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AUGUST 2016

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Coming Up at the Washington Council of Lawyers:

DC Bar Advice and Referral Clinic

August 13, 2016 (9:30a – 1:00p), Bread for the City (1640 Good Hope Road, SE)

Fall Kickoff

September 12, 2016 (6:30p – 8:30p), Goodwin Procter (901 New York Avenue, NW)

Racial Justice Series: Fighting Voter Suppression

September 22, 2016 (6:30p – 8:30p), White & Case (701 13th Street, NW)

Best Practices in Pro Bono Breakfast Series

September 29, 2016 (8:30a – 10:00a), Fried Frank (801 17th Street, NW)

Litigation Skills Series: Cross-Examination & Impeachment

October 21, 2016 (noon – 2:30p), Arnold & Porter (601 Massachusetts Avenue, NW)

To register for upcoming Washington Council of Lawyers programs,
please visit our website, www.wclawyers.org.

LEGAL POSITIONS

CONSUMER LAW STAFF ATTORNEY
THE LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks a Staff Attorney for its consumer law unit. Legal Aid was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work consists of individual representation in housing, family law, public benefits, and consumer law matters. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation.

Tasks and Duties: Legal Aid has a broad and energetic consumer practice. We give priority to cases in which our lawyers can assist clients to avoid foreclosure and/or preserve homeownership or can protect clients against abusive debt collection practices. In addition to maintaining an active litigation docket, we engage in significant efforts to address issues of public policy. At full capacity,

our unit is staffed by one supervising attorney, two staff attorneys, one full-time fellow, one part-time volunteer attorney, and a legal assistant.

Consumer attorneys work out of Legal Aid's central office, its community office in Southeast DC, and its court-based offices in DC Superior Court. The Staff Attorney will be expected to conduct initial client interviews, maintain a caseload of consumer cases, and engage in community outreach, policy advocacy and systemic reform efforts. This Staff Attorney position is funded for two years by a one-time grant award and would focus on foreclosure prevention and related advocacy (though an extension of the funding is possible). Among other things, the Staff Attorney would be expected to staff the Court-based Foreclosure Prevention Project, which provides low-income litigants with access to temporary, same-day legal representation in judicial foreclosure matters. The Staff Attorney may also handle other consumer law matters in Small Claims Court and on the civil collections calendar, with a focus on the defense of debt collection actions.

Qualifications: The ideal candidate will have the following:

- Experience in legal services, preferably with a background in consumer law;
- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively;
- A demonstrated commitment to social and economic justice; and
- Bilingual skills (in Spanish, Amharic, or another language prevalent in Legal Aid's client community) strongly preferred but not required.

Membership or eligibility for membership in the DC bar is required.

Salary and Benefits: The attorney will be paid in accordance with Legal Aid's attorney salary scale. Legal Aid also offers a competitive benefits package.

To Apply: Interested persons are encouraged to apply immediately and should email a letter of interest and resume to: consumerattorneysearch@legalaiddc.org.

Legal Aid values an inclusive, diverse workplace and does not unlawfully discriminate on any basis prohibited by law. Legal Aid encourages applications from all interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status.

Applications will be reviewed as they are submitted. Position remains open until filled.

HOUSING LAW SUPERVISING ATTORNEY THE LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks a Supervising Attorney for its housing law unit. Legal Aid was formed in 1932 to "provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs." Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is comprised of individual representation in housing, family law, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation.

Tasks and Duties: Legal Aid has a broad and energetic housing practice. We give priority to cases that involve the prevention of an avoidable eviction, efforts to address dangerous or

unhealthful housing conditions, and the preservation of affordable housing and public and assisted housing. In addition to an active litigation docket, we engage in significant efforts to address issues of public policy. Our unit is staffed by three supervising attorneys, nine senior staff attorneys and staff attorneys, three “loaned associates” from law firms, and a legal assistant.

Housing attorneys work out of Legal Aid’s central office and its community office in Southeast DC. They also staff two of Legal Aid’s signature projects: our Court-Based Legal Services Project, which sites a legal services office in Landlord-Tenant Court to provide same-day representation, and our Housing Right to Counsel Pilot Project, which seeks to reduce eviction of low-income tenants living in subsidized housing by significantly expanding their access to legal services. The Supervising Attorney would co-supervise the housing unit staff (including senior staff attorneys, staff attorneys, and “loaned associates” from law firms, and volunteer interns, as appropriate). In addition, she or he will handle an individual caseload, provide management assistance, work on policy advocacy, conduct intakes, and help shape the direction of Legal Aid’s housing law unit.

Qualifications: The ideal candidate will have the following:

- Significant experience in a legal services, preferably in housing law;
- Prior supervisory experience;
- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively with other staff;
- A demonstrated commitment to social and economic justice; and
- Bilingual skills strongly preferred but not required.

Membership or eligibility for membership in the DC bar is required.

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

To Apply: Interested persons are encouraged to email a letter of interest and resume to: housingsupervisorsearch@legalaiddc.org.

Legal Aid values an inclusive, diverse workplace and does not unlawfully discriminate on any basis prohibited by law. Legal Aid encourages applications from all interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status.

Applications will be reviewed as they are submitted. Position remains open until filled.

HOMELESS SERVICES/HOUSING ATTORNEY
THE WASHINGTON LEGAL CLINIC FOR THE HOMELESS

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

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

The new attorney will be engaged in both direct representation and systemic advocacy, and she or he may provide support to our network of *pro bono* attorneys who assist clients at our community intake sites.

We are looking for an attorney to join the Legal Clinic who:

- is committed to social justice;
- recognizes the importance of client voice and leadership;
- has experience working on affordable housing, emergency shelter or other issues related to homelessness;
- is at ease in the courthouse *and* in the legislature;
- embraces a practice model that blends individual representation with systemic advocacy; and
- is comfortable taking unpopular positions if justice demands that we do so.

Our ideal candidate will have:

- minimum two years legal experience, preferably in legal services or with an extensive *pro bono* practice;
- experience developing or participating in successful advocacy campaigns;
- a history of collaborating with community-based advocacy, social justice, or social service organizations;
- strong analytical and writing ability; and
- DC Bar membership or the demonstrated ability to waive into DC.

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

While we envision this as a full-time position, we will give consideration to outstanding applicants who seek to work part-time.

Salary: DOE with excellent benefits. Applicant may be eligible for loan repayment assistance through the DC Bar Foundation.

To Apply: Please send a cover letter, resume, writing sample, names of three references, and salary requirements via email to.job@legalclinic.org and note "Attorney Position" in the subject line. We are looking for thoughtful, personalized cover letters that demonstrate qualifications and interest in working to build a more just community. **Applications will be reviewed on a rolling basis until the position is filled.** WLCH supports diversity in staffing. People of color and individuals from other underrepresented groups are strongly encouraged to apply.

**HOUSING LEGAL SERVICES ATTORNEY
BREAD FOR THE CITY**

Our Mission: The mission of Bread for the City is to provide vulnerable residents of Washington, DC, with comprehensive services, including food, clothing, medical care, and legal and social services, in an atmosphere of dignity and respect. We recognize that all people share a common humanity, and that all are responsible to themselves and to society as a whole. Therefore, we promote the mutual collaboration of clients, volunteers, donors, staff, and other community partners to alleviate the suffering caused by poverty and to rectify the conditions that perpetuate it.

Bread for the City's Legal Clinic works to ensure better access to justice for individuals in our nation's capital. The Legal Clinic provides front-line civil legal services primarily in three areas of law: housing, family, and public benefits. Our Housing Law practice includes defending tenants against complaints for possession of real estate, affirmative litigation on behalf of tenants and tenant associations, representation at administrative agencies, and advice and counsel in a variety of housing-related matters.

Position Description: The Legal Clinic seeks an attorney for its housing practice, which consists of a dedicated team of 5 housing attorneys and 1 half-time associate loaned from an area law firm. Our housing team focuses primarily on two innovative housing projects: (1) Landlord-Tenant Court-Based Legal Services Project, through which our attorneys help staff, with another legal services provider, an office at the Landlord/Tenant Branch of D.C. Superior Court and provide immediate representation to tenants they meet for the first time at a critical point in their landlord-tenant case (many of those cases are retained by our clinic for continued representation) and (2) Housing Right to Counsel Pilot Project, a new joint initiative with two other local legal services providers that focuses on expanding access to representation to tenants in subsidized housing at risk of eviction. Our practice at the courthouse office is fast-paced, high-energy and requires the commitment of someone who is able to multi-task as typically attorneys represent 2-3 clients at each appearance. Attorneys in this practice are generally in court 1-2 times per week with the remainder of their time spent completing ongoing casework. Some time may be spent on administrative hearing work representing participants in federal subsidy programs or at the District's Office of Administrative Hearings. Finally, the Housing Attorney may help support housing-related advocacy and policy reform efforts in the District through participation in various stakeholder groups and legislative reform efforts.

Qualifications:

- Member of the D.C. Bar or eligible to waive in;
- 1-3 years of litigation experience;
- Demonstrated commitment to social, economic, and racial justice;
- High degree of flexibility;
- Sense of humor, seriously;
- Strong organizational, research, and oral and written communication skills;
- Ability to work collaboratively with other staff and interact with a wide variety of people;
- Comfortable working in an open work environment, with no private offices for staff;
- Prior experience in a legal services or other public interest setting;
- Knowledge of or experience with D.C. housing law a plus;
- Bilingual (Spanish/English) skills preferred but not required.
- Ability to work with volunteers in a professional and collaborative manner;
- Familiarity with Google Organization & Productivity Tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems;
- Willingness to learn and carry out Bread for the City's commitments to social justice and racial equity.

Compensation: Bread for the City offers competitive non-profit salaries based on experience and a generous benefits package.

To Apply: Qualified candidates should submit a cover letter that speaks to your interest and qualifications along with a resume [to work@breadforthecity.org](mailto:to_work@breadforthecity.org) with **“Housing Attorney”** in the subject line. Only those 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.

STAFF ATTORNEY NETWORK FOR VICTIM RECOVERY OF DC

Started in 2012, the mission of the Network for Victim Recovery of DC (NVRDC) is to empower crime victims in the District of Columbia through a collaborative approach by providing holistic, comprehensive services through community-based education, therapeutic and legal support in order to achieve justice and encourage self-determination.

This organization employs a uniquely structured "shared leadership" model with two Co-Executive Directors aiming to create a truly holistic agency. NVRDC believes in having strong relationships with other DC providers in hopes that the victim recovery process will be seamless.

Staff Attorney Position Summary: NVRDC seeks a full-time staff attorney to advocate to represent victims of crime in DC to start immediately. This attorney will work collaboratively with NVRDC's leadership, legal team, and case managers to provide legal support and advocacy to all victims of crime with a strong focus on advocacy for survivors of sexual assault. This position will be required to work closely with NVRDC's Outreach Program and the legal team in developing and deploying legal trainings for NVRDC volunteers, legal and victim service professionals, and community members.

This individual will have 1-2 years' experience and will be resourceful, highly organized, a team player, a critical and analytical thinker, self-reflective and self-aware, and open to growth and learning. The staff attorney will be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds to demonstrate NVRDC's dedication to social justice and access to justice for all victims of crime in DC.

This is a full-time, (40 hours per week) FLSA exempt, at-will position. Prorated benefits are available and all federal holidays will be paid holidays. The compensation range is \$50,000.

NVRDC offers a competitive benefits package for paid-time, contribution for the cost of the health care coverage, and retirement plan options. Additionally, NVRDC is an eligible employer for the purposes of the DC Bar Pro Bono Program's loan repayment assistance program.

Primary Responsibilities: The majority of the staff attorney's time will be spent maintaining a civil and criminal caseload. This legal advocacy will include Civil Protection Order representation, campus administrative Title IX and Cleary Act representation, and direct representation of crime victims in DC Superior Court criminal matters.

Specific responsibilities include:

- Assisting all crime victims in DC with criminal legal advocacy, support and representation;
- Providing civil legal advocacy and representation related to Civil Protection Orders for survivors of gender-based violence;
- Offering Title IX assistance for campus survivors of domestic violence, dating violence, sexual assault and stalking;
- Working closely with NVRDC's case management staff to develop and deploy NVRDC Outreach trainings;
- Maintaining accurate case records and responsibility for project specific grant reporting;
- Working closely with law enforcement agencies, schools, health and welfare agencies, and community partners;
- Representing NVRDC within the victim services and legal communities;
- Continuing to grow and seek professional development opportunities for position and organization; and
- Perform other duties as needed.

Qualifications: The successful candidate for this position must possess a combination of education and direct service experience and supports working with victims of crime. The applicant must also possess a demonstrated commitment to both public interest work and assistance to underserved populations. This position requires a self-starter who works well independently and as a team player.

Specific skills and background must include:

- **DC-barred attorney** (or currently has pending application with DC Bar);
- Some direct victim services legal experience and demonstrated desire to work with crime victims to ensure they receive the services needed;
- Demonstrated knowledge and/or commitment to providing representation for survivors of intimate partner violence, sexual assault, and stalking in Civil Protection Orders cases;
- Strong oral and written communications skills;
- Knowledge of victim services available within DC;
- Experience working for marginalized and underserved communities and crime victims; and
- A reputation for integrity, dependability and professionalism.

