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AUGUST 2017

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Coming Up at the Washington Council of Lawyers:

Dine Around for Justice

August 3, 2017 – Farmers & Distillers (600 Massachusetts Avenue NW)

Volunteer at the D.C. Pro Bono Center, Advice and Referral Clinic

August 12, 2017 – Bread for the City (1640 Good Hope Road SE)

FILLED! Thank you volunteers! Details on the November opportunity coming soon.

Dine Around for Justice

August 17, 2017 – the Green Turtle (601 F Street NW)

Dine Around for Justice

August 31, 2017 – RPM (350 K Street NW)

Corporate Pro Bono Roundtable

September 22, 2017 – Arnold & Porter (601 Massachusetts Avenue, NW)

Best Practices in Pro Bono Breakfast Series

September 28, 2017 – Fried Frank (801 17th Street NW)

November 15, 2017 – Fried Frank (801 17th Street NW)

Litigation Skills Training: Objections

October, 13, 2017 – Arnold & Porter Kaye Scholer (601 Massachusetts Avenue NW)

SAVE THE DATE!

2017 Awards Ceremony

December 5, 2017 – Arnold & Porter Kaye Scholer (601 Massachusetts Avenue NW)

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

LEGAL POSITIONS

DOMESTIC VIOLENCE/FAMILY 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 domestic violence/family 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, domestic violence/family, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. For more information about legal aid, please visit our website, <https://www.legalaiddc.org>, and our blog, <https://www.makingjusticereal.org>.

Tasks and duties: Legal aid has a broad and energetic domestic violence/family law practice. We help survivors of domestic violence obtain protective orders against their abusers, handle (often related) child custody and divorce matters, and represent both custodial and non-custodial parents in child support cases. In addition to an active litigation docket, our attorneys engage in significant efforts to address systemic issues of public policy. Our unit is staffed by three supervising attorneys (one of whom is departing, creating this vacancy), eight staff attorneys, one rotating “loaned associate” from a law firm, and a legal assistant.

The supervising attorney will be jointly responsible for the leadership and direction of the domestic violence/family law unit, as well as the direct supervision of approximately three attorneys in the unit. The supervising attorney will also handle a modest individual caseload, provide management assistance and oversee grants, direct policy advocacy and law/court reform work, and conduct intakes.

Qualifications: The ideal candidate will have the following:

- a minimum of five years of legal services experience, preferably in family law;
- strong litigation, organizational, communication, and leadership skills;
- the ability to work collaboratively with, supervise, and lead other staff;
- a demonstrated commitment to social and economic justice;
- bilingual skills strongly preferred but not required; and
- membership in or eligibility to waive into the DC bar is required.

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

To apply: Legal aid values an inclusive, diverse workplace and encourages applications from interested persons 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. Interested persons are encouraged to apply immediately and should email a letter of interest and resume to: FamilySupervisorsearch@legalaiddc.org. Applications will be reviewed as they are submitted. Position remains open until filled.

LEGAL ASSOCIATE, SELF HELP OFFICE
LEGAL COUNSEL FOR THE ELDERLY

Business unit description: Founded in 1975, Legal Counsel for the Elderly (LCE) champions the dignity and rights of vulnerable Washington, D.C. seniors, 60 and older, providing free legal and social work services to those in need — empowering, defending and protecting. LCE staff help 6,000+ clients each year in many areas of civil law. Attorneys represent seniors facing foreclosures, evictions, and consumer fraud. LCE handles Medicaid and social security cases, provides benefits checkups to assure that seniors and veterans are receiving the benefits they are due, prepares wills and powers of attorney, and educates elders in ways to avoid Medicare and Medicaid fraud.

Clients come to LCE directly through the LCE legal hotline, they are referred by partner organizations and the courts, and LCE attorneys, plus its more than 800 volunteers, are regularly in the community meeting elders at senior centers and faith-based organizations. LCE also accommodates homebound seniors by providing legal services in their homes.

LCE operates the office of the D.C. long-term care ombudsman program, which advocates on behalf of seniors in nursing homes, assisted living facilities, and those receiving home health care. LCE has a strong relationship with a number of pro bono law firms that assist staff with approximately 600 cases a year. LCE staff testify and make recommendations regarding laws before the D.C. Council that affect seniors, and have been instrumental in bettering conditions for D.C. seniors through assistance with local legislation.

Summary statement: Legal Counsel for the Elderly believes there is no substitute for having a presence in the community, and in helping seniors to be empowered to advocate for themselves. The Self Help Office (SHO) program provides community-based, free legal services to D.C. seniors at partnering sites throughout the district. The incumbent will meet with clients at SHO sites to assist them with brief legal matters. As outreach is a vital component of the program, the incumbent will also identify and participate in community outreach events to educate the public on Legal Counsel for the Elderly services, and give legal presentations on some substantive law topics.

Responsibilities:

- Monitors the SHO hotline and schedules appointments with clients at various SHO sites.
- Provides clients with direct legal assistance in a variety of brief services matters.
- Drafts letters, completes legal forms and benefits applications, makes phone calls to obtain information, requests records, conducts brief legal research, provides educational materials, makes appropriate referrals to government entities and social services agencies, and provides basic information as needed.
- Informs the public of LCE services by conducting community outreach with members of the D.C. office on aging “senior services network” and other agencies.
- Tracks the number of clients served and contemporaneously maintains notes in the LCE case management data base.
- Tracks the number of persons in attendance at community outreach events and presentations.
- Maintains the necessary statistical information required for reporting to the office on aging and provides that information monthly to the LCE outreach coordinator.
- Keeps accurate records and properly charges work time to applicable grants.
- Recruits, trains and supervises SHO volunteers.

Requirements: Completion of a Juris Doctorate degree. D.C. or other state bar admission a plus. This position requires reliable transportation.

Benefits offered: AARP offers competitive benefits with a 401k, 100% company funded pension plan, health, dental, vision and life insurance, std/ltd, paid vacation and sick, and other benefits.

Equal employment opportunity: AARP is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. AARP does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.

To apply: Online only at [AARP legal careers](#).

**SEEKING VOLUNTEER ATTORNEY/LAW STUDENT FOR FRIDAYS
LAWYERS SERVING WARRIORS® PRO BONO PROGRAM
NATIONAL VETERANS LEGAL SERVICES PROGRAM**

The National Veterans Legal Services Program (NVLSP) has worked since 1980 to ensure that our nation's 25 million veterans and active duty personnel receive the government benefits to which they are entitled. NVLSP's Lawyers Serving Warriors® (LSW) Pro Bono Program assists veterans with disability claims including challenges to VA denials of service-connection for PTSD due to military sexual trauma, applications for combat related special compensation, requests for medical retirement, discharge upgrades, and claims before the Board of Veterans' Appeals.

NVLSP seeks an attorney or law student volunteer to assist the LSW program in our DC office on Fridays. The volunteer will work closely with LSW attorneys to monitor case developments and ensure client readiness for representation. The position will involve extensive contact with Veteran clients and pro bono lawyers and will provide an introduction to the fundamentals of military disability law. The position is available immediately and can continue into the fall.

