in July.
- Each Fellow supervises four to six J.D. students. They guide research and analysis, edit drafts, and help prepare students for client meetings and advocacy. Fellows also help design and teach Clinic seminars, evaluate students, and generally work with the director to operate the Clinic. Drawing on their own expertise, the Fellow also helps the director to select issues or projects for student representation.
- Fellows “have their summers.” Between May 15 and August 1, they can devote most of their time to their own research and writing or other professional or personal matters.

A full description of the position and the application instructions are included as an attachment here and in the link below.
Applications:

To apply, please send the following materials to Prof. Cori Alonso-Yoder (aca7@georgetown.edu) in an email with the subject line “FELLOWSHIP APPLICATION:” followed by your name.

- A cover letter. Why are you interested? Why are you qualified? Does anyone read cover letters? (We do.)
- A resumé. Focus on your legislative and/or regulatory work, and any experience teaching, writing/editing, or working on civil rights, immigrant rights, or other federal policy issues.
- Contact information for two to three references from past supervisors. A peer reference is OK for your current job.

Politics is about people. We value diverse people.

SUMMER INTERNSHIP
WASHINGTON LEGAL CLINIC FOR THE HOMELESS

Our legal interns/externs work along with our Legal Clinic staff attorneys in providing direct representation, education and policy advocacy on behalf of individuals and families experiencing, or at risk of, homelessness. We typically have one intern each semester and one each summer. Our internships are unpaid, we encourage applicants to seek out funding from their schools or other fellowship sources.

Under attorney supervision, interns handle:

- Direct client casework
- Legal research
- Drafting legal pleadings
- Public policy advocacy
- Community engagement

Qualifications:

Ideal applicants are current law students who have completed at least one year of law school and are interested in doing pro bono or public interest law upon graduation. Applicants should have good oral and written communication skills. Prior experience in direct services and/or working with people who are homeless is helpful, but not required.

Ideal applicants have demonstrated interest in:

- Social justice
- Homelessness
- Affordable housing
- Legal services and public interest law
- Public policy advocacy

Applicants must provide a cover letter, resume, and writing sample. To inquire about upcoming application deadlines and submit application materials, please send email to: wlch.internship@legalclinic.org
HEALTH LAW INTERNS
O’NEILL INSTITUTE FOR NATIONAL AND GLOBAL HEALTH LAW AT GEORGETOWN UNIVERSITY

The O’Neill Institute for National and Global Health Law at Georgetown University is a multidisciplinary group of faculty, fellows, and staff dedicated to discovering a more powerful and deeper understanding of the multiple ways in which law can be used to improve health. The O’Neill Institute hopes to encourage key decision-makers in the public, private, and civil society sectors to employ the law as a positive tool to enable individuals and populations in the United States and throughout the world to lead healthier lives.

The Health Law Internship program is a paid full-time internship program with a minimum of 35 hours a week. Interns will work at the O’Neill Institute offices at Georgetown University Law Center in Washington, D.C. Interns will work with institute faculty, fellows, and staff on various projects as they relate to health law. This includes conducting research as well as providing support for various initiative programs.

Qualifications:

- Must be current law students, either in the U.S. or abroad.
- Proficient in English.
- Able to conduct research and substantive writings assignments.
- Strong communications skills, both oral and written.
- Skilled in Microsoft Word, PowerPoint, Excel and Google Suite.
- Prior research experience
- Detail oriented and work well with little supervision

Requirements to Apply:

Applications should be submitted via online form and all materials must be in English. Materials not in English will not be reviewed. Applications must include:

- Cover letter, detailing the applicant’s background and interest in the internship program
- Resume or CV
- Transcript with law school grades (this may be in home school's language)
- Writing Sample

Selected candidates will be contacted to schedule video conference interviews.
The O’Neill Institute will assist and coordinate necessary visa paperwork for candidates offered internships.

LAW FELLOW - POLYDOR FUND
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:

In honor of long-time volunteer Cheryl Polydor, the Polydor Fellow will support the work of both the Systemic Advocacy Practice at Legal Counsel for the Elderly (LCE) and the Office of the DC Long Term Care Ombudsman. The Fellow will conduct legal research, assist with special projects and write legal memoranda. The Fellow may also conduct factual investigations, interact with clients, and collaborate with attorneys and staff of both LCE and the Ombudsman Program. The Fellow may help draft pitches used to recruit volunteer pro bono attorneys to work on Systemic Advocacy/Ombudsman projects, and help to manage and track the completion of those projects.

Responsibilities:

- Conducts legal research, writes legal memoranda, and assists with work related to individual case representation, systemic issues, or special projects.
- Prepares summaries of proposed systemic and other special projects for purpose of engaging pro bono attorneys to work on such projects and assists in managing and tracking such projects to completion.
- Maintains accurate, contemporaneous, and complete records and notes in the case management system concerning cases and projects handled.
- Performs case work under the supervision of an attorney including gathering facts and evidence, searching records and documents, conducting research, and/or contacting potential clients and witnesses to gather information.
- Prepares educational materials and participates in community outreach and workshops as requested.
- Assists with the provision of legal information through speaking engagements, workshops, self-help seminars, and other ways to inform the public of our services.

Requirements:

Completion of a Bachelor’s degree, with a minimum of 1 year at an accredited law school. Possesses a demonstrated interest in public interest law, with a preference for those with a strong interest in long-term care and systemic reform for the elderly.

Benefits Offered:

Fellowships are non-exempt positions and are not eligible for employee benefits.

Interested persons can apply for the position on the AARP website: https://careers.aarp.org/ShowJob/JobId/2420234/LawFellowPolydorFund
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.

SUMMER INTERN
LEGAL COUNSEL FOR THE ELDERLY

Founded in 1975, Legal Counsel for the Elderly champions the dignity and rights of Washington, D.C. elderly by providing free legal and limited social services to those in need — empowering, defending, and protecting vulnerable seniors. Our interns work directly with clients assisting to resolve their legal issues by helping to ensure they receive benefits to which they are entitled, can age in place in their homes and communities, receive the appropriate level of home health care, receive fair treatment by their landlords, and more. Our interns also work with residents who receive services in long-term care facilities to ensure they receive the highest quality of care.

Summary:

Under the supervision of an experienced and licensed attorney, the LCE intern will be exposed to and participate in a variety of legal functions related to the practice of law in an elder law setting for low income older persons. Interns will complete the internship gaining client interaction skills, subject area knowledge, and a supervised experience in individual client representation and systemic advocacy.

Students interested in issues related to landlord-tenant, economic security, healthcare benefits, long-term care services, homeownership preservation, combatting fraud and financial abuse, and identifying solutions to systemic problems, should apply.

Responsibilities:

The intern will engage in a variety of functions, typically including but not limited to the following:

- Interviewing current and prospective clients
- Meeting clients in the community (at home or in various facilities)
- Conducting fact-finding investigations
- Drafting correspondence
- Performing legal research and writing
- Preparing discovery requests
- Drafting motions
- Aiding in the preparation of court cases
- Observing the formulation and implementation of legal strategies
- Observing attorneys in court or in administrative proceedings
- Following settlement negotiations
- Documenting in computerized case management database
Requirements:
Prospective intern must be currently enrolled in an accredited law school, classified as a rising 2L, 2L, rising 3L, or 3L; have demonstrated interest in serving the needs of low income 60+ individuals and have a sensitivity to the needs of the elderly.

The ability to speak languages in addition to English is a plus but is not required.

Benefits Offered:
Internships are non-exempt positions and are not eligible for employee benefits.

How to Apply:
Apply online

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.

SUMMER INTERNSHIP
NATIONAL VETERANS LEGAL SERVICES PROGRAM

The National Veterans Legal Services Program (NVLSP) is a high-impact national veterans service organization based in Washington DC. Our mission is to ensure that the government delivers to our nation's 22 million veterans and active duty personnel the benefits to which they are entitled due to the disabilities that resulted from their military service. NVLSP's Lawyers Serving Warriors® ("LSW") program provides free legal representation, through a nationwide pro bono network of private law firms and corporate legal departments, to disabled active duty personnel and veterans and their families. LSW has assisted more than 2,400 disabled veterans through its pro bono network. The majority of the clients served through LSW have Post-Traumatic Stress Disorder (PTSD), traumatic brain injuries (TBI), or other mental health conditions that are related to military service.