A successful candidate for this position must be an attorney with a demonstrated commitment to both public interest law and assistance to underserved populations. Interested candidates should apply by submitting a letter of interest, resume, and three professional references to bridgette@nvrdc.org by **August 5, 2016** (applications will be reviewed on a rolling basis). All inquiries related to this position should be submitted via email to bridgette@nvrdc.org.

**DIRECTOR OF THE JUSTICE PROGRAM OFFICE
SCHOOL OF PUBLIC AFFAIRS
AMERICAN UNIVERSITY**

The School of Public Affairs at American University invites applications for a director of its Justice Program Office (JPO). The director will report to the Dean of the School of Public Affairs (SPA) and will lead the Office in meeting the school's mission to apply the tools of scholarship and professionalism to the design, management, and evaluation of criminal justice programs. JPO's overall mission is to apply research and evaluation to promote best practices in policy development and justice administration at all levels of government. JPO provides technical assistance, research, training, policy development, and program evaluation services to government agencies and

organizations throughout the U.S. and internationally, promoting the application of relevant research findings and professional standards to the operation of justice system and related agencies.

The successful candidate will provide leadership for the JPO staff, ensure continual strategic planning for the office, represent AU at national criminal justice reform conversations and leverage the existing capabilities of SPA faculty in crafting funding strategies to foster research pertinent to critical justice policy issues.

The ideal candidate for this position will be dynamic and have a proven track record of providing strong strategic and research leadership. The director will have substantial experience in developing effective relationships with a broad range of stakeholders and funders, and will be a skilled researcher and thought leader in the justice field. A master's degree is required. Preference will be given to applicants holding a PhD or law degree. Prior leadership experience in grant writing or management is necessary, as is past work in a university, foundation or a grant-making organization, or research setting. Candidates with appropriate experience are eligible for appointment as research faculty in the Department of Justice, Law and Criminology in the School of Public Affairs. Salary and benefits are competitive, with an expectation that a substantial part of the salary will be generated through externally funded research activities. The anticipated start date will be September 1, 2016.

Review of applications will begin immediately and continue until the position is filled, subject to ongoing budgetary approval. Please submit applications via: <http://apply.interfolio.com/36124>. Include a cover letter, curriculum vita, statement of vision for JPO, and contact information for three references. Electronic submissions are preferred.

Established in 1934, the School of Public Affairs offers undergraduate and graduate programs in the departments of Government; Justice, Law, & Criminology; and Public Administration & Policy. The School's programs are consistently ranked among the best in the field of public affairs by *U.S. News & World Report*. Learn more about the School of Public Affairs at www.american.edu/spa.

American University is a private institution within easy reach of many centers of government, business, research, and arts located in the nation's capital. For more information about American University, visit www.american.edu. American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information or any other bases under federal or local laws (collectively "Protected Bases") in its programs and activities. American University is a tobacco and smoke free campus.

EXECUTIVE DIRECTOR DISTRICT OF COLUMBIA ACCESS TO JUSTICE COMMISSION

The D.C. Access to Justice Commission was created in 2005 by the D.C. Court of Appeals and "charged with the responsibility of assuring high quality access for low and middle income residents and others in the District of Columbia, who suffer disparate access barriers to the civil justice system, and with raising the profile in our community of the need for equal access to justice."

The Court directed the Commission to work to:

- Establish a coordinated planning process that includes all members of the community who are affected by the crisis in equal access to justice in an effort to develop strategies to improve access and reduce barriers.

- Facilitate efforts to create improved coordination and support of civil legal services programs.
- Work with the courts, administrative agencies and lawmaking bodies to propose and promote rules and systemic changes that will open greater access to the justice system; and
- Propose and promote strategies to generate adequate levels of public, private, and volunteer resources and funding for the District's civil justice network and the access to justice initiatives identified by the Commission.

The Commission has twenty-one members with three-year terms, including D.C. Court of Appeals and Superior Court judges, past Presidents of the D.C. Bar, representatives of legal services providers, academic leaders, and other community leaders. The Commission meets every six weeks and does substantial work through committees and working groups.

The Commission is privately funded, predominantly by area law firms.

Position Profile and Description: The position of Executive Director requires a combination of strong strategic vision, leadership, management and people skills, and, preferably, in-depth knowledge of the local legal services network and the community it serves. The Executive Director is responsible for:

- Facilitating the Commission's achievement of the mission assigned to it by the Court of Appeals;
- Identifying impediments to access to justice and creative strategies to overcome them; and
- Leading the organization in implementing its work agenda.

The Executive Director secures the Commission's financial stability, supports the Commission and its committees in their meetings and other activities, and engages with leaders and staff of the D.C. Bar, law firms, legal services providers, judicial leaders, and elected officials and their staffs.

Qualifications: The ideal candidate, in addition to having a law degree and substantial legal experience, will have the following characteristics:

- Strong leadership, organizational, and communication skills;
- Ability to work collaboratively;
- Significant experience as an anti-poverty or public interest legal advocate;
- Capacity to articulate a clear vision for program direction; and
- A demonstrated commitment to social and economic justice.

To Apply: Interested persons are encouraged to apply immediately and should email a letter of interest, a list of references, and resume to Rebecca Troth at rtroth@sidley.com. Applications will be reviewed as they are submitted. Position remains open until filled.

The Commission does not discriminate on any basis prohibited by law. It encourages applications from all interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status.

**SENIOR ATTORNEY AND PROJECT DIRECTOR
ADVANCEMENT PROJECT**

Advancement Project seeks an experienced civil rights litigator with at least seven years of legal experience to serve in its DC office as Senior Attorney and Director of its Voter Protection Program.

Advancement Project is a next generation civil rights organization. We tackle inequity using innovative strategies and strong community alliances. With a national office in Washington, D.C. and two offices in California, we combine law, communications, policy and technology to create workable solutions and achieve systemic change. We aim to inspire and strengthen movements that expand opportunity for all.

Advancement Project's Voter Protection Program partners with local and national partners to eliminate legal and structural barriers to voting at the county, state, and federal levels in people of color and low-income communities in select states and counties. The Program is grounded in collaborations with over two hundred local and national racial justice, progressive, voter registration, and civic engagement partners; continuously expands its broad, community-based election administration network to include additional racially diverse coalitions in its priority states; and supports its partners by advocating with state and local election officials to remove barriers to voting, drafting and disseminating "community-friendly" documents about voter protection issues, offering strategic communications and advocacy assistance, and--where necessary--representing partners in litigation to challenge burdens on voting. In the 2016 election cycle, the Program anticipates operating in several states, including Florida, Georgia, Missouri, Ohio, Virginia and other states to be determined.

The Program Director will:

- Lead, build, and motivate an energetic, innovative team of lawyers, local advocates, and program associates to identify and eliminate "structural disenfranchisement" in communities of color;
- Work in collaboration with management team to create project goals and work plans that create systemic change and deliver impact;
- Manage the voter protection team, tools, resources, and activities, to ensure voter protection goals are accomplished;
- Work with the Communications Department to execute communications strategies;
- Foster team and individual growth and promote team's work;
- Offer a strategic vision and creative solutions for eliminating existing and new barriers to voting;
- Review the team's written work products to ensure the consistent production of high quality work products and advocacy services;
- Conduct and supervise investigations of claims of systemic election administration irregularities and voting rights violations;
- Litigate voting rights lawsuits to challenge state laws, practices, or procedures that disenfranchise voters of color;
- Cultivate and manage strategic multiracial, multicultural relationships, coalitions, and partnerships to build power in communities of color;
- Assist the Development Department with budgets, fundraising, and reporting;
- Assist Co-Directors and other Project Directors in managing investigations and litigation in other projects, as needed; and
- Manage the Program's budget effectively and adjust expenditures as necessary.

Qualifications: Candidate must have a minimum of seven years post J.D. experience with at least five years of substantial litigation experience, including trial skills; civil rights expertise; management experience; strong research, writing and interpersonal skills; and a demonstrated commitment to racial justice. Experience in state or federal legislative advocacy is strongly preferred. Applicants

must be licensed to practice in DC or eligible to waive into the DC bar. Fluency in Spanish is a plus and voting rights knowledge is preferred. Salary based on experience; benefits included.

STAFFING ATTORNEY **CASA**

CASA's primary mission is to work with the community to improve the quality of life and fight for equal treatment and full access to resources and opportunities for low-income Latinos and their families. CASA works with other low-income immigrant communities, makes its programs and activities available to them, and joins with other organizations to advocate for social, political, and economic justice for all low-income communities. CASA has created a separate affiliate to expand the tools we have available to serve the immigrant community. CASA in Action is a separate, but related, nonprofit organization that is exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code. Although CASA and CASA in Action share a common goal of supporting immigrants and low-income people in Maryland and adjacent communities, CASA and CASA in Action are separate organizations. Each is a separate nonprofit corporation with its own board of directors. A set of employees at the two organizations, including the person filling this position, shares their time between the two organizations. This has no effect on salary or benefits.

Position Summary: A Casa of Maryland staff attorney is on the front line in defending immigrant workers against abuse by employers, the police and immigration officials. This is an excellent opportunity to build your legal skills, build power in the immigrant community, make a lasting difference in the state of Maryland and to work with a dynamic group of paralegals, lawyers, organizers and social service staff in a friendly, fast-paced, bi-lingual and multi-cultural office.

Essential Responsibilities:

Direct Legal Work

- Oversee and provide legal representation in housing-related cases.
- Oversee and provide legal orientation, counseling and education regarding substandard housing conditions, illegal evictions, retaliation, race and national origin discrimination, employment-related abuses, consumer-rights violations, education rights violations, domestic violence, civil rights, family law, and other legal problems faced by members of the low-income immigrant community that CASA encounters.
- Provide referrals, brief legal services and direct representation in individual and collective cases.

Strategic Work with Organizers

- Support legal needs of the Organizing department.
- Co-counsel with other legal services providers or pro-bono counsel to pursue impact litigation.
- Engage in advocacy and community organizing efforts and campaigns for improved laws affecting members of the low-income immigrant community at local, state and federal level by drafting legislation, presenting testimony, organizing hearings and lobbying.
- Work independently and as part of the team.

Outreach/Popular Education

- Engage in education and outreach through "know your rights" presentations, design and dissemination of materials and "training of trainers" workshops in which organizers and workers are trained to reach out to others to inform them of their rights.

Administrative Work

- On-going data entry and bi-weekly internal activity reports
- Annual planning process: developing and executing individual work plans, evaluating and providing feedback on plans as the year progresses
- Meet deadlines established by supervisor and in Department and individual work-plan
- Contribute creative ideas about ways to improve further his/her specific job and CASA as an organization
- Provide detailed report regarding work including case examples, case profiles, and statistics
- Work to improve and grow relationships with private bar to leverage greater pro bono and other support
- Identify clients to participate in public, organizing campaigns and to speak with media

Education, Certifications, Knowledge, Skills and Abilities Required:

- Licensed to practice law in MD or ability to immediately obtain licensure (member of the bar of some state and ability to sit for next available Maryland Bar exam)
- Bilingual English/Spanish
- Strong communication skills

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, crawling and reaching objects. The employee will frequently be required to stand, lift, carry, push and pull objects.

The employee is occasionally required to stand or walk, do repetitive motions, balance, stoop, kneel and crouch.

When it comes to physical strength, the employee will required to perform medium work.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

To Apply and for more information about the position: please visit <http://www.idealists.org/view/job/Hw3PHshb2k5P/>

ADA: CASA will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

OSHA: A Staff Attorney - Housing is not to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

This is a union position, represented in collective bargaining by a Collective Bargaining Agreement with the Communication Workers of America, Local WBNG 32035 - Communication Workers of

America (CWA). If you are offered and accept this position, you will be invited to become a member of the union. All bargaining unit positions require membership or agency fee payer status.

CASA and CASA in Action do not discriminate on the basis of race, color, religion, sex, national origin, disability or sexual orientation.

STAFF ATTORNEY
NATIONAL CENTER FOR VICTIMS OF CRIME

The National Center for Victims of Crime (NCVC), the nation's leading victim advocacy and resource nonprofit organization, seeks a dynamic and compassionate staff attorney to promote access to civil justice for victims of crime by helping conduct Civil Justice seminars and by managing the Attorney Referral Service (ARS,) which provides victims of crime with resources and referrals to civil attorneys. The position reports to the Director of the National Crime Victim Bar Association (NCVBA).

Qualifications include:

- Juris Doctor Degree;
- Project-management experience;
- Strong writing skills;
- Well-organized, detail-oriented and able to work independently.

Preferred qualifications:

- Direct experience working with crime victims;
- Strong background in torts;
- Knowledge/experience addressing issues of financial fraud (including elder financial exploitation, identity theft, mortgage fraud, etc.);
- Accomplished networking skills and outgoing personality;
- Presentation and public speaking skills;
- Sensitivity to crime victims' issues;
- Proficiency in use of Lexis/Nexis and other online legal resources;
- A demonstrated commitment to justice for victims of crime;
- Strong team spirit and ability to work in close proximity to others;
- Experience in working with databases; and
- Litigation experience

Responsibilities include:

- Provide information and referrals to crime victims, service providers, and the general public.
- Manage attorney referral database and case tracking system;
- Recruit and supervise a staff of legal interns;
- Maintain Civil Justice Case Law Database, pleadings, and Amicus Brief Database;
- Provide technical assistance to members of the National Crime Victim Bar Association;
- Facilitate CLE accreditation for conferences and seminars;
- Assist Director of the National Crime Victim Bar Association;
- Assist Director of the Financial Crime Resource Center
- Perform legal research; and
- Perform other duties as assigned.

