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May 15, 2020

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LEGAL POSITIONS

TEMPORARY LAW GRADUATE/ATTORNEY PRISONER & REENTRY LEGAL SERVICES PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA VACANCY ANNOUNCEMENT (PDS-2020-16)

Organization Description:

The Public Defender Service for the District of Columbia (PDS) is a federally funded, independent organization; governed by an eleven-member Board of Trustees, PDS provides legal representation to individuals facing a loss of freedom in the local criminal, delinquency, and mental health systems in the District of Columbia. PDS's approximately 235 attorneys, social workers, investigators, administrative, and technical staff collaborate with each other to advance the PDS mission. PDS's main office is located at 633 Indiana Avenue, N.W., Washington, D.C. District of Columbia residency is not a requirement for employment. PDS is funded by federal appropriations, is neither federal nor District of Columbia government employment, and all employees are at-will.

Division Description:

As part of PDS's holistic approach to public defense, the Community Defender Division provides services to adults and children, primarily those who are in the post adjudication stage of a criminal or juvenile delinquency case in the District of Columbia Superior Court. In the context of evolving concepts of holistic public defense, PDS is seeking to identify and implement enhancements to CDD's mission and operations. CDD currently provides its services through two specialized programs – the Prisoner & Reentry Legal Services (PRLS) program for adult clients and the Juvenile Services Program (JSP) for juvenile clients.

For adult clients, PRLS responds to the legal and social services needs of newly released individuals and others with criminal records, assisting them in making a successful transition back into the community. Further, CDD serves as the PDS liaison to individuals convicted of District of Columbia Code offenses and serving sentences in the District of Columbia Department of Corrections, Central Treatment Facility, and Federal Bureau of Prisons facilities, to provide representation in designated administrative hearings and information on institutional policies and procedures to protect their rights; to monitor their conditions of incarceration; and to provide assistance and guidance on parole and other release-related matters.

For juvenile clients, JSP represents children at administrative due process hearings, provides inperson legal consultations for children at the District's youth detention centers, and works with community organizations to develop reentry programs that address the special needs of children.

Position Description:

The Prisoner & Reentry Legal Services Program (PRLS) Law Graduate/Staff Attorney will primarily focus on providing advocacy and legal representation for clients who are incarcerated by the District of Columbia Department of Corrections and the Federal Bureau of Prisons, and for those who are facing obstacles to successful reentry following arrest, criminal prosecution, and/or incarceration. The PRLS Law Graduate/Staff Attorney will be required to:

- Represent adult clients in administrative hearings in the D.C. Department of Corrections, in the Federal Bureau of Prisons (requiring periodic out-of-state travel), and in the community (these hearings may be in person or virtual depending on circumstances such as the COVID-19 pandemic);
- Represent adult clients in court proceedings, when applicable;
- Represent, advocate for, and consult with people charged with and convicted of D.C. code offenses related to the institutional policies of the D.C. Department of Corrections and the Federal Bureau of Prisons;
- Represent, advocate for, and consult with people seeking to overcome the collateral consequences and civil barriers resulting from their DC criminal record on the laws and policies affecting their community reintegration and reentry;
- Develop and implement resources regarding prisoners' rights and reentry;
- Perform program administration duties, including maintaining case records, correspondence, and reports as required;
- Assist the PRLS Deputy Chief in the training and supervision of PRLS law clerks and interns;
- Track developments in the law related to prisoner rights, collateral consequences, and reentry to provide internal and external updates and training to PDS and the community;
- Participate in frequent CDD events, sponsored by PDS and community based organizations, with an emphasis on community outreach, engagement, and education related to the mission of CDD;
- Adhere to supervision requests including but not limited to: division and program staff meetings, individual supervision meetings and evaluation, internal and external trainings, and participation in community events; and
- Perform other duties as assigned.

Required Qualifications:

J.D. or equivalent degree from an accredited law school by May 2020; ability to work independently and to maintain professional relationships with facilities staff; and excellent research, writing, computer, and oral persuasion skills. The temporary PRLS law graduates/staff attorneys are required to make a commitment to the agency through the end of September 2020.

In addition, the candidate shall possess the following:

- Ability to work independently and creatively;
- Confidence for public speaking to address of a variety of audiences, including clients, administrative bodies, judges, community members, and stakeholders;
- Collaborative and supportive approach to working with coworkers and teammates;
- Aptitude to develop and build interpersonal relationships with judiciousness and empathy;
- Strong research, writing, and analytical skills;
- Established organizational skills;
- Effective management of multiple projects and meeting deadlines; and
- Ability to periodically travel.

Preferred Qualifications:

Familiarity with Superior Court Criminal Division practice, administrative law practice, the laws and regulations governing criminal record sealing, parole and supervised release, as well as the rights of individuals who are sentenced and incarcerated pursuant to District of Columbia law.

To Apply:

[Apply To This Job](#)

Applicants must submit: (1) a cover letter; (2) a resume that includes a list of three references (name, address, telephone number, and a statement of how each reference is able to evaluate your skills); (3) a legal writing sample, preferably a brief or other advocacy piece; and (4) an official law school transcript.

Please submit your application materials as a consolidated PDF through the PDS website at <https://www.pdsdc.org/careers/job-opportunities> and mail your transcript to:

Jennifer Thomas
Attn: PDS-2020-16
Director of Legal Recruitment
633 Indiana Avenue, NW
Washington, DC 20004

If you have any questions about the position, application, or hiring process, please contact Jennifer Thomas, Director of Legal Recruiting at (202) 480-0385 or jenthomas@pdsdc.org.

**TEMPORARY STAFF ATTORNEY
PRISONER & REENTRY LEGAL SERVICES
PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA
VACANCY ANNOUNCEMENT (PDS-2020-15)**

Organization Description:

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- Represent adult clients in administrative hearings in the D.C. Department of Corrections, in the Federal Bureau of Prisons (requiring periodic out-of-state travel), and in the community (these hearings may be in person or virtual depending on circumstances such as the COVID-19 pandemic);
- Represent adult clients in court proceedings, when applicable;
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- Represent, advocate for, and consult with people seeking to overcome the collateral consequences and civil barriers resulting from their DC criminal record on the laws and policies affecting their community reintegration and reentry;
- Develop and implement resources regarding prisoners' rights and reentry;
- Perform program administration duties, including maintaining case records, correspondence, and reports as required;
- Assist the PRLS Deputy Chief in the training and supervision of PRLS law clerks and interns;
- Track developments in the law related to prisoner rights, collateral consequences, and reentry to provide internal and external updates and training to PDS and the community;
- Participate in frequent CDD events, sponsored by PDS and community based organizations, with an emphasis on community outreach, engagement, and education related to the mission of CDD;
- Adhere to supervision requests including but not limited to: division and program staff meetings, individual supervision meetings and evaluation, internal and external trainings, and participation in community events; and
- Perform other duties as assigned.

Required Qualifications:

J.D. or equivalent degree from an accredited law school by January 2019; membership in District of Columbia Bar, or eligibility for reciprocity admission to the D.C. Bar; ability to work independently and to maintain professional relationships with facilities staff; and excellent research, writing, computer, and oral persuasion skills. The staff attorneys are required to make a commitment to the agency through September 2020.

In addition, the candidate shall possess the following:

- Ability to work independently and creatively;
- Confidence for public speaking to address of a variety of audiences, including clients, administrative bodies, judges, community members, and stakeholders;

- Collaborative and supportive approach to working with coworkers and teammates;
- Aptitude to develop and build interpersonal relationships with judiciousness and empathy;
- Strong research, writing, and analytical skills;
- Established organizational skills;
- Effective management of multiple projects and meeting deadlines; and
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Preferred Qualifications:

Familiarity with Superior Court Criminal Division practice, administrative law practice, the laws and regulations governing criminal record sealing, parole and supervised release, as well as the rights of individuals who are sentenced and incarcerated pursuant to District of Columbia law.

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[Apply To This Job](#)

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Jennifer Thomas
 Attn: PDS-2020-15
 Director of Legal Recruitment
 633 Indiana Avenue, NW
 Washington, DC 20004

If you have any questions about the position, application, or hiring process, please contact Jennifer Thomas, Director of Legal Recruiting at (202) 480-0385 or jenthomas@pdsdc.org.

**STAFF ATTORNEY
 HOME PRESERVATION PROJECT
 PRO BONO RESOURCE CENTER OF MARYLAND**

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly organized, and self-motivated attorney to join the Home Preservation Project. The attorney will be responsible for recruiting, training, and mentoring volunteer lawyers for the Project in the areas of estate planning, foreclosure defense, and utility bill assistance; community outreach; and planning and managing volunteer attorney involvement in community legal clinics for low income homeowners. The position is full-time and includes excellent benefits.

Primary Responsibilities for Home Preservation Project:

- Coordinate community legal advice clinics statewide and engage pro bono attorneys to provide one-on-one brief legal advice.
- Staff legal advice clinics to provide substantive legal support to volunteer attorneys, manage flow of clients through consultations, and facilitate appropriate cross-referrals to other available services.

- Plan and implement creative outreach strategies aimed at recruitment and retention of pro bono attorneys.
- In conjunction with partners, plan and coordinate substantive training for pro bono attorneys.
- Develop and manage support services for volunteers including mentoring and resource documents.
- Track and analyze clinic metrics and client outcomes.
- Contribute to grant reports.
- Maintain and develop network of community partners, including faith-based organizations, elected officials, senior centers, neighborhood groups and housing counseling agencies.
- Participate in issue-oriented task forces advocating for legislative change in identified areas of community and client needs.
- Increase community awareness about relevant resources, including brief legal advice clinics, case placement services and relevant city and state programs and social service resources.
- Coordinate outreach activities such as radio advertisements, press releases, web-based and other communications, and homeowner phone calls.
- Assist with client intake and follow-up.

Qualifications:

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

How to Apply:

Email application materials to Allison Harris, aharris@probonomd.org; Please write "HPP Staff Attorney" in subject line. **NO PHONE CALLS PLEASE**

Applications Must Include:

- Cover letter
- Resume
- References

PBRC is a statewide non-profit organization whose mission is to promote equal access to justice in Maryland by coordinating and supporting volunteer civil legal services, providing resources and support for legal advocates for the poor, and promoting cooperation within the legal community.

**ATTORNEY
DRUG ENFORCEMENT ADMINISTRATION
OFFICE OF COMPLIANCE
DEPARTMENT OF JUSTICE**

The Office of Compliance is a key component in DEA's efforts to implement enterprise risk management across the agency. The Office of Compliance's mission is to provide DEA with a formal process for identifying, assessing, and mitigating risk across the organization by formulation of clear policy through monitoring, oversight, auditing,

and training functions. The Office of Compliance has established a three-tiered approach to address risk facing DEA, including sections focused on Compliance, External Audit Liaison, and Policy Administration.

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

Job Description:

The incumbent will serve as the section chief over the External Audit and Liaison Section within the Office of Compliance. This section leads and oversees DEA's engagement with the Department of Justice - Office of Inspector General (OIG), the US Government Accountability Office (GAO), and similar oversight entities that conduct audits and performance reviews of DEA programs. The section is responsible for the collection and delivery of requested documents and subject matter experts who can provide the most accurate information to OIG, GAO, and others during an external audit, review, inspection, or analysis. As a specific audit draws to a close, the incumbent will represent DEA's equities in reviewing the draft report to ensure fairness and accuracy of information published in a final report. Once published, the section will work with internal stakeholders to implement auditor recommendations and resolve audit results.

Qualifications:

Applicants must possess a J.D. degree, be an active member of the bar in good standing (any jurisdiction), and have at least five (5) years of post J.D. legal experience. Experience in conducting program reviews and or audits is desired.

Salary:

GS-0905-15 \$142,701 - \$170,800

Travel:

Occasional travel required.

Application Process:

Applicants must submit a detailed resume, a cover letter highlighting relevant experience, and a certificate of good standing from their bar to:

Attorneys.Mailbox@usdoj.gov

ATTN: Mary B. Schaefer

No telephone calls or emails please.

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

Application Deadline:

Wednesday, May 20, 2020

Relocation Expenses:

Relocation expenses are not authorized

Number of Positions: 1**STAFF ATTORNEY
HIAS**

HIAS seeks a Staff Attorney to provide direct legal representation to applicants for immigration benefits, primarily asylum and Special Immigrant Juvenile (SIJ), before the family courts, U.S. Citizenship and Immigration Services (USCIS), Immigration Court (EOIR), and Board of Immigration Appeals (BIA).

Essential Functions:

- Develops cases and represent such clients before the US Citizenship and Immigration Services, Maryland family courts, Asylum Office, Immigration Court and Board of Immigration Appeals
- Conducts intake of new cases and identify appropriate cases for HIAS' staff and *pro bono* attorneys.
- Collaborates with and mentors *pro bono* attorneys and attorneys/representatives working for HIAS sub-contracting agencies and other HIAS-related representation cases.
- Responds to inquiries about immigration law and procedures from individuals, organizations, and cooperating agencies.
- Attends conferences and lectures and otherwise stay informed of current developments in immigration law and procedures.
- Maintains records in compliance with reporting requirements of any and all grants or agreements.
- Delivers speaking engagements to community stakeholders on various topics in immigration.

Qualifications and Requirements:

- Juris doctor and state bar admission. Maryland bar admission preferred but not required.
- A minimum of two years of experience with immigration law and practice
- Fluency in Spanish required.
- Excellent analytical writing skills; verbal skills and public speaking experience.
- Ability to work with clients of a range of backgrounds with sensitivity to culture, trauma history, age and other vulnerabilities.
- Ability to work under pressure to meet deadlines; self-directed and ability to work autonomously.
- Valid U.S. driver's license required.

How to Apply:

Start your application online [here](#).

STAFF ATTORNEY 1
INSTITUTE FOR CONSTITUTIONAL ADVOCACY AND PROTECTION (ICAP)
GEORGETOWN UNIVERSITY LAW CENTER

Located in a historic neighborhood in the nation's capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

Requirements:

The ICAP Staff Attorney 1 will bring to bear advanced legal skills and extensive litigation experience to drive ICAP's complex litigation work, including with responsibilities (1) to pursue impact litigation in defense of constitutional rights and values and (2) to involve Georgetown Law students in such efforts. The ICAP Staff Attorney 1 will have duties that include, but are not limited to:

- Engage in legal research and fact gathering, as well as draw on legal research and fact gathering provided by students, research assistants, and other ICAP attorneys, to assist in crafting constitutional impact litigation strategies in close coordination with the Institute's Legal Director and Executive Director.
- Draw on extensive previous legal experience, will carefully draft, revise, and edit briefing materials to be filed in court pertaining to those cases; will assist in mootings the advocates presenting and arguing the cases; and may have opportunities to present and argue cases at the trial court and appellate level.
- Support ICAP's leadership in overseeing a practicum seminar designed to involve Georgetown Law students in understanding the nature of constitutional impact litigation and in contributing to ICAP's work.
- Responsible for conceptualizing and implementing litigation strategies and tactics in complex court cases, including cases involving multiple plaintiffs and defendants; class actions; cases involving a wide range of legal claims, potentially to include a mix of federal-law and state-law claims; and cases arising in federal courts as well as in state courts around the country.

The ICAP Staff Attorney 1 will be supervised by ICAP's Executive Director and Legal Director. The ICAP Staff Attorney 1 will work closely with ICAP's other attorneys engaged in factual development, legal research, writing, and case presentation in support of ICAP's litigation efforts. Additionally, the ICAP Staff Attorney 1 will, as circumstances dictate, interact with other Georgetown Law faculty supporting ICAP's work on particular cases and with students participating in the practicum seminar offered in connection with ICAP's work. In doing so, the ICAP Staff Attorney 1 will be critical to fulfilling ICAP's mission of harnessing the talent and expertise of Georgetown Law's faculty and students in contributing to strategically selected, complex constitutional litigation on cutting-edge issues and exposing the law school community to such work.

Qualifications:

- Required are a B.A. and a J.D., and 2 years of experience.
- Preferred is experience as a federal court clerk, ideally to include at the district court level, as well as 2-5 years of experience in legal work after law school (including clerkship time), ideally in litigation

Benefits:

Georgetown University offers a wide variety of comprehensive and competitive benefits. Benefits packages include comprehensive health, dental and vision plans, disability and life insurance coverage, retirement savings programs, tuition assistance, voluntary insurance options (including group legal, accident, and critical illness),

and much more. Whatever your need, the Office of Faculty and Staff Benefits will be standing by to support you. You can learn more about the benefits offered to eligible faculty and staff at <https://benefits.georgetown.edu> or view the [online interactive benefits guide](#) for more information.

To Apply:

Apply online [here](#).

Current Georgetown Employees:

If you currently work at Georgetown University, please exit this website and login to GMS (gms.georgetown.edu) using your Net ID and password. Then select the Career worklet on your GMS Home dashboard to view Jobs at Georgetown.

Submission Guidelines:

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

Need Assistance:

If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please click [here](#) for more information, or contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or ideaa@georgetown.edu.

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown's commitment to its employees, please visit the Georgetown Works [website](#).