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

The position is funded at $22/hour for 35 hours per week. We are also happy to host a law school funded internship.

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

Rochelle Bobroff, Director of Pro Bono
PRO BONO COORDINATING INTERNSHIP (SUMMER 2020)
CAPITAL AREA IMMIGRANTS’ RIGHTS (CAIR) COALITION

Capital Area Immigrants’ Rights (CAIR) Coalition is seeking an intern with a passion for public interest law and immigrants’ rights to provide programmatic and administrative support to our Pro Bono Coordinating (PBC) team. We are currently accepting applications for Summer 2020 positions.

The mission of CAIR Coalition is to serve as the primary source of legal assistance for detained immigrants in the D.C. metropolitan area. We are dedicated to providing free legal services to immigrants facing deportation in ICE and ORR detention facilities in this area. This internship offers exposure to immigration law, a deeper understanding of the nuts and bolts of nonprofit legal practice, and an opportunity to build relationships in both the immigration nonprofit and law firm spaces.

Description of Internship Program:

Our Pro Bono Coordinating internship requires a commitment of at least 12 weeks, starting on May 26, 2020. Part-time and full-time positions are available. All positions are unpaid, but CAIR Coalition is happy to assist with internship/externship credit administration. This internship will be located in our D.C. office at 1612 K St NW.

Responsibilities:

- Building and maintaining strong relationships with our pro bono partners
- Gathering, redacting, and sharing with pro bono teams best-in-class resources that will assist them in their immigration cases
- Developing and/or updating internal resources such as pro bono case placement materials, mentoring guides, sample briefs and motions
- Drafting summaries of available immigration cases for pro bono placement
- Assembling initial case placement materials for pro bono teams
- Coordinating meetings or events relating to CAIR Coalition’s mentoring of cases placed with pro bono teams or trainings on immigration law
- Attending training opportunities
- Preparing and submitting documents in immigration cases for detained adults or detained or released unaccompanied minors
- Completing administrative or data-entry tasks related to the foregoing

Requirements:

- Superior oral and written English communication skills
- Strong analytical and organizational skills
- Familiarity with immigration law, particularly the area of removal defense, is strongly preferred.
- Interns must be able to provide their own laptops for use during the internships.
- Attention to detail and self-starter attitude
- Ability to work independently and as part of a team
• Willingness to perform administrative work, such as organizing legal resources in internal databases and posting them online, that advances the mission of the organization

**Application Process:**

Please submit the following materials via email to hrintern@caircoalition.org, with subject line Pro Bono Coordinating Summer 2020 Internship:

- A cover letter describing your interest in this internship. If you are applying to more than one CAIR Coalition internship this semester, please indicate which ones in your email and in your cover letter.
- A resume; and
- A writing sample (up to five pages) that showcases your ability to write clearly and analytically.
- Current law students and recent law graduates are likely best suited for this internship because it will involve substantial legal analysis, but nontraditional or other applicants are also welcomed to apply.

**PUBLIC INTEREST INTERNSHIP**  
**NATIONAL WHISTLEBLOWER CENTER**

Working one-on-one with our attorneys and professional staff, interns learn what it takes to incentivize and protect whistleblowers, even in the face of powerful opponents. Each intern will work within a professional office and is expected to complete research and writing assignments, attend hearings, and perform other substantive assignments. Interns assist on key public policy assignments, related to expanding the scope of whistleblower protections and assisting in our public education programs.

Your supervisors are respected authors and public advocates who have written the leading books on whistleblower law, testified on behalf of whistleblowers before Congress, and regularly assisted Congress in drafting key whistleblower protection legislation, including provisions signed into law in the Dodd-Frank Act, the Sarbanes-Oxley Act, and the Whistleblower Protection Enhancement Act.

Please note this is an unpaid position, designed to provide an educational opportunity for those interested in whistleblower law, policy, and communications.

The internship is located in the Dupont Circle neighborhood of Washington, D.C. Applicants are reviewed on a rolling basis and positions fill up quickly. You are encouraged to submit your application early and let us know in your cover letter whether you are applying for fall, spring or summer.

Please fill out the form below and then email your cover letter, resume, and academic transcript to info@whistleblowers.org. Unofficial transcripts are accepted.

**To Apply:**

[https://www.whistleblowers.org/intern/](https://www.whistleblowers.org/intern/)  
The National Whistleblower Center is an equal opportunity employer.
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, lcbrown@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.

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 Summer 2020. 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.

The Committee is an equal opportunity employer.
OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)

EXECUTIVE DIRECTOR
ASISTA IMMIGRATION ASSISTANCE
SUFFIELD, CONNECTICUT

ASISTA’s mission is to advance the dignity, rights, and liberty of immigrant survivors of domestic and sexual violence. A respected national leader in creating and strengthening legal protections for immigrant survivors of violence, ASISTA builds bridges across diverse sectors, supporting advocates and attorneys working on the frontlines.

ASISTA’s co-founder and Executive Director, Gail Pendleton, has been a national pioneer and leader of this intersectional work since the 1990s and at ASISTA since 2002. She will be retiring in the fall of 2020. We are looking for our next bold and dedicated leader and advocate who will champion our efforts during these challenging times.

Overview:

Over the last decade, ASISTA has become a powerful leader in creating and strengthening legal protections for immigrant survivors of violence. Amidst the constant and sweeping changes to immigration policy and challenges to the rights of immigrant survivors, ASISTA’s work is more important today than ever.

ASISTA’s founders helped write the Violence Against Women Act (VAWA) laws, including critical protections like the U visa, which helps immigrant crime survivors obtain safety and security. ASISTA has become the national go-to resource on survivor-based immigration protections, like VAWA self-petitions, U visa and T visa relief which enable immigrant survivors to work and live in our communities without fear.

ASISTA's hallmark is highly effective collaboration with a diverse group of partners. These collaborations and advocacy efforts often include state government officials, grassroots leaders, domestic violence and sexual assault survivor advocates, law enforcement, judges, immigration lawyers and beyond. By identifying what must be changed and embracing novel strategies to achieve those changes, ASISTA utilizes the perspective of immigrant survivors of domestic and sexual violence to advance the rights of ALL immigrants.

A key part of ASISTA’s work is to provide innovative training and mentorship to advocates, lawyers, judges and law enforcement to prevent and stop deportation of immigrant crime victims. Through this work, ASISTA strives to ensure that immigrant women, their children, and families suffering abuse and sexual assault may seek safety and justice without fear of deportation.

The Executive Director will report to ASISTA’s 7-member Board of Directors. Presently, ASISTA has an annual budget of approximately $650,000 and a talented staff of six, including four attorneys. The Executive Director will lead this dynamic organization at a time when we need that commitment and expertise more than ever. Candidates do not need to be attorneys.
Geographic Location:

ASISTA operates in a remote office environment with staff located in Arizona, Connecticut, District of Columbia, Maryland, Massachusetts, and Texas. The new Executive Director’s location is flexible though it is preferable if they live on the East Coast in order to be near the majority of the staff.

Preferred Experience and Qualifications:

• A minimum of 10 years of experience in the field of gender-based violence and gender justice. Alternatively, experience in immigrant rights, public policy or a related field may also be considered.
• A minimum of 7 years in a senior leadership/management role in a mission-driven organization.
• Extensive fundraising experience, including a track record of raising significant funds from foundations, the government and individual donors.
• Significant financial management and budget experience.
• Experience leading strategic and programmatic planning efforts.
• Nonprofit management experience including hiring, managing, and supervising a diverse staff; experience with remote management is desirable.
• Excellent written and oral communication, including effective communications with colleagues, funders, and collaborative partners.
• Experience working in and passion for coalition building and collaboration between likely and unlikely partners and collaborators from the grassroots to national level including lawyers and activists, survivors and advocates, community organizers, law enforcement and judges.
• Ability to travel extensively (about 25% of the time) in order to represent ASISTA.