Salary range is \$45,000 - \$52,000 per year. Some domestic travel will be required. Generous benefits package includes medical, dental, life and disability insurance, a retirement plan with matching contributions, and flexible savings accounts for medical and childcare expenses. The position is located in our Washington, D.C. office with close proximity to Metro's red, blue, orange, silver and red lines. Complimentary fitness center in building.

Qualified candidates should send resume, salary requirements, and a cover letter addressing how their qualifications and experience satisfy the stated job requirements to careers@ncvc.org. Resumes submitted without a cover letter and salary requirements will not be considered.

**MANAGING ATTORNEY
VA - IMMIGRATION LEGAL PROGRAM
AYUDA**

Ayuda is a 501 (c)(3) non-profit organization dedicated to providing direct legal and social services, education, and outreach to low-income immigrants in the Washington, DC metropolitan area. Through its offices in Takoma, DC and Falls Church, VA, Ayuda has amassed a 40-year history of providing critical services on a wide range of issues, and in the process has acquired nationally recognized expertise in immigration law, domestic violence and human trafficking, among other fields.

We are seeking a full-time, bilingual Immigration Managing Attorney, who can lead our Virginia office's immigration department and represent Ayuda before the public on immigration issues. The position is based in our Falls Church, Virginia office.

Why you want this job: Because, just like everyone at Ayuda, you believe:

- In seeing communities where all immigrants overcome obstacles in order to succeed and thrive in the United States.
- In the overall success of our organization and all our programs
- That families should be healthy, united, 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.

How you will do the job:

- Oversee management of all aspects of Ayuda's Virginia Immigration department;
- Provide training, mentorship, and supervision to legal staff and administrative support staff;
- Prepare and submit grant reports and ensure the department's compliance with grant requirements and outcomes;
- Lead or draft grant proposals and reports;
- Work with staff accountant to ensure proper program and grant financial management, including management of client fee-based legal services;
- Represent Ayuda at meetings and collaborations with other agencies;
- Conduct trainings and community outreach on immigration issues;
- Collaborate with Ayuda's Social Services staff to ensure the provision of holistic services;
- Collaborate with and support the organization's leadership and participate in Ayuda's leadership team;
- Provide direct legal representation for a small caseload consisting of a variety of immigration matters including representation of: clients in administrative and judicial proceedings;

asylum-seekers; victims of trafficking seeking a T-visa; victims of crimes seeking a U-visa; victims of domestic violence seeking relief under VAWA; minors seeking Special Immigrant Juvenile Status; and those seeking other forms of immigration relief and representation in immigration matters;

- Collaborate with Ayuda's Program Initiatives Department for fundraising initiatives, media requests and publicity opportunities. Provide client stories and client speakers for Ayuda's fundraising events;
- Other duties as assigned.

How do you know if you can do the job?

- J.D. or LL.M from accredited law school;
- At least 4 years of immigration legal practice experience;
- Experience supervising legal staff or interns;
- Current bar membership in good standing to practice law in any of the United States;
- Experience working with low-income immigrant populations and survivors of domestic violence, sexual assault, or other survivors of trauma;
- Good communication skills, flexibility and good humor highly desirable;
- Fluent in Spanish

Salary and Benefits: Commensurate with experience plus a benefits package that includes medical and dental insurance. All federal holidays and closures observed and paid leave for the week of Christmas through New Year's Day. This position is considered to be exempt for overtime purposes.

To Apply: Send an email with the subject line "Managing Attorney" and the following documents to Executive Director, Paula Fitzgerald at VALegal@ayuda.com:

- Cover Letter
- Resume
- Writing Sample (10 pages double-spaced maximum)
- 3 References

Ayuda is an equal opportunity employer. We value a diverse workforce and inclusive culture. It is Ayuda's policy to be fair and impartial in all relations with employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, marital status, gender identity or expression, disability, sexual orientation, or any other categories protected by federal, state, or local law.

STAFF ATTORNEY 2 **ABA CENTER ON CHILDREN AND THE LAW**

The ABA Center on Children and the Law is currently accepting applications for a Staff Attorney 2 position. The ABA Center on Children and the Law provides the ABA's preeminent voice on legal programs and reforms designed to improve children's well-being.

Applicants for the staff attorney position should have at least 6 years of legal experience as an attorney practicing child welfare law and the potential to be a national expert that is sought out to facilitate and lead system reform projects, conduct trainings, and lead writing projects and publications at the Center. The applicant should also have significant expertise in the area of education law and policy, specifically as it relates to court-involved students.

This person must be flexible and adaptable in their project related work. Primarily work will be on the Legal Center on Foster Care and Education and Pennsylvania Permanency projects, with a strong focus on education stability and success, including implementation of the Every Student Succeeds Act foster care provisions, in a variety of states.

The position will involve:

- Providing technical assistance to state and county agencies to support success for children involved in child abuse and neglect cases;
- Facilitating cross agency meetings, conversations, and trainings related to child welfare and education law, policy and practice;
- Conducting trainings for legal and non-legal audiences on a variety of topics related to the child welfare system;
- Writing for a legal and non-legal audiences on child welfare and education law issues;
- Researching existing law and policies;
- Communicating with grantors and writing grant proposals; and
- Regular travel for onsite meeting facilitation and training.

Principal Duties and Responsibilities:

- Conduct research and write memoranda, articles, frequently for publication.
- Provide substantive advice, information and make policy recommendations. Serve as a substantive area of law or public policy. Includes contacts with government entities and with the media.
- Give presentations and/or teach on legal and public policy issues. Act as a consultant designing substantive content of events, developing model documents, and conducting trainings.
- Manage substantive/legal project aspects. Oversee research, report-writing, and publication. Coordinate or support member sub-groups and coordinate with external constituencies. Manage consultants, interns/externs.
- Analyze laws, regulations, court rules and policies/policy proposals; prepare memoranda of law or on public policy; provide legal counsel
- Research, draft, write, review and critique legislative/rule/policy or regulatory text. Manage policy adoption process.
- Secure outside funding; write grants; deal with grant makers.
- Other duties as assigned

Education: Doctoral Degree (JD, PhD)

Experience: JD and admission to the bar in at least one jurisdiction. At least 4 years working in relevant specialized area of law. High level of skills at legal writing and research, oral and written communications, and organizational skill. Substantial experience in policy analysis.

Please see the attached link for more details about the position and how to submit an application:

https://www5.recruitingcenter.net/Clients/abanet/PublicJobs/Intranet/controller.cfm?jbaction=JobPr ofile&Job_Id=11743&esid=az.

The American Bar Association is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 312-988-5188. For questions related to the position please contact Emily.peeler@americanbar.org.

TEMPORARY STAFF ATTORNEY (PART TIME)
SEXUAL ASSAULT LEGAL INSTITUTE

Position Overview: SALI provides legal services to survivors of sexual violence, and technical assistance and training to professionals working with survivors. The Sexual Assault Legal Institute (SALI) is part of the Maryland Coalition Against Sexual Assault (MCASA). MCASA's SALI is looking for a part-time (20 hour/week) Staff Attorney that will provide legal services to victims of sexual assault. This position is temporary, providing coverage for cases during the maternity leave of one of our current attorneys. This position reports to the Managing Attorney.

THIS POSITION REQUIRES ADMISSION TO PRACTICE LAW.

Responsibilities and Duties:

- Provide legal services to victims of sexual assault, including assessment and referral, legal consultation, and representation in protective and peace order proceedings, family law cases, college administrative proceedings, victim compensation proceedings, victim/witness representation in criminal cases, and other matters
- Develop and utilize skills to provide high quality and sensitive legal services to victims of sexual assault
- Provide or assure provision of safety planning for victims
- Maintain reasonable caseload in compliance with grant requirements and needs of office
- Review cases with SALI director and seek assistance when needed
- Conduct legal research
- Provide community outreach, technical assistance and training
- Assist in production of training and technical assistance materials
- Assist in coordination and development of low bono/pro bono attorney network
- Collect data needed for grant reports or other reasons; assist in report preparation
- Assist in recruiting and supervision of legal interns and other SALI staff
- Prioritize and fulfill responsibilities in accordance with available funding and grant requirements
- Comply with Maryland Rules of Professional Conduct
- Such other duties as assigned by the managing attorney or executive director

Qualifications:

- J.D. from accredited law school
- Must be admitted to Maryland bar. Attorneys currently licensed in another State may be eligible for admission under Maryland Rule 15 (temporary admission for public interest attorneys licensed out of state)
- Access to a car and valid driver's license; this position requires some travel within the State of Maryland
- 3 years litigation experience and/or judicial clerkship preferred
- Knowledge and/or previous work experience with sexual assault related issues preferred

- Family law or immigration experience preferred

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to travel to and from different locations within the State of Maryland.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Commitment to Diversity: MCASA is an equal opportunity employer. Its policy of nondiscrimination means that all employment decisions will be based on merit and without regard to factors unrelated to job performance, such as ethnicity, creed, marital status, national origin, religion, gender, age, sexual orientation, and physical, emotional or mental capacity.

UNITED STATES MAGISTRATE JUDGE
UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

Notice is hereby given of a vacancy for a full-time United States Magistrate Judge for the U.S. District Court for the District of Columbia.

The duties of the position are demanding and include: (1) in criminal cases, presiding over most preliminary proceedings; the trials and disposition of misdemeanor cases; and various pretrial and evidentiary proceedings, upon referral or delegation from a District Judge; and (2) in civil cases, presiding over trials and other dispositions, upon consent of the litigants; pretrial discovery and mediations. The basic authority of a United States Magistrate Judge is specified in 28 U.S.C. § 636.

To be qualified for appointment, an applicant must:

1. Be, and have been for at least five years, a member in good standing of the bar for the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States, and have been engaged in the active practice of law for at least five years (with some substitutes authorized);
2. Be competent to perform all the duties of the office; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness;
3. Be less than seventy years old; and
4. Not be related to a judge of the U.S. District Court for the District of Columbia.

A Merit Selection Panel (“Panel”) composed of attorneys and other members of the community will review all applicants and recommend to the District Judges in confidence the five applicants whom the Panel considers best qualified. The Court will make the appointment following an FBI full-field investigation and an IRS tax check of the applicant selected by the Court for appointment. The individual selected must comply with the financial disclosure requirements of the Ethics in

Government Act of 1978, Pub. L. No. 95-521, 90 Stat. 1824 (codified at 5 U.S.C. app. 4 §§ 101–111), as implemented by the Judicial Conference of the United States.

The essential function of the courts is to dispense justice. An important component of this function is the creation and maintenance of diversity in the court system. A community's belief that a court dispenses justice is heightened when the court reflects the community's diversity. Thus, an affirmative effort will be made to give due consideration to all qualified applicants without regard to race, color, age (40 and over), gender, religion, national origin, or disability. The current annual salary of the position is \$186,852 per annum. The term of office is eight years.

Application forms and more information on the Magistrate Judge position in this Court may be obtained from Angela Caesar, the Clerk of Court, at 333 Constitution Ave., NW, Room 1130, Washington, DC 20001. The form is also available online at the Court's internet website www.dcd.uscourts.gov.

Applications (**original and eleven copies**) must be submitted only by applicants personally and must be received no later than **Monday, August 15, 2016**.

All applications will be kept confidential, unless the applicant consents to disclosure, and all applicants will be examined only by members of the Merits Selection Panel and the Judges of the District Court. The Panel's deliberations will remain confidential.

**ATTORNEY
PUBLIC INTEGRITY SECTION
CRIMINAL DIVISION
DEPARTMENT OF JUSTICE**

The Public Integrity Section is a litigating Section of the Criminal Division, Department of Justice, with responsibility for the investigation and prosecution of public corruption and election offenses nationwide. The Section oversees the federal effort to combat corruption through the prosecution of elected and appointed public officials at all levels of government. Section attorneys investigate and prosecute cases against federal, state, and local officials throughout the United States. The Section also has substantial responsibility for the investigation and prosecution of election crimes, campaign financing violations, and conflict of interest crimes. <https://www.justice.gov/criminal/pin>.

Job Description:

Responsibilities and Opportunity Offered: Section attorneys are responsible for independently investigating, prosecuting, and trying public corruption matters. Attorneys in the Section:

- Participate in the Section's efforts to investigate and prosecute public corruption offenses as assigned, including recusal cases, agency referrals, shared cases with United States Attorney's Offices, corruption cases affecting national security, and election crimes and campaign financing offenses;
- Make charging decisions and propose dispositions with regard to assigned cases, and advise less experienced attorneys in very complex cases, issues lacking precedent, and other challenges that require such leadership;
- Speak to a variety of audiences and train investigators and other prosecutors;
- Participate in the Section's efforts to provide sound and effective legal advice and training for Assistant United States Attorneys, law enforcement agents, international delegations, and foreign law enforcement agencies regarding public corruption and election crime matters;

- Partner with U.S. Attorneys Offices and federal law enforcement agencies in the development and management of prosecutions;
- Evaluate reports of investigation and memoranda from law enforcement agencies to determine whether litigation is warranted;
- Advise and instruct U.S. Attorneys on complicated questions of law and Departmental policy;
- Serve as an expert, providing advice and policy determinations in matters involving the planning, discussion and coordination of the activities related to the litigation of public corruption cases and;
- Oversee the preparation and litigation assignments of lower graded attorneys, paralegals and clerical personnel.