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

STAFF ATTORNEY 2
INSTITUTE FOR CONSTITUTIONAL ADVOCACY AND PROTECTION (ICAP)
GEORGETOWN UNIVERSITY LAW CENTER

Located in a historic neighborhood in the nation's capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

Requirements:

The ICAP Staff Attorney 2 will drive results in complex, fast-moving, high-impact litigation to defend key constitutional rights and values, as well as related legal rights. He or she will do so by employing diverse

litigation experience as well as exceptional legal abilities. The ICAP Staff Attorney 2's responsibilities will include (1) conceptualizing and effectuating high-impact litigation in defense of constitutional rights and values and (2) ensuring that Georgetown Law students are meaningfully and materially integrated into those litigation efforts. In particular, the ICAP Staff Attorney 2 has duties that include, but are not limited to:

- Engage in factual development and legal research, and will draw on legal research provided by students, research assistants, and other ICAP attorneys to assist in conceiving of and then driving constitutional impact litigation strategies in close coordination with the Institute's Legal Director and Executive Director. This will include determining when litigation represents a promising mechanism for pursuing the defense of constitutional rights, then conceptualizing how litigation might be used in such circumstances and exploring the possibilities of filing such a suit—to include the identification of, and outreach to, potential plaintiffs and partner organizations.
- Draw on high-level previous litigation and legal writing experience and the years of feedback received on it, will carefully draft, revise, and edit briefing materials to be filed in court pertaining to those cases, at times with ultimate responsibility for the filings themselves; will assist in mootings the oral advocates presenting and arguing the cases; and will present evidence and oral argument directly in courts, potentially at all levels of the state and federal court systems.
- Often assume the lead role in individual cases, subject to the supervision of the Legal Director and Executive Director.
- Closely support ICAP's leadership in overseeing a practicum seminar designed to involve Georgetown Law students in understanding the nature of constitutional impact litigation and in contributing to ICAP's work.
- Responsible for identifying opportunities for, then developing and acting on, litigation strategies and tactics in extremely complex court cases, including cases involving multiple plaintiffs and defendants; class actions; cases involving a wide range of legal claims, potentially to include a mix of federal-law and state-law claims; and cases arising in federal courts as well as in state courts around the country.

The ICAP Staff Attorney 2 will be supervised by ICAP's Executive Director and Legal Director. The ICAP Staff Attorney 2 will work closely with ICAP's other attorneys engaged in factual development and legal research and writing in support of ICAP's litigation efforts. Additionally, the ICAP Staff Attorney 2 will coordinate directly with ICAP's co-counsel in litigation and, moreover, will interact with other Georgetown Law faculty supporting ICAP's work on particular cases and with students participating in the practicum seminar offered in connection with ICAP's work. All told, the ICAP Staff Attorney 2 will be essential to fulfilling ICAP's mission of harnessing the talent and expertise of Georgetown Law's faculty and students in designing and effectuating strategically selected, complex constitutional litigation on cutting-edge issues and exposing the law school community, including students in the ICAP practicum, to such work in meaningful ways.

Qualifications:

- Required are a B.A. and a J.D.
- Preferred is experience as a federal court clerk, ideally to include at the district court level, as well as 6-10 years of experience in legal work after law school (including clerkship time).
- Benefits:

Georgetown University offers a wide variety of comprehensive and competitive benefits. Benefits packages include comprehensive health, dental and vision plans, disability and life insurance coverage, retirement savings programs, tuition assistance, voluntary insurance options (including group legal, accident, and critical illness), and much more. Whatever your need, the Office of Faculty and Staff Benefits will be standing by to support you.

You can learn more about the benefits offered to eligible faculty and staff at <https://benefits.georgetown.edu> or view the [online interactive benefits guide](#) for more information.

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If you currently work at Georgetown University, please exit this website and login to GMS (gms.georgetown.edu) using your Net ID and password. Then select the Career worklet on your GMS Home dashboard to view Jobs at Georgetown.

Submission Guidelines:

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

Need Assistance:

If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please click [here](#) for more information, or contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or ideaa@georgetown.edu.

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown's commitment to its employees, please visit the Georgetown Works [website](#).

EEO Statement:

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

ASSISTANT DISCIPLINARY COUNSEL THE DISTRICT OF COLUMBIA BAR

Assistant Disciplinary Counsel (ADC) investigates and prosecutes alleged attorney misconduct and reinstatement petitions, from initial investigation through hearing and appeals. The ADC may directly supervise law student externs in accordance with law school externship program requirements. The ADC must be an attorney in good standing licensed to practice in the District of Columbia. This position reports to the Senior Assistant Disciplinary Counsel-Intake (SADC-I).

Essential Duties and Responsibilities:

- Performs investigations of allegations of attorney misconduct, to include conducting research, interviewing witnesses, issuing subpoenas and analyzing documents and court filings.

- Presents investigative findings and makes recommendations for appropriate disposition.
- Represents the Office of Disciplinary Counsel in formal proceedings before hearing committees, to include drafting pleadings, developing case presentation strategy, presenting evidence, examining witnesses and, where appropriate, engaging in negotiations with respondent attorneys to reach agreement as to appropriate sanction.
- Prepares post-hearing and appellate briefs and delivers oral arguments before the Board on Professional Responsibility and the District of Columbia Court of Appeals.
- Prepares and presents ethics and attorney discipline-related programs for continuing legal education.
- Participates in legal staff meeting discussions and moot courts.
- Drafts memoranda and correspondence.
- Performs other duties as assigned.

Minimum Qualifications:

- J.D. degree from an accredited law program. Must be a member in good standing of the District of Columbia Bar.
- Minimum five years of litigation experience.
- Successful trial advocacy and courtroom skills.
- Ability to define problems, collect, interpret and analyze large volumes of data and establish facts and draw valid conclusions or develop alternative solutions.
- Excellent organizational skills, with an ability to work on numerous projects simultaneously.
- Excellent verbal and written skills; strong legal analytical skills and problem-solving ability.
- Must work well in a team environment and be able to constructively interact with colleagues, hearing committee and board members, judges, opposing counsel, and members of the public.
- Ability to work well under pressure and to set and manage multiple priorities with minimal supervision.
- Must be able to multi-task, be detail oriented, deadline driven, and able to work in a fast-paced environment.
- Proficient computer skills, including Microsoft Office 365 and online legal research tools.
- Ability to handle and maintain confidentiality of highly sensitive information.

Additional Information:

Starting salary is commensurate with experience; excellent benefits package. This is an exempt position.

This is not an attempt to list all essential functions of this position. It is recognized that job duties may change over time based on the ODC's needs.

To Apply:

Apply online [here](#).

The ODC is an Equal Opportunity Employer.

**GENERAL COUNSEL
THE DISTRICT OF COLUMBIA BAR**

The District of Columbia Bar (the D.C. Bar) is seeking its first in-house General Counsel to manage the D.C. Bar's increasingly challenging and complex portfolio of legal issues. The General Counsel serves as chief counsel to the D.C. Bar and the D.C. Bar Pro Bono Center (PBC), an affiliated 501(c)(3) charitable organization, and is

responsible for advising the D.C. Bar Board of Governors, which also serves as the Board of Directors of the PBC, and staff on a broad range of legal and policy issues. The General Counsel manages the legal representation of the D.C. Bar; monitors the D.C. Bar's compliance with the District of Columbia Court of Appeals Rules Governing the Bar (Rules Governing the Bar), By-Laws, and governing policies; and acts as a policy and risk advisor on operations and major initiatives. The General Counsel oversees, plans, directs, and supervises the legal activities of the Bar and provides legal advice, counsel, and representation as necessary. The General Counsel is a member of the D.C. Bar Executive Team.

The General Counsel reports to the D.C. Bar Chief Executive Officer (CEO) on daily operational activities and to the Board of Governors on matters related to governance, compliance, and risk management.

Essential Duties and Responsibilities:

- Represents the D.C. Bar consistent with the scope and responsibilities established by Rule 1.13 of the D.C. Rules of Professional Conduct.
- Provides legal advice and services to the Board of Governors, CEO, Executive Team, and employees of the D.C. Bar in support of its mission and purpose as prescribed by the Rules Governing the Bar.
- Provides day-to-day leadership, management, coaching, and mentoring to staff.
- Advises and, in coordination with outside counsel, represents the D.C. Bar, Board of Governors, and staff in litigation matters.
- Advises and represents the staff and Board of Directors of the D.C. Bar Pro Bono Center in its legal matters, with an emphasis on preserving its 501(c)(3) status.
- Advises and represents the staff and Board on Professional Responsibility and the Office of Disciplinary Counsel in their legal matters, when not in conflict with the D.C. Bar.
- Renders timely legal analysis, advice, and services with respect to questions, transactions, regulations, policies, procedures, and day-to-day legal issues that fall within the scope of the Bar's programs and operations.
- Prepares, reviews, interprets, and resolves disputes concerning agreements for goods and services, memoranda of understanding, licenses, leases, and other contracts.
- Advises on compliance with governing referenda and policies; insurance and real estate agreements; loan covenants; privacy and security laws; and federal and local regulations.
- Engages, coordinates, and supervises retained and pro bono outside counsel to handle specialized or complex legal matters when required and appropriate.
- Advises and reports directly to the Board of Governors and its Committees on compliance with the Rules Governing the Bar, By-Laws, referenda, and governance policies, including whistleblower and conflict of interest.
- Monitors and advises the Board of Governors and CEO on legal issues unique to integrated state bars.
- Anticipates, identifies, and mitigates legal risks to protect the Bar from undue exposure, liability, and significant financial loss and to protect the Bar's reputation, resources, programs, and services.
- Advises the CEO, Human Resources Department, and Management Team on labor relations and other employment-related legal matters. Maintains current knowledge of local and federal employment laws.
- Serves as a member of the Executive Team to assist the CEO in achieving the D.C. Bar's strategic objectives and priorities.
- Performs other duties as assigned.

Minimum Qualifications:

- JD from an ABA accredited law school or university.
- An active member in good standing, or eligible to become an active member, of the D.C. Bar.

- A minimum of ten years of successful, relevant, and practical legal experience, preferably with several years serving as in-house or general counsel.
- Relevant personnel and budget management experience.
- Experience negotiating, drafting, and reviewing a wide variety of contracts and agreements for goods and services. Experience with commercial real estate agreements preferred.
- Familiarity with local and federal labor and employment laws, including those covering discrimination, harassment, and whistleblower protection.
- Knowledge and experience reviewing, interpreting, and advising on governance documents including court rules, regulations, by-laws, and policies.
- Experience with complex government, quasi-government, and nonprofit institutions, including 501(c)(3) organizations preferred.
- Experience with business law including tax and intellectual property preferred.
- Substantive experience providing guidance to a diverse group of senior executives and the ability to work across organizational lines.
- Demonstrated ability to manage multiple projects that require complex scheduling, detailed organization, and compliance with deadlines.
- Exceptional communication, legal research, writing, and problem-solving skills.
- Ability to work well under pressure, set and manage multiple priorities with minimal supervision, and maintain the confidentiality of highly sensitive information.
- Substantial experience producing documents using Microsoft Office Suite products in a Microsoft Windows environment with an emphasis on Microsoft Word and Excel. Ability to work remotely when required using a variety of virtual meeting platforms.

Additional Information:

Under the Bar’s compensation structure, this position is a grade 8. This is an exempt position. Salary and official job title are commensurate with experience.

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

Interested individuals apply [online](#) and submit a cover letter stating salary requirements and a resume. Writing samples may be required.

**HOTLINE LEGAL AID ATTORNEY
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 also houses the office of the D.C. Long-Term Care Ombudsman Program, which advocates on behalf of seniors in nursing homes, assisted living facilities, and those receiving home health care. LCE has a strong relationship with a number of pro bono law firms that assist staff with approximately 600 cases a year. LCE staff testify and make recommendations regarding laws before the D.C. Council that affect seniors, and have been instrumental in bettering conditions for D.C. seniors through assistance with local legislation. More than 40 years after its founding, LCE continues to develop innovative, cost-effective ways to deliver legal services, serving as a model for organizations around the country. LCE is incorporated as a 501(c) (3) and is an affiliate of AARP.

Summary:

The Hotline Legal Aid Attorney provides timely and accurate legal information, legal advice, referral, self-help materials, guidance in initiating actions or defending actions taken against clients, and other telephone assistance to callers involving a full range of legal areas. The attorney handles a high volume and a wide variety of civil matters involving older District of Columbia residents.

Responsibilities:

- Provides legal advice, information, referrals, self-help materials, guidance, and other legal assistance to clients.
- Documents all client contacts regarding the substance of the legal problem in a timely manner. Maintains accurate and complete records concerning cases handled.
- Assists other Legal Counsel for the Elderly (LCE) office staff, volunteers, and paralegals with technical assistance, client follow-up, and information gathering.
- Refers callers, after evaluation and as appropriate, to free or pay legal services within and outside LCE and/or to non-legal social services agencies.
- Attends continuing legal education courses.
- Provides back-up support and technical assistance to outreach programs, pro bono panel, long-term care ombudsman program, less experienced staff, and other projects, as assigned.
- Demonstrates AARP leadership behaviors in all interactions.

Requirements:

Completion of a Juris Doctorate degree, a member in good standing of the DC Bar or eligible to waive in; and 4 years of legal experience or an equivalent combination of training and experience related to the duties of the position. Spanish-language skills are desired but not required.

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.

How to Apply:

Apply online [here](#).

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.

STAFF ATTORNEY – EDUCATION DISABILITY RIGHTS MARYLAND

Disability Rights Maryland (DRM), a nonprofit legal advocacy organization, is the designated Protection & Advocacy agency for Maryland, mandated under federal law to advance the rights of people of all ages with all types of disabilities.

Job Description:

DRM is hiring a Staff Attorney to work on special education issues and representing students with disabilities in need of special education and related services. The Staff Attorney will investigate claims of legal rights violations, identify systemic issues affecting the rights of students with disabilities, and assist in developing DRM's systemic and policy work on the rights of students with disabilities. The Staff Attorney will also engage in outreach, education, monitoring and investigations; provide legal advice and technical assistance to families, advocates, and other stakeholders; and represent clients in judicial and administrative proceedings. This position will be supervised by the Managing Attorney for the Education Team and work collaboratively with the other members of the Education Team and of DRM.

Job Responsibilities:

- Provide direct representation to students with disabilities to ensure their access to appropriate special education and related services.
- Investigate potential systemic legal violations of the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act and develop strategies to address these systemic violations.
- Manage individual case/workload in conformity with DRM priorities, policies, and case management procedures; applicable professional standards and best practices; legal, ethical and other requirements.
- Prepare training materials and deliver presentations and workshops on subjects pertinent to the rights of students with disabilities.
- Exercise sound independent judgment in the handling of cases and all other advocacy activities. Maintain confidentiality and exercise discretion and judgment in a law firm environment.
- Participate in professional development for DRM staff.
- Adhere to DRM policies, practices and case management procedures in the execution of job responsibilities.
- Understand and follow requirements of any federal, state, or private funding sources related to assigned work. Competently utilize database and time tracking systems

Qualifications:

- J. D. degree from an accredited law school.
- Licensed to practice law in Maryland or eligible for Admission Without Examination Experienced Out-of-State Attorneys, Rule MD 19-215.
- One year of direct legal experience is required; experience with disability related issues and/or knowledge of special education law is strongly preferred.
- Experience providing individual representation and the ability to independently identify and develop substantive legal work.

- Ability to establish and maintain effective working relationships and collaborate with colleagues in a team environment. Ability to work independently as well as collaboratively, successfully manage multiple work priorities, and work well under deadline pressure.
- Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities. Ability to relate respectfully with people with various disabilities.
- Computer literacy and proficiency with Microsoft Office Suite.
- Strong commitment to DRM's core mission of ensuring the rights of people with disabilities to self-determination, equality of opportunity, due process, freedom from discrimination and harm, and to participate in community life, with access to support and meaningful choices.

Other Helpful Qualifications:

- Ability to communicate in ASL, Spanish or another non-English language. Fluency in Spanish is a strong plus.
- Experience working directly with or providing direct representation to DRM client populations.
- Experience working in a public interest or legal services office.
- Life experience with disability.

To Apply:

Send cover letter with salary requirements, resume, writing sample and references to:

Disability Rights Maryland
 ATTN: Education Hiring Team
 1500 Union Avenue, Suite 2000
 Baltimore, MD 21211

Via email with "Staff Attorney – Education Position" in the subject line to: jobs@disabilityrightsmd.org.

Position is open until filled. **Priority consideration will be given to applications received by May 15, 2020.**

Individuals with disabilities, people of color, LGBTQ individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.

DRM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, gender, sexual orientation, gender identity, national origin, and veteran or disability status.

PRO BONO COORDINATOR
DISABILITY RIGHTS MARYLAND

Disability Rights Maryland (DRM), formerly known as the Maryland Disability Law Center (MDLC), a nonprofit legal advocacy organization, is the designated Protection & Advocacy agency for Maryland, mandated under federal law to advance the rights of people with all types of disabilities, of all ages.

Job Description:

Disability Rights Maryland (DRM) seeks a full or part-time Pro Bono Coordinator to direct and expand DRM's pro bono attorney referral program. With supervision and collaboration from DRM teams, the Pro Bono Coordinator

will manage a program that places disability related legal matters in areas where DRM focuses its advocacy work. The Pro Bono Coordinator will recruit new volunteer attorneys, coordinate training, and ensure the provision of ongoing technical assistance to support the client representation. The ideal candidate will share DRM's values and commitment to the fundamental rights of individuals with disabilities to participate fully in community life.