Executive Leadership Skills and Attributes:

The ideal Executive Director candidate will be an inspiring leader on immigrant rights and/or gender-based violence issues and someone with passion for and expertise in building a strong, effective organization and supporting a talented staff. We seek candidates who demonstrate the following leadership skills and personal attributes:

• A reputation as a principled strategic collaborator and advocate with keen listening skills and the ability to bridge philosophies and perspectives.
• Skills in team building, mentoring and developing staff leadership.
• An adaptive leadership style with the ability to problem-solve, navigate complex situations and relationships, and take advantage of strategic opportunities.
• Political smarts and a sophisticated intersectional analysis.
• A commitment and ability to center the experiences and perspectives of our constituents.
• An ability to generate big, visionary ideas and ideals and the capacity to convert them into solid strategies and action.
• A commitment to racial and gender equity, diversity and inclusion with a track record of instituting organizational policies and practices that advance racial and gender equity and diversity goals.
• A high level of emotional intelligence and capacity for self-reflection and self-improvement.

Salary range depending on experience and location: $115,000-$130,000. ASISTA provides a generous benefits package.
To Apply:

Nominations, inquiries and application materials must be submitted by April 30, 2020 to careers@asistahelp.org.

Please include a cover letter, résumé and three references. Your cover letter should address the following: 1) Why you are interested in working with ASISTA and our constituents; 2) What you believe you would bring to the position of Executive Director; and 3) How your past experience and accomplishments are relevant to this position.

All inquiries and applications will be kept confidential.

ASISTA is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

For more information about ASISTA please visit our website www.asistahelp.org.

NATIONAL HOTLINE DIRECTOR
FREEDOM FOR IMMIGRANTS
LOS ANGELES, CALIFORNIA

Freedom for Immigrants is currently looking to hire a National Hotline Director to help shape our National Immigration Detention Hotline and work toward a country without immigration detention.

We are looking for someone who is bilingual (English/Spanish), highly organized, and experienced in outreach and volunteer training because this position will be leading the effort to build our Hotline back up to be operational in all 200+ immigrant prisons and jails. Located in Los Angeles (preferred) or Oakland, California.

Freedom for Immigrants is devoted to abolishing immigration detention, while ending the isolation of people currently suffering in this profit-driven system. Since 2012, we have been monitoring conditions inside immigration detention facilities. Our network of 4,500 volunteers visits immigrants in ICE detention centers throughout the country, breaking the isolation and advocating for those detained. Freedom for Immigrants also operates a national hotline, which detained individuals can use free of charge to report abuses or request support. In the policy arena, we support federal and state-level policies pushing back against the expansion of immigration detention and promoting proven and community-based alternatives to detention. In fact, Freedom for Immigrants is modeling a community-based alternative to detention that welcomes immigrants into the social fabric of the United States.

Freedom for Immigrants is an award-winning non-profit whose founders have been recognized for their vision and leadership by Ashoka, Echoing Green, the John F. Kennedy New Frontier Award, the Rockwood Leadership Institute, and the James Irvine Leadership Awards.

About the Position:

This is an exciting, full-time opportunity to help shape the nation’s largest immigration detention hotline and work toward a country without immigration detention. Freedom for Immigrants’ National Hotline was featured
in Season 7 of Netflix’s Orange Is The New Black, and within two weeks, ICE terminated the Hotline. The Hotline has been restored, after Freedom for Immigrants prevailed in court.

This position is an opportunity for someone who is passionate about abolishing immigration detention and who has a start-up mentality. We are looking for someone who is bilingual (English/Spanish), highly organized, and experienced in outreach and volunteer training because this position will be leading the effort to build our Hotline back up to be operational in all 200+ immigrant prisons and jails. This position provides direct service to and advocates for people in immigration detention and their families. The primary focus of this position is program development and coordination, and also involves a substantial amount of administrative work. The National Hotline Coordinator will be based in either Los Angeles, California (preferred), or in Oakland, California.

**Essential Duties & Responsibilities:**

- Recruit new hotline volunteers to answer and field to calls from people in immigration detention and their loved ones. Ensure that volunteer roster includes language coverage based on needs of people in detention.
- Conduct on-going training for hotline volunteers on Freedom for Immigrants’ national online monitoring system
- Educate hotline volunteers on Freedom for Immigrants values, and policy objectives; ensure that volunteers are implementing these values
- Manage and support 20-40 hotline volunteers on a daily basis. Conduct regular reviews of volunteer data inputs into Freedom for Immigrants online monitoring system to ensure quality control and standardization
- Serve as primary contact for hotline volunteers with evening shifts to ensure quality of services
- Participate in hotline rotation as primary and/or back-up staff
- Ensure the quality of data captured from phone calls through regular quantitative and qualitative assessments of monitoring system
- Track hotline calls received/answered on monthly basis and troubleshoot any issues with Freedom for Immigrants’ Tech team
- Provide statements and background information on hotline operations to national and local media
- Work with Freedom for Immigrants’ monitoring and policy teams to identify detention conditions, respond to requests for support and develop reports
- Respond to requests for support from people in detention and their loved ones, including, filing complaints, connecting impacted persons and their families with external resources, and, when appropriate, passing requests for assistance to relevant members of team, etc.
- Participate in departmental, all-staff, and other committee meetings on a regular basis

**Qualifications:**

- Minimum of three years’ experience providing services to people in immigration detention, victims of crime, or working with an underserved population or an equivalent combination of education and work experience.
- This position requires a person with a high attention to detail who enjoys task-oriented work and can work independently.
- Must have the ability to utilize database tools and gather evaluation statistics.
- Demonstrated experience training, supervising and managing volunteers, a portfolio of clients, fellows, or nonprofit members, preferably at the national level.
- Experience managing a hotline and/or building community among a team of volunteers.
- Understanding and demonstrated experience in cross-racial/cross-ethnic alliance building.
• Ability to perform job duties with a high degree of initiative and professionalism; demonstrated sound judgment, solution-oriented and outstanding communication skills.
• A sense of humor, flexible nature, and willingness to support others in a team environment.
• Past experience working in a decentralized start-up nonprofit is a plus.
• Fluency in English and Spanish is required; Fluency in other languages is a plus.

How to Apply:

Please apply through Freedom for Immigrants' website here: https://www.freedomforimmigrants.org/job-openings


SUPERVISING ATTORNEY
CENTRO LEGAL
OAKLAND, CALIFORNIA

Centro Legal’s immigration practice includes comprehensive, full-service direct representation before USCIS and the immigration courts (EOIR), district court and federal court of appeals. Centro also participates in impact litigation efforts, legal rights education, and local and national advocacy. We specialize in detained and non-detained removal defense, the intersection of immigration and criminal law, affirmative asylum applications, and humanitarian visas.

Centro Legal is seeking an experienced attorney to assist in the provision of immigration legal services. The supervising attorney will carry a large but reduced caseload and will supervise a designated team of staff members in the provision of immigration legal services. Duties will include:

Primary Responsibilities Will Include:

• Directly representing non-detained and detained individuals in removal proceedings before the San Francisco Immigration Court and Board of Immigration Appeals;
• Preparing and submitting applications, legal briefs, and supporting documentation for cases involving asylum, withholding of removal, relief under the Convention Against Torture, U visa, VAWA, cancelation of removal, adjustment of status with applicable waivers, and Special Immigrant Juvenile Status, including state court petitions;
• Supervising, mentoring, and ensuring ongoing professional development for staff attorneys and legal assistants;
• Assigning casework to supervisees to promote self-care and wellbeing;
• Conducting Know-Your-Rights presentations to community members;
• Participating in on-site and remote legal clinics offering legal consultations;
• Presenting to government and non-government agencies; community-based organizations on changes in immigration law;
• Representing Centro Legal at collaborative and stakeholder meetings, with local and regional partners;
• Assisting in identifying potential federal litigation cases arising from direct services work and assisting in impact litigation efforts in federal district and circuit courts for placement with pro bono attorney or other non-profit litigation partners; and
• Assisting in determining appropriate case stories for use in reports, advocacy materials, and public education and providing expert testimony to media on current immigration law and policy topics.