To apply, please send a cover letter, resume, and 2 references to Rochelle Bobroff, Director of Pro Bono Program at NVLSP, Rochelle@nvlsp.org

**CLINICAL LAW STAFF ATTORNEY FOR IMMIGRATION CLINIC
IMMIGRATION CLINIC AT THE UNIVERSITY OF MARYLAND
FRANCIS KING CAREY SCHOOL OF LAW**

The Immigration Clinic at the University of Maryland Francis King Carey School of Law is seeking a Staff Attorney (payroll title - Research Assistant) to assist with the Clinic's work. The position offers a unique opportunity to work with law students, to help expand the reach of the Immigration Clinic, and to help build durable, statewide legal services infrastructure for immigrants.

Background: In this clinic, students represent low- and moderate-income immigrants in matters relating to immigration status. Students represent individuals fleeing persecution, those facing deportation because of criminal convictions, and those who have been the targets of abusive enforcement practices. They may advocate before the Department of Homeland Security, the Baltimore Immigration Court, the Board of Immigration Appeals or in the federal courts. Clients may, in some cases, be detained by DHS. In addition, students work on the clinic's Access to Justice projects, which include assisting with bi-monthly pro bono consultations with people in removal proceedings, advising public defenders about immigration consequences for their clients, and other projects. Clinic faculty supervise all work. Students will build professional and collaboration skills in a litigation setting; learn immigration law in the context of practice; explore issues of professional responsibility in client

representation and the role of the attorney in providing access to the justice system; and look at wider issues of US immigration policy. Law School Associate Professor Maureen Sweeney has led the Immigration Clinic since 2004.

The Staff Attorney will work in close collaboration with Professor Sweeney as a staff attorney for the practice component of the course. S/he will take the lead on developing a statewide immigrant defense fund in Maryland and in developing a new project for pro bono bond representation in the Baltimore Immigration Court. The ideal candidate will have an interest in the development and sustainability of legal services infrastructure for immigration issues, and an interest in teaching and mentoring law students. This is a full-time, 12-month academic appointment that is grant funded for two years at our downtown Baltimore law school, with the possibility of some regular days of telecommuting.

Essential Duties: With the clinic faculty member, have shared responsibility for the Clinic's efforts to develop a statewide immigrant defense fund in Maryland, which would help raise, manage and coordinate funds to support representation for individuals detained by ICE in the state. The Staff Attorney will have primary responsibility for much of the research, coordination, coalition building and logistics of this effort. It is anticipated that much of this work will include developing collaborations with existing funds and organizations in Montgomery and Prince George's Counties (such as the National Capital Region Resilience Fund), in Baltimore (such as the Safe City Baltimore fund) and in other parts of the state. The goal is to develop resources to build collaboration between existing local funds and ensure statewide coverage for detained individuals from anywhere in Maryland. • Primary responsibility for developing a new project for pro bono bond representation in the Baltimore Immigration Court, as part of the development of the statewide defense initiative. This will include supervising Maryland Carey law student-attorneys in representing detained individuals seeking bond redetermination. • Assisting in the teaching of the Immigration Clinic, including both classroom seminar teaching and case supervision, as time permits given other duties.

Qualifications

Knowledge, Skills and Abilities Preferred:

Experience with immigration law and interest in teaching and mentoring law students. • Experience fundraising, grant writing, or in fund management. • Experience community organizing or coalition building. • Knowledge of the local (DC/MD) immigration legal services provider community. • Knowledge of local and national foundations and funders of legal services. • Proficiency in Spanish. • Excellent coordination and organizational skills, and meticulous attention to detail. • Ability to work independently and supervise and coordinate the work of others. • Excellent oral communication skills. • Excellent research and writing skills.

Minimum Qualifications: J.D. Must be admitted to practice law in Maryland or another United States jurisdiction and be in good standing. • At least 2 years practice experience in immigration law. • Interest in development and sustainability of legal services infrastructure.

Salary: \$65,000 plus benefits. This is a two year grant-funded position.

To Apply: Online only at

<https://umb.taleo.net/careersection/jobdetail.ftl?job=1700016Q&lang=en#.WVZJBqLfiwQ.email>.

*Applicants should submit a cover letter, resume, contact information for three professional references and a writing sample. The deadline for applications is July 28, 2017.

SENIOR PRO BONO ATTORNEY KIDS IN NEED OF DEFENSE

Background: Kids in Need of Defense (KIND) is an innovative partnership among the Microsoft Corporation, Angelina Jolie and other interested philanthropists, law firms and corporate supporters. As the leading national organization that works to ensure that no refugee or immigrant child faces immigration court alone, KIND is dedicated to providing pro bono representation as well as positive systemic change in both law and policy to improve the protection of unaccompanied immigrant and refugee children. KIND also assists children who are returning to their home countries through deportation or voluntary departure to do so safely and to reintegrate into their home communities. In addition, we work to ensure the voices of these children are heard and we help them become their own advocates. Launched in Fall 2008, KIND is headquartered in Washington, DC and has 10 field offices across the United States.

Overview: KIND seeks a Senior Pro Bono Coordinating Attorney in KIND's Washington DC field office to help develop, maintain, and oversee the provision of pro bono legal representation to unaccompanied children through KIND's network of major law firms, corporate partners, and law schools. The Senior Pro Bono Coordinating Attorney will supervise attorneys and/or support staff within KIND's Washington DC and Falls Church, VA office; and recruit, train and advise volunteer firm and corporate attorneys to ensure effective pro bono representation of individual child clients before immigration and state courts, and immigration agencies.

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

- Supervise attorneys and/or support staff in KIND's Washington DC and Falls Church, VA office, in consultation with the Supervising Attorney.
- Oversee or conduct legal intakes and the provision of know-your-rights information to child clients;
- Match child clients with pro bono attorneys;
- Recruit, train, and advise pro bono attorneys representing unaccompanied children in immigration matters and related family law matters;
- Develop and maintain updated guidance materials, sample filings, and legal training presentations;
- Foster and manage KIND relationships with law firms and corporate counsel in coordination with the Director of Pro Bono Recruitment and Training;
- Assist in office operations, including case management, data entry and maintenance, and reports;
- Collaborate with KIND management in support of KIND's mission; and
- Participate in conferences, meetings, and trainings as needed.

Minimum Qualifications:

- Admission to practice law in either Washington DC or Virginia;
- At least three years of experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas and T visas;
- Family law experience a plus;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;

- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders;
- Supervisory experience, preferably in legal setting;
- Mentoring and training experience;
- Excellent oral and written communication skills;
- Excellent professional judgment;
- Ability to hit the ground working, multi-task, and work independently;
- Ability to work collaboratively; and
- Spanish speaking preferred.

To Apply: Applications, including a cover letter, resume, salary range requirements, writing sample, and three references, should be submitted online at: <https://supportkind.org/jobs/>

Applications that do not contain all of the above-listed required materials will not be considered.