Job Responsibilities:

- Recruit volunteer attorneys to handle disability related matters in areas where DRM focuses its advocacy work found in DRM's annual Advocacy Services Plan.
- Coordinate training of volunteer attorneys to ensure they have the skills and tools to provide successful representation to families seeking needed services.
- Manage the pro bono referral process, including reviewing new intakes, identifying potential volunteer attorneys, and communicating directly with the client and volunteer attorney to ensure that the referral is made expeditiously.
- Manage intake and case handling in conformity with DRM priorities, policies and case management procedures; applicable professional standards and best practices; legal, ethical and other requirements.
- Collect and manage data related to pro bono case referrals and ensure compliance with DRM grant requirements.
- Provide technical assistance to pro bono attorneys or coordinate technical assistance from other DRM staff to ensure that pro bono attorneys provide high quality representation and have the best chance for a positive outcome for the client.
- Prepare and/or assist in the development of pro bono training materials. This may include the delivery of presentations and workshops on subjects pertinent to the rights of people with disabilities.
- Adhere to DRM policies, practices and case management procedures in the execution of job responsibilities. Understand the requirements of any federal, state, or private funding sources related to assigned work. Competently utilize database to track cases.
- Participate in professional development.

Minimum Qualifications:

- J. D. degree from an accredited law school.
- Licensed to practice law in Maryland or eligible for Admission Without Examination Experienced Out-of-State Attorneys, Rule MD 19-215.
- Ability to establish and maintain effective working relationships and collaborate with colleagues in a team environment.
- Demonstrated ability to work independently and collaboratively, successfully manage multiple work priorities, and work well under deadline pressures.
- Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities.
- Demonstrated ability to exercise sound independent judgment in the handling of cases and all other advocacy activities.
- Computer literacy and proficiency with Microsoft Office Suite.
- Ability to travel within the State of Maryland.
- Strong commitment to DRM's core mission of ensuring the rights of people with disabilities to self-determination, equality of opportunity, due process, freedom from discrimination and harm, and to participate in community life, with access to support and meaningful choices.
- Willingness to work occasional evenings and/or weekends.

Other Helpful Qualifications:

- Experience with disability and/or education related issues. Knowledge of special education and/or Medicaid preferred.
- Ability to communicate in ASL, Spanish or another non-English language. Fluency in Spanish is a strong plus.
- Experience working directly with or providing direct representation to DRM client populations.
- Experience working in a public interest or legal services office.
- Life experience with disability.

To Apply:

Send cover letter with salary requirements, resume, writing sample and references to:

Disability Rights Maryland
ATTN: Pro Bono Coordinator
1500 Union Avenue, Suite 2000
Baltimore, MD 21211

Via email with "Pro Bono Coordinator position" in the subject line to: jobs@disabilityrightsmd.org.

Position is open until filled. **Priority consideration will be given to applications received by May 15, 2020.**

Individuals with disabilities, people of color, LGBTQ individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.

DRM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, gender, sexual orientation, gender identity, national origin, and veteran or disability 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 Description:

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

Essential Functions:

- Based on caseloads and experience, funding streams, and institutional priorities, performs hybrid direct legal representation functions as well as mentoring, including providing robust consultation and technical assistance to pro bono attorneys who have accepted a KIND case as well as providing zealous legal advocacy to KIND's clients in direct representation cases; a percentage of mentoring and direct representation caseloads will be determined by management in the Legal Services component.
- Performs ordinary functions of legal counsel providing direct representation, including legal research and formulating the legal strategy for the case; conducting client interviews, legal consultations and meetings; appearing before immigration and/or state court or agencies; and drafting and filing court pleadings and applications for benefits.
- Ensures entry of timely, accurate, and detailed case data into KIND's case management systems.
- Contributes 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.
- Builds 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, supports with the development of pro bono training resources and local training curriculum, including sample filings and guidance packets; with supervision, presents trainings to pro bono attorneys and community groups.
- As needed, supervises 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.

Qualifications and Requirements:

- Juris doctor and admission to practice law in Maryland.
- Fluency in Spanish (oral and written) required.
- A minimum of one-year experience practicing immigration law or providing key support in the practice of immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas.
- At least one (1) year of 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.
- If majority of caseload is working directly with pro bono attorneys, minimum 1year experience working with law firm attorneys and/or other legal volunteers required.

Physical Demands and Work Environment:

Ability to work within an office environment and have regular interaction via telephone, videoconference, IM, and email with KIND's team.

Application Instructions:

Please be advised that an employment application will need to be submitted along with your application in order to be considered for the desired role.

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.

How to Apply:

Start your application online [here](#).

STAFF ATTORNEY DISABILITY RIGHTS DC AT UNIVERSITY LEGAL SERVICES

Disability Rights DC (DRDC) at University Legal Services is a non-profit legal organization that serves as the federally mandated protection and advocacy program with people with disabilities in the District of Columbia. DRDC advocates for the human and civil rights of people with disabilities to be free from discrimination and abuse and neglect and to be fully integrated into their communities. DRDC is an equal opportunity employer that does not discriminate on the basis of race, color, sex, religion, sexual orientation, gender identity, political belief, creed, national origin, marital status or disability.

Job Responsibilities:

- Advocate and litigate for community-based services for children and adults with mental illness and/or developmental disabilities.
- Monitor conditions in residential and institutional settings and conduct investigations of alleged abuse and neglect by the District government or District-funded providers and pursue individual and systemic resolutions.
- File grievances on behalf of adults with mental illness and developmental disabilities to address a rights violation or discriminatory conduct by the District government or a District-funded provider.
- Advocate for quality and inclusive special education services for children and youth with disabilities.
- Qualified candidates should have at least two years of legal experience and excellent writing, analytic, research and communication skills. Candidates must have a demonstrated commitment to public interest work and to disability rights. **Current DC Bar admission or the ability to waive into the DC Bar is required.** Experience working in the District is preferred.

Salary and Benefits:

Public interest salary and generous benefits including employer-paid health insurance.

Minimum Education Required: JD

How to Apply:

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

SENIOR IMMIGRATION POLICY ATTORNEY 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.

NILC is seeking a Senior Immigration Policy Attorney to start as soon as possible. This individual will directly report to the Legislative Director and play a leadership role in advancing NILC's Congressional and administrative advocacy priorities in close coordination with coalition partners. They will draft policy analysis for diverse audiences, draft and analyze legislative text and federal regulations and represent NILC at coalition meetings, conferences, Hill briefings and on webinars to engage a diverse range of allies in advancing the rights of immigrants with low-income.

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.
- Represent NILC in coalition meetings and in lobbying Congress and the administration.
- Review and provide written analysis of legislation and regulations for diverse audiences, including allies and Hill staff.
- Represent NILC in panels, conferences, media interviews and other public speaking events.
- Represent NILC in coalition and campaign spaces to build and deepen partnerships with economic and racial justice movements.
- Experience and Qualifications
- A minimum of seven years of immigrant rights advocacy experience at the federal, state, or local levels and/or Congressional experience strongly preferred;
- Demonstrated understanding of the legislative process;
- Familiarity with building, leading, and working within coalitions;
- Demonstrated ability to identify creative solutions and lead teams through complex problems;
- Ability to move forward long-term projects while implementing short- and medium-term goals and balance these with engaging in rapid response moments;
- Ability to work independently as well as within a diverse team across advocacy, communications and legal departments;
- Sharp research, analytical, and written and verbal communication skills;
- Willingness to travel;
- Demonstrated commitment to social justice and the NILC's mission and strategic framework.

Knowledge, Skills, and Abilities:

- Knowledge of immigration law, policy, and procedures.
- Strong grasp of strategy and of the political process.
- Experience in developing and implementing major policy advocacy campaigns.
- Ability to define, articulate, and effectively distill complex ideas;
- Ability to communicate directly, to be accountable and hold others accountable;
- Able to effectively manage multiple projects simultaneously in a fast-paced environment;
- Possess a deep understanding of the intersectional issues pertaining to immigrant rights.
- J.D. degree and bar admission required.

How to Apply:

Apply for this job [online](#).

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

STAFF COUNSEL CENTER FOR INQUIRY

If you are an attorney looking to promote secularism and a secular society based on reason, science, freedom of inquiry, and humanist values, then come work for the Center for Inquiry. CFI was founded by people like Carl Sagan and Isaac Asimov, and for more than 40 years CFI has championed the Enlightenment values of reason and science.

CFI is a 501(c)(3) nonprofit organization and is seeking to add a full-time staff counsel to its current one-person legal department to expand its capacity to do legal and advocacy work that promotes the church-state separation, protects the rights of atheists and the nonreligious, and ends the scourge of pseudoscience, especially alternative medicine.

Job Responsibilities:

The Staff Counsel will:

- Work with the Legal Director on all areas of CFI's litigation.
- Focus on the development of a legal strategy to enable CFI to spread its groundbreaking lawsuits against retailers of homeopathy in the District of Columbia to other states.
- Maintain a legal docket and calendar for CFI's cases and a compendium of potential cases.
- Solicit and coordinate a group of pro bono attorneys for CFI matters.
- Perform legal research projects as necessary.
- Draft and edit amicus briefs for the Supreme Court and other lower courts.
- Represent CFI's legal and advocacy program publicly through writing and presentations.
- Track state and federal legislative developments for CFI issues particularly pseudoscience and alternative medicine.

- Engage in advocacy regarding legislation at a state and federal level and help coordinate grassroots responses.
- Track and assist with administrative agency work (such as the submission of comments) on CFI issues particularly the regulation of pseudoscience and alternative medicine.
- Assist the Legal Director in expanding the reach of CFI's legal and legislative programs.
- Other duties as assigned.

Qualifications:

- A commitment to CFI's mission
- An understanding of and passion for First Amendment litigation
- A desire to push the boundaries of consumer protection law in the states to challenge pseudoscience
- Strong legal writing, research, and organizational skills

Education, Experience, and Licensing Requirements:

- Law degree from a U.S.-based accredited law school
- Bar membership (membership in DC preferred)
- Experience in litigation practice
- Three or more years legal experience

Job Type: Full-time

Salary: \$65,000.00 to \$75,000.00 /year

How to Apply:

For more information about the position and to apply, click [here](#).

**LITIGATION AND ADVOCACY DIRECTOR
NEIGHBORHOOD LEGAL SERVICES**

Neighborhood Legal Services Program of the District of Columbia has an immediate opening for an experienced litigator with a deep commitment to lawyering in the public interest to serve as our Litigation and Advocacy Director.

About NLSP:

Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents which have retained their vitality and relevance. NLSP remains embedded in D.C.'s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.

Brief Description of Position:

Neighborhood Legal Services Program (NLSP) is a federally funded, non-profit, civil legal aid law firm that provides free legal information, advice and representation to low-income District of Columbia residents. We help

with problems involving housing, family, domestic violence, public benefits and barriers to employment. We also provide advice on some consumer issues and assist with preparing wills and advance directives. Our neighborhood-based, service delivery model -which includes three offices in Wards 5, 7 and 8 -- allows us to bring dedicated legal services attorneys and enthusiastic pro bono lawyers into low-income communities across the city to provide legal help while they learn first-hand the myriad, daily challenges faced by residents living in poverty.

The Litigation and Advocacy Director (LAD) serves as the chief lawyer for the firm and is responsible for overseeing all of the legal work of a team of 20-30 attorneys, post-graduate fellows and loaned associates. In addition to the firm's traditional practice areas, NLSP also has recently launched a new Economic Security practice focused on obtaining or retaining income and ensuring the financial health of our clients. The successful candidate for this position must be an experienced litigator with a strong track-record of training, mentoring and supervising junior attorneys in a dynamic law firm environment. The (LAD) also oversees the firm's appellate work, impact litigation and our broad-based advocacy efforts.

The firm's four Managing Attorneys (Brief Services Unit, Housing, Family, and Economic Security Unit) all report directly to the LAD. The LAD reports directly to the Executive Director, serves on the Senior Management Team and is actively involved in all aspects of law firm management including setting case acceptance priorities, attorney hiring, budgeting, development (including grant-writing) and long-term, strategic planning.

Primary Responsibilities:

Serves as the firm's chief lawyer and oversees (in collaboration with the Managing Attorneys) all of the legal services work of the firm at the trial and appellate level, including all affirmative and impact litigation. NLSP's service delivery model is anchored in a walk-in/telephone, on-line neighborhood-based intake system that results in community members receiving referrals, legal information, brief services and/or extended service representation.

- Identify, shape and guide NLSP's broad-based, high-impact advocacy efforts.
- Play leadership role in developing and implementing litigation skills and substantive training programs.
- Ensure adherence to program and case handling standards, funder requirements and the highest, professional standards.
- Collaborate closely with other legal services providers locally and nationally to identify opportunities to better serve our shared, client community and to pursue, shared advocacy goals.
- Serve as a resource on professional responsibility and ethical issues for attorneys.
- Establish and implement firm program policies relating to legal work.
- Work closely with NLSP's Director of Private Attorney Initiative to promote community engagement strategies and use of volunteers in a manner that furthers NLSP's overall advocacy goals and strengthens its capacity to serve clients.
- Other responsibilities as assigned by the Executive Director.

Experience and Qualifications:

- Must be an active member of the District of Columbia Bar or eligible to immediately seek admission.
- At least eight (8) years of legal services experience with preference shown to candidates with substantial litigation experience in Housing, Family or other areas of law which touch on economic security.
- Must also have experience supervising attorneys in a litigation setting.
- Experience with complex litigation (state and/or federal) and appellate advocacy desirable.

- Demonstrated commitment to lawyering in the public interest and a familiarity with the legal services community.

Compensation:

Competitive salary depends on experience (salary range begins at \$110,000) and benefits package includes employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax-free transit benefits.

Application Process:

Interested persons should submit a current resume and a cover letter (no longer than one page single-spaced) expressing your qualifications and interest in this position, one writing sample (no more than 10 pages) and contact information for three professional references. Submit all requested documents to Karen A. Newton Cole, Executive Director at KNewtonCole@nlsp.org or by mail to Neighborhood Legal Services Program, 64 New York Avenue NE, Suite 180, Washington D.C. 20002, Attn: Karen A. Newton Cole, Executive Director. For best consideration all materials should be submitted as soon as possible. If you have applied for this position under a previous announcement, reapplication is not necessary, your application will be included for final reviews. This position will remain open until filled.

Questions about the position or application process should be directed to Karen A. Newton Cole, Executive Director at KNewtonCole@nlsp.org.

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

CONSTITUTIONAL LITIGATION ATTORNEYS PACIFIC LEGAL FOUNDATION

Pacific Legal Foundation—the nation’s first and most successful public interest law firm dedicated to vindicating individual liberty—is hiring attorneys to join our national legal team in the separation of powers practice group. PLF encourages applications from attorneys with all levels of experience and a demonstrated commitment to and interest in fighting the unconstitutional administrative state.

Pacific Legal Foundation (PLF) identifies and litigates important legal issues to set landmark precedent that will benefit Americans nationwide. Using strategic and principled litigation, communications, and research, we battle for freedom in the nation’s courts and the court of public opinion. Our attorneys have 12 victories before the U.S. Supreme Court—a record unmatched by anyone in the liberty movement.

New attorneys at PLF find and develop cases, draft briefs, participate in discovery, argue in court, and engage in outreach and communication to the public by writing op-eds, giving speeches, and more. Working at PLF is an unmatched opportunity for energetic attorneys with a passion for liberty and the drive to make a difference in the world.

Position: Constitutional Litigation Attorney, Separation of Powers Practice Group:

Although PLF litigates in five areas—property rights, economic liberty, equality before the law, free speech, and separation of powers—the current openings are in the growing separation of powers practice group, our fastest

growing group. Our separation of powers group seeks to protect liberty and the rule of law by enforcing the Constitution's structural protections against the unconstitutional administrative state. PLF has won important victories in the Supreme Court and in the lower courts in this area and we expect to continue and grow this trend going forward.

Requirements:

- 1-5 years of experience.
- Deep philosophical interest in working to promote the principles of property rights, personal liberties, and constitutionally limited government.
- Entrepreneurial, collaborative, and quirky.

Location and Benefits:

The positions are full-time, and individuals can work from one of PLF's offices—Sacramento, California; Palm Beach Gardens, Florida; or Arlington, Virginia—or remotely in appropriate circumstances.

This is a full-time, permanent position. PLF is committed to recruiting and retaining the highest quality talent available nationwide, and we offer a total compensation package that includes a competitive salary, medical, dental, and vision insurance, and employer-paid retirement savings. We take work-life balance seriously through our generous paid leave and flextime policies. We have a flexible, collaborative, positive, and collegial work environment. We take pride in investing in your future and encourage internal advancement. PLF is the place for someone principled, tenacious, and determined to succeed in positively shaping the future of our country and restoring real limits on government power. Ambitious and successful attorneys can expect significant salary increases over time.

The Foundation is an equal opportunity employer and is committed to policies to achieve equitable hiring, assignment, and promotion practices. The Foundation encourages applications from all individuals interested in working to promote the principles of property rights, personal liberties, and constitutionally limited government.

To Apply:

- Qualified candidates should submit the following application materials in one PDF:
- Cover letter / personal statement which specifically explains 1) why PLF is the place for you, 2) why you want to fight for liberty, 3) your interest in PLF's separation of powers work, 4) what distinguishes you from other applicants, and 5) your salary requirements.
- Résumé
- Applications should be submitted to Talent Market via this link: talentmarket.org/apply-for-your-dream-job/

Questions can be directed to Katelynn Barbosa, Talent Engagement Manager at Talent Market, who is assisting with the search: Katelynn@talentmarket.org.