Qualifications:

The applicant must profoundly share Centro Legal’s mission and vision of racial, economic and social justice. Qualifications include:

• J.D; admitted and in good standing with a State bar; CA bar admission preferred;
• Fluency in Spanish required;
• Minimum of 3 years of experience in removal defense, especially asylum and representing unaccompanied minors;
• Excellent writing, research, analytical, and verbal communication skills;
• A demonstrated commitment to civil liberties, immigrant justice, and public interest law;
• Experience working with Bay Area law firms is highly desired but not required.
• A record of moving legal cases forward and demonstrated ability to build and manage a heavy caseload;
• Strong leadership skills, preferably with experience supervising other attorneys and legal assistants;
• Demonstrated ability to work cooperatively on projects with lawyers, other staff members, and diverse community organizations;
• Demonstrated commitment to diversity within the office and a personal approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, socio-economic circumstance, immigration status, and record of arrest or conviction;
• Familiarity in working with clients in crisis or who are recent trauma survivors; and
• Willingness to conduct training and outreach activities in the community.

Compensation:

Salary is competitive and commensurate with experience. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

To Apply:

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit: 1) cover letter, 2) resume, and 3) a list of three professional references. Include “Supervising Attorney – Immigration” in the subject line. Please email application materials directly to Executive Director: Theresa L. Gonzales at:

tgonzales@centrolegal.org

About Centro Legal de la Raza:

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California. Centro Legal’s multifaceted approach to legal advocacy on behalf of the most vulnerable amongst us is purposefully designed to ensure access to justice. To this end, we pride ourselves in the three key components of our work: creating leadership, empowerment, and equity in our community. We focus on leadership by providing guidance
and mentorship to the next generation of attorneys and judges of color through our Youth Law Academy and Diversity Legal Pipeline programs. We incubate community empowerment by advocating for positive change in local and state governments, creating meaningful dialogue on issues through our communications and media strategies, and by engaging in true, collaborative based, community lawyering. Finally, we ensure equity through high quality bilingual legal services and courtroom advocacy.

For more information, please visit our website: [https://centrolegal.org/](https://centrolegal.org/)

**Diversity Statement:**

Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization’s success. Centro Legal de la Raza is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDs status, or any other basis prohibited by law. Centro Legal also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.

**STAFF ATTORNEY**
**CENTRO LEGAL**
**OAKLAND, CALIFORNIA**

Centro Legal’s immigration practice includes comprehensive, full-service direct representation before USCIS and the immigration courts (EOIR), district court and federal court of appeals. Centro also participates in impact litigation efforts, legal rights education, and local and national advocacy. We specialize in detained and non-detained removal defense, the intersection of immigration and criminal law, affirmative asylum applications, and humanitarian visas.

Centro Legal is seeking an experienced attorney to assist in the provision of immigration legal services. The staff attorney will represent non-detained immigrants in proceedings, with a focus on representing children and youth.

**Primary Responsibilities Will Include:**

- Representing non-detained individuals in removal proceedings before the San Francisco Immigration Court and Board of Immigration Appeals;
- Preparing and submitting applications, legal briefs, and supporting documentation for cases involving asylum, withholding of removal, relief under the Convention Against Torture, U visa, VAWA, and adjustment of status with applicable waivers;
• Providing direct representation to unaccompanied minors before the USCIS and EOIR in cases involving asylum, Special Immigrant Juvenile Status (SIJS), Voluntary Departure, U visas, and other relief, and representation in California State courts to obtain orders necessary for SIJS;
• Conducting and supervising legal clinics designed to serve local students, and maintain relationships with school district officials in order to facilitate these clinics;
• Conducting Know-Your-Rights presentations to community members;
• Presenting to custodians of unaccompanied minors who have been released in the Bay Area, and provide social service, legal, and other referrals;
• Assisting in identifying potential federal litigation cases arising from direct services work and assisting in impact litigation efforts in federal district and circuit courts for placement with pro bono attorney or other non-profit litigation partners; and
• Assisting in determining appropriate case stories for use in reports, advocacy materials, and public education and providing expert testimony to media on current immigration law and policy topics.

Qualifications:
The applicant must profoundly share Centro Legal’s mission and vision of social justice. Below are additional qualifications.

• Admitted and in good standing with a State Bar; licensed in California preferred;
• Fluency in Spanish required;
• Excellent writing, research, analytical, and verbal communication skills;
• A demonstrated commitment to civil liberties, immigrant justice, and public interest law;
• Demonstrated ability to work cooperatively on projects with lawyers, other staff members, and with diverse community organizations;
• Demonstrated commitment to diversity within the office and a personal approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, socio-economic circumstance, immigration status, and record of arrest or conviction;
• A record of moving legal cases forward and demonstrated ability to build and manage a heavy caseload; and
• Familiarity in working with clients in crisis or who are recent trauma survivors.

Compensation:
Salary is competitive and commensurate with experience. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

To Apply:
Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit: 1) cover letter, 2) resume, and 3) a list of three professional references. Include “Staff Attorney – Immigration” in the subject line. Please email application materials directly to jobs@centrolegal.org.

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Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization's success. Centro Legal de la Raza is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy, gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDS status, or any other basis prohibited by law. Centro Legal also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.

**DEPUTY DIRECTOR**

**COUNCIL ON AMERICAN ISLAMIC RELATIONS**

**SAN FRANCISCO BAY AREA**

**SAN FRANCISCO, CALIFORNIA**

The San Francisco Bay Area office of the Council on American-Islamic Relations (CAIR-SFBA) is excited to launch a search for an exceptional individual to join our talented team as our first Deputy Director. This newly created position will oversee the day-to-day management of the organization including both operations and programs, while strengthening the planning, systems, and infrastructure needed to support recent and longer-term growth. The successful candidate will be a thoughtful leader who brings significant experience in organizational assessment and growth management; program development, planning, and oversight; staff development; infrastructure and systems development; and finance, HR and operations oversight.

Most importantly, they will be a skilled, strategic manager and thought partner who can advance our priorities while inspiring, aligning, and supporting individual staff and teams to center the needs of our community with courage, compassion, creativity, and concern for excellence.
About CAIR and CAIR-SFBA:

The Council on American-Islamic Relations (CAIR) is the largest American Muslim civil rights and advocacy organization in the nation with over 30 local offices throughout the country. CAIR’s presence in California includes four local offices covering the Greater Los Angeles Area, the San Francisco Bay Area, San Diego, and the Sacramento Valley. The new Deputy Director will join CAIR-SFBA, the oldest and one of the largest offices in the country.

For more than 25 years, CAIR-SFBA has provided civil rights and legal services to individuals facing discrimination because of their Muslim identity. In recent years, our legal services have expanded to include immigration and asylum services, as well as multiple initiatives that defend, educate, and empower the region’s over 250,000 American Muslims. To learn more about our initiatives and work, visit our website or the links provided here: Civic Engagement, Legal and Immigration Services, Media Relations, Outreach and Education, and Youth Empowerment.

From civil rights cases and interfaith initiatives to youth development programs and advocacy days, our successes are directly linked to our partnerships and solidarity with others. Recent achievements include collaborative efforts to promote just, equitable, and progressive policies within the state, including protecting the rights of immigrants, updating the standards for the use of force by police officers, and setting measures to prevent school bullying.

This Moment and the Next Phase for CAIR-SFBA:

Tragically, as our administration’s explicitly discriminatory policies and Muslim Bans stoke white supremacy and ultra-nationalist sentiment, the proliferation of hate groups and incidents against American Muslims in the U.S. continue unabated. Individuals, mosques, community centers, and residences perceived as Muslim or associated with Muslims are increasingly threatened, as are the civil rights of other vulnerable communities. These realities strengthen and redouble our resolve to advocate publicly and in lockstep with all Americans desirous of a future built on communal harmony, inclusiveness, and mutual understanding.