Qualifications:

Required Qualifications: Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and have at least four (4) years post J.D. experience one of which was specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: independently performing legal analysis; composing pleadings, briefs and other court documents involving unique and/or difficult legal issues in civil or criminal litigation; conducting highly complex civil or criminal litigation; and leading paralegals and support staff. Applicants must be an active member of the bar in good standing.

Preferred Qualifications: Your qualifications will be further evaluated based upon the following preferred qualifications:

- Civil or criminal litigation experience.
- Experience in supporting, litigating, and supervising litigation in federal or state courts.
- Trial experience in U.S. District Court or state court.
- Experience supporting and leading complex criminal investigations and prosecution of public corruption offenses.

Salary: The possible range for the GS-15 position is \$128,082 - \$160,300.

Travel: 50% or more travel will be required.

Application Process: Applications will be reviewed on a rolling basis. A list of eligible candidates will be referred to the hiring managers every two weeks during the open period of the announcement. If you are interested in applying, it is recommended that you do so early.

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement. Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

- If you do not already have an account, please create a USAjobs account before applying here: [Create an Account](#). You will be able to upload your resume and complete your profile prior to applying.
- Once you have an account, apply to the USAjobs vacancy: <https://www.usajobs.gov/GetJob/ViewDetails/443555600>

Application Deadline: Friday, August 5, 2016

Equal Employment Opportunity.

**ATTORNEY
OFFICE OF PROFESSIONAL RESPONSIBILITY
DEPARTMENT OF JUSTICE**

The United States Department of Justice, Office of Professional Responsibility (OPR), is seeking an experienced attorney for the position of Assistant Counsel in Washington, D.C. The Assistant Counsel investigates allegations of professional misconduct made against federal prosecutors and other Justice Department attorneys, formulates findings and conclusions, and drafts formal investigative reports for the OPR Counsel.

OPR was created in 1975 in response to revelations of ethical abuses and misconduct by Justice Department officials in the Watergate scandal. OPR conducts investigations of allegations of misconduct by Department attorneys and law enforcement personnel that relate to the exercise of an attorney's authority to investigate, litigate or provide legal advice. Matters investigated by OPR include allegations that Department attorneys have violated or disregarded obligations and standards of conduct imposed by the Constitution, federal statutes, court decisions, orders, rules, regulations, Department policies, and applicable state bar rules.

In their investigations, Assistant Counsels confront a wide range of legal and ethical issues arising in connection with the Department's legal activities around the country. Investigations include extremely sensitive matters and frequently require contact with senior officials in U.S. Attorneys' Offices and litigating divisions of the Department. OPR reports its investigative findings and conclusions to the Attorney General and Deputy Attorney General and identifies for their consideration issues relating to Department policies, practices and procedures.

Job Description: The incumbent of this position will:

- review and analyze allegations of misconduct to determine whether they are within OPR's jurisdiction, and, if so, develop an investigative plan delineating the scope and direction of the investigation;
- conduct a thorough investigation of the allegations, including reviewing all relevant documents and interviewing witnesses;
- conduct necessary legal research and prepare a thorough memorandum or report of investigation addressing the allegations and setting forth OPR's findings and conclusions as to whether the subject of the investigation engaged in professional misconduct; and
- conduct special projects or assignments as assigned by the Counsel.

Qualifications:

Required Qualifications: Applicants must possess a J.D. degree, be an active member of the bar in good standing in any State, territory of the United States, or the District of Columbia, and have at least 5 years post J.D. experience, one of which was specialized experience at, or equivalent to the GS-13 grade level. Examples of specialized experience include: preparing pleadings, briefs, motions, affidavits, and other materials involving legal issues in civil or criminal litigation; independently performing legal analysis; conducting civil or criminal litigation (to include appellate practitioners); trial experience as a prosecutor or defender at the Federal, State, or Local level, analyzing cases or requests for legal sufficiency; and providing expert legal advice and consultation.

Applicants must have superior academic and professional credentials and exceptional writing and oral communication skills. Applicants must also possess the legal skills and sound judgment necessary to evaluate the sensitive issues that arise in the course of attorney misconduct investigations. The individuals selected for these positions are required to obtain and maintain a Top Secret/SCI security clearance as a condition of employment.

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

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

Salary: Salary and grade level determinations are made based on the number of years of qualifying experience and current salary level. The salary ranges for this position are: GS-14 (\$108,887 - \$141,555) and GS-15 (\$128,082 - \$160,300).

Travel: Travel is occasionally necessary.

Application Process: Interested candidates should submit:

- a cover letter (highlighting relevant experience),
- a resume or Optional Form 612 (OF-612 Application for Federal Employment),
- an unofficial law school transcript,
- a writing sample, and
- an official certificate showing that the applicant is an active member in good standing of the bar.

The application materials are required to be submitted electronically in a pdf format by all applicants including attorneys currently appointed to positions in the Department of Justice and emailed to OPR.Applications@usdoj.gov

Please reference announcement **OPR ATY 16-001** in the e-mail subject line and in your cover letter.

This announcement is open until filled. The first cut-off date for review of applications will be September 9, 2016. Applications received by the initial cut-off date, 9/9/2016, will receive first employment consideration. After the initial cut-off date, if necessary, applications will be reviewed every 30 days until the closing date of September 7, 2017. **Incomplete applications will not be considered. No telephone calls please.**

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

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

Relocation Expenses: Relocation expenses or extended TDY will not be authorized.

Equal Employment Opportunity.

ATTORNEY ADVISOR
THE OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

The Office of the State Superintendent of Education (OSSE) is currently recruiting an attorney advisor position in the office of the General Counsel. The mission of OSSE is to provide a quality education to all District residents. The ideal candidate will have 5 to 10 years of legal experience, including significant experience in real estate finance transactions. This attorney position will serve as the primary legal advisor the Office of Public Charter School Financing and Support (OPCSFS). As such, this attorney will oversee millions of dollars in transactional work on behalf of charter schools across the District of Columbia. We are looking for a hard-working, experienced attorney who wants to work with a small team of lawyers dedicated to providing high quality legal representation to our agency clients. Salary Range: \$90,484 – \$138,350 (LS-13/1 to 15/4). Salary in this range will be based on a multitude of factors including experience, applicable rules, regulations and guidelines.

OPCSFS has a range of financial tools to help public charter schools meet facility needs. The majority of OPCSFS products and support is in the form of “gap financing” for public charter school facility projects which are primarily supported by leveraging the facilities allowance to secure private financing and other sources. The OPCSFS offers the following products to provide the supplemental capital that may be necessary to allow public charter schools to secure appropriate facilities through new construction, acquisition and/or rehabilitation and thus deliver a rigorous and rich education to their students:

- The Credit Enhancement (CE) Revolving Fund is authorized by Section 603 (e)(3)(C)(iii) of the Student Loan Marketing Association Reorganization Act of 1996 (20 U.S.C. 1155(e)(3)(C)(iii)) and approved in accordance with D.C. Official Code §2-301.05a (Supp. 2007). The Credit Enhancement Revolving Fund provides enhanced credit, lease guarantees, and access to financial assistance to eligible public charter schools for the acquisition, renovation, and/or construction of school facilities. Since inception, the Credit Enhancement Program has provided over \$32.5 million of support to 38 public charter schools, leveraging over \$354.4 million in additional funding for school facilities.
- The Direct Loan (DL) program was funded initially by the District of Columbia 2003 Appropriations Act to structure and provide loans to District of Columbia public charter schools for the purpose of construction, acquisition, renovation, and and/or maintenance of public charter school facilities. The Direct Loan Program has disbursed close to \$53 million in direct loans to 36 public charter schools, leveraging over \$325 million additional funding for school facilities.

Additional capital allocations were appropriated to the Direct Loan Funds and the Credit Enhancement Fund during the period fiscal years (FY) 2001-11. In FY 2012 and FY 2015, the Direct Loan fund was awarded additional amount of funds under the Scholarships for Opportunity and Results Act. As of April 2016 the available DL Fund balance is \$9,928,455 million and the available CE Fund balance is \$8,488,019 million.

The Office of Public Charter School Financing and Support helps finance public charter school facility projects that:

- Create appropriate, safe, and economically efficient environments for the provision of high quality public education;
- Provide “gap financing” for public charter school facility projects which are primarily supported by leveraging the facilities allowance to secure private financing and/or other financing sources; and
- Improve the District’s education outcomes by financing the development and expansion of high quality public charter school facilities through the construction and/or renovation of:
 - Former District of Columbia public schools (DCPS) occupied by public charter schools, or
 - “Commercial market” facilities to be occupied by public charter schools in the District of Columbia.

Examples of transactions that the OPCSFS facilitated include:

- \$2MM Direct Loan to the Charter School Incubator Initiative to support the leasehold improvements (33,310 square feet) for phase one of the renovation of the Gibbs School located at 500 19th St. NE. This incubator site will house Monument Academy Public Charter School. The total project is cost \$10.3MM and OSSE’s sub-loan leveraged \$8.2MM in senior debt.
- \$1.6MM Direct Loan to District of Columbia Scholars Public Charter School to finance the renovation of 73,000 square feet at the Shadd Elementary School Campus at 5601 East Capitol St. NE. The total project cost reached \$17.5MM and OPCSFS’s sub-loan leveraged a total of \$14.1MM in senior debt. 667 new student seats were created.
- \$1MM to Mamie D. Lee LLC to support \$24.2MM in debt for the renovation of a 80,500 square foot school building at 110 Gallatin St. NE., creating a permanent school for Bridges Public Charter School and Briya Public Charter School. The total project cost was \$32.2MM and 325 new student seats were created.

The OPCSFS performs a rigorous analysis and underwriting for each prospective project in order to efficiently and responsibly deploy capital to promote the growth of high-performing public charter schools. Pursuant to the legislation, Public Charter School Fund Credit Committee, an independent loan committee, is responsible for approving any transactions funded from the Credit Enhancement Revolving Fund, Direct Loan Fund, and may also review requests for other OPCSFS administered programs supporting charter school financing as established by the Mayor and Council of the District of Columbia, or the Congress. The independent loan committee is comprised of five members; three members are appointed by the Mayor of the District of Columbia and two are appointed by the DC Public Charter School Board.

Applicants for this position must have a minimum of 3 years of substantive experience in the area of real estate finance. The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the State Superintendent.

If you are interested in this opportunity, please submit a cover letter specifically addressing skills and abilities you possess that will enable you to succeed in this position, a resume, electronically to Sarah Jane Forman, General Counsel for the Office of the State Superintendent of Education at sarahjane.forman@dc.gov.

NON-LEGAL POSITIONS

POLICY & LEGISLATIVE ASSOCIATE **VOICES FOR PROGRESS**

Voices for Progress seeks a **Policy and Legislative Associate** to join the DC staff. The V4P policy team works closely with progressive allies and congressional staff to figure out where we can make the biggest difference. It provides the information and strategic guidance our members need to maximize their impact. This position reports to the National Policy and Legislative Director.

Essential Duties and Responsibilities:

- Assist in advocacy communications with Capitol Hill staff and elected officials.
- Monitor legislative and policy developments and conduct in depth research on specific policy issues.
- Prepare issue briefs, factsheets, talking points and policy analyses on assigned issues.
- Coordinate and participate in outreach efforts to V4P members
- Administrative support, including reconciling expense reports and scheduling, for the Policy Director and other team members as needed
- Request and schedule meetings with elected officials for advocacy meetings and events.
- Participate in policy briefings, advocacy meetings with elected officials and other advocacy related events on Capitol Hill
- Assist with operations of a non-connected PAC that currently contracts with Voices for Progress

Qualifications:

- College degree or equivalent work-related experience
- Passion for improving economic opportunity and quality of life for all Americans, fighting to protect the world against climate change and getting big money out of politics
- Well-organized, and able to track and appropriately prioritize multiple projects
- Strong writing, research, communication and interpersonal skills
- Impeccable attention to detail and strong proof reading skills
- Able to explain complex policy and legislative information in a clear, simple, and concise written product
- Can work both independently and in collaboration with others
- Strong time management skills, able to compile research and write briefings quickly to meet tight, fast-moving deadlines
- Creative thinker who is always willing to take on new challenges
- Proficient with Word, Excel, PowerPoint, and Google Office; Salesforce experience a plus
- Well-informed about and interested in current events, politics and policy issues

Salary and Benefits: Voices for progress provides excellent benefits, including a 401K, full medical, dental, vision and life insurance (Eligible on the 1st of the month after 30 days of employment). Salary is commensurate with experience.

How to Apply: Please send a cover letter, resume, writing sample (2-5 pages), and answers to the questions below to: voicesforprogressjobs@gmail.com with “**Policy & Legislative Associate**” in the subject line.

Policy & Legislative Associate Questionnaire

1. Your daytime and evening numbers, and the best time to reach you by phone.
2. Aside from the Voices for Progress website, where did you see this job listing?

Voices for Progress is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified applicants with one or more disabilities may participate in the application process. Women and people of color strongly encouraged to apply.