While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. Only direct applications will be considered. No phone calls, please.

DATING VIOLENCE STAFF ATTORNEY **BREAK THE CYCLE**

Break the Cycle is a culturally affirming, national nonprofit organization whose mission is to inspire and support young people to build healthy relationships and create a culture without abuse. With a dynamic and diverse team that believes all young people deserve to live in a world where they can thrive, our values and work are centered in young people and their lived realities, leadership, vision, and hopes for the future. We aspire to deepen our programs and catalyze social change so that all young people can move through the world with dignity and respect.

Position Description:

Break the Cycle seeks a staff attorney who shares our goal of centering our work in young people and their lived realities, leadership, and vision. The Staff Attorney will provide comprehensive legal services to our clients ages 12-24, engage in local and national policy work, and conduct trainings for young people, service providers, attorneys, and other adults who work with youth.

We Are Looking For An Individual Who:

- is committed to and values diverse cultural perspectives;
- understands systems of oppression and how they intersect with and impact our clients and their communities;
- recognizes the importance of the voices of youth/clients in all our work;
- is committed to young people and social change; and
- is comfortable working in a small non-profit environment that values mentoring and coaching while promoting autonomy.

Major Tasks:

- Represent clients in civil protection order and family law cases in DC Superior Court;
- Represent clients in Title IX matters related to dating violence, sexual assault and stalking at area secondary schools and universities;
- Engage in criminal case advocacy, including accompanying clients to criminal hearings involving perpetrators when appropriate, keeping them abreast of their cases, and advocating for their desired outcomes;
- Conduct onsite intake at specified locations;
- Engage in legal research and writing and maintain a working knowledge of developments in relevant laws;
- Provide training to a variety of adult service providers and young people on the laws that impact young victims of dating violence, sexual assault, and stalking.
- Assists with legal services program grant reporting, data tracking, and evaluation;
- Assists with public policy advocacy locally and nationally to improve systemic responses to youth dating violence;
- Assist with technical assistance projects and resources development; and
- Other tasks as assigned.

Qualifications:

- Juris Doctor and D.C. Bar membership required.

- 1-2 years litigation/direct legal services experience, preferably with youth or survivors of interpersonal violence. May substitute clerkship or relevant law school clinical work.
- Patience, enthusiasm, creativity, and a positive attitude.
- Experience working with young people ages 12-24.
- Strong analytical and writing skills.
- Understanding of issues related to domestic and dating violence, sexual assault, and stalking preferred.
- Proficiency in Spanish a plus.

Salary & Benefits:

Break the Cycle offers competitive salary and benefits including, but not limited to, health, dental and vision insurance, life insurance, flexible spending accounts, sick, vacation, and paid family leave.

To Apply:

Email resume, cover letter, writing sample, and three references to: jobs@breakthecycle.org.

Break the Cycle is an equal opportunity employer.

**ASSISTANT DISCIPLINARY COUNSEL
OFFICE OF DISCIPLINARY COUNSEL
DC BAR**

Assistant Disciplinary Counsel (ADC) investigates and prosecutes alleged attorney misconduct and reinstatement petitions, from initial investigation through hearing and appeals. The ADC may directly supervise law student externs in accordance with law school externship program requirements. The ADC must be an attorney in good standing licensed to practice in the District of Columbia. This position reports to the Senior Assistant Disciplinary Counsel-Intake (SADC-I).

Essential Duties and Responsibilities:

- Performs investigations of allegations of attorney misconduct, to include conducting research, interviewing witnesses, issuing subpoenas and analyzing documents and court filings.
- Presents investigative findings and makes recommendations for appropriate disposition.
- Represents the Office of Disciplinary Counsel in formal proceedings before hearing committees, to include drafting pleadings, developing case presentation strategy, presenting evidence, examining witnesses and, where appropriate, engaging in negotiations with respondent attorneys to reach agreement as to appropriate sanction.
- Prepares post-hearing and appellate briefs and delivers oral arguments before the Board on Professional Responsibility and the District of Columbia Court of Appeals.
- Prepares and presents ethics and attorney discipline-related programs for continuing legal education.
- Participates in legal staff meeting discussions and moot courts.
- Drafts memoranda and correspondence.
- Performs other duties as assigned.

Minimum Qualifications:

- J.D. degree from an accredited law program. Must be a member in good standing of the District of Columbia Bar.
- Minimum five years of litigation experience.
- Successful trial advocacy and courtroom skills.
- Ability to define problems, collect, interpret and analyze large volumes of data and establish facts and draw valid conclusions or develop alternative solutions.
- Excellent organizational skills, with an ability to work on numerous projects simultaneously.
- 6. Excellent verbal and written skills; strong legal analytical skills and problem-solving ability.
- Must work well in a team environment and be able to constructively interact with colleagues, hearing committee and board members, judges, opposing counsel, and members of the public.
- Ability to work well under pressure and to set and manage multiple priorities with minimal supervision.
- Must be able to multi-task, be detail oriented, deadline driven, and able to work in a fast-paced environment.
- Proficient computer skills, including Microsoft Office 365 and online legal research tools.
- Ability to handle and maintain confidentiality of highly sensitive information.

How to Apply:

Apply online [here](#).

Additional Information:

Starting salary is commensurate with experience; excellent benefits package. This is an exempt position.

This is not an attempt to list all essential functions of this position. It is recognized that job duties may change over time based on the ODC's needs.

ODC is an Equal Opportunity Employer.

GUARDIAN AD LITEM STAFF ATTORNEY CHILDREN'S LAW CENTER

Children's Law Center (CLC) invites applications for full-time staff attorneys to work with the Guardian ad Litem program to begin Fall 2020. Start dates are subject to change. Staff Attorney salary is \$50,000 + \$1,000 per each year of post JD legal experience up to 3 years + comprehensive benefits package.

Children's Law Center fights so every child in DC can grow up with a loving family, good health and a quality education. Judges, pediatricians and families turn to us to advocate for children who are abused or neglected, who aren't learning in school, or who have health problems that can't be solved by medicine alone. With nearly 100 staff and hundreds of pro bono lawyers, we reach 1 out of every 9 children in DC's poorest neighborhoods – more than 5,000 children and families each year. And, we multiply this impact by advocating for city-wide solutions that benefit all children.

Responsibilities:

Lawyers in our Guardian ad Litem program represent children who are the subject of abuse and neglect cases in DC's Family Court. CLC attorneys provide child-centered advocacy to ensure their clients achieve permanency,

maintain family connections, and receive the services they need to overcome the trauma that first brought them into the child welfare system.

CLC is committed to providing high quality representation. To achieve this goal, new attorneys participate in an intensive training course before representing clients and receive close supervision during their first year of practice. In addition, CLC maintains reasonable caseloads and provides ongoing training opportunities for all attorneys.

Staff attorneys work closely with CLC social workers, investigators and special education attorneys to advocate, formally and informally, to advance the best interests of clients with regard to their safety, permanency, physical and mental health and education.

Requirements and Qualifications:

- Bar admission in any jurisdiction required by start date or sat for July 2020 bar exam
- Eligibility to waive into DC Bar required
- DC Bar membership required within 360 days of start date
- Valid Driver's license
- Spanish a plus
- Commitment to working with low-income clients
- Cultural humility
- Persistence
- Ability to spot issues
- Ability to problem solve and think creatively
- Strong independent judgement and decision-making
- Excellent interpersonal skills (building rapport, gathering information, teaming)
- Ability to multi-task
- Good time management and work/life balance
- Self-reflective, open to feedback and supervision

Application Instructions:

Applications will be considered on a rolling basis. No telephone calls please. Send resume, cover letter, three references and writing sample (**see instructions below**) via email to:

Guardian ad Litem Staff Attorney Search Committee
Children's Law Center
501 3rd Street NW
Suite 800
Washington, DC 20001
jobs@childrenslawcenter.org

Children's Law Center has a commitment to diversity, inclusion, and cultural humility. Our aim is to maintain an inclusive, respectful and equitable workplace and ensure all employees are culturally competent in order to most effectively achieve our mission and secure the best possible outcomes for our clients.

Children's Law Center is an equal opportunity employer. We provide equal opportunity without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual

orientation, gender identity or expression, family responsibility, matriculation, political affiliation, physical or mental disability, medication, status as a veteran, tobacco use, or other classification protected by law.

EDUCATION SUPERVISING ATTORNEY CHILDREN'S LAW CENTER

Children's Law Center ("CLC") invites applications for a full-time Supervising Attorney to work with the Guardian Ad Litem (GAL) Education Project to begin immediately. Salary is \$66,000 + comprehensive benefits package. Children's Law Center fights so every District child can grow up with a loving family, good health and a quality education. Judges, pediatricians and families turn to us to advocate for children who are abused or neglected, who aren't learning in school, or who have health problems that can't be solved by medicine alone. With 100 staff and hundreds of pro bono lawyers, we reach 1 out of every 9 children in DC's poorest neighborhoods – more than 5,000 children and families each year. And, we multiply this impact by advocating for city-wide solutions that benefit all children. Learn more at childrenslawcenter.org.

Position Profile:

The position of Education Supervising Attorney requires a combination of strong supervision skills and experience, organizational skills and legal advocacy skills and knowledge. The Education Supervising Attorney plays a lead role in shaping CLC's education practice and litigation, gathering information about trends in our education case work, and in assisting the GAL Project Director in formulating and driving the education project's vision.

Position Description:

Lawyers in our Education Project play an integral role in helping GALs secure educational supports for children who are the subject of abuse and neglect cases in DC's Family Court. Lawyers in the Education Project primarily serve as consulting attorneys within CLC's GAL program, providing brief advice and collaboration to support GALs with education-centric issues arising in their cases, including special education, school stability, discipline, and other legal issues specific to youth in foster care. In limited circumstances, the GAL Education Staff Attorneys may also provide direct representation to adult educational decision-makers on behalf of children involved family court cases.

The Education Supervising Attorney's primary responsibilities are to ensure that the education team provides high quality representation, develop staff attorneys to be effective advocates and leaders, and continue to develop more effective models for education representation.

Responsibilities:

The Education Supervising Attorney will act as the primary supervisor for 2-3 education staff attorneys and is responsible for ensuring that their supervisees provide high quality representation to their clients and that those supervisees develop their legal abilities. Supervision tasks include being regularly available to supervisees, reviewing written work, actively participating in meeting preparation, and offering consistent feedback on performance. The Education Supervising Attorney will play a critical role in monitoring education staff attorney compliance with project-wide policies and analyzing the work being done throughout the project. They will also carry a small caseload and pod of GALs for education consults.

Requirements and Qualifications:

- DC Bar membership or eligibility to waive into the DC Bar required
- 2 years-experience with special education law required
- Maryland Bar membership is a plus
- Supervising experience a plus
- Knowledge of DC education system a plus
- Knowledge of child welfare practice a plus
- Commitment to working with low-income clients
- Cultural humility
- Persistence
- Ability to spot issues
- Ability to problem solve and think creatively
- Strong independent judgement and decision-making
- Excellent interpersonal skills (teaming, building rapport, gathering information)
- Ability to multi-task
- Good time management and work/life balance
- Self-reflective, open to feedback and supervision
- Spanish-speaking proficiency a plus
- Valid Driver's license required

Application Instructions:

Applications will be considered on a rolling basis, and the position is open until filled. No telephone calls please. Send resume, cover letter, three references and two-page writing sample via email to:

Education Supervising Attorney Search Committee
Children's Law Center
501 3rd Street NW, 8th Floor
Washington, DC 20001
jobs@childrenslawcenter.org

Children's Law Center has a commitment to diversity, inclusion, and cultural humility. Our aim is to maintain an inclusive, respectful and equitable workplace and ensure all employees are culturally competent in order to most effectively achieve our mission and secure the best possible outcomes for our clients.

Children's Law Center is an equal opportunity employer. We provide equal opportunity without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, physical or mental disability, medication, status as a veteran, tobacco use, or other classification protected by law.

HEALTHY TOGETHER STAFF ATTORNEY CHILDREN'S LAW CENTER

Children's Law Center (CLC) fights so every child in DC can grow up with a loving family, good health and a quality education. Judges, pediatricians and families turn to us to advocate on behalf of children who are abused or neglected, who aren't learning in school, or who have health problems that can't be solved by medicine alone. With over 85 staff and hundreds of pro bono lawyers, we reach 1 out of every 9 children in DC's poorest

neighborhoods – more than 5,000 children and families each year. And, we multiply this impact by advocating for city-wide solutions that benefit all children. Learn more at childrenslawcenter.org.

CLC's Healthy Together is a medical-legal partnership for DC's children. CLC partners with Children's National Health System, Mary's Center and Unity Health Care to help vulnerable children and their families overcome barriers to good health by holding agencies, landlords, and schools accountable for inappropriate school programs, the failure to provide medically necessary services, and illegal, unhealthy housing conditions.

Position Description:

CLC invites applications for a full-time staff attorney to work with Healthy Together to begin immediately.

The Staff Attorney will represent parents and caregivers in education/special education, health care access and housing matters, and will advocate to address other health-harming legal needs families are experiencing. The Staff Attorney will also be responsible for conducting intakes with potential clients, providing advice and referral information, and performing community outreach activities. The Staff Attorney will work out of CLC as well as within a medical clinic setting.

Requirements and Qualifications:

- DC Bar membership or immediate eligibility to waive into the DC Bar required
- Intellectual aptitude and curiosity
- Excellent analytical ability
- Strong writing ability
- Commitment to working with low-income clients
- Cultural Competence
- Persistence/diligence
- Excellent interpersonal skills
- Spanish-speaking proficiency preferred
- Driver's license required

Children's Law Center is an equal opportunity employer. We provide equal opportunity without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, physical or mental disability, medication, status as a veteran, tobacco use, or other classification protected by law.

Salary:

\$50,000-\$53,000 depending upon years of experience.

Position is open until filled.

Start date is ASAP.

Application Instructions:

No telephone calls please. Send resume, cover letter, references and two-page writing sample via email, fax or U.S. mail to:

Healthy Together Staff Attorney Search Committee
Children's Law Center
501 3rd Street NW, 8th Floor
Washington, DC 20001
202.467.4949 (fax)
jobs@childrenslawcenter.org

**SENIOR ATTORNEY
SPECIAL PROGRAMS
KIDS IN NEED OF DEFENSE (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 Description:

KIND seeks a Senior Attorney, Family Separation and Special Programs to help deliver legal services to children and families impacted by family separation and other emerging legal and policy changes affecting migrant children seeking safe haven in the U.S. This position provides direct representation, pro bono mentoring, and strategic legal counsel in a dynamic area of work on behalf of vulnerable children.

The Family Separation and Special Programs team falls within the organization's Legal Strategy and Special Programs (LSSP) component focusing on legal services for children and families impacted by family separation, children referred through KIND's Mexico Initiative, and other cases and projects in line with organizational priorities. The team is a unique within KIND, having grown out of the family separation crisis and now composed of seven full-time staff based in different locations throughout the U.S. The Senior Attorney will report to the Managing Attorney for Special Programs.

This position will be based in Washington DC; however, we are open to applicants from other locations.

Essential Functions:

- Recruits, trains, and provides hands-on mentorship to pro bono attorneys representing separated and unaccompanied children and reunified family units.

- Directly represents separated and/or unaccompanied children in immigration proceedings, including seeking Special Immigrant Juvenile Status (SIJS), asylum, or other forms of humanitarian immigration relief.
- Provides technical assistance to field office staff representing separated children and families.
- Assists clients and pro bono attorneys in pursuing redress for separated children and families through the Federal Tort Claims Act.
- Collaborates with KIND's Mexico Initiative team and field office teams to ensure a continuity of services to children referred through KIND's cross-border work.
- Fosters KIND's relationships with law firms and corporate counsel in coordination with other legal services team members.
- Participates in conferences, meetings, media engagements, and trainings, as needed.
- Develops and facilitates out periodic trainings for pro bono attorneys on topics related to the representation of unaccompanied children and reunified families and help develop and maintain mentoring materials and guidance for pro bono attorneys and KIND staff.
- Supports and encourages wellness amongst colleagues and team cohesion and play a key role in fostering the collaborative nature of the team.
- Collaborates with KIND management in support of KIND's mission.
- Assists with strategic service delivery efforts, including use of technology-based legal services models, as well as crisis response and remote mentoring initiatives.
- Works with the Director, Managing Attorney, and other members of the Legal Services and Policy and Advocacy components to support litigation and other advocacy efforts where needed.

Qualifications and Requirements:

- Juris doctor required; admission to practice law in any state.
- Fluency in Spanish (oral and written) required.
- A minimum of five (5) years' experience practicing immigration law, including representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas.
- Experience supervising legal staff or demonstrated equivalency reflecting proven exemplary skills in mentoring staff.
- At least two (2) years' experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma.
- Experience working with pro bono attorneys or other legal volunteers.
- A strong record of cultural competence and cross-cultural communication skills.
- Demonstrated high-level writing and public speaking/training skills.
- Ability to take initiative, multi-task, and work independently.
- Ability to be flexible and adapt to frequently changing policies and priorities.