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

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

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

SENIOR DIRECT REPRESENTATION ATTORNEY KIDS IN NEED OF DEFENSE

Background: Kids in Need of Defense (KIND) is an innovative partnership among the Microsoft Corporation, Angelina Jolie and other interested philanthropists, law firms and corporate supporters. As the leading national organization that works to ensure that no refugee or immigrant child faces immigration court alone, KIND is dedicated to providing pro bono representation as well as positive systemic change in both law and policy to improve the protection of unaccompanied immigrant and refugee children. KIND also assists children who are returning to their home countries through deportation or voluntary departure to do so safely and to reintegrate into their home communities. In addition, we work to ensure the voices of these children are heard and we help them become their own advocates. Launched in Fall 2008, KIND is headquartered in Washington, DC and has 10 field offices across the United States

Responsibilities: KIND seeks a Senior Direct Representation Attorney to provide representation to unaccompanied immigrant children living in VIRGINIA. The Senior Direct Representation Attorney will supervise attorneys and/or support staff within KIND's Virginia field office. The Senior Direct Representation Attorney will have the following responsibilities:

- Supervise attorneys and/or support staff in KIND's Virginia office, in consultation with the Supervising Attorney.
- Represent children in immigration removal proceedings, including children eligible for asylum, Special Immigrant Juvenile Status (SIJS), T visas or U visas;
- Liaise with the Virginia/DC field office's Supervising Attorney and Pro Bono Coordinating Attorney, to determine which cases are appropriate for placement with the Direct Representation Attorney;
- File all relevant paperwork and applications with government agencies, immigration court, and state courts, where applicable;

- Attend immigration and state court hearings, and interviews and adjudications before government agencies;
- Participate in staff meetings and KIND-wide calls;
- Assist in the supervision of law student interns and volunteers;
- Conduct intake interviews with children when appropriate;
- Assist with periodic trainings and presentations; and
- Serve as an ambassador of KIND with local coalitions, courts, and agencies.

Minimum Qualifications:

- Two or more years of experience working in immigration law and with immigration authorities, or substantially equivalent experience;
- Attorney must be admitted to practice in Virginia;
- Fluency in Spanish required;
- Experience in direct representation of clients in immigration proceedings;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;
- Ability to work collaboratively, and preferably prior experience working with individual attorneys, law firms, or service providers.

To Apply: Applications should include a cover letter, resume, salary range requirements, writing sample, and three references, should be submitted online at: <https://supportkind.org/jobs/>

Applications that do not contain all of the above-listed required materials will not be considered.

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

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**PRO BONO COORDINATING ATTORNEY
KIDS IN NEED OF DEFENSE**

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Overview: KIND seeks a Pro Bono Coordinating Attorney in KIND’s Washington DC field office to help develop, maintain, and oversee the provision of pro bono legal representation to unaccompanied children through KIND’s network of major law firms, corporate partners, and law schools. The Pro Bono

Coordinating Attorney will recruit, train and mentor volunteer firm and corporate attorneys to ensure effective pro bono representation of individual child clients before immigration and state courts, and immigration agencies.

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

- Conduct or oversee legal intakes and the provision of know-your-rights information to child clients;
- Match child clients with pro bono attorneys;
- Recruit, train, and provide hands-on mentorship to pro bono attorneys representing unaccompanied children in immigration matters and related family law matters;
- Develop and maintain updated guidance materials, sample filings, and legal training presentations;
- Foster and manage KIND relationships with law firms and corporate counsel in coordination with the Director of Pro Bono Recruitment and Training;
- Assist in office operations, including case management, data entry and maintenance, and reports;
- Assist in supervision, training, and mentoring of office staff in consultation with the Supervising Attorney;
- Collaborate with KIND management in support of KIND's mission; and
- Participate in conferences, meetings, and trainings as needed.

Minimum Qualifications:

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

To Apply: Applications should include a cover letter, resume, salary range requirements, writing sample, and three references, should be submitted online at: <https://supportkind.org/jobs/>

Applications that do not contain all of the above-listed required materials will not be considered.

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

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SUPERVISING ATTORNEY FOR PRO BONO PROGRAMS
KIDS IN NEED OF DEFENSE

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Responsibilities: KIND seeks a Supervising Attorney for Pro Bono Programs (“Supervising Attorney”) to manage and oversee the provision of pro bono legal representation to unaccompanied children through KIND’s network of major law firms, and corporate and law school partners in the Baltimore area, as well as by in-house attorneys at KIND’s offices in Baltimore field office.

The position’s duties include supervising the work and staff of KIND’s Baltimore field offices; serving as a regional focal point in striving to implement KIND’s vision of ensuring that no child appear in immigration court alone; promoting volunteer support through outreach to and cultivation of relationships with local law firms, corporate legal departments, and other possible sources of pro bono representation; and serving as the primary liaison with KIND’s headquarters. The Supervising Attorney will report to KIND’s Co-Director of Legal Services.

The Supervising Attorney responsibilities will include but not be limited to:

- Supervise KIND legal and program staff in Baltimore with support from KIND’s Co-Director of Legal Services and other Headquarters staff;
- Assist in the development of strategies to increase pro bono representation of unaccompanied immigrant children;
- Match child clients with pro bono attorneys;
- Recruit, train, and provide hands-on mentorship to volunteer attorneys representing unaccompanied children in immigration matters;
- Assist in developing and managing KIND relationships with law firms and corporate counsel;
- Oversee the provision of Direct Representation services to clients;
- Supervise the Social Services Coordinator in coordination with KIND’s Deputy Director of Legal Services; and
- Coordinate day to day office management and administration including ensuring data integrity.

Qualifications for the Ideal Candidate:

- A licensed attorney, preferably in Maryland;
- At least four to eight years’ experience practicing immigration law, which should include representing immigrants in humanitarian petitions including asylum, Special Immigrant Juvenile Status, and U and T visas;
- Prior supervisory experience;

- Experience working in family law is a plus;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;
- Excellent writing and public speaking/training skills;
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders;
- Ability to work collaboratively and to handle multiple demands in a busy work environment; and
- Spanish speaking preferred.

To Apply: Applications should include a cover letter, resume, salary range requirements, writing sample, and three references, should be submitted online at: <https://supportkind.org/jobs/>

Applications that do not contain all of the above-listed required materials will not be considered.

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

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

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

SENIOR POLICY AND ADVOCACY ADVISORY KIDS IN NEED OF DEFENSE

Background: Kids in Need of Defense (KIND) is an innovative partnership among the Microsoft Corporation, Angelina Jolie and other interested philanthropists, law firms and corporate supporters. As the leading national organization that works to ensure that no refugee or immigrant child faces immigration court alone, KIND is dedicated to providing direct and pro bono representation as well as positive systemic change in both law and policy to improve the protection of unaccompanied immigrant and refugee children. KIND also assists children who are returning to their home countries through deportation or voluntary departure to do so safely and to reintegrate into their home communities. In addition, we work to ensure the voices of these children are heard and we help them become their own advocates. Launched in fall 2008, KIND is headquartered in Washington, DC and has 10 field offices across the United States.