To respond to the urgency of this moment we have a) increased and reinforced our legal team, including developing a robust program of legal services, b) increased our community education and training efforts, and c) built an advocacy team which is working to build civic power among American Muslims. These efforts are detailed in CAIR CA’s Annual Report.

We’ve grown in other ways too. Under the leadership of our widely respected and nationally known Executive Director, Zahra Billoo, we’ve expanded from two to nearly 20 staff; increased services and doubled our budget. At the same time, with this growth external demands on our Executive Director have increased, and a more robust and dispersed management structure is now called for.

We are looking for the right person to provide internal management and leadership in this next phase of our organizational development, thus, enabling our Executive Director to focus on bigger picture strategy and continued sustainability.
Deputy Director Key Areas of Focus:

This is an exciting opportunity for an experienced leader and strategist to pilot our transition into the organization that our scale is calling for. The Deputy Director (DD) will join a committed and talented team and will hold primary responsibility for an Administrative Coordinator and three senior-level, direct reports (Operations Director, Advocacy Manager, and Managing Attorney).

Primary areas of focus are as follows:

Internal Leadership:

- Serve as high-level partner and advisor to the ED as requested, step in as needed during the ED’s absence.
- In partnership with the ED create a clear, more distributed decision-making structure, clarify roles, and determine who leads when and on what.
- Facilitate assessment and planning processes (organizational and departmental); work with our teams to develop and synthesize annual priorities, integrating and aligning programmatic objectives with the operational needs of the agency, and ensuring efficient tracking and reporting methods.
- Implement retreat opportunities that support exchange of ideas, allow for reflection, and that encourage camaraderie and collaboration across programs.
- Work with staff to envision a culture of wellness and resilience. Develop proactive practices that support wellness and joy even in times of considerable stress (inherent in serving and/or belonging to a community under attack).
- Provide coaching and supervision of direct reports and support the coordination, development, and efficacy of individual staff, teams, and initiatives.
- Plan for evolving staffing needs and recommend recruitment, hiring, onboarding, and retention practices aligned with our vision and values. Troubleshoot reassignment of duties and functions when staff transitions occur.
- Work collaboratively with the ED to support the communications function as needed, serving as the go to person approving day to day communications pieces.
- Represent the agency externally when needed - building strong relationships and serving as an important resource on panels, at events, and conferences.

Growth Management and Operational Oversight:

- Anchor strong and efficient policies and practices across the organization.
- Oversee finance, administration, operations, HR and IT functions; ensure their effective and efficient implementation and coordination.
- Support the Director of Operations in matters concerning office space, security, leases, contracts, insurance, and vendor selection and stay abreast of compliance matters.
- Advise the ED on operational infrastructure needs and priorities with an eye to ensuring systems and resources are robust, rigorous, and flexible to achieve annual and longer-term goals, and emerging opportunities.

Our Ideal Candidate:

We seek candidates with as many of the following qualifications and qualities as possible:
• Alignment with our mission, knowledge of the realities facing the American Muslim community, and a deep desire to work in an organization whose mission and culture are rooted in justice, courage, and collaboration.

• At least eight yrs. of progressively responsible experience with at least four years executive and/or senior level management experience, preferably in a nonprofit, social justice, advocacy, or public policy organization.

• Experience assessing and scaling an organization, building infrastructure and efficiency; and overseeing, developing, aligning and evaluating programs.

• Experience creating, investing in, uplifting, and managing individual staff and teams; strong, inclusive facilitation skills; experience building the leadership capacity of team members to innovate and achieve high impact.

• Strong relationship builder and communicator who values equity and justice, collaboration, accountability, and continuous learning. Excellent written and oral communication skills.

• Financial, HR, risk management acumen; at ease with technology.

• Emotionally intelligent w/a thoughtful and collaborative leadership style; an open mind and learning spirit.

• Grounded while working in a fast-paced environment; track record of inspiring confidence internally and externally; excellent judgement, measured and operationally savvy.

• Detail and process oriented; willing to roll up their sleeves and do whatever it takes in a pinch; flexible. Can prioritize between and manage multiple demands.

• Access to a working vehicle and the ability to drive throughout Northern California for events and outreach as necessary.

Compensation:

This is a full-time, exempt, salaried position based in Santa Clara, CA. Occasional evening and weekend work required. **Starting compensation will be in the range of $93,000 to $116,000 annually.** Benefits are generous, with fully paid employee and dependent coverage for health, vision, and dental; a 3% pension matching program; and paid time off including (10) holidays, (12) vacation days, and (10) personal days.

To Apply:

Please send your resume and a substantive and thoughtful cover letter (in PDF format) with the subject line: Deputy Director Search to: info@sfbcair.com. In your cover letter, please address your interest in the organization and its mission and make the case for the relevance of your experience to the key areas of focus. Applications will be reviewed on a rolling basis with priority given to those received by April 3, 2020. Cory Pohley of Bandwidth Consulting is leading this search and will confirm receipt of applications and keep candidates updated on the process.

EOE. CAIR-SFBA complies with all applicable federal, state, and local laws governing nondiscrimination in employment.

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 Services at Make the Road New York:

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 and paralegals / advocates. Our legal team is integrated into all aspects of the organization’s work.

Current Opening:

We are hiring a Deputy Legal Director to join our dynamic team and to work closely with our Legal Director to oversee the work of the department. The Deputy Legal Director will work closely with the Legal Director to further implement a vision for a movement lawyering program that prioritizes legal services delivery, impact litigation, and support of organizing campaigns that assist in the organization’s mission of building power of working class and immigrant families in New York and beyond.

Key Responsibilities:

- Working closely with the Legal Director to coordinate our civil legal services in our core areas across all MRNY offices in NYC, White Plains and Long Island;
- Coordinating legal and technical support for a range policy campaigns of the organization;
- Engaging in fundraising, grants management, and funder reporting to sustain and expand our legal services;
- Assisting to manage the legal department’s budget throughout the year to ensure fiscal health;
- Providing supervision to senior attorneys in one or more of our core legal practice areas: immigration, workplace justice or housing law, while pursuing professional development opportunities for the legal department as a whole;
- Supporting the team’s litigation efforts, including impact litigation in the federal courts;
- Representing MRNY in policy and service-focused coalitions; and engaging with other organizations both locally and across the country to help us continually innovate a rigorous and effective law practice connected to community organizing;
- Working closely with the Legal Director to coordinate organization-wide support where needed.
Requirements:

- NYS admitted;
- Minimum of 5-7 years of experience as an attorney in one of our core areas of practice: immigration, workplace justice, or housing law;
- Proven supervisory and management experience;
- Experience with grants management, fundraising and/or donor cultivation;
- Experience working with populations that make up major portions of Make the Road’s membership – such as documented and undocumented immigrants, low-wage workers, members of TGNCIQ communities, and youth;
- A deep commitment to movement building and working constructively in a team setting.

Job Competencies:

- Interpersonal and organizational skills of the highest caliber
- Ability to work in a fast-paced, high-energy environment

Preferences:

- Experience providing legal services within a community organizing context;
- Federal court litigation experience;
- Spanish language fluency, both written and oral (MRNY is a bilingual workplace);
- Experience working in or with government agencies.

The ideal candidate will demonstrate a commitment to social justice issues, and in particular a commitment to assisting low-income immigrants navigate the complex legal systems that we engage with. Additionally, the ideal candidate would have impeccable attention to detail, excellent writing skills, thrive on working in a fast-paced, dynamic work environment, be able to pivot easily between competing tasks, and have a sense of humor.

Salary and Benefits:

Competitive salary based on a scale set by a democratically elected personnel committee, and will depend on factors such as experience and education. Generous benefits package of 401K, health and dental coverage and family leave policies, vacation, personal and sick days.

To Apply:

Please apply with a cover letter, resume, and writing sample in Make the Road New York’s career center. Applications accepted until position is filled.