Physical Demands and Work Environment:

Ability to work within an office environment and have regular interaction via telephone and email with KIND's national team

Application Instructions:

Apply online at: <https://supportkind.org/join-the-team/jobs/>

Please be advised that an employment application will need to be submitted along with your application in order to be considered for the desired role.

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

LEGAL AID ATTORNEY
CONSUMER ADVOCACY AND HOMEOWNERSHIP PRESERVATION PRACTICE
LEGAL COUNSEL FOR THE ELDERLY

LCE is recruiting for a Senior Staff Attorney in our Consumer Advocacy and Homeownership Preservation Practice. The Senior Staff Attorney will represent D.C. 60+ residents in matters involving homeownership preservation (including foreclosure defense, predatory lending, and scams involving theft of title to the home) as well as in consumer, fraud, and financial exploitation matters. Responsibilities will include handling complex litigation cases and managing systemic law reform and legislative advocacy projects related to the mission of the practice.

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 also houses the office of the D.C. Long-Term Care Ombudsman Program, which advocates on behalf of seniors in nursing homes, assisted living facilities, and those receiving home health care. LCE has a strong relationship with a number of pro bono law firms that assist staff with approximately 600 cases a year. LCE staff testify and make recommendations regarding laws before the D.C. Council that affect seniors and have been instrumental in bettering conditions for D.C. seniors through assistance with local legislation. More than 40 years after its founding, LCE continues to develop innovative, cost-effective ways to deliver legal services, serving as a model for organizations around the country. LCE is incorporated as a 501(c) (3) and is an affiliate of AARP.

Summary:

The Senior Staff Attorney provides legal representation on behalf of District of Columbia (D.C.) 60+ residents in court and before governmental agencies to carry out the mission of the Consumer Advocacy and Homeownership Preservation practice. Responsibilities include handling complex litigation cases and managing systemic law reform and legislative advocacy projects related to the mission of the practice.

Responsibilities:

- Provides extensive representation in D.C. Superior Court, Federal Court, and before governmental agencies on behalf of eligible District of Columbia 60+ residents.

- Primary matters involve homeownership preservation, including foreclosure defense, predatory lending, and scams involving theft of title to the home.
- Provides additional key representation regarding fraud and financial exploitation, consumer protection, and contract matters.
- Develops and implements plans for systemic law reform and legislative advocacy projects for elderly D.C. residents, including preparing and presenting testimony before D.C. Council on issues related to the mission of the practice area.
- Conducts community outreach and education events. .
- Provides guidance, refers cases, and monitors work of volunteer attorneys, law students, and paralegals on assigned cases. Provides back-up support and technical assistance to the legal hotline, the outreach program, pro bono panel, long-term care ombudsman program, less experienced staff, and other projects, as assigned.
- Participates on committees with other legal services advocates, clients, and community leaders with the purpose of collaborating on systemic issues.
- Develops and maintains expertise in primary areas of responsibility. Conducts professional presentations and writes articles for journals and other periodicals and/or preparation of manuals.
- Demonstrates cultural competency, understanding of racial inequities, and ability to work across differences while carrying out responsibilities.
- Demonstrates AARP values in all interactions.

Requirements:

Completion of a Juris Doctorate degree, member in good standing of the D.C. bar, and 6+ years of experience; or an equivalent combination of training and experience related to the duties of the position.

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.

For More Information About the Position and To Apply Go To:

<https://careers.aarp.org/ShowJob/JobId/2479537/LegalAidAttorneyConsumer>

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.

DV/FAMILY LAW STAFF ATTORNEY AYUDA

Ayuda is a 501(c)(3) nonprofit organization dedicated to providing direct legal, social and language access services, education, and outreach to low-income immigrants in the Washington, DC metropolitan area. Ayuda envisions a community where all immigrants succeed and thrive in the United States. Since 1973, Ayuda has helped low-income immigrants achieve safety and stability for themselves and their families by providing legal services in the areas of immigration law, domestic violence protection orders and family law, as well as social services and access to interpreters and translators. Ayuda has office locations in Washington, DC, Silver Spring, MD, and Falls Church, VA.

Why You Want This Job?

Because, just like everyone at Ayuda, you believe:

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

What Will This Job Entail?

- Provide legal representation and advice to low-income immigrant survivors of domestic violence, sexual assault or stalking in protective orders and family law cases (child custody, child support and divorce) in Maryland courts;
- Advocate on behalf of clients in related criminal matters;
- Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws, regulations and court rules;
- Train area service providers and government agencies, including law enforcement;
- Represent Ayuda at local coalition meetings and participate in local and national advocacy initiatives;
- Conduct outreach presentations to potential clients and partner agencies;
- Collaborate with Ayuda's Social Services staff to ensure the provision of holistic services;
- Assist with preparation of grant applications and reports; and
- Other duties as assigned

How Do You Know If You Can Do This Job?

- Member in good standing with the MD bar required or immediately eligible for admission to the MD bar;
- Bilingual Spanish skills required;
- Strong legal, organizational and time-management skills;
- Excellent oral and written communication skills;
- Ability to work independently and as part of a diverse, multidisciplinary team;
- Legal experience in family law a plus;
- Experience working with survivors of domestic violence, sexual assault or other trauma a plus; and
- Demonstrated commitment to social, racial and economic justice.

Salary and Benefits:

The salary is commensurate with experience and consistent with Ayuda's attorney salary scale. Attorneys with one year of relevant experience, for example, would start at \$60,000. Ayuda's compensation includes a robust benefits package that includes medical and dental insurance, long-term disability insurance, life and AD&D insurance as well as an employer-provided retirement match. All federal holidays are observed, and Ayuda offers paid leave for the week of Christmas through New Year's Day in addition to generous sick and vacation leave, three personal days per calendar year, and three floating holidays to allow for flexibility in religious or cultural observances. This position is exempt for overtime purposes.

To Apply:

Please apply [here](#) with resume and cover letter. Writing samples may be requested.

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

Ayuda is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, native language, protected veteran status, or any other protected ground and will not be discriminated against on the basis of disability.

We value a diverse workforce and inclusive culture. We encourage applications from members of underrepresented communities.

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](#) and click on the "Family Law Staff Attorney" 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.

[Apply Online here!](#)

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

Please view Equal Employment Opportunity Posters provided by OFCCP [here](#).

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.

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.

**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](#).

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:

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

Equal Employment Opportunity.

JD/BAR NOT REQUIRED

**EXECUTIVE DIRECTOR
STREET LAW**

Street Law’s mission is to advance justice by empowering people with the legal and civic knowledge, skills, and confidence to bring about positive changes for themselves and society at large. Since 1972, it has been hard at work in communities and schools across the country—and on the global stage since 1986—developing programs and teaching materials that educate people about law and government. Street Law believes that when people have the knowledge, skills, and confidence to understand how law and government work, to advocate effectively for themselves and others, and to participate in civic life, their lives and their democracy will improve. For Street Law, establishing a rule of law culture in which citizens are informed and empowered is a community responsibility that is best accomplished through collaboration between the legal and educational sectors.

Street Law advances its mission by helping others—specifically classroom teachers, the legal community, law enforcement, government agencies, and community organizations—be effective law and government educators.

Street Law’s work fits into the following five categories:

[Teacher Professional Development Programs](#) that annually help over 600 social studies teachers improve the way they teach about law and government.

[Legal Community Partnership Programs](#) that engage more than 2,000 lawyers, law students, police officers, and other legal professionals each year to teach young people about law and legal careers.

The [Legal Life Skills Program](#) that empowers over 500 participants in underserved populations across more than 25 sites annually with the knowledge, skills, and confidence needed to thrive.

[International Programs](#) that bring education about democracy and the rule of law to young people and marginalized populations in dozens of countries around the world.

[Curricula and Teaching Materials](#) that are relevant to students’ lives and delivered via interactive, student-centered teaching strategies—including the high school-level law text *Street Law: A Course in Practical Law*.

Street Law boasts a civic education footprint far in excess of its budget and staff size thanks to a robust network of educators, volunteers, and partner organizations. It has a rich history of impactful, sustainable, scalable innovation. For more information on Street Law, please visit www.streetlaw.org.

The Executive Director Opportunity:

To plan for the retirement of a highly successful, long-time leader, the organization is seeking an Executive Director who is excited about building on Street Law's incredible history and expanding its impact in the future. This is a unique and exciting opportunity to take the helm of a leading civic education organization doing work both in the United States and internationally.

Street Law is seeking an experienced, dynamic, and visionary leader to oversee all facets of the organization's work and to guide it into its next stage of development. The Executive Director is responsible for overseeing the administration, program development, strategic planning, and fundraising of the organization, and reports directly to the Board of Directors. The individual will work in a collaborative manner with a highly experienced and capable staff to address needs and take advantage of opportunities in the field of civic education and will represent the organization to funders, organizational partners, and professionals in the legal field.

The Executive Director will lead a mighty staff of 14 and oversee an annual budget of \$2.5 million.

Key Responsibilities Include:

- Developing and executing strategies that increase the visibility, capacity, and impact of Street Law's key programs in communities across the U.S. and internationally.
- Inspiring and motivating staff through collaborative and empowering leadership that maximizes staff talents and skills.
- Leading a comprehensive fundraising strategy that builds on existing networks and pursues new funding avenues.
- Maintaining the financial viability of the organization by ensuring diverse and sustainable revenue streams.
- Representing the organization externally with educators, legal professionals, funders, and organizational partners in order to further the mission.
- Promoting the organization's values of nonpartisanship, diversity, equity, and inclusion both internally and externally.
- Maintaining and encouraging an organizational culture of respect and cooperation

Candidate Profile:

The ideal candidate for this role will bring a collaborative, nonpartisan, values-driven approach to leading the strategy, staff, and operations of Street Law during this critical opportunity for growth in civic education. The successful candidate will have demonstrated leadership and management skills with a history of setting a strategic vision and securing the necessary resources required to execute on that vision. They will possess an entrepreneurial spirit, the ability to fundraise, and a strong orientation toward collaboration with a range of diverse stakeholders. The successful candidate will bring a palpable passion for Street Law's mission of bringing legal professionals, educators, corporate partners, and other stakeholders together to increase the impact of civic education and possess sufficient knowledge to collaborate comfortably with professionals in all realms.

In addition to the above, the Executive Director will possess the following attributes and competencies:

Passion for the Mission:

The Executive Director will believe deeply in the power of an engaged citizenry and the importance of increasing civic education tools, resources, and programs across communities. The successful candidate will embrace Street Law's nonpartisan approach to its work and be energized by the opportunity to share broadly the important role that civics plays in a healthy democracy. With a strong equity focus and a deep appreciation for education as a critical lever in advancing social justice, the Executive Director will bring a passion for working on behalf of young people. As a representative of the organization, the Executive Director's demonstrated enthusiasm for Street Law's values and ability to engage others in its mission-driven work will facilitate both internal and external stakeholders toward a shared sense of purpose. Content knowledge in education, civics, or the law is appreciated.

Strategic and Visionary Leadership:

The Executive Director will be an experienced leader who enjoys inspiring and collaborating with staff to achieve measurable goals across an organization. Bringing a growth mindset, they will be excited about the opportunity to increase the impact of the organization in the coming years. They will have the proven ability to develop and promote the strategies needed to advance the work of a mission-based organization, from funding to mission delivery to gathering evidence of proof of concept. Able to balance responsibility with creativity, the Executive Director will consistently have an eye on the future and be looking for ways for Street Law to grow, collaborate, and lead in the evolving landscape of civic education. Working directly with program, development, and operations staff, they will skillfully manage in all directions to assess and anticipate challenges and set and implement a strategic vision for Street Law's next phase of growth.

Ambassador and Fundraiser:

The Executive Director will be an inspirational and charismatic leader who will serve as the chief 'Ambassador' for Street Law. An articulate, informed, and passionate public speaker and clear and persuasive writer, they will represent Street Law both domestically and internationally and will be seen as a leader in the field. The Executive Director will be effective at conveying Street Law's mission and vision and generating additional support and partners for the organization. They will be an energetic fundraiser and asset developer who will fully embrace this aspect of the role. The Executive Director will bring a creative and entrepreneurial approach to revenue generation, enabling Street Law to maintain its broad, enthusiastic donor base and access previously untapped support.

Building Relationships to Grow Impact:

The Executive Director must possess dynamic and effective interpersonal and communication skills to inspire trust and confidence and grow and sustain excellent relationships with a range of diverse internal and external audiences. The successful candidate must demonstrate a high level of credibility, cultural fluency, and a deep respect for the communities and partners that Street Law works with across both the education and legal sectors. The Executive Director will model Street Law's values around democracy and equity. Their natural ability to build rapport and foster collaboration with staff, stakeholders, and funders will successfully translate into measurable growth in the organization's programmatic outcomes, funding, and overall development.

Nonprofit Management:

The Executive Director brings strong staff, operational, and strategic financial management experience with a track record of successful fundraising, sound financial oversight, and an ability to effectively communicate both

financial and programmatic results to a Board of Directors. The successful candidate will bring experience building and leading teams to navigate dynamic challenges and guiding team members' growth and development. The Executive Director will share a commitment to program excellence and possess the ability to inspire and empower staff and engage individual skills and talents to build a collaborative and cohesive team. They will bring an understanding of both the importance and power of technology, and knowledge about how to leverage those tools to expand an organization's reach. They will understand and implement best practices in nonprofit management, planning, marketing and communications, and fundraising to meet ambitious goals and ensure sustainable development in programming, funding, and across the organization.

To Apply:

Koya Leadership Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Erin Reedy and Marisa Chock are leading this search.

To make recommendations or to express your interest in this role please visit this [link](#). All nominations, inquiries, and discussions will be considered strictly confidential.

DEPUTY LEGAL POLICY DIRECTOR
PACIFIC LEGAL FOUNDATION

PLF seeks an energetic and experienced legal policy and legislative professional to expand our legislative and administrative reform success. The Deputy Legal Policy Director will focus primarily on federal reforms to expand liberty but will also assist in policy promotion at the state level.

The legal policy component at PLF (at the state and federal levels) is a key part of the organization's strategic plan. The legal policy position provides an opportunity to play an important role that will increase PLF's prominence and expand its success advancing liberty outside the courts. Reporting to the Legal Policy Director, the Deputy Legal Policy Director will also work with the litigation, research, and communications teams to help develop and execute strategies to secure congressional and executive branch reforms to expand individual liberty. The Deputy Legal Policy Director will need a high degree of entrepreneurship and initiative to execute new projects that are part of the legal policy strategic plan.

Primary Responsibilities:

- Develop and strengthen relationships with congressional leaders, executive branch decision-makers, and policy influencers to promote PLF's policy priorities
- Occasional travel to target states, especially during their legislative sessions
- Analyze and track legislation of interest, primarily at the federal level, and identify opportunities to improve, promote, or oppose legislation to further liberty
- Assist in developing and executing all other aspects of PLF's legislative and administrative strategy, and provide assistance at the state level, including:
- Communicating accurately and effectively with lawmakers, executive officials, and their staff on complex policy and legal issues
- Preparing and delivering legislative testimony and agency rule-making comments, and facilitating the same by others at PLF
- Writing persuasively on a variety of policy issues for op-eds, website copy, social media, and other venues
- Attending conferences and working group meetings to gather information, represent PLF and its interests, and further other PLF's goals
- Working effectively with affinity partners, including preparing talking points and other written material and leading discussions in working group settings

- Working with the PLF legal team and others to draft legislation, rule-making comments, and administrative orders on priority issues and promote them effectively

Additional Skills/Preferred Experience:

- 3-10 years of relevant experience executing the key job duties
- Have the ability to travel, especially January through April
- Have federal government legislative or administrative experience
- Have relationships of value (in the federal government and the liberty movement), be a natural at building and strengthening such relationships
- A proven record of impact on policy or legal reform in the political branches
- Strong written and oral communication skills
- Adherence to and knowledge of the principles of liberty
- History of advancement over time in previous roles
- Work well with every component at PLF, across several offices, and thus, have a record of working productively and collaboratively in analogous settings
- A legal degree is not required but is desired; must have a demonstrated ability to understand legal nuance

This is a full-time, permanent position. PLF is committed to recruiting and retaining the highest quality talent available nationwide, and we offer a total compensation package that includes a competitive salary, medical and dental insurance, and employer-paid retirement savings. We take work-life balance seriously through our generous paid leave and flextime policies. We have a flexible, collaborative, positive, and collegial work environment. We take pride in investing in your future and encourage internal advancement. PLF is the place for someone principled, tenacious, and determined to succeed in positively shaping the future of our country and restoring real limits on government power.

About Pacific Legal Foundation:

Pacific Legal Foundation (PLF) identifies and litigates important legal issues to set landmark precedent that will benefit Americans nationwide. Using strategic and principled litigation, communications, and research, we battle for freedom in the nation’s courts and the court of public opinion. Our attorneys have 12 victories before the U.S. Supreme Court—a record unmatched by anyone in the liberty movement. Simply put, we know how to get cases to the Supreme Court and we know how to win.

A national nonprofit organization, PLF has offices in Sacramento, California; Arlington, Virginia; Palm Beach Gardens, Florida; and Seattle, Washington. The Deputy Legal Policy Director will work from the Arlington, Virginia office, concentrating primarily on federal policy goals, with occasional travel to state capitals to help secure state-policy victories.