Overview: KIND seeks a **Senior Policy & Advocacy Advisor** at its Headquarters office in Washington, DC to advise on policy and advocacy and collaborate with stakeholders to promote KIND's advocacy objectives on behalf of immigrant and refugee children. This position reports to the Vice President of Policy, Advocacy and Communications.

Responsibilities:

- Develop new and innovative approaches that protect unaccompanied children and expand the base of support among influential policymakers, individuals and organizations through proactive outreach and cultivation of relationships.
- Analyze policy issues related to KIND's mission and develop written products and messaging that appeal to a broad base of stakeholders, members of Congress and the administration.
- Collaborate with stakeholders and organizations that work on immigrant and refugee policy.
- Provide strategic policy advice on issues of interest to KIND.

- Regularly confer with KIND staff to identify needs and develop KIND's advocacy positions.
- Participate in internal strategy meetings and assist in the development and implementation of strategic action plans.

Qualifications for the Ideal Candidate:

- Bachelor's or Master's degree in political science or related field, JD preferred.
- Minimum of 5 - 7 years' experience in a policy, legal or advocacy role.
- Significant experience influencing the legislative and appropriations process, particularly from a conservative perspective.
- Experience working with a conservative Administration either as part of the Administration or through advocacy on policy, preferred.
- Knowledge of the federal legislative, appropriations, budget and administrative advocacy process and an ability to leverage conservative individual and organizational relationships to meet advocacy goals.
- Exceptional written and oral communication skills, ability to communicate well to a variety of stakeholders.
- Strategic thinker with an ability to anticipate challenges and address roadblocks in federal policy as they arise.
- Passion for KIND's mission of supporting unaccompanied immigrant and refugee children, and an ability to effectively communicate this to members of Congress, stakeholders, institutes, organizations and influentials who possess a wide range of perspectives.

To Apply: Applications should include a cover letter, resume, salary range requirements, writing sample, and three references, should be submitted online at: <https://supportkind.org/jobs/>. Applications that do not contain all of the above-listed required materials will not be considered. Applications should be submitted as soon as possible, and not later than the posted deadline. Applications will be considered on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

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**SENIOR POLICY ANALYST
DCAYA**

The Organization DCAYA, a 501(c)(3) nonprofit organization, is a citywide coalition of more than 130 youth serving organizations formed to foster policies, programs and practices within the District of Columbia that promote and propel youth into productive and healthy adulthood. Specifically, DCAYA focuses on youth who struggle to access jobs, stable housing, quality education, afterschool and summer learning programs and other basic needs due to economic, racial or other barriers.

DC Alliance of Youth Advocates (www.dc-aya.org) is seeking a seasoned advocate who has demonstrated a strong commitment to improving the lives of underprivileged youth and who possesses outstanding written and verbal communication skills.

The Policy Analyst for Expanded Learning and Youth Homelessness will work closely with the DCAYA team at every level, and will have the opportunity to gain real world experience in the public policy and social justice arena. As such, we are looking for a team player with the ability to manage multiple tasks, a good sense of humor, and a passion for youth issues and social justice work.

The Position: We are looking for a self-starter with an eye for detail and exceptional communication abilities. Someone who can think quickly and creatively, is comfortable working independently, but knows when to ask for support and values a team approach. The position is ideal for someone who thrives on problem solving and comes to the table with a solution, is always receptive to feedback and new ideas, and enjoys working with a diverse and dynamic set of team members and community partners.

Working in a team environment and reporting to the Executive Director, the Policy Analyst will be primarily responsible for:

- Tracking and publicly reporting changes to policy or programming that impacts a wide spectrum of youth issues;
- Planning and facilitating DCAYA's member engagement activities around the core issue areas for Expanded Learning and Youth Homelessness; and,
- Supporting the development of policy, advocacy and budgetary recommendations on key issues through high quality research and analysis;
- Develop and lead relevant advocacy and awareness campaigns;
- Managing and supervising the Youth Voice Fellow (or a similar staff intern).

Key Duties Include:

- Staff DCAYA's Advocacy Agenda and relevant stakeholder committees to establish an advocacy goal or set of goals that include clear targets, tangible outcomes, and a realistic work plan;
- Work with the Executive Director and policy team to develop a strategic approach to engaging stakeholders to develop public support for DCAYA's annual advocacy agenda priorities;
- Develop and maintain relationships with key stakeholders and targets including but not limited to: DCAYA member organizations and other community-based providers, other local/youth advocacy organizations, District Government officials, and the District Council;
- Draft testimony for public hearings and roundtables; prepare talking points on an as needed basis for the Executive Director;
- Conduct local research and manage the collection and synthesis of external/national research to inform recommendations and policy positions as well as to inform the content of identified research projects, issue briefs, white papers, blog posts, monthly mailings and other written communications on policy topics in the field for a diverse array of audiences;
- Conduct and/or manage additional research as identified by the Executive Director for future or exploratory policy initiatives or to obtain credibility with thought leaders/partners who will advance DCAYA's efforts;
- Coordinate with the Communications Manager to manage external communications to ensure consistent and clear communication and messaging;
- Support the team in scheduling, preparing for and executing membership meetings and events.
- Other duties as assigned by Executive Director to support the success of DCAYA and its members.

Knowledge, Skills, and Abilities:

- Bachelor's Degree required, Masters Degree, JD, or equivalent experience in youth development, advocacy or social justice preferred
- 2-3 years professional experience or a strong academic record and completed coursework in pertinent issues (housing and out-of-school time/expanded learning programs) or public policy;
- Experience conducting research and familiarity producing written content for diverse audiences including policy makers, member organizations, media or other stakeholders;

- Experience in quantitative and qualitative research and data analysis is preferred;
- Familiarity with the DC government structure and public policy process;
- Exceptional interpersonal and communication skills, with a key emphasis on reliability for timely follow-through;
- Ability to manage multiple tasks;
- Ability to work independently on assigned tasks in a self-directed manner;
- Ability to work effectively under pressure;
- Promptness, reliability and sound judgment required.

Benefits and Compensation: The Policy Analyst position is a full time exempt position. The salary range is \$55,000-\$65,000 annually depending on experience. DCAYA offers full health benefits (including dental and vision), short and long term disability insurance, an employer sponsored IRA with up to a 3% of salary match, and 4 weeks of vacation/leave time.

How to Apply: To apply, please send resume and cover letter addressed to Maggie Riden, Executive Director at jobs@dc-aya.org. Please reference "Policy Analyst" in the Subject line of the email. The position remains open until filled. Interviews will be conducted on a rolling basis, early application is strongly encouraged. Only applicants that are selected for interviews will be contacted. Please respect our "no phone calls" policy.

EEO/AA. Applications from women and persons of color are encouraged. Resume reviews begin immediately.

EMPLOYMENT JUSTICE ATTORNEY
WASHINGTON LAWYERS' COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers' Committee for Civil Rights and Urban Affairs ("the Committee") seeks an experienced attorney to help lead its employment justice work.