SENIOR POLICY & LEGISLATIVE ASSOCIATE VOICES FOR PROGRESS

Voices for Progress seeks a full-time **Senior Policy and Legislative Associate** to lead the portion of its federal policy work aimed at reducing poverty, increasing economic opportunity, and support all of V4P’s policy areas such as campaign finance reform and other priorities that arise. This position will report to the National Policy and Legislative Director, and will also contribute to work on V4P’s other policy priorities. The position will include writing and outreach to officials that advances strategies to achieve V4P’s legislative and regulatory agenda at primarily the federal level.

Essential Duties and Responsibilities:

- Develop, recommend, and implement advocacy priorities and strategies for policies to reduce poverty, increase economic opportunity, and to increase funding for human needs and other key priorities
- Lead or participate in similar work on other issues, depending on interest and the organization’s needs
- Monitor federal legislative and policy developments
- Participate in coalitions and build relationships with other organizations working on progressive policy issues
- Review and advise on coalition sign on letters
- Attend and represent V4P’s policy positions at meetings on Capitol Hill, federal agencies, and the White House
- Conduct substantive research, and prepare issue briefs, factsheets, talking points and policy analyses to guide the organization’s priorities and to prepare our members for advocacy meetings with elected and appointed officials and their staff
- Execute briefings, fly-ins, and related events for members, including sometimes leading meetings directly with elected officials
- Participate in candidate interviews and other policy-related considerations for a non-connected PAC that currently contracts with Voices for Progress for these services

Qualifications:

- College degree or equivalent work-related experience required
- 2-4 years of experience working on public policy, either in a legislative body, or in government or nongovernmental organizations working to formulate or influence policy
- Strong knowledge of legislative processes in the House and Senate, and good judgment on legislative strategy
- Passion for improving economic opportunity and quality of life for all Americans, fighting to protect the world against climate change and getting big money out of politics

- Strong policy research skills
- Excellent oral communication and writing skills
- Experience in building relationships with external partners and cultivating collaboration
- Can work both independently and in collaboration with others
- Self-starter, able to initiate and juggle multiple projects and work independently
- Able to explain complex policy and legislative information in a clear, simple, and concise written product
- Experience working with and ongoing relationships with nongovernment organizations, interest groups, and legislative and executive branch staff major plus
- Able to size up the political dynamics of an issue; understand the concerns of different constituencies and how to motivate members to engage in the policy process

Salary and Benefits: Voices for progress provides excellent benefits, including a 401K, full medical, dental, vision and life insurance (Eligible on the 1st of the month after 30 days of employment). Salary is commensurate with experience.

How to Apply: Please send a cover letter, resume, writing sample (2-5 pages, preferably non-academic), and answers to the questions below to: voicesforprogressjobs@gmail.com with “**Senior Policy & Legislative Associate**” in the subject line.

Senior Policy & Legislative Associate Questionnaire

1. Your daytime and evening numbers, and the best time to reach you by phone.
2. Aside from the Voices for Progress website, where did you see this job listing?
3. What are your salary requirements for this position?

Voices for Progress is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified applicants with one or more disabilities may participate in the application process. Women and people of color strongly encouraged to apply.

BILINGUAL PARALEGAL CATHOLIC CHARITIES OF THE ARCHDIOCESE OF WASHINGTON

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.

Job Summary: Catholic Charities is seeking a DYNAMIC BILINGUAL paralegal to provide services under the Legal Orientation Program for Custodians (LOPC) of Unaccompanied Minors.

Essential Duties and Responsibilities:

- Contact custodians to arrange attendance at presentations, following up as needed.
- Enter custodian data and presentation attendee data into LOPC Scheduling Data System.
- Schedule office space and prepare materials for presentations.

- Provide group orientations and individualized information to custodians at designated sites throughout the community.
- Provide “self-help” workshops as needed for custodians.
- Keep track of data on LOPCs and custodians and respond to CLINIC requests for information.
- Participate in conference calls, as appropriate.
- Assist Program Administrator in compiling management reports and statistics.
- Conduct community outreach.
- Assist with contract/grant writing, as requested

Education and Experience:

- Bachelor’s Degree (A combination of education, training and work experience may be substituted in lieu of particular degree requirements)
- One year experience in immigration law
- Bi-lingual (Fluent in English and Spanish)

Skills and Competencies:

- Problem Solving skills
- Excellent legal research skills
- Ability to handle multiple tasks and priorities
- Demonstrated cultural competence and cultural responsiveness

Interested Candidates must apply online:

https://re11.ultipro.com/ARC1012B/JobBoard/JobDetails.aspx?_ID=*23E35EAB8D481FFB

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

**JUSTICE POLICY DIRECTOR
R STREET INSTITUTE**

The R Street Institute, a pragmatic free-market think tank headquartered in Washington and with offices around the country, is seeking a director of justice policy to work on a variety of issues relating to crime, corrections and policing with a particular, although not exclusive, focus on juvenile-justice issues.

The person we hire will be expected to produce original research, write for the popular press and educate policymakers about a wide range of criminal-justice issues. Policies that R Street favors include efforts to reform state laws that allow those under age 18 to be tried as adults, increase the effectiveness of sex-offender registries by limited the number of low-risk offenders (particularly juveniles) and improve the integration of ex-offenders of all ages back into society. While we do have a significant agenda already established, the person we hire will have time, support and resources to pursue personal passions and interests within the criminal justice field and will play a role in shaping R Street's ongoing work.

In a typical week, the person we hire might write an op-ed, do a series of interviews on talk radio, review a proposal from an outside scholar, meet with Hill staff to answer questions about pending legislation and travel to testify before a state legislature.

While there's no ideological litmus test for this or any other job at R Street, we do want to hire someone for this job who appreciates and understands free markets and can do a good job communicating our messages to others on the political right. Furthermore, while we certainly favor extensive criminal-justice reforms, we do not want to return to the policies of the 1960s and 1970s. Candidates are advised to read our work on criminal justice and other work on our website in order to make sure they are comfortable with R Street's positions. With that said, there's no need to agree with everything that anyone at R Street has ever written or said.

Ideal candidates will have records of published work related to criminal-justice issues, a demonstrated ability to create change in public policy and practical experience in the criminal-justice system in a role such as an attorney, corrections professional or law-enforcement professional. Having a graduate-level degree in law, criminal justice or a closely related field is also a plus. Accomplishments matter to us far more than credentials and candidates with excellent, published written work will receive top consideration.

We don't discriminate on the basis of race, creed, ethnicity, color, sex, national origin, sexual orientation, gender identity/presentation, veteran status, taste in music or anything else that's illegal, immoral or stupid to use as a basis for hiring. We also do not inquire about criminal records in the initial stages of our interview process and an individual's past criminal record will not, by itself, disqualify him or her from employment at R Street in this role or any other.

The R Street Institute provides a top-notch work environment and salaries and benefits superior to those at peer nonprofits. Currently, our benefits package includes fully employer paid health insurance (even for families), an employer retirement plan contribution with no match required, employer-paid disability insurance, gym membership reimbursement, a very generous vacation policy and a wide range of other benefits.

To Apply: Submit a resume, a brief cover letter in the body of an email and at least one writing sample on a topic related to criminal justice (a published writing sample is strongly preferred). You do not have to submit references with your initial application but candidates should be prepared to cite at least one person engaged in the world of criminal justice, such as a corrections official, law-enforcement official, prosecutor or public defender as a reference. We'll reach out to candidates who appear promising for telephone interviews within a week or so of their applications. Candidates who seem like good fits based on initial telephone interviews will be asked to do a short writing test and provide references. Based on the results of the writing exercise and reference checks, we'll invite candidates in for in-person interviews in Washington. This position will remain open until filled. The email address for applications is justicecandidates@rstreet.org.

FELLOWSHIP/INTERN POSITIONS

EQUAL JUSTICE WORKS AND SKADDEN FELLOWSHIP BREAD FOR THE CITY LEGAL CLINIC

Bread for the City Legal Clinic seeks 3Ls or recent law graduates to sponsor as an Equal Justice Works (EJW) and Skadden Fellowship candidate for the fall 2016 application process (fellowship to begin in fall 2017). Bread for the City is an innovative non-profit located in our nation's capital with experience in supporting successful EJW and Skadden Fellowships.

In an atmosphere of dignity and respect, Bread for the City provides comprehensive services to District residents living with low-incomes. The services include supplemental food, clothing, medical care, and legal and social services. We recognize that all people share a common humanity and that all are responsible to themselves and to society as a whole. Therefore, we promote the mutual collaboration of clients, volunteers, donors, staff, and other community partners to alleviate the suffering caused by poverty and to rectify the conditions that perpetuate it.

Bread for the City's Legal Clinic provides free civil legal services in primarily three areas of the law: housing, family, and public benefits. The Legal Clinic is a part of several collaborative projects to increase access to justice in the District, including court-based offices through which Bread for the City attorneys provide same-day advice and representation to litigants they meet for the first time at court at a critical point in their legal case. The Legal Clinic also has a Community Lawyering Project that aims to transform communities in a non-traditional way by working with communities to solve community-identified needs through not only legal representation but also advocacy, community education, leadership development, institution building, and organizing.

Ideal fellowship applicants include law students entering their third year or recent graduates who expect to complete a judicial clerkship in the summer of 2017. Applicants must be self-motivated; creative; committed to social, economic, and racial justice; a strong oral communicator and writer; and able to work in a collaborative work environment. Bread for the City will entertain projects in any issue area but is more likely to consider projects grounded in the areas of our legal practice for which our attorneys can provide in-house expertise and support.

To apply: Interested applicants should submit a cover letter, resume, and 1-2 page summary of a proposed project to Legal Director Su Sie Ju at sju@breadforthecity.org with "Post-Grad Fellowship 2017" in the subject line. Applications will be considered on a rolling basis.

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.

FALL 2016 VOLUNTEER LEGAL INTERN ADMINISTRATIVE OFFICE OF THE U.S. COURTS

The Administrative Office (AO), an agency of the Judicial branch of the Federal government, is committed to serving and supporting the Federal court system of the United States. The AO provides a broad range of legislative, legal, financial, technology, management, administrative and program support services to the Federal courts.

Opportunity: The AO is seeking applicants for the Volunteer Student Internship Program. The opportunity is intended to provide valuable work experience and better prepare students interested in a public service career. The AO is presently looking for **Juris Doctorate students**. The student will have an opportunity to learn about the Federal Judiciary and the Administrative Office. They will also have the opportunity to meet Federal judges as well as Judicial officials from around the world. The internship will provide students with real world experience in researching legal issues and writing memoranda on Supreme Court case law, circuit and court rulings. Additionally, student volunteers are provided with several networking opportunities with fellow interns, agency employees, and other government employers. Past intern events have included:

1. A Supreme Court tour and luncheon with AO student interns and Manager for Special Recruitment.
2. A roundtable luncheon with a senior attorney to explore future government employment opportunities.
3. Training opportunities designed to assist interns in skill development.
4. Participation in agency instructor led trainings.

The student selected will have the opportunity to begin their work experience in the Fall 2016.

The AO is committed to attracting the best and brightest applicants in our support of the third branch of government. We take pride in serving the Judicial Branch and supporting its mission to provide equal justice under law.

Duties: Student volunteers will perform a variety of administrative support duties such as:

- Assisting with preparing division staff for international briefings and coordinating meetings of judges and chambers staff;
- Researching issues related to judicial administrative matters, and cite-check published materials;
- Assisting with division attorneys on current projects such as Bankruptcy Clerks' manual revisions;
- Managing various administrative and logistical details of training programs and conferences;
- Assisting with the updating of the civil cause code and criminal citation tables;
- Reviewing case laws and writing practices and procedures for judicial managers;
- Conducting legal and legislative research;
- Attending congressional hearings and briefings;
- Performing general office tasks, such as answering phones, copying, and filing; and
- Assisting in special projects.

Job Requirements:

- Relatives of current Federal Judicial Branch employees are not eligible.
- Must be currently enrolled in an accredited post-secondary program.
- Selectee must favorably complete a background investigation.
- Applicants must be at least 18 years of age.
- All requirements must be met by the closing date of this announcement.

Qualifications: All students in the Volunteer Student Internship program must be enrolled or accepted for enrollment as degree-seeking students, taking at least a half-time academic or technical course load in an accredited post-secondary level program. Students must also be in good academic standing, maintaining a G.P.A of 3.0 or higher.

Additional Qualification Requirements: In addition to meeting the BASIC QUALIFICATIONS REQUIREMENTS, applicants must also:

- Work well in a team environment.
- Have very strong organization and communication skills, and be detailed oriented.
- Have a working knowledge of computer applications such as Microsoft Word, Microsoft Excel, or WordPerfect.
- Have excellent writing, reading and interpersonal skills, and be able to organize a variety of assignments simultaneously and meet tight deadlines.

Conditions of Employment:

1. Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.
2. All information is subject to verification.
3. Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
4. Selection for this position is contingent upon proof of U.S. citizenship or, for noncitizens, proof of authorization to work in the United States plus proof of entitlement to receive compensation. Additional information and guidance on the employment of non-citizens can be found at: https://help.usajobs.gov/index.php/Employment_of_Non-citizens. For a list of documents that may be used to provide proof of citizenship or authorization to work in the United States, please refer to Form I-9, Employment Eligibility Verification, available at <http://www.uscis.gov/files/form/i-9.pdf>.
5. If not previously completed, a background security investigation will be required for all selectees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if selected, a background security reinvestigation or supplemental investigation may be required at a later time.