To Apply:

Qualified candidates should submit the following application materials in one PDF:

- Résumé
- Cover letter detailing your qualifications, your sincere interest in this position and PLF’s mission, and your salary requirements
- 1 writing sample of your choice

- Applications should be submitted to Talent Market via this link: talentmarket.org/apply-for-your-dream-job/

Questions can be directed to [Katy Gambella](#), Network Engagement Manager at Talent Market, who is assisting with the search.

While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. Only direct applications will be considered. No phone calls, please.

DIRECTOR, YOUTH POLICY AND PROGRAMS DC ACTION FOR CHILDREN

DC Action for Children seeks a strategic and dynamic Director of Youth Policy and Programs to lead a team of policy experts and youth organizers who seek to improve the lives of young people in the District of Columbia.

DC Action for Children and DC Alliance of Youth Advocates (DCAYA) recently merged to form an even stronger, independent voice for children and youth. We convene and lead a citywide coalition of over 130 youth-serving organizations, young people, and concerned residents working to ensure all youth have access to the services, supports and opportunities they need to make the successful transition to adulthood. The Director will lead a team of policy analysts and youth organizers using data-driven analysis and the lived experience of young people to inform the creation of youth policies and programs that break down structural barriers to improve outcomes for DC's children and youth, particularly youth of color who are regularly denied opportunities due to systemic racism.

About DC Action for Children:

We're shaping fair and equitable public policy so that all of DC's children and youth grow up safe, resilient, powerful, and heard.

With the support of individuals and private foundations, DC Action for Children uses research, data, and a focus on race equity to break down barriers that stand in the way of all kids reaching their full potential. Our collaborative advocacy campaigns empower young people and all residents to raise their voices to create change.

Your Day-To-Day Activities:

- Collaborate with cohorts of young people and diverse organizational partners to understand the challenges and opportunities facing DC youth
- Manage a passionate and powerful coalition (include an active steering committee and issue based working groups) comprised of youth, nonprofit partners and community members
- Develop and maintain relationships with key stakeholders and targets including but not limited to: community-based providers, other local/youth advocacy organizations, District Government officials, the DC Council and the Executive Office of the Mayor
- Plan and facilitate coalition community engagement and advocacy activities around the core issue areas of Expanded Learning and Youth Homelessness to establish and execute annual policy advocacy goals and strategies
- Support the development of youth focused policy, advocacy and budgetary recommendations on key issues through high quality research, and analysis and community engagement.
- Track and publicly report changes to policy or programming that impacts a wide spectrum of youth issues

- Effectively communicate these goals and progress to external stakeholders (member organizations, funders, media, and policy makers)
- Manage and supervise staff: policy analysts and a youth voice program manager
- Lead, coach, develop youth policy team to achieve policy and program objectives on behalf of DC youth that might be include other issue campaigns
- Coordinate with the organization’s communications team to manage external communications to ensure consistent and clear messaging

You Will Have the Following Skills and Experiences:

- **Experienced movement-builder.** Your previous work includes at least 7 years of building and playing a leadership role in transformative collaborations designed for social change.
- **Issue fluency in our core issues.** Experience and expertise with at least one of our youth policy core areas: expanded learning, homelessness, out of school time, or workforce.
- **Commitment to diversity and inclusion.** You have a strong commitment to anti-racist principles and can comfortably lead a diverse and inclusive coalition and manage diverse stakeholder relationships.
- **Strong interpersonal skills and connections in the community.** You have a strong set of relationships in the local DC community, ideally including community-based organizations, direct service providers, and policy, advocacy and grassroots organizing groups along with the ability to cultivate new relationships.
- **Proven success as a manager.** You have demonstrated management experience, managing projects and teams with diverse skill sets in a campaign-oriented advocacy environment.
- **Facilitation experience.** You are a skilled facilitator with the ability to build trust and enable diverse groups to find alignment.
- **Great sense of humor.** You complement rigor and high standards with an ability to encourage fun and laughter in a team environment.
- **In it for the long haul.** You are not just looking for a one-year engagement, but have a long-term vision and want to see the fruits of your labor
- **Excellent project management skills.** You empower others to act and hold yourself and others accountable.

Compensation:

The salary range for this position is \$70,000-\$75,000, commensurate with qualifications and experience. DC Action for Children offers a generous benefit package, a great team, and a working environment committed to fostering staff growth and leadership.

How to Apply:

To apply, please complete the [Director, Youth Policy and Programs Job Application](#) and upload your resume along with two writing samples, both professional samples that highlight your savvy advocacy and superb writing skills.

This announcement will remain posted until the position is filled. No phone calls please.

DC Action for Children recognizes and honors diversity in race, ethnicity, culture, age, abilities, gender, sexual orientation, and places where people live. We seek to reflect this diversity in all aspects of our work, including the composition of our board, staff, and volunteers. Further, DC Action for Children seeks to be a multicultural and culturally competent organization that works for equity among all people. We strongly encourage

applications from people of color, immigrants, refugees, women, people with disabilities, members of the LGBTQ community and other underrepresented and historically marginalized groups.

Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from DC Action for Children.

**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.

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** online [here](#) 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.

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

FELLOW PUBLIC RIGHTS PROJECT FELLOWSHIP

The Public Rights Project Fellowship aims to:

- Catalyze local and state agencies' efforts to expand affirmative litigation, community engagement, and innovative strategies to enforce their residents' legal rights.
- Establish a pipeline to develop talented, diverse leaders in state and local government.

The Public Rights Project Fellowship:

Public Rights Project helps talented attorneys find pathways into rewarding public service careers. We place skilled, public interest-minded fellows into state or local government law offices -- City Attorneys, District Attorneys, or Attorneys General -- for two years. Fellows have the opportunity to work on a range of civil rights, economic justice, and environmental justice issues that directly impact vulnerable populations locally and across the country.

Fellows will work collaboratively alongside colleagues in their government offices on affirmative litigation, coalition building and community engagement, policy research, and other enforcement projects developed with their placement offices. They will help develop new cases and generate new ideas for their office to expand public rights enforcement.

Fellows will also publish at least one blog post, article, or policy paper with Public Rights Project during their fellowship on a topic related to their work. For example, a fellow working on predatory lending may publish an issue brief identifying strategies and legal theories other state and local governments may wish to use to address the problem in their communities.

Commitment to Diversity:

Public Rights Project is committed to the principles and practices of equal employment opportunity. We aim to assemble an applicant pool that represents the face of the world we live in. We believe that a variety of perspectives enrich the efficacy of the work of local and state governments. We encourage applications from candidates with diverse backgrounds and experiences. All qualified applicants will receive consideration for the fellowship without regard to their race, religion, ancestry, national origin, ethnicity, sex, gender (including pregnancy and gender identity or expression), sexual orientation, color, age, mental or physical disability, marital status, veteran status, genetic information, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Professional Development:

Fellows begin with a multi-day orientation with Public Rights Project, followed by onboarding with their placement offices. Orientation consists of in-depth training and workshops on topics pertinent to the fellowship, including:

- City and state government structure
- Successful models for affirmative litigation
- Leadership in government
- Diversity, equity, and inclusion
- Stakeholder engagement and partnership

Throughout the program, fellows will participate in monthly check-in calls with other fellows and Public Rights Project staff. Fellows will also receive periodic professional development opportunities from Public Rights Project staff and partners.

Stipend:

The fellowship pays a yearly stipend calculated based on the fellow’s legal experience, cost of living in the fellow’s placement city, and the average pay of other attorneys in the fellow’s placement office. Generally, the stipend will range from \$60,000-80,000.

Eligibility:

Fellows must have an active bar membership in a U.S. state and a passion for public service. The fellowship is likely to be ideally suited for attorneys with 3-5 years of legal experience after law school, and a background in litigation.

Locations:

During the 2020-2022 cycle, fellows will have the opportunity to work in the Offices of the Boulder County District Attorney, Delaware Attorney General, District of Columbia Attorney General, Minnesota Attorney General, Seattle City Attorney, and Suffolk County District Attorney. Prospective fellows may apply to one or more offices. In all offices, fellows will be an integral part of strategic decision-making, not just regarding ongoing cases, but also in deciding which impact cases to bring.

- Boulder County District Attorney’s Office
- Delaware Attorney General’s Office
- District of Columbia Attorney General’s Office
- Minnesota Attorney General’s Office
- Seattle City Attorney’s Office
- Suffolk County District Attorney’s Office

To Apply:

Apply online [here](#).

**SUMMER INTERNSHIP
DEMOCRATIC STAFF OF THE HOUSE COMMITTEE ON OVERSIGHT AND REFORM
SUBCOMMITTEE ON CIVIL RIGHTS AND CIVIL LIBERTIES**

The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Civil Rights and Civil Liberties, is seeking an energetic and self-motivated law student for a full-time internship for Summer 2020. The position offers the opportunity to gain substantive experience on an exciting and fast-paced Subcommittee while participating directly in the oversight process and learning about the day-to-day operations of the House of

Representatives. Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Law students play a key role in the office and will work closely with Committee counsel and staff. Background: The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Civil Rights and Civil Liberties has jurisdiction over issues related to civil rights, civil liberties and the equal protection of laws, including voting rights; freedom of religion, speech, press, and assembly; equal employment; nondisclosure agreements; criminal justice reform policies; and the Census Bureau.

Qualifications:

Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants should be available to work full time.

Applications:

Interested applicants should apply to this position by emailing a cover letter and resume to Candyce.Phoenix@mail.house.gov with "Summer 2020 Internship Application" in the subject line. No phone calls or drop-ins, please.

PUBLIC DEFENDER SERVICE LEGAL CLERKSHIP **PUBLIC DEFENDER SERVICE OF THE DISTRICT OF COLUMBIA**

The **PDS Legal Clerkship Program** allows law students to assist attorneys in all aspects of case preparation. PDS offers 40 to 50 law clerk positions each semester and 35 clerkships during the summer.

Responsibilities Include:

- Perform legal and case-preparation research
- Draft motions
- Interview incarcerated and institutionalized clients
- Represent juveniles and adults in institutional disciplinary hearings
- Respond to inmate letter requests for legal assistance
- Prepare pre-trial motions
- Attend trial, parole hearings, and appellate arguments

We strongly prefer second and third-year law students, although those first-year students with relevant pre-law experience are encouraged to apply. During the summer we host a weeklong substantive training class as well as a trial advocacy skills building series taught by experienced trial attorneys.

PDS no longer accepts split summers and requires that all law clerks commit to the full 10-week program. Law clerkships must be 40 hours per week during the summer and at least 15 hours per week during the academic year.

To apply, please click here - [Apply To This Job](#)

**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.
- New Fellows enroll in a monthly, year-long seminar on clinical pedagogy run by experienced Georgetown clinical faculty. Upon completion, Fellows receive a L.L.M. in Advocacy.
- 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 in this [link](#).

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: wlcj.internship@legalclinic.org

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
Via e-mail: Rochelle@nvlsp.org
National Veterans Legal Services Program
1600 K Street, NW, Suite 500
Washington, DC 20006

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/>

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, lbrown@firstshift.org. Applications will be considered on a rolling basis until the position is filled.

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

**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)

**ASSISTANT U.S. ATTORNEY
USAO NORTHERN DISTRICT OF TEXAS
CRIMINAL DIVISION
DEPARTMENT OF JUSTICE
ABILENE, TEXAS**

In all matters, it is our mission to represent the people of the United States in a manner that will instill confidence in the fairness and integrity of our office and the judicial system, and to conduct our work with the highest integrity. We strive to perform our mission in the most efficient and effective manner.

This position is located in Abilene, Texas and will serve in the Criminal Division.

The United States Attorney's Office for the Northern District of Texas proudly serves more than seven million residents in 100 counties that encompass nearly 96,000 square miles in northern and western Texas. The District headquarters office is located in Dallas with staffed branch offices in Abilene, Amarillo, Fort Worth and Lubbock. Through our Criminal Division, the District prosecutes violations of federal criminal statutes, from acts of terrorism, public corruption, gang and violent crime, drug distribution conspiracies, Internet-related crimes, to many other various criminal acts. The Criminal Division also collects judgments and restitution on behalf of victims and taxpayers. Through our Civil Division, the District represents the United States in civil lawsuits, enforces agency regulatory authority and uses affirmative civil remedies to recover government money lost to fraud or other misconduct. The Appellate Division represents the United States in criminal cases on appeal before the U.S. Court of Appeals for the Fifth Circuit, responds to post-conviction litigation, and keeps the district informed of developments in the law.

Initial appointment is conditioned upon a satisfactory preemployment adjudication. This includes fingerprint, credit and tax checks, and drug testing. In addition, continued employment is subject to a favorable adjudication of a background investigation.

For more information on the Department of Justice and the United States Attorney's Offices, visit <http://www.justice.gov/careers/careers.html>

As needed, additional positions may be filled using this announcement.

All initial attorney positions to the Department of Justice are made on a 14-month (temporary) basis.

Salary Information:

Assistant United States Attorney's pay is administratively determined based, in part, on the number of years of professional attorney experience. The range of basic pay is **\$68,773 to \$150,188 which includes 15.95% locality pay.**

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

Job Description:

The Assistant United States Attorney (AUSA) will serve in the Criminal Division of the Abilene office. Assignments will include the investigation and prosecution of various crimes to include terrorism, public corruption, gang and violent crime, drug distribution conspiracies, Internet-related crimes and other criminal acts.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

Qualifications:**Required Qualifications:**

Applicants must possess a J.D. Degree, be an active member of the bar (any U.S. jurisdiction), and have at least 3 years post-J.D. legal or other relevant experience.

United States citizenship is required.

Preferred Qualifications:

Applicants must demonstrate a quick analytical ability and the facility to accurately and precisely articulate the critical issues involved with a case; superior oral and writing skills as well as strong research and interpersonal skills, and good judgment; excellent communication and courtroom skills and exhibit the ability to work in a supportive and professional manner with other attorneys, support staff and client agencies, and must have a demonstrated capacity to function with minimal guidance in a highly demanding environment.

Applicants will be expected to do their own legal research and writing and will be substantially self-sufficient in preparing day-to-day correspondence and pleadings. Applicants must also demonstrate excellent computer literacy skills to include experience with automated research on the Internet, electronic court filing, and electronic e-mail and word processing systems.

You must meet all qualification requirements upon the closing date of this announcement.

Salary:

Assistant United States Attorney's pay is administratively determined based, in part, on the number of years of professional attorney experience. The current range of basic pay is \$68,773 to \$150,188 which includes 15.95% locality pay.

Travel:

1-5 nights of travel required per month, occasional travel for training purposes. Occasional local travel may be required.

Application Process:

To apply for this position, you must follow the instructions listed in the link below:

<https://www.usajobs.gov/GetJob/ViewDetails/567512700>

You must provide a complete Application Package which includes:

- **Required** - Your responses to the **Online** Occupational Questionnaire (This is completed automatically during the apply online process).
- **Required** - Your resume showing relevant experience and dates of employment (include day/month/year). (cover letter optional).
- **Required**, if applicable - A recent copy of an SF-50 (Notification of Personnel Action), showing title, series, grade, and current salary; and a copy of your most recent performance appraisal.
- **Required**, if applicable - To get Veterans' Preference, you must indicate your preference in response to the appropriate question in your assessment questionnaire and you must submit the appropriate supporting documentation. See the "How you will be Evaluated" section for details regarding what is appropriate Veterans' Preference documentation. It is also recommended that you include veterans' preference information in your cover letter or resume.

Security Requirements:

Initial appointment is conditioned upon a satisfactory preemployment adjudication. This includes fingerprint, credit and tax checks, and drug testing. In addition, continued employment is subject to a favorable adjudication of a background investigation.

Residency Requirements:

Assistant United States Attorneys generally must reside in the district to which he or she is appointed or within 25 miles thereof. See 28 U.S.C. 545 for district-specific information.

Selective Service:

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See www.sss.gov.

Security Clearance

Public Trust-Background Investigation

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

Application Deadline:

Wednesday, May 20, 2020

Relocation Expenses:

Relocation expenses will NOT be authorized

**ASSISTANT U.S. ATTORNEY
CENTRAL DISTRICT OF ILLINOIS
DEPARTMENT OF JUSTICE
SPRINGFIELD OR PEORIA, ILLINOIS**

Our mission is to serve and to help protect the citizens of the Central District of Illinois through vigorous, ethical, and impartial enforcement of the laws of the United States. To accomplish that mission, we will work cooperatively with other federal, state and local law enforcement and community agencies to improve the safety and quality of life in our communities.

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 Assistant U.S. Attorney will be assigned to our Appellate Division where they will be responsible for researching and drafting briefs and motions for filing in the Court of Appeals for the Seventh Circuit, handling post-conviction Habeas Corpus (28 U.S.C § 2241) matters in district courts, reviewing and editing briefs and motions for colleagues, participating in moot courts to prepare for oral argument, and providing research support for AUSAs in the Criminal and Civil Divisions. Briefs will involve a wide variety of constitutional, statutory, and other claims arising under substantive and procedural federal criminal and civil law and primarily respond to defense claims of error in convictions and/or sentences, while at times, the government will file an appeal challenging district court decisions or orders.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

Qualifications:

Conditions of Employment

- You must be a United States Citizen or National.
- Background Investigation, credit and tax checks, and drug test required.
- You must be registered for Selective Service, if applicable.
- J.D. degree and active member of the bar (any U.S. jurisdiction) required

The ideal candidate will have at least 3 years post-J.D. experience, which includes significant legal writing and oral advocacy experience that demonstrates strong writing skills, legal practice in federal court (or a federal court clerkship), and/or practice in criminal matters or civil matters.