The Washington Lawyers' Committee operates seven workers' justice clinics each month in communities throughout the City. More than 1200 workers are assisted each year at the clinics with advice, referrals and representation. The clinics are staffed by Committee attorneys, advocates and volunteers. The selected candidate will oversee these clinics and help select high impact cases that are developed from the clinic intake. In addition, the selected candidate will be involved in ground-breaking litigation to address work-place discrimination, wage theft, and discrimination in violation of ban-the-box laws as well as policy advocacy. The selected candidate will hold the title of Senior Staff Attorney.

The Committee was established in 1968 to use legal strategies to address issues of discrimination and poverty in the Washington, D.C. metropolitan region. The Committee has a broad civil rights practice that traditionally has included the areas of equal employment, fair housing, public accommodations, disability rights, immigrant rights, prisoners' rights and public education. The Committee works with pro bono co-counsel at more than 50 area law firms to aid in achieving its mission.

The selected candidate will supervise non-lawyer staff and provide guidance to more junior attorneys and volunteers. She or he will also take a leadership role on the summer intern committee and will be directly responsible for managing the work of interns both during the summer and throughout the school year.

Skills/Qualifications: The ideal candidate will possess the following skills and qualifications:

- A demonstrated commitment to civil rights and equal justice;
- The desire to work in a fast paced, innovated and collaborative environment;
- J.D. and excellent academic credentials;

- A minimum of six years of civil rights litigation experience with at least three years in employment law;
- Effective oral and written communication skills;
- Strong leadership skills and the ability to work effectively with non-lawyer volunteers and volunteer co-counsel;
- Experience directing interns and junior attorneys;
- Experience working in a non-profit environment and with private law firm volunteers is a plus;
- Membership or eligibility to waive into the DC Bar. Virginia or Maryland Bar membership a plus.

SALARY: Based upon Washington Lawyers' Committee pay scale.

How to Apply: Please send a letter detailing your interest and a resume [to: wlcjobs@washlaw.org](mailto:wlcjobs@washlaw.org). Please place "[your name] – "Employment Justice Attorney" in the subject line. Applications will be considered on a rolling basis and the position with remain open until filled.

The Washington Lawyers' Committee for Civil Rights and Urban Affairs is an Equal Opportunity Employer.

**PRESIDENT AND CHIEF EXECUTIVE OFFICER
BAZELON CENTER FOR MENTAL HEALTH LAW**

Organization Overview: Since 1972, the Judge David L. Bazelon Center for Mental Health Law has advocated for the civil rights, full inclusion and equality of adults and children with mental disabilities. It has been pivotal in expanding the civil rights movement to include fighting discrimination against, and segregation of, people with mental disabilities. Today, the Bazelon Center accomplishes its goals through a unique combination of litigation, public policy advocacy, coalition building and leadership, public education, media outreach and technical assistance—a comprehensive approach that ensures we achieve the greatest impact.

The Bazelon Center employs cutting-edge litigation to effect progressive systemic change and impact public policy. It secured early legal precedents creating basic civil rights for people with mental disabilities—including the rights to a public education, receive services in community-based settings instead of institutions, and make decisions about one's own care. The Center was instrumental in the passage of the Americans with Disabilities Act (ADA) and played a key role in the historic case of *Olmstead v. L.C.* (1999), in which the Supreme Court found that needless segregation of people with psychiatric disabilities violates the ADA. Over the last decade, it has worked to expand the reach of *Olmstead* to address not only unnecessary institutionalization in public facilities, but also to remedy segregation in nursing homes, board and care homes, schools and classrooms, sheltered workshops, and other day services. The Center's *Olmstead* settlement agreements have provided thousands of individuals with opportunities to move out of segregated, dead-end facilities and to live full lives in their communities. The Bazelon Center has set legal precedents defining a national model of comprehensive community-based disability systems.

Impact Litigation: The Bazelon Center engages in cutting-edge litigation to effect progressive systemic change and impact public policy. Its cases seek to protect and expand legal rights, consumer choice, access to services, and autonomy for people with mental disabilities. The Center frequently works on cases with private lawyers, legal services programs, ACLU chapters, and state protection and advocacy systems.

Legislative Policy/Advocacy: The Bazelon Center pursues a progressive mental health policy agenda, particularly at the federal level, to reform systems and programs to protect the rights of children and adults with mental disabilities to lead lives with dignity in the community. Policy staff promote these

goals in federal legislation and regulation, policy analysis and research, and technical assistance to state and local advocates.

Technical Assistance/Individual Representation: The Bazelon Center provides technical assistance to attorneys and others working to protect and expand the legal rights of people with mental disabilities. In limited cases, it also provides representation to individuals facing discrimination or a denial of needed services.

Role Summary: The Bazelon Center is seeking an energetic leader with the knowledge and insight to lead a new strategic growth plan. Reporting to the Board of Directors, the Chief Executive Officer will be a visible role model of leadership, managerial excellence and integrity. The CEO is responsible for overall leadership and management of the organization and execution of its mission. Specific responsibilities include the following:

Fiscal Management: The CEO will ensure the financial viability of the organization through ongoing fundraising and the control of operational expenses. S/he will oversee planning, preparation and implementation of the annual agency budget. The CEO will assure that the budget and supporting rationale are presented to the Finance Committee for comment and to the full Board of Directors for approval prior to the beginning of each fiscal year. S/he will assure that a monthly statement of the Agency's financial position is provided to the Finance Committee, and a summary to the full Board. The CEO will discuss with the Board any significant threat to, or departure from this objective.

Management and Leadership: The President & CEO will provide the necessary inspiration and vision to this highly capable team. The successful candidate will ideally bring a strong entrepreneurial ethos and provide collaborative and motivational leadership. This will include transparency and ongoing communication to staff. S/he will work to retain, develop and mentor staff. The CEO will serve as a champion and role model for the culture and work of the organization.

Fundraising/Community Relations: The CEO will provide leadership and oversight to the External Relations office and provide support to the Board and staff in fund development. S/he will oversee the development and implementation of an organization Resource Development Plan, in cooperation with the Board. The CEO will oversee and participate in organizational fundraising activities which will ensure that the Bazelon Center presents a positive public image and is visible to the community it serves. The CEO will be the "face" of the organization and main spokesperson of the organization, as appropriate, with funders, stakeholders, and the media.

Legal and Advocacy Management: The CEO will ensure that the organization routinely provides professional, high quality services and is in compliance with all grant and foundation requirements. S/he will serve as the Liaison and coordinator between the legal staff, the support/external relations staff and the board on legal and advocacy issues. The CEO will also ensure the legal and advocacy staff are in-sync and are well versed on the significant issues impacting our mission and the staff's work.

Operations: The CEO will oversee the development and implementation of an organization strategic business plan. S/he will manage all administrative operations of the organization, and ensure that all applicable local, state and federal laws and regulations are followed. This will include ensuring that the organization's physical space is appropriate for the size and needs of staff and making sure staff are provided with adequate access to technology and equipment needed to effectively conduct their job responsibilities.