Security Clearance: Not Applicable

To Apply and for more information about the positions, please visit:

<https://www.usajobs.gov/GetJob/ViewDetails/445313400/>

FAMILY LAW FELLOWSHIP LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks applicants to sponsor for an Equal Justice Works and/or Skadden Fellowship. The Fellow will work in Legal Aid's Domestic Violence/Family Law Unit on a project to keep low-income families intact by engaging in a range of advocacy and direct representation to protect and preserve parental custodial rights over their children in third party custody cases. Parents living in poverty too often lose custody of their children not because they have engaged in abuse or neglect or are otherwise unfit to care for their children, but because they lack access to legal counsel and the means to avail themselves of legal protections in defending against custody claims by third parties. This project seeks to increase family stability in low-income communities and give children an opportunity to grow up in a loving environment with their natural or adopted parents.

The Legal Aid Society of the District of Columbia was formed in 1932 to "provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs." Over the last 80 plus years, tens of thousands of the District's neediest residents have been served by Legal Aid staff and volunteers. We currently work in the following four priority areas: housing law, family/domestic violence law, public benefits law, and consumer law. Legal Aid also has a nationally recognized appellate advocacy project. To learn more about Legal Aid, visit our website at www.LegalAidDC.org and our blog at www.MakingJusticeReal.org. Legal Aid has successfully sponsored both Equal Justice Works and Skadden Fellows in the past, and our staff includes numerous current and former fellows. Legal Aid will assist the applicant we select in formulating a project to present to the fellowship programs.

Although District law provides strong protections for natural and adoptive parents to retain and preserve their custodial rights over their children, many parents are unaware and therefore fail to avail themselves of these protections when they are most needed. In the midst of a crisis—loss of housing, death of a family member, unemployment—some parents, but particularly low-income parents, consent to custody arrangements with third parties like neighbors, grandparents, and friends that they intend to be temporary without invoking the legal protections to which they are entitled and which would ensure that the consent may be revoked. Parents are usually unaware that non-court options for temporary custody are available. As such, many otherwise fit parents end up permanently losing custody of children to third parties.

Legal Aid is seeking a fellowship candidate to help low-income parent clients protect their custodial rights with the goal of keeping children with parents when possible. The fellow would represent individual parents in custody cases, provide advice to parents on the alternatives to legal custody arrangements (such as DC's custodial power of attorney process), conduct community outreach to raise awareness about custody issues, and develop and disseminate self-help and legal information materials on third party custody. The fellow will focus on providing these services to one of two particularly vulnerable low-income populations, domestic violence survivors and/or those with limited or no English proficiency.

Ideal candidates will be law students entering their third year or recent graduates who expect to complete a judicial clerkship in the summer of 2017. The successful candidate must have a commitment to public interest and a desire to work in a collaborative work environment. All persons regardless of race, ethnicity, sex, gender, gender identity, religion, sexual orientation, or disability are encouraged to apply. Candidates should identify in their cover letter which targeted population they believe they are well-suited to serve. Fluency in Spanish or another language commonly used by Legal Aid's client community is a requirement for individuals who are interested in working with the limited or non-English proficient populations but would also be preferred for individuals who are interested in working with domestic violence survivors.

Applications will be considered on a rolling basis, so applicants are encouraged to apply early. Fellowship applications must be submitted in the fall of 2016. The fellowship, if awarded, will begin in the fall of 2017 and is anticipated to last two years.

To apply: Please send cover letter and resume by email to: fellowsearch@legalaiddc.org

Attn: Fellowship Candidate Search Committee
Legal Aid Society of the District of Columbia

Additional information, such as writing samples, transcripts, and references, will be sought from those selected to interview with Legal Aid.

**OUT-OF-TOWN
LEGAL AND NON-LEGAL POSITIONS**

**STAFF ATTORNEY
FLORENCE IMMIGRANT AND REFUGEE RIGHTS PROJECTS
FLORENCE, ARIZONA**

The Organization: The Florence Project was founded in 1989 to respond to a representation crisis for indigent non-citizens detained at the rural Immigration and Customs Enforcement (ICE) Detention Center in Florence, Arizona. Through our programs today, we provide services to the more than 4,000 men, women, and children that are detained in Arizona on any given day.

The Florence Project is nationally known for its legal service delivery systems which ensure that detained people are empowered and have access to justice. The Florence Project provides high quality legal services and supports initiatives for national changes in immigration law and policy.

The Staff Attorney Position: The Florence Project has an opening for a staff attorney, serving detainees in Florence and Eloy, Arizona. The staff attorney provides pro bono legal services to men in ICE custody and works in four detention centers in Florence and Eloy, Arizona. The staff attorney will work on a team with other staff attorneys and a legal assistant, providing group “know your rights” presentations, individual intakes, group and individual court counseling and prep sessions, and pro se services to immigrants facing removal proceedings before the Immigration Court. On a limited basis, the staff attorney will also fully represent detainees in merits proceedings before the Immigration Court and Board of Immigration Appeals, especially detainees with mental health issues. The staff attorney will also supervise law student interns and other volunteers, refer cases to the Florence Project’s pro bono and social services program, and participate in related advocacy and outreach projects.

This is an immediate opening. The position is based out of the Florence Project’s main office in Florence, a prison town approximately one hour south of Phoenix and one and a half hours north of Tucson. This position may be able to work out of Tucson or Phoenix offices 1 day a week. Starting salary is \$45,000. Benefits include medical, dental, and vision insurance, as well as generous vacation and leave policies.

Requirements: Fluency in Spanish is required. The applicant must be licensed to practice law in any state or have registered to sit for the next bar exam. We seek applicants who have a demonstrated commitment to immigration issues and public interest law, who enjoy working in a collaborative, high volume, and energetic work environment, and who are flexible team players. Prior advocacy, practice, or clinical experience in immigration or criminal law and experience working with indigent clients is preferred. Prior advocacy work in immigrant rights, human rights, LGBTQ rights, criminal justice, mental health advocacy, or experience working with trauma survivors is a plus.

Application Process: To apply, please email a resume, letter of interest, three references, and writing sample to_jobs@firrp.org.

The Florence Project recognizes the value of diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, persons with disabilities, and members of under-represented or disadvantaged communities. Law students/3Ls graduating in May 2016 are

encouraged to apply. Applications will be reviewed on a rolling basis, and candidates are encouraged to apply early. Only those selected for an interview will be contacted.

**MANAGING ATTORNEY
FLORENCE IMMIGRANT AND REFUGEE RIGHTS PROJECT
FLORENCE, ARIZONA**

The Organization: The Florence Project was founded in 1989 to respond to a representation crisis for indigent non-citizens detained at the rural Immigration and Customs Enforcement (ICE) Detention Center in Florence, Arizona. Through our programs today, we provide services to the more than 4,000 men, women, and children detained in Eloy, Florence, Phoenix, and Tucson, Arizona on any given day.

The Florence Project is nationally known for its legal and social services that ensure that detained people are empowered and have access to justice. The Florence Project provides high quality legal services and supports initiatives for national changes in immigration law and policy.

The Managing Attorney Position: The Florence Project is seeking an individual to join its staff as Managing Attorney over its Adult Programs. The position will be based in the Florence office and will involve working with men and women detained in Florence and Eloy detention centers. The Managing Attorney will supervise the legal work of staff attorneys and legal assistants, mentor legal staff, provide legal representation to detained immigrants, and provide legal trainings to the community. On a limited basis, the Managing Attorney will assist with know your rights presentations and legal screenings. The Managing Attorney will also oversee training and professional development initiatives for the legal staff in the Florence office and participate with program development and outreach activities, in conjunction with the Legal Director and Executive Director. This position reports to the Legal Director.

Duties include but are not limited to the following:

- Supervise staff attorneys, legal assistants, and any special project legal fellows (estimated 8-10 staff total).
- This includes overseeing and being responsible for the quality of services provided in Florence and Eloy, conducting case reviews as needed with the adult teams, and providing training, mentorship, and support to the legal staff.
- Provide direct representation to detained men and women in Florence and Eloy, including challenging casework, appeals, mental health casework, and second charring cases with new attorneys.
- Oversee weekly joint case review and intake review meetings with legal staff, orientation for new hires, and plan regular trainings for legal staff.
- In conjunction with the Legal Director, hire legal staff and interns for the Florence/Eloy programs.
- On a limited basis, provide know your rights presentations, intakes, and follow up pro se support to men and women detained in the Florence and Eloy detention centers, for coverage purposes.
- Participate in program development with the Legal Director and the Executive Director, including participating in annual strategic planning retreats with Board and staff. Lead the implementation of any changes to the scope of legal services provided or the model for delivering those services.
- Oversee collection of data by the legal staff, complete quarterly reporting for funders, and participate in Legal Orientation Program calls, meetings, and trainings.

- Communicate with Legal Director about possible advocacy initiatives and legal trainings for the community.
- Support Florence Project outreach and development activities as needed.
- Other administrative duties as needed.

The position is based in our Florence office, with flexibility to work out of Project offices in Phoenix or Tucson 1-2 days a week. Salary is commensurate with experience. Benefits include health, dental, and vision insurance, generous vacation and leave policies, a limited mileage reimbursement, and a supportive work environment.

Requirements:

- J.D. and admission to any state bar.
- Experience (preferably 2+ years) providing Legal Orientation Program or pro services to detained immigrants in removal proceedings. Extensive knowledge of immigration law, specifically deportation defense and criminal-immigration law issues.
- Experience supervising staff or interns and demonstrated ability to inspire confidence in others and play supportive role, be a proactive and engaged supervisor without micromanaging, and be a clear and thoughtful decision maker.
- Demonstrated commitment to advocating for indigent immigrant clients in a respectful and empowering way and zealous support of the Florence Project's mission.
- Highly organized and ability to be innovative thinker and work in high volume setting with limited resources.
- A hard working team player with a sense of humor who is flexible, patient, respectful, and comfortable in a busy nonprofit setting.
- Must be fluent in Spanish.
- Prior experience working with trauma survivors or individuals with mental health issues is a plus, and must be comfortable working with people with criminal convictions.
- Must have reliable transportation.

Application Process: Desired start date is August 15, 2016. Applications will be considered on a rolling basis and applicants are encouraged to apply early. To apply, please send a cover letter, writing sample, and resume with 3 references to jobs@firrp.org. Only applicants selected for an interview will be contacted.

The Florence Project recognizes the value of diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, individuals with disabilities, and members of under-represented or disadvantaged communities.

**CHILDREN'S STAFF ATTORNEY
FLORENCE IMMIGRANT AND REFUGEE RIGHTS PROJECT
PHOENIX, ARIZONA**

The Organization: The Florence Project was founded in 1989 to respond to a representation crisis for indigent non-citizens detained at the rural Immigration and Customs Enforcement (ICE) Detention Center in Florence, Arizona. Through our programs today, we provide services to the more than 4,000 men, women, and children detained in Eloy, Florence, Phoenix, and Tucson, Arizona on any given day.

The Florence Project is nationally known for its legal and social services that ensure that detained people are empowered and have access to justice. The Florence Project provides high quality legal services and supports initiatives for national changes in immigration law and policy.

The Children’s Staff Attorney Position: The Florence Project’s Detained Immigrant and Refugee Children’s Initiative educates, empowers, and provides legal assistance to unaccompanied immigrant children in removal proceedings in Phoenix, Arizona. All of the children served are held in shelters, group homes, or long term foster care overseen by the Office of Refugee Resettlement while awaiting deportation hearings. The Children’s Initiative is part of the national Legal Access for Unaccompanied Children network overseen by the Vera Institute of Justice.

The Children’s Staff Attorney will work on a team to provide unaccompanied children “know your rights” presentations at shelters, individual intakes, pre-court counseling sessions, and representation in front of the immigration court, family court, and U.S. Citizenship and Immigration Services. The position includes extensive client contact with youth, including indigenous youth and youth who have suffered abuse, abandonment, neglect or other emotional and physical trauma. It requires significant time in state court and in immigration court. The position also provides the opportunity to participate in outreach activities and collaborative projects within a national network of legal service providers for unaccompanied immigrant children.

This is an immediate opening. This position is based in the Florence Project’s office in Phoenix, with occasional travel to Florence and Tucson. Starting salary is \$45,000. Benefits include a limited mileage reimbursement, medical, dental, and vision insurance, as well as generous vacation and leave policy.

Requirements: Fluency in Spanish is required. The applicant must be licensed to practice law in Arizona (or willing to take Arizona bar exam), or eligible to waive into practice in Arizona (have two years of good standing in another state bar or have received a score of 273 or greater on the Universal Bar Exam). We are seeking applicants who are self-starters and who have demonstrated a strong commitment to immigration issues. Must enjoy working in a collaborative, innovative, and client centered work environment, and must be flexible and a team player. Experience with immigration law, family law, working with teenagers, and/or survivors of trauma is a plus. Must have reliable transportation.

Application Process: To apply, please email a cover letter, resume, writing sample, and 3 references to jobs@firrp.org.

The Florence Project recognizes the value of diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, individuals with disabilities, and members of under-represented or disadvantaged communities. Applications will be considered on a rolling basis and applicants are encouraged to apply as soon as possible. Law students/3L graduating in May 2016 will be considered and are encouraged to apply. Only applicants selected for an interview will be contacted.