Demonstrated ability and willingness to be self-reliant and motivated in order to: review and distill voluminous records involving complex fact patterns; understand and articulate complex legal doctrines; routinely prepare high-quality and persuasive briefs on strict time deadlines; make persuasive oral arguments; and to assist other attorneys in all divisions.

Possess advanced computer literacy skills, including experience with automated legal research, electronic court filing, and electronic email and word processing systems.

Salary:

\$68,773 to \$167,423 per year

Travel:

Occasional Travel will be Required

Application Process:

You must provide a complete Application Package which includes:

Required - Your responses to the **Online** Occupational Questionnaire (This is completed automatically during the apply online process).

Required - Your resume showing relevant experience and dates of employment (include day/month/year). (cover letter optional).

Required - Transcripts, both Law and Undergraduate.

Required - A five to ten page legal writing sample

Required, if applicable - A recent copy of an SF-50 (Notification of Personnel Action), showing title, series, grade, and current salary; and a copy of your most recent performance appraisal.

Required, if applicable - To get Veterans' Preference, you must indicate your preference in response to the appropriate question in your assessment questionnaire and you must submit the appropriate supporting documentation. See the "How you will be Evaluated" section for details regarding what is appropriate Veterans' Preference documentation. It is also recommended that you include veterans' preference information in your cover letter or resume.

The Point of Contact for this vacancy announcement is Central District of Illinois who can be reached at (217) 492-4477 or Matthew.Glynn@usdoj.gov

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on 05/22/2020 to receive consideration.

1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
2. Click the Submit My Answers button to submit your application package. **(It is your responsibility to ensure your responses and appropriate documentation are submitted prior to the closing date.)**
3. To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

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

You are encouraged to apply online. Applying online will allow you to review and track the status of your application. **However, should you not be able to apply online, please contact Central District of Illinois at (217) 492-4477 or email at Matthew.Glynn@usdoj.gov, prior to the closing date of this announcement to request an alternate method of applying.**

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.

**SUMMER FELLOW (MULTIPLE POSITIONS)
PEOPLE'S PARITY PROJECT, THE SYSTEMIC JUSTICE PROJECT AND
THE JUSTICE CATALYST
COVID-19 RAPID REACTION/SYSTEMS SUMMER INSTITUTE
HARVARD UNIVERSITY
CAMBRIDGE, MASSACHUSETTS**

A collaboration between People's Parity Project (PPP), the Systemic Justice Project (SJP), and the Justice Catalyst (JC) announces a COVID-19 Rapid Reaction/Systems Summer Institute, which will employ law students in full-time (or volunteer part-time) summer legal fellowships, working with legal and law-related organizations on the front lines of responding to the COVID-19 crisis. While working on urgent projects, fellows will also participate in additional programming, described below.

Fellows will conduct research, write memos or reports, produce "know your rights" materials, and otherwise assist with projects aimed at ensuring the most vulnerable members of our society obtain the support they need and meet the legal challenges they face in this public health and economic crisis.

Specific projects will continue to develop in response to the current crisis and the needs of partner organizations. Sample projects could include:

- identifying state-level legal barriers to instituting vote-by-mail for the November election;
- assessing the authority of governors to free individuals held in detention in public health crises;
- supporting individuals applying for unemployment insurance;
- identifying means of holding individuals accountable for marketing sham cures for COVID-19;
- supporting advocacy efforts for states to provide unhoused people with either temporary or permanent access to housing.

Fellows will receive three tiers of supervision/mentorship:

- The program's coordinating and supervising team composed of members of PPP/SJP/JC;
- The lawyers and members of partner organizations who provide projects and with whom fellows will work directly; and

- Volunteer attorneys, who will devote a fixed number of hours per week supervising specific students/teams.

In most cases the host organization will be People's Parity Project but specific placements may vary. The coordinating team will include Molly Coleman, Jacob Lipton, and Jon Hanson.

The additional programming will be led by the Systemic Justice Project, and is designed to build community and provide participants a chance to share lessons, learn about different kinds of justice-oriented lawyering, compare different theories of change, examine deeper systemic problems revealed by the pandemic, and consider what opportunities the crisis might create for advancing long-term systemic change. It will include workshops with community organizers, social activists, justice-oriented lawyers, clinical faculty, and podium faculty from a variety of organizations and institutions.

If you are a law student potentially interested in participating either as a part time volunteer or a full time fellow, a lawyer potentially interested in providing pro bono supervision, or an individual or organization potentially interested in proposing projects, please complete this form:

https://harvard.az1.qualtrics.com/jfe/form/SV_78qGEWt1RhVEDqd

If you have a specific project to propose, please submit it here. Projects could be for an individual student or a team of students, and can vary in length and time commitment:

https://harvard.az1.qualtrics.com/jfe/form/SV_0OpMPioBvhzNfoh

We have secured limited funding to support this work, and also intend to qualify for summer public interest funding from law schools where possible.

Please distribute this message widely to organizations, lawyers, and students!

If you have any questions, please contact jlipton@law.harvard.edu and molly@peoplesparity.org

**DOMESTIC VIOLENCE ATTORNEY
PISGAH LEGAL SERVICES
ASHEVILLE, NORTH CAROLINA**

Pisgah Legal Services is a community-based non-profit corporation governed by a local Board of Directors. PLS has an annual budget of \$6.5 million from a multitude of funding sources. Located in the Blue Ridge Mountains of Western North Carolina (WNC), Pisgah Legal Services' provides free civil legal assistance to low-income people in western North Carolina. The organization currently has offices in Asheville, Hendersonville, Rutherfordton, Brevard, Burnsville, and Marshall. With a dedicated staff of seventy, including twenty-seven attorneys plus supporting staff, and an active pro bono panel of 300 private attorneys, the program provides free services to more than 18,000 people per year to meet their basic needs, primarily in the poverty law areas of housing, public benefits, domestic violence prevention, health care, immigration, and consumer law.

PLS is seeking a domestic violence / family law N.C. licensed attorney to work out of our Asheville office. The domestic violence team helps survivors of domestic violence escape domestic violence and live independent of their abusers and strives to provide holistic services to clients including at and beyond the initial protective order. Passion for promoting justice and overcoming barriers facing low-income people, being a creative and zealous attorney and a team-player and demonstrated commitment to achieving lasting results for clients and low-income communities are all important.

Responsibilities:

- Commitment to PLS' mission, values and vision.
- Representation and advice to clients in prevention of domestic violence and other poverty law cases.
- • Conduct client interviews with trauma-informed approach; advise and represent clients in Small Claims, District and Superior courts or administrative proceedings as appropriate. (This may include representation, preparation for self-representation, obtaining continuances for assessment, and referring cases to other attorneys.)
- Document all work in Legal Server case management software.
- Organize and conduct outreach and educational presentations.
- Develop and maintain community relationships including other non-profit agencies, government officials, government employees, community leaders and others.
- Travel within our service area and also to meetings or conferences in other parts of NC.
- Adhere to program priorities and case handling policies, procedures and standards of practice, as well as the highest professional and ethical standards.
- Keep abreast of developments in the law and disseminate information to staff, volunteer attorneys and the public.
- Work with volunteers, including volunteer attorneys, on a regular basis.
- Assist in fundraising in coordination with PLS Development Team.

Salary/ Benefits:

Salary ranges from \$49,616 – \$94,116 depending on experience. Excellent fringe benefits, including 401(k) retirement plan, as well as life, health, and disability insurance.

Pisgah Legal Services is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Requirements:

- N.C. licensed attorney
- Demonstrated commitment to serving low-income people and communities.
- Demonstrated skills at socio-economic and cultural sensitivity and ability to assist upset or ill people.
 - Excellent writing and verbal communication skills.
- Strong interpersonal skills and the ability to work well with teams and independently.
- Fluency in Spanish would be an asset.

To Apply:

E-mail resumé and cover letter describing relevant experience to employment@pisgahlegal.org, **by Saturday May 30, 2020**. PLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Equal Opportunity Employer.

**IMMIGRANT RIGHTS ATTORNEY
AMERICAN CIVIL LIBERTIES UNION
MIAMI, FLORIDA**

The American Civil Liberties Union (ACLU) of Florida seeks an immigrants'-rights attorney to combat pressing civil rights and liberties issues affecting communities across the state.

The position is based in Miami and reports to the legal director.

The ACLU of Florida, the state's premier civil rights advocacy organization, is a not-for-profit, nonpartisan organization that employs litigation, public policy advocacy, and public education and communications to protect and promote a broad range of constitutional issues and individual rights and freedoms, including the freedom of speech, racial justice, right to privacy, religious liberty, criminal justice reform, reproductive rights, LGBTQ rights, and immigrants' rights.

The ACLU of Florida is an affiliate of the national ACLU, the leading defender of civil liberties guaranteed by our nation's Bill of Rights. The national ACLU implements its vital civil liberties mission in all 50 states in large part through affiliate entities such as the ACLU of Florida. With offices in Jacksonville, Miami (headquarters), Pensacola, and Tampa, the Florida affiliate has a \$5.5M operating budget and over 30 staff positions, placing it among the larger affiliates in the nation.

Attorneys at the ACLU of Florida play a critical leadership role in advancing the ACLU's mission to uphold constitutional rights by developing and managing impact litigation and engaging in integrated advocacy. Attorneys work collaboratively with the national office's various legal projects as well as with the ACLU of Florida's communications, policy and advocacy, field, and development departments. Attorneys also play an important role in community outreach and education.

Primary Responsibilities:

The primary programmatic focus of this position will be the development of litigation and other legal advocacy projects in the area of immigrants' rights. The staff attorney will:

- Develop, prepare, and litigate immigrants'-rights cases at all stages in federal district and appellate courts.
- Engage in pre-litigation, post-litigation, and non-litigation advocacy, including preparing demand letters, settlement negotiations and enforcement, advocacy materials, public testimony, and public-education resources.
- Work closely with and provide policy analysis and legal expertise to non-legal program staff at the ACLU of Florida and ACLU National.
- Engage regularly with the media on immigrants'-rights issues.

Other Responsibilities:

In addition to the primary responsibilities above, the staff attorney will also:

- Develop and strengthen relationships with community partners, coalitions, stakeholders, and affected communities.
- Prepare and deliver "know your rights" information to affected communities.
- Respond to the legal needs of affected communities, potentially on an emergency and immediate basis.

- Participate in legal and advocacy conferences and develop and provide CLE on pertinent topics.
- Communicate ACLU views and positions to a variety of audiences, including judges, community residents, and policymakers, through public speaking, traditional and social media, and other means.
- Assist the ACLU of Florida's volunteer chapters across the state regarding local immigrants'-rights issues
- At times, the staff attorney may also be called upon to support the ACLU of Florida's work in areas other than immigrants' rights.

Required Qualifications:

First and foremost, the candidate must have exceptional analytic, research, and writing skills.

The only other required qualifications are that the candidate possess a J.D. and that they be a member of the Florida Bar (or able to secure Florida Bar membership within one year of the beginning of their employment).

Desired Qualifications:

While no one person will have all of the qualities enumerated below, the successful candidate will bring many of the following qualifications and attributes:

- Significant expertise and experience in the area of immigrants' rights.
- At least five years of federal district court or appellate litigation experience.
- Strong and demonstrated commitment to civil rights and civil liberties consistent with the mission and goals of the ACLU.
- Broad substantive knowledge of constitutional law.
- Exceptional oral-advocacy skills.
- Demonstrated experience working in fast-paced environment with a keen ability to simultaneously work on and manage multiple projects and deadlines and set priorities.
- Enthusiasm, patience, and cultural competence to work cooperatively on a variety of projects with lawyers, organizers, and other staff members, as well as diverse community organizations and coalitions.
- Experience working and communicating with marginalized or vulnerable communities.
- Collaborative spirit and a sense of humor.
- Demonstrated ability to work effectively and professionally with lawyers, paralegals, legal assistants, and clients.
- A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity and expression, religion, ability, and socio-economic circumstance.
- Ability and willingness to travel and work extended hours, including nights and weekends, as needed.
- Fluency in Spanish.

Compensation and Benefits:

Compensation will be commensurate with experience, within a starting range of \$62,000-\$83,000. The ACLU of Florida provides excellent benefits, including health and dental insurance with generous vacation, holiday, and sick leave policies, as well as a Defined Contribution 401K Retirement Plan. Base vacation leave is five weeks per year.

Application Procedure:

Please send an email to jobs@aclufi.org and attach a cover letter, resume, and two substantial writing samples demonstrating thorough legal analysis. All inquiries should include "Immigrants' Rights Staff Attorney position" in the subject line, and all attachments should be in Microsoft Word or PDF format.

Applicants who proceed beyond a first interview will be required to complete a research-and-writing assignment.

Applications will be accepted until the position is filled. Please indicate where you learned of this job posting. No phone calls, please.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU of Florida reserves the right to change the job description and/or posting at any time without advance notice.

The ACLU of Florida is an equal opportunity employer.

MANAGING ATTORNEY OREGON LAW CENTER ONTARIO, OREGON

Oregon Law Center (OLC) seeks a managing attorney to provide leadership and management for the five-person office located in Ontario, Oregon.

OLC is an effective legal services program committed to achieving justice for the low-income communities of Oregon by providing a full range of the highest quality civil legal services. OLC does not receive funding from the federal Legal Services Corporation. OLC operates eleven offices around the state. It has a litigation support unit, legislative advocacy unit, and statewide farmworker program. OLC works closely with Legal Aid Services of Oregon and other partners in Oregon's coordinated civil legal services delivery system.

The Ontario office provides legal services to four counties in rural Eastern Oregon. The office service area includes a high poverty rate and a high percentage of people who speak Spanish and other languages. The office has a history of being an integral part of the community and effectively using advocacy skills to improve conditions for clients through complex litigation and policy advocacy. Office priorities are set according to client need. Ontario is a rural community, located on the Snake River in the Treasure Valley at the border with Idaho. It is approximately one hour west of Boise and an easy drive to beautiful deserts, mountains, and rivers.

The managing attorney is responsible for creating and maintaining an excellent legal aid office as defined by our criteria for manager evaluation and program values statement. The managing attorney will handle and supervise impact litigation and individual cases, with a significant emphasis on class action lawsuits and other impact cases in state and federal courts. The managing attorney will engage in education and outreach to clients and community groups and will build positive and effective relationships with community partners. The managing attorney will promote mutual respect, acceptance, and teamwork among a diverse staff, and will challenge and inspire others to achieve positive results and grow professionally. This position offers an exciting opportunity to use leadership skills to make a real difference for the low-income communities of Oregon.

Requirements:

- Demonstrated commitment to serving low-income communities.

- A high degree of initiative and willingness to work collaboratively.
- Strong interpersonal communication skills, a sense of humor, and positive attitude.
- Experience with complex, impact litigation.
- Demonstrated ability to think creatively about how to address low-income clients' legal issues.
- Demonstrated ability to mentor individuals and facilitate effective team interactions.
- Admission to Oregon Bar or willingness to take next exam.

Preferences:

- Experience representing low-income clients, especially non-English-speaking communities.
- Fluency in spoken and written Spanish.
- Leadership and supervision training and/or experience.
- Personal experience with poverty, disability, or any other minority status or affiliation.

To Apply:

Send resume, cover letter, and list of references to Monica Goracke, mgoracke@oregonlawcenter.org. Open until filled.

OLC is proud to be an equal opportunity employer committed to creating a healthy work environment for a diverse staff. We encourage people from diverse backgrounds and communities to apply.

**FAMILY LAW ATTORNEY
LEGAL ASSISTANCE OF WESTERN NEW YORK
GENEVA, NEW YORK**

Legal Assistance of Western New York, Inc.® (LawNY®) has an immediate opening for a Staff Attorney to join our Geneva, New York office. The attorney position will focus on assisting low-income individuals to overcome legal barriers in the areas of family law and domestic violence law. Law graduates, new attorneys, and experienced attorneys are encouraged to apply. All applicants will be considered on a rolling basis until the position is filled.

The family law opening is ideal for attorneys seeking litigation careers. The position requires frequent appearances in courts throughout our service area, with an emphasis on family law and domestic violence law. The staff attorney will work primarily on the assigned counsel on matters pending in Wayne County Family Court. These cases include custody/visitation, protective orders, child support violations, and child abuse/neglect matters. The attorney will also assist with matters funded by the NYS Office of Victim Services. Such cases often involve representing clients who are victims of domestic violence, as well as victims of other crimes.

Program:

Legal Assistance of Western New York, Inc.® (LawNY®) is a not-for-profit law firm which works to eliminate barriers to justice by providing civil legal services to low-income clients in a fourteen-county region in the Finger Lakes and western New York State. The Geneva office serves five of those fourteen counties (Livingston, Ontario, Seneca, Wayne and Yates) and provides representation primarily in the areas of housing, family law, government benefits, elder law, education, civil rights and consumer law. We work to achieve individual and systemic change through litigation, administrative advocacy, and partnership with community organizations. Our 30 member Geneva staff include attorneys, paralegals, and a legal support team who work closely across areas of specialization to bring a holistic approach to addressing law related issues affecting our clients and communities.