Board Operations: The CEO will provide leadership and support in the recruitment of candidates for the Board of Directors through a process approved by the Board of Directors. S/he will provide input and information to assist in the orientation and ongoing education of Board Members regarding their responsibilities, the needs of people with mental health conditions and the work of Bazelon Center. The

CEO will communicate effectively and regularly with the Board regarding ongoing Bazelon operations, challenges and opportunities facing the organization and any other significant events pertaining to Bazelon Center.

Key Characteristics and Selection Criteria: The Bazelon Center is seeking an experienced leader with the vision for, and commitment to, growth and excellence that the organization needs to build upon a strong history of exceptional work. To that end, the organization seeks an experienced and strategic leader with an enthusiastic commitment to the vision, mission and work of the organization. Specific Competencies the board will expect the successful candidate to possess include the following:

Knowledge and Experience - The successful candidate will be an accomplished and capable leader with experience in the nonprofit sector. The ideal candidate will bring a minimum 10 years of management, business, or comparable experience. Ideally, the candidate will bring exposure to an organization in change of growth as well, while leading through a compassionate business-approach. Experience in an advocacy/policy or similar organization is preferred but not required.

Fundraising and External Relations - The successful candidate must possess outstanding oral and written communication skills and experience representing an organization to a broad set of external audiences. The successful candidate will possess experience and be in tune with advanced and current approaches to fundraising, including foundation and major donor work. S/he will also have the ability to successfully engage the Board of Directors in marketing and fundraising activities on an ongoing basis. Personally, the ideal candidate will enjoy the fundraising aspects of his/her role and be highly comfortable working with high net worth individuals, family foundation offices, senior corporate and foundation executives, and government agencies.

Vision and Strategy - The successful candidate will be a strategic, visionary and out-of-the-box thinker who can both develop and execute what will be the future direction of the Bazelon Center. S/he will possess the ability to anticipate new opportunities for the organization and a demonstrated record of sound judgment, including having created a strategic plan and/or successfully having grown and developed an organization or substantial component of an organization.

Operations and Fiscal Management - The ideal candidate will have demonstrated successful management of an organization of comparable size, complexity, and culture, with clear strategic results. The successful candidate will bring strong business and financial acumen, as well as direct operational experience. The candidate should have experience working closely with board, staff, and external constituents to achieve ambitious goals.

Management and Leadership - The successful candidate will have experience managing and leading a business operation or organization. S/he will have a proven track record in recruiting and retaining exceptional talent and in strengthening and developing staff. The ideal candidate will bring a highly collaborative and consensus building management style to the organization. The successful candidate will be a visible and accessible manager and leader who is able to communicate the vision of the Bazelon Center effectively.

Interpersonal Style - The ideal candidate will be a charismatic, self-motivated, and highly collaborative leader with the interpersonal skills and intellect needed to lead the organization. S/he will be an active listener and demonstrate great respect for others. The successful candidate will have the ability to develop positive and productive relationships and to decisively build consensus. S/he will demonstrate the analytical and conceptual skills, as well as the tactical skills, needed to move the organization forward. Most importantly, the candidate must have energy and endurance, showing passion, focus, and commitment for the work of the Bazelon Center.

To Apply: Diversified Search, one of the Top 10 retained executive search firms in the country, has been retained by The Bazelon Center for Mental Health Law to identify a Chief Executive Officer. For more information about this employment opportunity or to apply, please contact Nalini Perkins. To apply, send a résumé and cover letter to nalini.perkins@divsearch.com.

DIRECT REPRESENTATION ATTORNEY
KIDS IN NEED OF DEFENSE

Background: Kids in Need of Defense (KIND) is an innovative partnership among the Microsoft Corporation, Angelina Jolie and other interested philanthropists, law firms and corporate supporters. As the leading national organization that works to ensure that no refugee or immigrant child faces immigration court alone, KIND is dedicated to providing pro bono representation as well as positive systemic change in both law and policy to improve the protection of unaccompanied immigrant and refugee children. KIND also assists children who are returning to their home countries through deportation or voluntary departure to do so safely and to reintegrate into their home communities. In addition, we work to ensure the voices of these children are heard and we help them become their own advocates. Launched in Fall 2008, KIND is headquartered in Washington, DC and has 10 field offices across the United States.

Responsibilities: KIND seeks a Direct Representation Attorney to provide direct representation to unaccompanied immigrant children living in Virginia. Based in KIND's Virginia field office (located in Falls Church, VA), the Direct Representation Attorney will have the following responsibilities:

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

Minimum Qualifications:

- Two or more years of experience working in immigration law and with immigration authorities or with family law, or substantially equivalent experience;
- Attorney must be admitted to practice in Virginia;
- Fluency in Spanish required;
- Experience in direct representation of clients in immigration proceedings or family law matters;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;
- Ability to work collaboratively, and preferably prior experience working with individual attorneys, law firms, or service providers.

To Apply: More details and the online application portal can be found through:

<https://supportkind.org/jobs/>. Applications should include a cover letter, resume, salary range requirements, writing sample, and three references. Applications that do not contain all of the above-listed required materials will not be considered. Applications should be submitted as soon as possible, and not later than the posted deadline. Applications will be considered on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

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

**STAFF ATTORNEY
FAMILY AND CONSUMER LAW
NEIGHBORHOOD LEGAL SERVICES PROGRAM**

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

Neighborhood Legal Services Program ("NLSP"), a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia, seeks to hire a fulltime Staff Attorney with at least two years of family law experience and knowledge of family law practice in the District of Columbia. The Staff Attorney's primary focus will be family law, with a secondary focus in consumer law. This position will be located in NLSP's Ward 7 office at 4609 Polk Street NE, Washington, D.C.

Essential Duties and Responsibilities:

- Maintain an active caseload of family law matters that include matter types that are traditionally handled within our domestic/family practice and as supported by NLSP case acceptance priorities and guidelines as well as community needs.
- Maintain an active case load of consumer law matters that is responsive to the community needs and is within NLSP's case acceptance priorities and guidelines.
- Develop and coordinate community education and outreach.
- Foster partnerships with community organizations that serve low-income residents of the District of Columbia.
- Actively participate as a member of the NLSP team, including but not limited to participation in cross-practice advocacy and activities.
- Adhere to program and case-handling policies, procedures and standards of practice, as well as the highest professional ethical standards.

Qualifications:

- JD, Member in good standing of the DC Bar
- Two years of family law experience, including litigation (*May include clinical experience or judicial clerkship)
- Familiarity with DC, including its government, courts, and the Bar

- Demonstrated commitment to serving low-income persons/ communities
- Excellent written and verbal communication skills
- Strong organizational skills
- Cultural competence
- Enthusiastic team player

Supervisor: Managing Attorney of the Family Law Unit (support/supervision on consumer law from the Director of Litigation and Advocacy)

Compensation: Competitive salary and benefits package including: employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; and tax-free transit benefits.