**DIRECTOR OF DEVELOPMENT
FLORENCE IMMIGRANT AND REFUGEE RIGHTS PROJECT
PHOENIX, ARIZONA**

The Organization: The Florence Immigrant and Refugee Rights Project (www.firrp.org) is a non-profit organization providing free legal and social services to the 4,000 men, women, and unaccompanied children detained in Arizona on any given day for immigration removal proceedings. The Project was founded in 1989 and has grown rapidly in the last few years to a staff

of 45 based in Florence, Phoenix, and Tucson. The Project is nationally known for providing high quality legal and social services and for supporting initiatives for national change in immigration law and policy.

Director of Development Position: The Florence Project has created the new position of Director of Development to lead creation and implementation of a long-range plan to assure the financial sustainability of the organization. Specifically, this position will build on recent organizational advances, including the expansion of the individual donor base, cultivation of major donors, major foundation grants, and major government sub-contracts. The Executive Director will supervise the Director of Development. The Director of Development will supervise an associate, the Development and Outreach Coordinator, who will take on important parts of the overall responsibilities. The Director of Development will also supervise a new position –Data Management and Research Coordinator -- whose responsibilities will include collection of program data and outcomes for reports to funders. The desired start date for this position is May / June 2016.

The main areas of responsibility of the Director of Development include:

Comprehensive Development Plan

- Create a three-year fund development plan which increases revenues to support the strategic direction of the organization, collaborating with the Executive Director and the Board of Directors.
- Implement the fund development plan in accordance with ethical fundraising principles.
- Monitor and assess all fundraising activities to ensure that the fundraising goals are being achieved.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner.
- Develop policies and procedures for the development department which reflect ethical fundraising practices.
- Provide staff support to the Board Fund Development Committee, and meet regularly with that committee regarding the development plan and progress in its implementation.

Donor Relations & Cultivation

- Oversee donor relations and stewardship efforts, including gift acceptance and management, donor acknowledgment and recognition, and reporting.
- Oversee management of ongoing communications with and appeals to the individual donor community built by the Florence Project over the organization's 25 years.
- Identify and develop corporate, community, and individual prospects for the Project's fundraising priorities. Implement strategies to expand the number of donors and gift amounts.
- Expand structures for giving opportunities, paying special attention to the major donor base.
- Oversee direct mail appeals and newsletter production and mailings.
- Coordinate in-kind donations and make decisions regarding the issuing of receipts.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information. Work with development and administrative staff to ensure records are consistent and accurate.

Foundation and Government Grants

- Identify and develop relationships with prospective grant-making organizations that meet fundraising priorities.
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization.
- Ensure good relationships with existing grant makers through continuous communications and the timely submission of reports.
- Advise Executive Director regarding priorities for time devoted to donor contact.

Fundraising Events & Outreach

- Oversee planning and implementation of special educational/fundraising events and celebrations of the Project's work, including an annual event for donors and partners.
- Plan and take part in strategic community outreach opportunities, to generate support for the Project, including with school, church, community, private sector, and other groups.

Communications

- Work with Development and Outreach Coordinator, and other staff members as needed, to ensure timely and effective communications projects for internal use and public outreach. These may include:
 - Collection of client testimonials and photos, and preparation of program updates on an ongoing basis for donor communication and outreach.
 - Management of the Project's website and social media accounts.
 - Creation of content for the Project's biannual newsletters and annual report.
 - Other documents and reports as requested by the Executive Director.
- Foster an understanding of philanthropy within the organization. Conduct periodic trainings for staff.
- Develop a comprehensive fundraising communication plan, consistent with the organization's overall communications plan, to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
- Coordinate the design, printing, and distribution of marketing and communication materials for development efforts.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.

Budget

- Develop and gain approval for an annual income and expenditure budget for the fund development program.
- Prepare regular reports on progress, budgets, receipts, and expenditures related to fundraising and the management of the fund development activities.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

The position is preferably based in our Phoenix office. Stellar candidates in Tucson will be considered. Regular travel between Phoenix, Tucson, and Florence is required, with limited mileage reimbursement. In addition, occasional travel throughout the state is required. Salary is commensurate with experience. Benefits include medical, dental, and vision insurance, as well as generous vacation and leave policies and a supportive work environment.

Requirements:

- M.A degree preferred, or B.A./B.S. with comparable experience required. Minimum of 5 years experience in non-profit fundraising, including with individuals, major donors, and foundations.
- Experience with comprehensive development planning; management and supervisory experience strongly preferred. Experience with government sub-contract funding is desirable.
- Excellent oral and written communication skills. Strong attention to detail is a must.
- Highly organized with the ability to complete tasks independently. Familiarity with fundraising data systems.
- Experience with marketing and social media. Understanding of graphic design principles, a plus.
- Ability to juggle multiple tasks, show initiative, work independently, and problem solve creatively.
- Must enjoy working in a collaborative, high volume, and energetic work environment, who are flexible team players with a sense of humor.
- Must have ardent support for the Project's mission.
- Fluency in Spanish is a plus.

Application Process: To apply, please email a resume, letter of interest, three references, and 1-3 writing samples (e.g. a development plan for the organization, appeal letter, grant proposal) [to jobs@firrp.org](mailto:jobs@firrp.org).

The Florence Project recognizes the value of diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, persons with disabilities, and members of under-represented or disadvantaged communities. Applications will be considered on a rolling basis, and we encourage applicants to apply as soon as possible. Only those selected for an interview will be contacted.

**PROGRAM ASSOCIATE
VERA INSTITUTE OF JUSTICE
CENTER OF IMMIGRATION AND JUSTICE
NEW YORK, NEW YORK**

The Vera Institute of Justice, founded in 1961, is an independent, non-partisan, nonprofit organization that combines expertise in research, technical assistance, and demonstration projects to assist leaders in government and civil society, examine justice policy and practice, and improve the systems people rely on for justice and safety. Vera has offices in New York City, Washington, DC, New Orleans, and Los Angeles, and its projects and reform initiatives, typically conducted in partnership with local, state, or national officials, are located across the United States and around the world.

Vera's Center on Immigration and Justice seeks a Program Associate to work in its New York office with its Legal Orientation Program (LOP).

The LOP was created to inform detained immigrants about their rights, and the immigration court and detention processes. Vera staff work with federal government partners at EOIR and nonprofit legal service agencies to provide detained people at 35 sites nationwide with basic information about forms of relief from removal, how to represent themselves in immigration court, and how to get legal representation.

Vera staff is responsible for managing service provider networks, including monitoring compliance with subcontracts, providing technical assistance, and conducting program evaluation.

Responsibilities: The Program Associate will work closely with the Program Director and Associate Program Director in carrying out the following duties:

- Provide technical assistance to program sites in the form of site visits, on-site training programs, conference calls, individual consultations, and other means as appropriate;
- Conduct site visits of program sites (expect to conduct 6-12 site visits a year) and draft site visit evaluations;
- Plan and execute peer-to-peer on-site training programs for new LOP providers;
- Facilitate regular LOP check-in conference calls;
- Prepare and deliver webinars about LOP best practices, immigration law, and detention;
- Continuously identify promising practices among program sites and devise ways to disseminate information about such practices to encourage implementation elsewhere;
- Coordinate development and review of legal orientation materials (in English and Spanish) and provide meaningful feedback;
- Assist in the preparation of quarterly and annual reports to government partners;
- Represent the Center in public speaking engagements and at professional meetings; and
- Assist on other projects as assigned.

Qualifications: Candidates must possess the following qualifications:

- A JD degree;
- Working knowledge of Spanish;
- A desire to effectuate change in partnership with government;
- Strong writing, research, communication, and facilitation skills;
- Ability to manage work on multiple projects effectively and efficiently; to work collaboratively on a team and manage projects independently; and to successfully balance travel responsibilities with office-based responsibilities;
- Willingness to travel outside of New York City frequently;
- A valid driver's license;
- Experience with "know your rights" and other community education initiatives strongly preferred;
- Legal, government, or policy work experience strongly preferred;
- Knowledge of immigration, criminal justice, or other justice areas strongly preferred;
- Experience representing detained immigrants and a demonstrated interest in program administration and public policy strongly preferred.

To Apply: Please submit cover letter, resume, list of three references, and a brief writing sample (5 pages or less).

Online submission is preferred. <https://vera.applytojob.com/apply/dfxDu2/Program-Associate-Cij-Lop>

However, if necessary, materials may be mailed or faxed to:

ATTN: Human Resources / CIJ Program Associate recruitment
Vera Institute of Justice
233 Broadway, 12th Floor
New York, NY 10279

Fax: (212) 941-9407

Please use only one method of submission (online, mail or fax).

No phone calls, please. Only applicants selected for interviews will be contacted.

Vera is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.

Vera works to advance justice, particularly racial justice, in an increasingly multicultural country and globally connected world. We value diverse experiences, including with regard to educational background and justice system contact, and depend on a diverse staff to carry out our mission.

For more information about Vera, please visit our website, www.vera.org.

**STAFF ATTORNEY
NATIONAL IMMIGRANT JUSTICE CENTER
LGBT IMMIGRANT RIGHTS INITIATIVE AND LITIGATION PROJECT
CHICAGO, ILLINOIS**

The staff attorney provides legal representation and immigration service counseling to immigrants and refugees appearing before the U.S. Citizenship & Immigration Services (USCIS), and advocates for clients before other government administrative agencies and before other service agencies, as needed and/or as appropriate. This position is for a staff attorney whose time will be split between the LGBT Immigrant Rights Initiative and the Litigation Project. The LGBT project represents individuals who identify as lesbian, gay, bisexual, or transgender, and those who are living with HIV. NIJC's Litigation Project litigates before various federal courts; the staff attorney position will focus on affirmative litigation in district court.

Essential Duties and Responsibilities:

- **LGBT Immigrant Rights Initiative**
 - **Client Representation:** Part of the staff attorney's responsibilities will involve representing individuals, primarily those who are detained, in immigration court and before the Board of Immigration Appeals. The most common applications for relief will include asylum, withholding of removal, and protection under the Convention Against Torture. Bond hearings and challenges to criminal grounds of removability will also be frequent.
 - **Pro Bono Support:** In addition to providing direct representation, the staff attorney will be responsible for providing pro bono support to some of the Initiative's cases that are assigned to pro bono attorneys.
 - **Case Screening:** The staff attorney will participate in the Initiative's case-screening procedures and will participate in the process of deciding which cases are appropriate for acceptance. This work will include reviewing transcripts and administrative records in order to make recommendations regarding appellate representation.
- **Litigation Project**
 - **Legal Research:** The staff attorney will focus on projects for affirmative (generally district court) litigation. S/he will research litigation ideas, write memos on those

ideas, and participate in NIJC's decision making process for pursuing affirmative litigation. In addition to researching substantive litigation ideas, the attorney will investigate issues such as jurisdictional hurdles, venue selection, class-viability, and identifying potential plaintiffs.

- Litigation Case Support: The staff attorney will assist the National Litigation Project attorney in drafting briefing in affirmative cases. This work will include drafting complaints, conducting discovery, responding to motions to dismiss or for summary judgment, trial preparation, and appeals.
- Performs other duties and special requests as assigned.

Qualifications:

- Law degree from ABA accredited law school and a law license
- At least 2 years' experience working with immigrants or in the field of immigration litigation
- Fluency in Spanish required
- Excellent writing, editing, organizational, analytical, and computer skills
- Strong preference for demonstrated legal drafting ability
- Ability to manage multiple tasks efficiently and perform well under strict deadlines
- Ability to work in fast paced, professional, environment
- Attentive to detail and able to take initiative to execute projects independently
- Proficiency in Microsoft Office, Internet Explorer, Outlook/Exchange, Windows operating systems, and other software routinely used by Heartland Alliance

To Apply: Please use the specific job description above when completing your application. [Please apply here](#), where there is also a more general description of staff attorney requirements and roles.

BILINGUAL ATTORNEY CATHOLIC CHARITIES LEGAL SERVICES MIAMI, FLORIDA

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CLS seeks a bilingual attorney to provide legal representation, orientations and pro se assistance for Adults With Children (AWCs) in the Miami Immigration Court.

Duties:

- Provide legal representation to AWCs in immigration proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings before the US Citizenship and Immigration Services (USCIS), including, among others, applications for asylum, VAWA, and/or T or U nonimmigrant status;
- Provide orientations in Spanish and English to recently arriving adults with children facing removal proceedings in Miami Immigration Court;
- Conduct legal screenings of AWCs in-court and the office and provide follow-up services including legal and other referrals, and *pro se* assistance;
- Comply with monthly reporting to funders and regular data management;
- Participate in meetings, calls and email exchanges with stakeholders, including EOIR;
- to determine eligibility for legal relief; provide advice and counsel to families;
- Provide and trainings in order to recruit and train pro bono attorneys; and
- Engage in outreach and education in the area of immigrant rights.

Qualifications:

- Fully bilingual, including reading and writing, in English and Spanish;
- Admitted to practice law in any jurisdiction;
- Experience with immigration is a plus, as is ability to manage heavy caseloads dealing with complex immigration issues;
- Must have excellent research and writing skills, communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others;
- Must be adept at interacting with a wide variety of people and comfortable working in a busy, open work environment

Salary to commensurate with experience. Full benefits provided.