Salary:

Salary is competitive and dependent on years of relevant experience. The entry-level annual salary for a newly admitted attorney with no practice experience is \$50,000 and increases to \$57,500 for an attorney with five years of experience. LawNY® provides an excellent benefits package including health, dental and vision insurance, generous leave provisions, retirement plan, paid parental leave, disability coverage, a flexible and accommodating work schedule, and numerous opportunities for professional development and other benefits.

Requirements:

Applicants should have relevant legal experience and/or a demonstrated commitment to working with low-income individuals and families, as well as excellent oral and written communication skills. Applicants must also be committed to working in an efficient and detail-oriented environment. Working with other LawNY® staff members and the community, the attorney will help develop strategies, including affirmative litigation, to address systemic problems that adversely impact poor people. Law school graduates who have taken the first available New York State Bar examination following completion of law school may qualify for a practice order pending admission to the New York State Bar pursuant to the LawNY® practice order. Fluency in Spanish is a preference but not a requirement.

To Apply:

Applicants should submit the following by May 30, 2020: 1) a cover letter describing qualifications; 2) resume; and 3) the name and contact information of three references to be contacted if an offer is extended; and 4) an optional legal writing sample. Applications should be sent to the attention of Managing Attorney, Gavin Reynolds, via email to: lawnyapplications@lawny.org.

Legal Assistance of Western New York, Inc.® (LawNY®) is an equal opportunity employer. LawNY® encourages applications from diverse candidates. LawNY® welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law. This position is considered exempt under the FLSA.

**DEPUTY DIRECTOR
PRO BONO PROJECT
LEGAL AID CENTER OF SOUTHERN NEVADA
LAS VEGAS, NEVADA**

Legal Aid Center of Southern Nevada, a private, non-profit law firm is seeking a full-time Deputy Director for its Pro Bono Project, which matches low-income clients with volunteer attorneys. Under the direction of the Pro Bono Director, the Deputy Director will recruit new volunteers, place pro bono cases, provide support and resources to volunteers, and handle other administrative tasks of running the Project.

Requirements:

Attorney with strong ties to the community preferred. Candidate must have excellent people skills, excellent organizational skills, and a professional demeanor.

Additional Qualities Desired:

- Is able to understand the lives and struggles confronting low-income and vulnerable people in our community
- Enjoys coaching and assisting attorneys who are providing pro bono service
- An empathetic communicator with a positive attitude
- Enjoys being a part of a great team of caring individuals
- Loves challenges, dislikes being bored, and believes drama and gossip belong at the movies or at brunch, not at work.

Salary:

Salary depends upon experience with a benefits package provided, including health, dental, vision and life insurance for employees and their dependents, vacation/sick time and company matched 403b retirement plan.

To Apply:

Please send cover letter, resume and a brief writing sample **by May 29, 2020** to:

Human Resources Department
Legal Aid Center of Southern Nevada
725 E. Charleston Blvd
Las Vegas, Nevada 89104
e-mail: careers@lacsnc.org

Legal Aid Center of Southern Nevada is an ADA/Equal Opportunity Employer

**PUBLIC INTEREST ATTORNEY
LOS ANGELES DEPENDENCY LAWYERS, INC.
LOS ANGELES, CALIFORNIA**

Los Angeles Dependency Lawyers, Inc. (LADL) seeks energetic California attorneys, or soon-to-be law school graduates taking the July Bar, who are committed to the fight for social justice, intellectually excited to defend the constitutionally protected relationship between parents and their children, and sufficiently resilient to engage in daily battle against the generational effects of poverty, racism, addiction, domestic violence and mental health conditions. Attorney positions are available immediately, and post-bar internships begin on August 10, 2020. LADL attorneys go through a multi-tiered training period to prepare them for the stimulating and electric atmosphere of the 25 courtrooms in Monterey Park and the 3 courtrooms in Lancaster. LADL attorneys have frequent client contact and litigate contested matters daily, protecting and reunifying L.A. County's most vulnerable families. LADL offers competitive salary and benefits based on experience.

Staff Attorney's Duties Include But Are Not Limited To:

- Legal representation of parents in juvenile dependency proceedings in the Los Angeles County Juvenile Dependency Court. This duty includes in court and out of court representation of parents at all phases of dependency case proceedings.
- Attorneys are to establish and maintain an attorney-client relationship with their client.
- Attorneys are to conduct thorough, continuing, and independent investigations and interviews at every stage of the proceedings on behalf of their client. Attorneys shall utilize the services of law firm social

workers and investigators as necessary. Attorneys are to file pleadings, motions, responses, or objections as necessary on behalf of their client.

- Ideal candidate would have previous public interest experience and/or criminal law experience. Interested candidates should submit a resume and cover letter. Have office locations in Monterey Park and Lancaster.
- Licensed to practice law in California required.

Requirements:

- Public Interest Law: 1 year (Preferred)
- License: California Bar License (Preferred)

To Apply:

Please send cover letters and resume to jacksonc@ladlinc.org

**DIRECTOR
SARAH'S VOICE
NEW YORK, NEW YORK**

Sarah's Voice seeks a passionate Director to lead a small dynamic team of three lawyers and a paralegal litigating family law and matrimonial cases in New York Family, Supreme, and Integrated Domestic Violence courts. The Director will support the project's existing advocacy efforts, as well as be responsible for expanding the project's work. The Director will provide hands-on supervision of litigation-intensive practice, including second seating trials and depositions, meeting with staff for case review, and reviewing written work. The Director will also handle a small caseload of matrimonial/domestic violence matters.

The Director will have the opportunity to develop program and protocols needed for growing legal services program. Additional responsibilities include community outreach, maintaining and developing new community partnerships, including pro bono work, developing litigation, legislative and policy advocacy, maintain strict adherence to grant requirements, grant reporting, assist with writing grant proposals, fund-raising, and providing trainings on a variety of DV and matrimonial related subjects. The Director will report to the Executive Director of STF.

Experience and Qualifications:

Sarah's Voice seeks an attorney admitted to the New York State Bar with:

- Minimum of 7-10 years practicing matrimonial and family law
- Demonstrated commitment to social justice and working with low-income clients;
- Prior supervisory experience;
- Deep understanding of and ability to work well with people of diverse national, ethnic, cultural, religious, and socioeconomic backgrounds, with a particular sensitivity to the complex issues encountered by survivors of domestic violence and trauma in the Jewish community;
- Outstanding organizational and time management skills;
- Strong interpersonal and teaching/training skills;
- Outstanding communication, research, and writing skills; and
- Experience with grant-writing and grant-reporting preferred.
- Fluency in Hebrew a plus

Applicants should send a cover letter, resume, and two writing samples to sfrydman@shalomtaskforce.org. Please write "Sarah's Voice Director" in the subject line of the email.

Salary is competitive and commensurate with experience.

Shalom Task Force Inc. is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.

**STAFF ATTORNEY
IMMIGRATION LAW PROJECT
LOS ANGELES LGBT CENTER
LAS PALMAS, LOS ANGELES, CA**

The Los Angeles LGBT Center Legal Services Department is hiring a staff attorney for the Immigration Law Project. This full-time position will focus on humanitarian cases for the LGBTQ+ community in Los Angeles. Removal defense and detained representation experience needed.

The Legal Services Department provides trauma-informed and client-centered holistic legal services to the most marginalized members of the LGBTQ+ communities. Our focus is on undocumented immigrants, transgender, non-binary and intersex adults, youth experiencing homelessness, and survivors of violence (domestic violence, sexual assault, stalking, hate crimes/incidents, police/government misconduct, and discrimination). We have 5 inter-related projects; each serves clients at multiple locations.

Job Summary:

In coordination with the Director of Legal Services, the Immigration Law Project Manager, other Legal Services Department staff, and volunteer attorneys: Responsible for all aspects of a significant immigration client caseload before EOIR and USCIS, including recognizing and triaging the needs of clients within the context of available resources, both within and outside the Los Angeles LGBT Center (Center), and being responsive to community and institutional needs.

Essential Functions:

- Manage a significant client caseload of affirmative and defensive cases by directly providing comprehensive legal services for LGBTQ immigrants survivors of violence, including conflict-of-interest checks, over-the-phone and in-person intakes and consultations, preparing applications, obtaining supporting documents, conducting research, preparing briefs, and representing clients at interviews and hearings;
- Provide removal defense to LGBTQ immigrant survivors detained by the Department of Homeland Security at local detention facilities, including providing remote parole/bond support to those detained in remote facilities;
- Provide consultation and legal screening at different office locations of the Los Angeles LGBT Center and within community centers and spaces around Los Angeles;
- Work in collaboration with mental health, health, and youth services providers in furtherance of providing LGBTQ immigrant survivors with coordinated legal services that are holistic, client-centered, strength-based, and trauma-informed;

- Daily attention to administrative and operational responsibilities to ensure reporting compliance, including detailed and comprehensive data collection;
- Attend and convene meetings and community events to develop, sustain and strengthen new and existing coalitions and collaborations with immigrant legal service providers, immigrant advocacy organizations, victim support agencies, social services providers, and government agencies;
- Present trainings and advocate on issues encountered by clients at the above venues to expand access to services and/or increase legal service capacity;
- Oversee immigration clinics, including a monthly employment authorization clinic, that are open to all immigrants;
Develop, sustain, and strengthen educational outreach to immigrant communities;
- Write grant proposals/reports and conduct supportive research to help sustain and strengthen the Project;
- In coordination with internal Center resources, strengthen media presence;
- Participate in staff meetings;
- Other duties as assigned.

Job Qualifications and Experience:

- Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- Member of the California State Bar, with eligibility to practice law before the Court of Appeals for the Ninth Circuit;
- Experience in managing a significant client caseload in the field of immigration law, for defensive and affirmative clients, with litigation experience strongly preferred;
- Experience in appellate litigation, a plus;
- Passion and demonstrated commitment to serving survivors of violence, including experience working with diverse communities of transgender and undocumented immigrant survivors;
- Demonstrated understanding of the unique issues faced by the LGBTQ community, particularly survivors of violence and torture;
- Demonstrated experience in the delivery of services in a non-profit setting, experience working or volunteering in the LGBTQ community, and a passion for the Center's work and its mission to make the world a better place for LGBTQ+ people;
- Demonstrated ability to triage and manage multiple tasks under pressure in a fast-paced environment;
- Demonstrated capacity to provide a welcoming presence to clients experiencing trauma, and a demonstrated client-centered, trauma-informed perspective and cultural responsiveness to the diverse populations we serve;
- Bilingual skills (English/Spanish) strongly preferred;
- Excellent verbal and written communication skills, including experience in giving presentations/trainings;
- Flexibility to work evenings and weekends is required;
- Access to reliable transportation and the ability to be insured;
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

To Apply:

Apply online [here](#).

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

**CHIEF LEGAL OFFICER
SOUTHERN POVERTY LAW CENTER
MONTGOMERY, ALABAMA**

Position Overview:

The Chief Legal Officer (“CLO”) will serve as the principal legal officer for the SPLC, with overall responsibility for the leadership of the SPLC’s legal advocacy at a time when the work of the SPLC has never been more vital. Reporting to the President and CEO, and as a key member of the SPLC senior leadership team and leader of the Legal Department, the CLO will lead the SPLC’s litigation team, impact litigation strategy, direct representation, public education, legal advocacy, community engagement, and related operations in collaboration with legal leadership and staff. The CLO will be responsible as a thought partner and collaborative visionary for shaping, managing, and driving litigation strategy and managing a strategic, smart, and innovative litigation docket, surveys, and investigation matters for the SPLC at the federal, state, and regional level. Collaboration across issues, areas, and departments will be required. The CLO must be deeply committed to diversity, equity, and inclusion. This position serves as a trusted advisor to the senior leadership team of a prominent social justice organization, with over 350 staff in five states and the District of Columbia.

As a key member of the SPLC senior leadership team and leader of the Legal Department, the CLO will lead the SPLC’s impact litigation strategy and operations and related advocacy and community engagement. The CLO will have responsibility for setting and driving litigation strategy and managing the SPLC’s litigation docket, surveys, and investigation matters. The CLO will work strategically with the organization to shape, manage, and direct litigation and related operations, drive efficiency and cost optimization for the organization, and coordinate with other SPLC departments on a wide range of issues that impact the Legal Department and its litigation docket to advance the overall mission, vision, and impact of the SPLC. The CLO will oversee the litigation team --- to effectively and efficiently lead all of the organization’s high-impact litigation, direct representation, public education, and legal advocacy --- and will actively work to promote diversity, equity, and inclusion in the workplace.

Organization:

The SPLC is dedicated to working side-by-side with the communities it serves to seek justice and fight hate and bigotry. Using litigation, legislation, public education, and other forms of advocacy, the SPLC works toward the day when the ideals of equal justice and equal opportunity will be a reality. The SPLC has earned a reputation as a force among social justice organizations, safeguarding and defending crucial civil rights victories during some of the most challenging periods in our nation’s history. The SPLC’s work has become increasingly vital as our country becomes more diverse and hate and bigotry grow. In the face of new challenges, the SPLC has maintained an unwavering resolve to promote and protect our nation’s most cherished ideals.

Location: Montgomery, AL (preferred) or Atlanta, GA breadth of litigation and community issues that the SPLC addresses, a broad-based complex litigation and advocacy background will be vital to supporting the SPLC. The CLO must have significant leadership and managerial experience leading a diverse legal team and be seen as a partner and collaborator committed to supporting the mission of the SPLC. A demonstrated commitment to working with and in diverse communities and supervising an inclusive staff is required. The CLO should have a

highly strategic mindset and approach to litigation and demonstrated organizational and business acumen, strong analytical skills, and the ability to grasp important and complex legal and strategic issues facing the organization. The ability to manage competing priorities with challenging deadlines and to be courageous, especially regarding hard decisions, is critical. Personal qualities of humility, perspective, and a sense of humor under stress will be an advantage.

Relocation:

Yes, this is a national search. Relocation assistance will be provided.

SPLC Overview:

The Southern Poverty Law Center (SPLC) is one of the preeminent organizations in the United States dedicated to working side-by-side with the communities it serves to seek justice and fight hate and bigotry. The SPLC is a national civil rights organization with offices in five states and the District of Columbia. Over the last several years it has grown substantially, with staff nearly doubling in size. The SPLC works toward the day when the ideals of equal justice and equal opportunity will be a reality.

For more than four decades, the SPLC has won landmark cases that have led to systemic reforms — toppling remnants of Jim Crow segregation and dismantling white supremacist groups; working with people of color, women, children, the LGBTQ community, and the disabled to shatter barriers to equality; fighting alongside migrant workers against abuses; ensuring the humane treatment of people in prison; reforming juvenile justice practices; and more. To achieve its goals, the SPLC employs a variety of strategies, including litigation, legislative and media advocacy, research, and community education and mobilization.

Currently SPLC’s Legal Department is comprised of over 150 staff members, including 100+ lawyers and advocates, in the areas of Immigrant Justice; Children’s Rights; Economic Justice; LGBTQ Rights/Special Litigation; Criminal Justice Reform; and Voting Rights. The SPLC advocates on behalf of individuals and communities impacted by discrimination and/or poverty to bring about systemic reforms through high-impact lawsuits, limited direct representation, community engagement, and advocacy. In addition to its legal work, the SPLC, through its Teaching Tolerance project, combats prejudice among our nation’s youth while promoting equality, inclusiveness, and equitable learning environments in the classroom; through its Intelligence Project, monitors the activities of domestic hate groups and other extremists and exposes their activities to the public, the media, and law enforcement; and operates the Civil Rights Memorial Center in Montgomery, AL.

Key Qualifications of The CLO Will Include:

- J.D. from an accredited national law school and admission to any state bar in the United States.
- A minimum of 15 years of experience handling a broad range of large, complex litigation.
- A demonstrated commitment to working with and in diverse communities, supervising an inclusive staff, and promoting DEI in the workplace.
- Leadership and managerial experience leading a legal team.
- Highly strategic mindset and approach to litigation, looking for creative solutions and opportunities and anticipating future cases, advocacy, and practice areas.
- Demonstrated organizational and business acumen, strong analytical skills, and the ability to grasp important legal and strategic issues facing the organization.
- A strong, demonstrated interest in the SPLC’s work and its mission.

Responsibilities:

In a broad sense, the CLO will:

- Provide institutional leadership as a strategic thought partner on organizational objectives and priorities to the President and CEO, the senior leadership team, the Board, the Legal Department's leadership team, and other members of the SPLC.
- Inform and lead SPLC's litigation strategy.
- Actively participate in work to promote diversity, equity, and inclusion and incorporate a DEI lens to the Legal Department's internal and external work.
- Direct and supervise the operations of the Legal Department.
- Manage the litigation activities of the Legal Department and practice groups, comprised of 100+ attorneys and advocates, with the ability to roll-up-one's-sleeves and provide direction to and oversight of the strategic direction of the SPLC.
- Build strategic partnerships and relationships with internal senior leadership and SPLC staff as well as outside partners, consultants, other human rights and social justice organizations, stakeholders, outside pro bono counsel, lobbyists, law fellows, and interns to further organizational objectives.

For more information about the position, please visit: www.mlaglobal.com

To Apply:

Apply [online](#)

No telephone calls please. You may be required to complete additional documents to be considered for this position.

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, cancellation 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/>

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.

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/>

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.

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We hope to see you soon!

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