Application Process: Interested persons should send a letter of interest and resume by email to:

Leah Quaille Curran, Managing Family Law Attorney
 Email: lquaille@nlsp.org
 Please put "Family Law Staff Attorney" in the subject line

Applications will be accepted until the position is filled. **To receive full consideration, please submit your application by August 1, 2017.**

It is the policy of the Neighborhood Legal Services Program that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

**STAFF ATTORNEY
 FAMILY PRESERVATION PROJECT (FAMILY AND PUBLIC BENEFITS)
NEIGHBORHOOD LEGAL SERVICES PROGRAM**

Neighborhood Legal Services Program ("NLSP"), a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia, seeks to hire a fulltime Staff Attorney with at least three years of family law experience, as well as knowledge of family law practice in the District of Columbia and knowledge of public benefits programs. The Staff Attorney will be passionate about achieving justice and overcoming barriers facing low-income people, and be a creative and zealous lawyer and team-player, committed to achieving lasting results for clients and low-income communities. This position will be located in NLSP's Ward 7 office at 4609 Polk Street NE, Washington, D.C.

Essential Duties and Responsibilities:

- Provide high quality civil legal services to clients in the areas of family and public benefits law, using a variety of advocacy tools, including but not limited to: brief service and advice, negotiation, representational in administration hearing and litigation, and direct representation in court proceedings/trials.
- Develop and coordinate community education and outreach.
- Foster partnerships with the DC Child & Family Services Agency and community organizations that serve low-income residents of the District of Columbia.

- Actively participate as a member of the NLSP team, including but not limited to participation in cross-practice advocacy and activities.
- Adhere to program and case-handling policies, procedures and standards of practice, as well as the highest professional ethical standards.

Qualifications:

- JD, Member in good standing of the DC Bar
- Three years of family law experience, including litigation (*May include clinical experience or judicial clerkship)
- Familiarity with DC, including its government, courts, and the Bar
- Demonstrated commitment to serving low-income persons/ communities
- Excellent written and verbal communication skills
- Strong organizational skills
- Cultural competence
- Ability to identify and respond to shifting trends in legal practice and policies affecting the poor
- Enthusiastic team player
- Prior civil legal aid experience highly desirable

Supervisor: Managing Attorney of the Family Law Unit

Compensation: Competitive salary and benefits package including: employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; and tax-free transit benefits.

Application Process: Interested persons should send a letter of interest and resume by email to:

Leah Quaille Curran, Managing Family Law Attorney
 Email: lquaille@nlsp.org
 Please put "FPP Staff Attorney" in the subject line

Applications will be accepted until the position is filled. **To receive full consideration, please submit your application by August 1, 2017.**

It is the policy of the Neighborhood Legal Services Program that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

**IMMIGRATION ATTORNEY
 NORTHERN VIRGINIA FAMILY SERVICE**

The Multicultural Center of NVFS provides multicultural mental health, case management and legal services that address the needs of low-income, English-limited immigrants and refugees for whom existing services are inaccessible due to language and cultural barriers. Clients include individuals from all cultural and ethnic groups whose mental health and socio-economic stability is compromised as a result of trauma, poverty, chronic stress, and other tremendous challenges posed by the process of cultural adjustment. Trauma informed services are provided by bilingual, bicultural counselors, therapists, case managers and attorney/ accredited representatives.

The Immigration Attorney represents low income, culturally diverse clients in humanitarian and family-based immigration cases.

Job duties include:

- Conduct initial phone intake and legal consultation to determine eligibility for program services
- Prepare and submit immigration applications for the following:
 - Asylum, withholding of removal, Convention Against Torture claims
 - VAWA petitions, removal of condition waivers, and cancellation of removal
 - U visas
 - T visas
 - Special Immigrant Juvenile Status
 - Naturalization
 - Adjustment of status
 - Family petitions
 - Consular processing
 - Temporary Protected Status/Deferred Enforced Departure
 - DACA
 - Waivers of inadmissibility
 - Additional benefits such as employment authorization documents, travel documents, renewal of permanent resident cards, Certificates of Citizenship, FOIAs , etc.
 - Other types of immigration cases as necessary
- Represent clients before U.S. Citizenship and Immigration Services, the Executive Office for Immigration Review, and the Board of Immigration Appeals; including attending immigration interviews, asylum interviews, immigration court hearings, and Infopass appointments
- Perform administrative duties necessary to support legal representation (copying, filing, translating, etc.)
- Ensure client fees are assessed and collected per retainer agreements
- Maintain client database and files in accordance with program/legal requirements and NVFS guidelines
- Comply with all legal ethical standards
- Make internal and external referrals to other services within the Agency and community, and work with other NVFS staff to provide collaborative services to clients
- Ensure operations and delivery of the legal services program is effective, efficient, and in compliance with all external regulatory standards and professional code of ethics
- Keep informed of changing immigration laws and procedures
- Assist in the development of grants or contract proposals and reporting
- Conduct outreach, lead trainings and participate in networking activities to promote services and to learn about available resources; collaborate with other agencies to complement services
- Maintain bar membership through continuing education

Education and experience required:

- JD required; must be a member of good standing of any U.S. Bar, with the Virginia Bar preferred
- At least two (2) years of experience practicing immigration law; experience with asylum, SIJS, and domestic violence-related applications preferred
- Fluency in Spanish preferred
- Experience working with survivors of trauma preferred
- **Clean DMV record**; valid U.S. driver's license and own/reliable transportation
- Ability to travel within Northern Virginia and Maryland
- Proficiency in Microsoft Office Suite

- Successful completion of background checks is required upon hire
- May be called upon to work beyond normal working hours

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified.

This is a full-time, benefited position located at the Multicultural Center in Falls Church, VA.

To Apply: Please send letter of intent and updated resume to careers@nvfs.org.

**TRIAL ATTORNEY
OFFICE OF THE GENERAL COUNSEL
GOVERNMENT OF THE DISTRICT OF COLUMBIA
ANNOUNCEMENT NO. 17-046**

The District of Columbia Office of the Attorney General (OAG) seeks a trial attorney for its Office of Consumer Protection.

The attorney will work on a range of public interest cases, with an emphasis on civil enforcement of the District's Consumer Protection Procedures Act and related local and federal consumer protection laws. Some of the enforcement work will involve participation in multi-state groups of assistant attorneys general that investigate, litigate, or resolve consumer protection issues on a national scale, including participation on the Executive Committees leading complex, document-intensive investigations. Other enforcement work will focus on "local" issues pertaining specifically to D.C. consumers or to businesses based in D.C.

Duties will include, but will not be limited to, identifying areas for investigation, conducting pre-complaint discovery using compulsory process and informal methods, working with expert witnesses, analyzing complex factual and legal issues, negotiating settlements, preparing matters for litigation, litigating cases through trial in D.C. Superior Court or federal district court, coordinating efforts with other District, state, and federal enforcement agencies, drafting and reviewing amicus filings and comments, drafting and reviewing proposed legislation, and engaging in consumer outreach and education activities

Qualifications: The ideal candidate should have 5-8 years of prior civil litigation experience, as well as strong legal research, writing, and analysis skills. The candidate must be able to handle several matters at one time. Familiarity with consumer protection law and demonstrated interest in public service work are desirable.

Eligibility: 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 Attorney General for the District of Columbia.