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.

MRNY is an equal opportunity employer and is committed to a diverse staff. Women, LGBTQ, people with disabilities and people of color strongly encouraged to apply. All qualified applicants will be afforded equal
employment opportunities without discrimination because of race, creed, color, national origin, sex, age, genetic information, disability or marital status.

STAFF ATTORNEY
KIDS IN NEED OF DEFENSE
LOS ANGELES, CALIFORNIA

About KIND:

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 over 19,000 children with high quality representation in their immigration proceedings by training more than 41,000 attorneys 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:

Responsible for providing representation to unaccompanied immigrant children in relevant jurisdiction(s)

Primary Responsibilities:

May be responsible for one or more of the following:

- Represent children in immigration removal proceedings including children eligible for asylum, Special Immigrant Juvenile Status (SIJS), T visas and/or U visas
- Provide representation before state court in matters pertaining to child custody, primarily suits affecting parent-child relationships
- File all relevant paperwork, petitions and applications with government agencies, immigration court, and state courts, where applicable
- Attend immigration and state court hearings as well as interviews and adjudications before government agencies
- Participate in staff meetings and KIND-wide calls
- Assist in the supervision of paralegals, law student interns and volunteers
- Conduct intake interviews with children when appropriate
- Assist with mentoring, trainings and presentations.
- Serve as an ambassador of KIND with local coalitions, courts, and agencies
- Other duties as assigned
Minimum Requirements:

- Licensed attorney admitted to practice in relevant jurisdiction(s)
- Fluency in Spanish required
- 2+ years’ experience working in immigration law and with immigration authorities or with family law, or substantially equivalent experience
- Experience in direct representation of clients in immigration proceedings or family law matters
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma
- Strong record of cultural competence and cross-cultural communication skills
- Ability to work independently as well as collaboratively, and preferably prior experience working with individual attorneys, law firms, or service providers

Physical Demands and Work Environment:

Work is generally performed within the office environment but will include meeting with clients and attendance at court proceedings. Regular interaction via telephone and email with KIND's national team also required. Travel required to USCIS Asylum Office in Tustin, California as well as to EOIR offices in Los Angeles area (Downtown Los Angeles and Van Nuys, California) and State courts as required. A limited number of court appearances may be in Orange County or Riverside.

To Apply:

Applications, including a cover letter, resume, and three 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 not later than the posted deadline. Applications will be considered on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work.

The selected applicant will be asked to undergo a background check before acceptance of the final offer.

ASSISTANT FEDERAL PUBLIC DEFENDER
AUSTIN, TEXAS

Assistant Federal Public Defender Austin, Texas Spanish-language fluency is required. The AFPD will represent clients charged with federal criminal offenses and clients involved in other matters. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position offers federal government employment benefits, including participation in health and life insurance program, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).
How to Apply:

Qualified persons may apply by forwarding a letter of interest (mentioning announcement 20-14), résumé, and representative writing sample, along with three references. Litigation experience should be described in detail.

Send completed application to:

Maureen Scott Franco,
Federal Public Defender, Western District of Texas
504 Lavaca St., Suite 960
Austin, Texas 78701-2860

Electronic submissions will not be accepted.

For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Victoria B. Longoria, Personnel Administrator, at (210) 472-6700.

WORKER JUSTICE POLICY ADVOCATE
THE CENTER FOR POPULAR DEMOCRACY
NEW YORK OR WASHINGTON, DC preferred

The Center for Popular Democracy and CPD Action (together, CPD/A) work to promote equity, opportunity, and a dynamic democracy in partnership with innovative base-building organizations, organizing networks and alliances, and progressive unions across the country. We currently work with more than 45 partner organizations in more than 38 states, Puerto Rico, and D.C., and build the strength and capacity of democratic organizations to envision and advance a pro-worker, pro-immigrant, racial and economic justice agenda. We are a rapidly expanding, changing organization that partners with organizations across the country to build political power and win tangible victories that improve the lives of low-wage workers, immigrants, and communities of color.

About the Position:

We seek an energetic and experienced person to join CPD’s workers’ rights and economic justice team. The policy advocate will support our affiliates and allies to win victories on next-generation workplace justice issues like fair workweek, forced arbitration, worker-driven enforcement mechanisms, just-cause termination, labor practice transparency, regulating the gig economy, future of work and automation, and improving job quality in specific low-wage industries (e.g., child care, warehousing, retail). This position will also provide targeted support to exciting state and local campaigns in established policy areas like minimum wage, paid sick days, paid family leave, and wage theft prevention; and help support CPD’s work at the intersection of racial and economic justice policies.

The Worker Justice Policy Advocate will report to the Senior Staff Attorney for Worker Justice.

The Worker Justice Policy Advocate will:

- Support CPD’s Workers’ Rights and Economic Justice policy work as a member of the organization’s Workers’ Rights Campaigns Team;
- Develop policy campaign infrastructure through a combination of the following activities (depending on skills and experience): collaboration with external and internal strategic researchers; drafting national
campaign strategies and plans; training staff and leaders of affiliates and allies on policy and campaign strategy; planning and facilitating periodic cross-geography and cross-campaign worker justice calls and meetings; coordinating campaign activities with national allies; and for candidates with law degrees legal research, policy drafting, and developing policy toolkits and public education materials.

- Collaborate closely with CPD affiliate organizations and state coalitions to plan and execute policy campaigns by providing deep support on campaign planning, coalition development, base building and field, legislative engagement, communications and messaging, polling, digital strategies, and integrating electoral accountability where appropriate.
- Represent the organization at external meetings, coalition tables, and conferences.

**Job Requirements:**

- A commitment to social, racial and economic justice and an understanding of the challenges facing low-wage workers, immigrant communities, and communities of color;
- Excellent oral and written communication skills;
- Ability to work well independently and to drive multiple projects to completion in a fast-paced environment;
- Problem-solving perspective;
- Willingness to travel occasionally;
- Demonstrated ability to build relationships of trust and mutual respect with broad range of people, and an understanding of the role of race and gender in coalition work;
- Attention to detail and strong project-management skills;
- *Either:* a law degree and two or more years of legal work experience relating to employment; or at least 2 and preferably 4 years of experience in issue/policy campaigning, with experience in multiple capacities (eg., coalition management, field, lobbying, communications, digital);
- Experience in community organizing, labor organizing, and/or working with broad-based advocacy coalitions.

**Salary and Benefits:**

This is a union position. Salary will be determined according to a salary scale which takes into account years’ experience, location, job category, and other factors, but is expected to be $60,000-$75,000 and category 2. The CBA is available [here](#).

**How to Apply:**

Please submit your cover letter, resume, and writing sample through [https://cpd.hiringthing.com/job/174551/worker-justice-policy-advocate](https://cpd.hiringthing.com/job/174551/worker-justice-policy-advocate)

CPD is an Equal Employment Opportunity employer and actively recruits people of color, women, individuals with disabilities and members of the LGBTQ community.

**STAFF ATTORNEY**  
**AL OTRO LADO**  
**TIJUANA, MEXICO AND SAN DIEGO, CALIFORNIA**

Al Otro Lado is a binational legal services organization serving refugees and deportees in Tijuana, Mexico San Diego and Los Angeles, California. Al Otro Lado’s Litigation Program challenges policies and practices that violate the rights of migrants. Al Otro Lado is an organizational plaintiff or counsel in seven separate class action lawsuits.
challenging anti-asylum policies, slave labor practices in immigration prisons, and dangerously substandard care for detained disabled and medically vulnerable migrants. The Litigation Program also files individual habeas claims for migrants whose rights are violated in detention and at the border. Current litigation includes Al Otro Lado v. Kelly and Gonzalez v. Core Civic.

The Position:

The Staff Attorney will be engaged in direct representation work and organization in both Tijuana, MX and San Diego. The position will be based in San Diego.

This position will focus on assisting individuals in the Migrant Protection Protocols (MPP) program, through representation and assistance before the Immigration Courts, and also through advocacy and federal litigation.