To Apply: Send a cover letter, resume, and two writing samples to Kristie-Anne Padron at kpadron@cclsmiami.org

**ATTORNEY-IN-CHARGE
LEGAL AID SOCIETY
NEW YORK, NEW YORK**

The Civil Practice of The Legal Aid Society is seeking an Attorney-in-Charge to join a dedicated and dynamic team of supervising attorneys, staff attorneys, paralegals and social workers in the citywide Immigration Law Unit. The unit is a recognized leader in the delivery of high quality legal services to immigrants in New York City and surrounding counties. The unit provides low-income New Yorkers with free comprehensive immigration services ranging from removal defense to applications for various forms of status. The unit specializes in the intersection between immigration and criminal law and works collaboratively with all practice areas to serve The Legal Aid Society's diverse immigrant clients through a comprehensive service model. Unit staff members represent immigrants before U.S. Citizenship and Immigration Services (USCIS), the Executive Office for Immigration Review (EOIR) and in state and federal courts. The Attorney-in-Charge will be involved in day-to-day operations and will work closely with supervising attorneys to train, supervise and mentor staff. The Attorney-in-Charge participates in Civil Practice-wide management discussions and decision-making, and is responsible for maintaining relationships with other stakeholders in the legal, court, and service communities. The Attorney-in-Charge also coordinates city-wide efforts to improve immigration legal services with other non-profit community based organizations. In addition, the Attorney-in-Charge works closely with private and government funders to ensure the viability of all the unit's programs. Currently, the Immigration Law Unit is comprised of approximately 45 staff members. The unit is located at 199 Water Street in Lower Manhattan.

In this position, you will: lead and provide direction to the supervising attorneys in the direct supervision of staff attorneys, paralegals, social workers, fellows, interns, externs, and volunteers; monitor and maintain a high standard of representation and client service; assist in coordinating and supervising the unit's benefits, federal practice, post-conviction relief, and removal work; identify systemic problems faced by the Society's immigrant clients that could be addressed through affirmative litigation; collaborate with practitioners throughout the country to develop and participate in national litigation and law reform projects; maintain a reasonable caseload; analyze legal issues, develop legal strategy and supervise implementation of legal strategies; foster and encourage teamwork and communication; mentor staff; develop skills and knowledge of staff members; reinforce and maintain staff accountability; assist with the fundraising for and reporting on programs; assist with the development, and implementation of programs; Respond to client and community needs and concerns; provide oversight of *pro bono* initiatives within the office; work collaboratively with staff to define and carry out the mission of the unit; develop and maintain community support and relationships with community-based organizations, advocates, government

agencies, elected officials and the courts; represent the Civil Practice and The Legal Aid Society in the community; conduct community education, training and outreach and promote the work of the office and the Civil Practice; and other duties as assigned.

The ideal candidate must have: admission to NYS Bar, or eligibility for admission; a minimum of six years legal practice preferred; comprehensive knowledge of immigration law, and experience litigating cases in immigration court; strong interest in and familiarity with the intersection of criminal and immigration law; strong interest in the intersection of child welfare law and immigration law; demonstrated leadership ability; comfort with working in an environment governed by collective bargaining agreements; grant-writing and fundraising experience preferred; demonstrated commitment to and experience in public interest law and civil legal services; demonstrated commitment to policy advocacy and administrative reform; commitment to exploring alternative approaches for legal practice; experience supervising and mentoring others; excellent oral, research, writing, analytical and organizational skills; excellent interpersonal and communication skills; the ability to work in and value a collaborative team model; and the ability to work with *pro bono* lawyers. *Pro bono*, government, public service and academic experience is desirable, but not required. Proficiency in languages other than English is desirable, but not required.

To Apply: The Legal Aid Society is reducing its carbon footprint and therefore paper applications are not accepted. All applicants must submit a cover letter, resume, references, and an Applicant Information Form (<http://www.legal-aid.org/infoform.html>) electronically in a single PDF document by 8/18/16 to: jobs-civ@legal-aid.org and include the Job Reference Code: CIVIL-2016-035 in all correspondence and in the subject line of your email. If one or more of the required items are missing or if the application is not in a single PDF, your application will not be processed.

The Legal Aid Society is an Equal Opportunity Employer - Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply

**SENIOR/SUPERVISING IMMIGRATION ATTORNEY
SEX WORKERS PROJECT AT THE URBAN JUSTICE CENTER
NEW YORK, NY**

The Urban Justice Center serves New York City's most vulnerable residents through a combination of direct legal and social services, and systemic advocacy. The Urban Justice Center's unique model supports 10 distinct Projects that serve different populations with legal or social services, and bring the voices of their clients into broader advocacy efforts.

Founded in December 2001, the Sex Workers Project (SWP) at the Urban Justice Center is the first and only program in the country to focus on the provision of legal and social services to sex workers. SWP protects and promotes the rights of individuals who engage in sex work, regardless of whether they do so by choice, circumstance, or coercion. We take a non-judgmental, harm reduction approach to sex work and partner with the sex workers' rights movement. Our clients include current and former sex workers, people profiled as sex workers, and survivors of human trafficking - including people of all genders who encounter enormous barriers to accessing services. SWP engages with this critically underserved population through therapeutic counseling and case management, legal service provision, outreach, and leadership development. We engage in research and policy advocacy, working to document the needs of sex workers and survivors of trafficking, and educate the media, the public, and policy-makers about our findings.

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

Essential Job Functions:

- Represent docket of 30 immigration clients who have been or are sex workers or victims of human trafficking. Cases will include complex matters involving criminal convictions or open warrants, cooperation with federal and local law enforcement as a victim in criminal prosecutions, safety concerns, and criminal advocacy.
- Depending on experience level, potentially provide supervision for 2 “CrimImm” attorneys who each carry a caseload of 30-60 clients. Attorneys represent clients in immigration applications (T-visa, U-visa, Asylum, SIJS, VAWA, AOS, Natz and other relief) and removal defense. Attorneys represent victims of trafficking in cooperation with federal and local law enforcement, and also advocate for clients who have been accused of crime in criminal courts in New York and out of state.
- Supervise attorneys in their recruitment, hiring, training and supervision of legal interns.
- Maintain and monitor maintenance of case notes and data collection in online case management system. Participate in UJC-wide committee to refine system.
- Work with Development Manager and Legal Director to ensure accurate data collection for grant reports
- Represent organization at coalition meetings, policy and lobbying visits, funder meetings as assigned.
- Provide training and technical assistance to other organizations, community members and law enforcement on legal issues facing sex workers and survivors of human trafficking with heavy focus on immigrants.

Qualifications – Required:

- J.D. and New York Bar Admission
- 3 or more years of experience providing direct immigration legal services
- Demonstrated competency in working with the LGBT community, especially transgender women
- Experience working with victims of trauma, and understanding of effects of trauma
- Demonstrated understanding and commitment to a harm reduction approach to sex work and human trafficking
- Strong conflict management skills
- Computer and data systems literacy

Qualifications – Preferred:

- Bi-lingual in Spanish, Mandarin or Korean
- 1 or more years of experience supervising and training attorneys.
- Experience working with trafficking survivors on law enforcement cooperation and T-visa applications

Salary is commensurate with experience. Generous vacation, medical and dental benefits are provided. This may be a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2230.

Please submit a cover letter, resume and references via email to legyes@urbanjustice.org. Please write “STAFF ATTORNEY” in the subject heading. We regret that due to high volume, we are unable to respond to inquiries and will only contact those candidates selected for consideration. Please do not contact us via telephone or fax.

People of color, LGBTQ individuals, and individuals with disabilities are encouraged to apply. The Urban Justice Center is an equal opportunity employer.

**MANAGING ATTORNEY
HUMAN RIGHTS FIRST
HOUSTON, TEXAS**

Human Rights First seeks to hire a Managing Attorney for our office in Houston, TX. This attorney will mentor pro bono counsel in their representation of asylum-seekers, including unaccompanied children, and will supervise the work of the other staff members in that office. The ideal candidate will be admitted to practice in Texas, fluent in Spanish, and experienced in asylum law and procedure

The **Managing Attorney** will be responsible for administering Human Rights First's pro bono asylum legal representation within Houston's greater metropolitan area. S/he will also help build and maintain a base of support for Human Rights First among law firms, donors, and other supporters in the community. The ideal candidate will be an experienced, entrepreneurial attorney with the agility and strategic thinking to establish and lead a pro bono legal representation program, while also serving as a representative of Human Rights First. S/he will have significant direct representation experience, including representation of asylum applicants, and a strong background in immigration law. S/he will also demonstrate the capacity to work under pressure in a fast-paced environment while juggling multiple tasks, and the ability to work independently, as well as collaboratively with colleagues in other offices. Human Rights First seeks a compelling advocate and spokesperson with a proven ability to successfully steward relationships with key players.

Major Duties & Responsibilities:

- Ensure that the refugees represented by Human Rights First's pro bono team receive high-quality legal representation, by providing training, guidance, advice, and legal updates to volunteer attorneys on asylum and immigration law;
- Ensure that volunteer attorneys receive prompt and complete legal and procedural support on our pro bono asylum cases, including conducting trainings, strategizing on individual cases, reviewing draft submissions, and preparing memoranda informing volunteers of significant legal developments;
- Develop and build a Houston-based pro bono attorney network and work to maintain strong relationships with local law firms and volunteer attorneys that have already established relationships with Human Rights First;
- Promote Human Rights First's mission and work by participating in local community events, promotional events, and other professional networking events that will increase the organization's profile in the Houston community. Engage in positive messaging efforts that will aid Human Rights First in successfully integrating into Houston's service provider community;
- Engage new supporters and donors in the Houston community;
- Design processes, working collaboratively with other team staff, to ensure individuals who may be eligible for representation learn about Human Rights First and how to contact our offices to request potential legal assistance;
- Identify cases appropriate for pro bono representation, including through conducting in-person intake interviews;
- Participate in Human Rights First efforts to assist asylum seekers detained at area detention facilities including conducting intake, when needed, in the three (3) regional immigrant detention facilities;

- Help conduct, review and supervise case management and quality control systems for pro bono program cases;
- Provide supervision and legal oversight to Houston team including mentoring, coaching and professional development. Recruit and assist in supervision of interns from local law schools and colleges;
- Develop training materials for volunteer attorneys, including manuals, memoranda, seminars, and symposia, and update probono.net, an online resource hosted by Human Rights First;
- Spot, analyze, and respond to legal or procedural changes that affect asylum seekers, including statutory changes, proposed regulations, and decisions of the Board of Immigration Appeals or federal courts;
- Assist in efforts to secure and maintain funding for refugee representation activities, and to promote interest in our pro bono work including through identifying and drafting profiles of refugees or lawyer client stories to illustrate the importance of legal representation;
- Assist in the conduct of advocacy on behalf of asylum seekers by meeting with local officials at the Department of Homeland Security, and its various bureaus, and the Executive Office for Immigration Review;
- Oversee general office operations, and coordinate, as necessary, with staff in New York, NY and Washington, DC to resolve operational issues in a timely fashion.
- Other duties as requested based on department and/or organizational need

Required Knowledge, Skills and Experience:

- A U.S. law degree (J.D.) and admission to the bar, preferably in Texas; admission to other state bars acceptable
- Several years, of direct representation experience and at least one year—ideally several—of direct representation of asylum applicants at all levels of the administrative process, and experience working on other immigration law matters including SJIS, refugee/asylee family reunification petitions and refugee/asylee adjustment of status applications;
- Experience in mentoring other attorneys, preferably on immigration law matters and commitment to working with volunteer lawyers;
- Knowledge of U.S. immigration law and policy;
- Valid driver's license/ability to travel regionally by car to area immigrant detention centers on a periodic basis (mileage is reimbursed);
- Ability to communicate patiently, respectfully, and empathetically with individuals from a variety of backgrounds as well as survivors of trauma or torture;
- Strong interpersonal and communication skills characterized by clarity and accuracy;
- Demonstrated ability to work independently, as well as collaboratively with colleagues in other offices; a team-building, collegial approach to work;
- Ability to manage numerous diverse tasks simultaneously, work under pressure and meet deadlines, and to identify and analyze legal issues;
- Fluency in Spanish required (reading and writing);
- Previous supervisory experience;
- Adaptability in navigating new and dynamic projects; ability to recognize and maximize opportunity on behalf of the organization
- Demonstrated ability to work successfully across organization lines, to work comfortably in a variety of settings, including legal, academic, and advocacy, and to work confidently with government officials and the media
- Previous media, public speaking or promotional work experience is highly desirable;
- Fundraising experience, including a demonstrated ability to cultivate relationships with individual donors a plus;

- Fluency in other relevant second languages, particularly Arabic or French a plus

To Apply: Please visit: (<http://www.humanrightsfirst.org/careers>).

Please visit www.wclawyers.org to learn more about Washington Council of Lawyers, and to register for upcoming programs. We hope to see you soon!



WASHINGTON COUNCIL OF LAWYERS

601 Massachusetts Avenue, N.W., Suite 5126
 Washington, DC 20001
 202-942-5063
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A public interest bar association for the District of Columbia.

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Join the Washington Council of Lawyers! You may become an individual member or renew your membership online by visiting our web site, www.wclawyers.org, or you may complete this form and mail it, together with your check payable to the Washington Council of Lawyers, to Washington Council of Lawyers, 601 Massachusetts Avenue NW, Suite 5126, Washington, DC 20001. For more information, contact Nancy Lopez, Executive Director, at 202-942-5063 or nlopez@wclawyers.org.

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