Duties Include But Are Not Limited To The Following:

- Screen individuals for relief and possible representation.
- Provide direct immigration representation to people subject to MPP. This may include representation in non-refoulement interviews, representation in immigration proceedings and custody redetermination hearings before the Immigration Court, representation before the Board of Immigration Appeals, representation in applications before USCIS, and other related services.
- Engage in federal litigation work including habeas representation directly and through pro bono attorneys to assist people subject to MPP.
- Representation of other detained asylum seekers and mentally incompetent detainees as required.

This is a full-time, salaried exempt position. Competitive salary and benefits.

Qualification and Requirements:

Fluency in Spanish is required. The applicant must be licensed to practice law in any jurisdiction (California Bar preferred). Applicants who are fully accredited BIA representatives will also be considered. We are seeking applicants with a minimum of 1-2 years of immigration experience; we will consider immigration paralegal experience, organizing experience, and/or law school clinic experience. Applicants should be self-directed and self-reliant, highly organized, flexible, and able to work in a high volume setting with limited resources. This position may require regular travel to detention facilities and occasional travel to Central America and other parts of Mexico. The applicant must have reliable transportation and be able to cross the US-Mexico border.

Application Process:

Please submit a letter of interest, resume, writing sample, with three professional references to jobs@alotrolado.org, with San Diego Staff Attorney/BIA Rep in the subject line. Only applicants selected for an interview will be contacted.

Al Otro Lado values diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, formerly incarcerated individuals, individuals with disabilities, and members of underrepresented communities.
Robins Kaplan LLP has an exciting opportunity in our Minneapolis location for someone with a passion for pro bono and bridging the justice gap. In this role, the Pro Bono Counsel is responsible for all administrative operations of the firm’s pro bono program including providing legal and administrative support to the firm’s Pro Bono Chair.

**Pro Bono Counsel Job Responsibilities:**

The Pro Bono Counsel’s job responsibilities include working with the Pro Bono Chair to manage and refine the firm’s pro bono program, placing pro bono matters with attorneys, screening pro bono inquiries, serving as a legal resource to attorneys in pro bono matters, organizing pro bono trainings, legal clinics, and events, and developing pro bono communications.

**Pro Bono Counsel’s Keys to Success:**

We are looking for an enthusiastic individual with the ability to see the connection between and leverage pro bono work, mentoring, professional development, client development, and the firm’s diversity initiatives. We want someone with strong customer service orientation, the ability to interact effectively and professionally with a wide variety of people, strong oral and written communication skills, knowledge of legal ethics, risk management and loss prevention concepts, familiarity working with low-income communities, and good judgment and problem solving skills.

**Education and Experience:**

Bachelor’s Degree and J.D. required. At least five years of prior legal practice in law firm or public interest setting required (law firm experience preferred). Pro bono coordination or event planning experience is helpful.

**What you will like about working at Robins Kaplan:**

Robins Kaplan is a well-respected national law firm. We offer competitive compensation and rich benefits, a convenient work location in downtown Minneapolis in a beautiful building with free state-of-the-art workout facilities, a respectful environment, the opportunity for rewarding and challenging work, a suggestion program where your ideas will be acknowledged and carefully considered, social events that bring us together, a Dress For Your Day work environment, and the opportunity to work with dynamic people who share a passion for doing exceptional work for our clients.

If you are excited about this opportunity and want to be considered, submit letter of interest and resume at https://recruiting.ultipro.com/ROB1006RKMC/JobBoard/e92fad16-ed94-4677-91b5-ae02bbae78a/OpportunityDetail?opportunityId=fc3cbf34-c24c-4d6a-870d-bf901c08a47f

Robins Kaplan LLP is an equal opportunity employer committed to building a diverse workforce.
Americans for Immigrant Justice (AI Justice), a not-for-profit legal services organization founded in 1996 to protect and promote the basic human rights of immigrants, has a multicultural and a multilingual staff. AI Justice has represented clients from around the world and is recognized as a powerful advocate and national leader for immigrants' rights. AI Justice works closely with traditional civil rights groups as well as grassroots organizations and local, state and national government officials to affect positive change in immigration policies.

Duties:

AI Justice seeks a staff attorney to work fulltime with AI Justice's Detention Program. Job responsibilities include: Providing “Know Your Rights” presentations and legal screenings for detained immigrants, documenting detention conditions, legal representation in immigration proceedings before the Immigration Court; appellate proceedings before the Board of Immigration Appeals; proceedings before the U.S. Citizenship and Immigration Services, and engaging in advocacy with local and national partners on behalf of detained immigrants. The staff attorney will represent clients seeking immigration benefits and relief from removal before the immigration court, including asylum, cancellation of removal and release from immigration custody. The staff attorney also will be required to conduct legal screenings of detained immigrants to determine eligibility for legal relief and representation by AI Justice, provide advice and counsel to detained immigrants, and comply with other program reporting.

Qualifications:

- Preference for 3 years' experience in immigration law, including experience with detention, asylum, and criminal law as it relates to immigration consequences
- Preference for experience working with domestic violence victims and/or other victims of trauma
- Strong writing, research and analytical skills; strong communication and group leadership skills
- Interest in policy advocacy at the local and national level
- Excellent presentation skills for community outreach, education and training
- Ability to work independently and under pressure
- Ability to work well with people of diverse educational, cultural and professional backgrounds
- Experience with immigration and/or legal clinics in law school would be especially helpful
- Fully bilingual, including reading and writing, in English and Spanish required
- Must have reliable transportation
- Must be willing to travel to remote detention facilities throughout Florida
- Must be willing to submit to an extensive background check, including FBI, statewide repository, and sex offender registry checks
- Membership in good standing of any state bar.

Details at a glance:

- On-site Location
- Full Time Schedule
- J.D. Required
Benefits:

AI Justice offers a comprehensive benefits package.

Level of Language Proficiency:

Fully bilingual, including reading and writing, in English and Spanish required

How to Apply:

Submit cover letter, resume, and references to info@aijustice.org. Please write DETENTION PROGRAM STAFF ATTORNEY in the subject line. You may also mail your resume to Human Resources, Americans for Immigrant Justice, 3000 Biscayne Blvd., #400, Miami, FL 33137. Interviews: Top candidates will be invited to interview. AI Justice is an EOE/AA employer and encourages women and minorities to apply.

STAFF ATTORNEY
DISABILITY RIGHTS PROJECT
AMERICAN CIVIL LIBERTIES UNION
SAN FRANCISCO, CALIFORNIA

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.

The ACLU seeks a full-time position of Staff Attorney in the Disability Rights Program of the ACLU's National office in San Francisco, CA.

The Disability Rights Project's mission is to achieve an America free of discrimination against people with disabilities; where people with disabilities are valued, integrated members of society who have full access to education, homes, health care, jobs, families, voting and civic engagement. We fight to ensure that people with disabilities are no longer segregated into, and overrepresented in, civil and criminal institutions such as nursing homes, psychiatric hospitals, jails, and prisons. The ACLU has fought for decades for the rights of people with disabilities - achieving key wins to stop coerced mental health treatment and unnecessary institutionalization, as well as playing a role in the drafting of the ADA. In 2012, the ACLU established the Disability Rights Project. DRP litigates and advocates to fight the over-representation of people with disabilities in the School to Prison Pipeline, to promote alternatives to guardianship, and to secure equal access to the ballot. One recent focus has been using disability rights laws to fight mass incarceration. We also provide support to affiliates and the National office on disability rights issues that intersect with core civil liberties. While the ACLU's Legal Department is headquartered in New York, it has two programs housed in San Francisco. The Disability Rights Program works out of the San Francisco office.

Reporting to the Director of the Disability Rights Program, we seek an experienced litigator with deep experience in disability rights to be a core member of a small, collaborative and strong team working to advance disability rights issues that intersect with key civil liberties.
Responsibilities:

- Create and implement multi-pronged strategies using litigation, public education, and legislative and policy advocacy to further the ACLU's disability rights strategic plans
- Write pleadings and briefs, conduct discovery and motion practice, handle hearings and trials, and argue appeals in both federal and state courts
- Work with ACLU political advocacy and affiliate staff on bills in state legislatures and in Congress
- Draft policy analysis designed to effect change in state and federal administrative agencies
- Engage in community outreach and public speaking, including representing ACLU positions to the media and the public generally
- Work closely with legal and non-legal program staff, particularly legislative, communications, advocacy, and fundraising professionals
- Develop strong co-counsel relationships with other public interest lawyers and ACLU volunteer lawyers
- Provide support and assistance to ACLU affiliates and cooperating attorneys
- Supervise and mentor junior staff members and law clerks
- Travel as required for litigation, legislative and policy advocacy, conferences, and public speaking

Minimum Qualifications:

- J.D. degree, bar admission in one state (admission to the bar in California or New York will eventually be necessary)
- 5 years litigation experience
- A demonstrated commitment to public interest law, constitutional law and/or civil rights
- Ability to engage in complex legal analysis and fact investigation in impact litigation, policy and legislative advocacy settings, sometimes under tight deadlines
- Superior analytic skills and excellent research skills
- Demonstrated ability to write and speak clearly and persuasively
- Self-motivated, diligent, and able to meet deadlines
- Ability to work independently, as well as with a wide range of people, and to foster a collaborative environment
- Commitment to the mission of the ACLU
- Demonstrate a commitment to diversity within the office using a personal approach that values all individuals and respects differences in regards to race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability and socio-economic circumstance
- Commitment to work collaboratively and respectfully toward resolving obstacles and/or conflicts

Preferred Qualifications:

- 8 or more years of experience as a litigator
- Knowledge of disability rights laws, including the Rehabilitation Act, the Americans with Disabilities Act, and the Help America Vote Act
- Deep connections with the disability community
- Demonstrated ability to work creatively - across disciplines - to use the law, the media, and legislation to achieve social change
- Demonstrated ability to collaborate with a wide-range of civil rights organizations with diverse agendas
- Ability to recognize the common factors across civil rights issues, and to creatively link advocacy strategies
- Willingness to begin work in San Francisco, with a possible move to New York in future years (with a negotiable time frame)
Apply for this job

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

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that all qualified persons, including persons with disabilities, have full opportunities for employment in all positions.

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.

LITIGATION ASSOCIATE ATTORNEY
WASHINGTON CIVIL AND DISABILITY ADVOCATE
SEATTLE, WASHINGTON

The Organization:

Washington Civil & Disability Advocate (WACDA) is a 501(c)(3) nonprofit law firm guided by the simple but powerful proposition that all lives have equal dignity and worth. As a result, this organization is committed to providing legal services to people with disabilities without charging attorney fees to clients. Washington Civil & Disability Advocate is committed to an "all of the above" approach to increasing accessibility and inclusion in Washington state and, in addition to litigation, assists with disability education and awareness efforts, including informing the disability community on disability rights.

Responsibilities:

We are seeking to hire a full-time litigation associate attorney. Job responsibilities include but are not limited to:

- Legal advocacy on behalf of individuals with disabilities who have faced disability discrimination under the Americans with Disabilities Act and the Washington Law Against Discrimination.
- The attorney will be responsible for leading litigation on multiple cases of their own as well as assisting as needed with the cases of the other attorneys at the firm. This includes developing, litigating, monitoring, and enforcing new and existing cases.
- Assisting individuals with disabilities become better self-advocates informally and through presentations.
- Monitoring accessibility compliance at public institutions and places of public accommodation.
- Educating the community about disability rights issues.

Qualifications:

- A law degree from an accredited school of law and current good standing with the Washington State Bar Association and admission Federally in the Western District of Washington at the time of assuming the position or shortly thereafter are required.
• Must be an organized, self-motivated professional who is able to work collaboratively with other staff to engage in creative, multifaceted advocacy strategies. Strong research, writing, and oral communication skills are required.
• Experience drafting and responding to written discovery requests, including direct interaction with clients to prepare discovery responses.
• 2+ years of civil litigation experience, preferably at both the State and Federal levels.
• Personal and/or professional experience working on behalf of marginalized communities generally or preferably for people with disabilities specifically.
• The ideal candidate also has a disability and/or represents diverse racial and ethnic backgrounds.
• Availability for evening and weekend work is required on occasion as needed.

Benefits:

• Competitive starting pay
• Generous annual Paid Time Off
• Monthly benefits allowance – You choose which benefits you want!
• Outstanding company culture - Read our company reviews on Indeed.com!
• Casual Work Attire - no more suits and ties (except in court!)
• Free secure and covered employee parking in our garage
• ORCA card reimbursement if you use public transportation for your work commute
• Dog Friendly office
• Team happy hours
• Adult Beverages on Friday afternoons as a team to help us unwind before the weekend!

Application:

Send a cover letter, resume, names of three references, and two recent writing samples via e-mail to:

Conrad Reynoldson
Conrad@wacda.com
The e-mail should include “Litigation Associate Position” in the subject line.

Only candidates selected for interviews will be contacted. No telephone calls.

ECONOMIC JUSTICE ATTORNEY
Massachusetts Law Reform Institute
Boston, Massachusetts

The Opportunity:

The Massachusetts Law Reform Institute (MLRI) seeks a dynamic and creative attorney to take a lead role in legislative and administrative advocacy and impact litigation to improve and protect access to critical safety net programs including but not limited to SNAP, TANF cash assistance, and subsidized child care. The attorney will work closely with a team of experienced, nationally recognized public benefits and safety net advocates.

About MLRI:

MLRI is a nonprofit poverty law and policy center that provides statewide advocacy and leadership in advancing laws, policies, and practices that secure economic, racial, and social justice for low-income people and
communities. We pursue systems change through litigation, legislative and administrative advocacy, coalition building, community lawyering, and other strategies to address laws, policies and practices that harm low-income people. MLRI is also the statewide multi-issue poverty law support center in the Massachusetts civil legal aid delivery system; our advocates provide substantive expertise and technical assistance to frontline legal aid field programs and many other providers who serve low-income people and communities in Massachusetts. For more information see www.mlri.org.

Qualifications:

- Law degree and admission to a state bar;
- At least 5 years of relevant experience, which may include litigation, legislative advocacy, or experience advocating on behalf of low-income people and communities;
- Outstanding writing, legal research, and oral advocacy skills;
- Ability to assume significant leadership in litigation;
- Experience working both independently and as part of a team;
- Imagination, determination, and a passion for MLRI’s mission.

Responsibilities:

- Identify, develop, and implement legislative and administrative advocacy and litigation strategies to improve and protect safety net programs in Massachusetts;
- Provide legal and technical support to legislators, policymakers, local legal services programs, and other advocacy and community organizations on safety net issues;
- Help build and lead coalitions of community and grassroots groups;
- Respond to and work with media on social safety net and poverty law issues;
- Develop and lead workshops and training events for lawyers and community advocates;
- Write amicus briefs, reports, policy briefs and advocacy manuals as well as shorter advocacy and educational materials and practical information for advocates, policymakers and other key stakeholders;
- Represent MLRI policy interests in public forums including legislative and rulemaking hearings and on statewide task forces.

Salary and Benefits:

- MLRI’s Staff Attorney salary scale is based on years of relevant post-JD attorney experience. For example, starting annual salary at 5 years of experience is $70,000; 10 years is $77,750; 15 years is $84,500;
- MLRI provides generous benefits including health, dental, vision, life and disability insurance, 403(b) plan, as well as vacation, holiday, and family leave.

Applications:

To apply, please email a cover letter, resume and a legal writing sample to humanresources@mlri.org. Application materials will be reviewed and interviews will be scheduled on a rolling basis; interested and qualified candidates are encouraged to submit application materials promptly.

Commitment to Diversity and Inclusion

MLRI is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all members of our community can
thrive. We strongly encourage applications from women, people of color, immigrants, persons with disabilities, members of the LGBTQ community, people with lived experience of poverty, and people from other underrepresented and historically marginalized groups.

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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