Other Information: The selected candidate will be subject to a background investigation including reference checks.

How to Apply: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of August 11, 2017, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

For more information on the position, please visit: <https://oag.dc.gov/page/OAG-careers>

NON-LEGAL POSITIONS

PARALEGAL SPECIALIST **DAVID A. CLARKE SCHOOL OF LAW**

Brief Description of Duties: The Paralegal Specialist will assist students and faculty in the David A. Clarke School of Law clinical program with investigative, case-handing and administrative activities associated with representation of individual and group clients and operation of the program. The initial priority for the Paralegal Specialist will be to help expand the clinical program's capacity to provide comprehensive services to low-income DC seniors. In addition to the essential duties enumerated below, the Paralegal Specialist will work with clinic students and faculty to coordinate appropriate cross-clinic services for senior clients. The Paralegal Specialist will assist the Associate Dean for Clinical & Experiential Programs with administrative, grant reporting and evaluation needs, including but not limited to the development of systems to capture and report relevant data regarding delivery of services to senior clients.

Essential Duties and Responsibilities

- Assist with screening clients for eligibility and initial identification of problem(s)
- Obtain and organize client records and documents
- Help clients complete forms and simple documents
- Provide logistical assistance as needed (e.g., setting up meetings, filing documents with courts or agencies)
- Perform investigative and other information-gathering for case evaluation and preparation
- Provide litigation support, including but not limited to organizing, indexing and digesting discovery documents and depositions, preparing court submissions and assisting with hearing or trial preparation
- Support non-litigation tasks including community education, policy advocacy and transactional work
- Perform administrative tasks to facilitate clinic operations
- Document activities in case management system
- Help maintain client and other clinic files and records
- Help coordinate cross-clinic activities for seniors who may have multiple cases
- Assist with development of system to gather and report data for reports, evaluation and other requirements
- Work with clinic students, faculty and social worker to promote knowledge of legal rights and capacity to advocate on the part of community members and groups

Minimum Job Requirements

- Associate degree preferred or paralegal-specific training and any combination of experience and education
- Computer proficient, including basic databases (e.g., Excel, Access)
- Prior experience working with, and commitment to serving, low-income persons or groups
- Prior paralegal experience in a non-profit environment desirable

- Excellent interpersonal skills
- Ability to function effectively as a member of a team
- Excellent written and oral communication skills
- Excellent organizational skills
- Fluency in Spanish highly desirable

Salary Range: \$55,951 - \$58,095; generous benefits.

To Apply: Applications should be submitted through the University of the District of Columbia website, Human Resources (Careers@UDC) where more information about employment with the University of the District of Columbia may be found.

Contact Information: All inquiries related to employment and job applications should be directed to UDC Office of Human Resources at (202) 274-5380.

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

FINANCE AND OPERATIONS ASSOCIATE DETENTION WATCH NETWORK

The Detention Watch Network works through the collective strength and diversity of its members to expose and challenge the injustices of the U.S. immigration detention and deportation system and advocate for profound change that promotes the rights and dignity of all persons. Working with DWN is a unique opportunity to interact with, and support the work of, immigrant rights advocates as we build our collective power and vision of a world without immigration detention.

Position Summary: The Finance and Operations Associate will work with the Associate Director to provide administrative and financial support for the organization. The Finance and Operations Associate will work with DWN's fiscal sponsor to process all payments and deposits. They will support the Associate Director in managing organizational, departmental, project and grant budgets and create financial reports as needed. The Finance and Operations Associate will manage the day-to-day operations of the DC office, provide administrative support and coordinate logistics for meetings and other events hosted by DWN. They will also play a critical role, along with other team members, in membership outreach and membership application and renewal. The Associate will have primary responsibility for maintaining DWN's contact database. This is a full-time position based in Washington, D.C. DWN strives for a diverse work environment and encourages women, people of color, LGBTQ individuals, and differently-abled people to apply.

Financial Administration:

- Under the guidance of the Associate Director, operates as a key liaison with DWN's fiscal sponsor with regards to financial administration.
- Processes all deposits, reimbursements, vendor payments, contracts and credit card expense reports; manages office petty cash. In this capacity, assigns and tracks spending allocations for grants and unrestricted funds.
- Develops and administers internal financial management policies and record keeping systems in a manner consistent with DWN's fiscal sponsor and organizational needs and ensures that internal control systems are in place.
- Assists in developing budgets.

- Monitors and tracks expenses and revenues for organizational, departmental, project and grant budgets.
- Creates financial reports as needed.
- Provides monthly financial reports to the management team and quarterly reports to the Steering Committee.

Office and Events Management:

- Develops and implements office standards and procedures; communicates with, and trains, staff as needed.
- Establishes and manages relationships with vendors, including technology support, phone system, office equipment, office supplies and serves as main liaison with building management.
- Develops and maintains office inventory and manages storage needs.
- Responsible for office purchases and service requests.
- Responsible for overall maintenance and integrity of DWN's contact database.
- Manages registration and event logistics for the DWN Conference, meetings and other events.

Membership:

- Coordinates the membership application and renewal process and enlists the support of staff as needed.
- Records, updates and maintains membership contact and membership dues records.
- Responds to inquiries from members regarding membership benefits and dues payments.

Key Working Relationships:

- Associate Director, Executive Director, Steering Committee
- Tides Center (DWN's fiscal sponsor), DWN members, vendors

Qualifications:

Experience

- Bachelor's degree in accounting or equivalent job-related experience required.

Knowledge

- Familiarity with social justice issues, particularly related to human rights, immigrant rights, racial justice and/or criminal justice.
- Familiarity working in the nonprofit sector.

Skills and Abilities

- Extremely high level of attention to detail and follow through.
- Excellent organizational, writing, and verbal communication skills.
- A collaborative work style and a self-directed spirit.
- Ability to adapt to a fast-paced work environment.
- Proficient Microsoft Suite skills.
- The ability to work effectively and collaboratively with diverse populations.
- Commitment to working in a social justice field.
- Ability to travel on occasion to support meetings/events.
- Bilingual English/Spanish strongly preferred.

DWN offers a competitive salary with excellent benefits and a collaborative work environment with colleagues who are dedicated to social justice reform.

Please submit a resume and cover letter with the subject line “Finance and Operations Associate position” [to jobs@detentionwatchnetwork.org](mailto:to_jobs@detentionwatchnetwork.org)

Detention Watch Network, a project of the Tides Center, 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 disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

FELLOWSHIP/INTERN POSITIONS

RETURNING CITIZENS COMMUNITY REINTEGRATION FELLOWSHIP OPPORTUNITY 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 with Legal Aid’s new and growing Returning Citizens Community Reintegration Project on a project to provide comprehensive civil legal services to low-income individuals and families impacted by criminal records. The Fellow will focus on litigation, outreach, and advocacy with the ultimate goals of addressing and removing barriers to housing, employment, and public benefits and facilitating successful family and community reunification for returning citizens.

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 85 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.

Returning citizens in the District of Columbia face myriad obstacles in reentering their communities and moving toward economic and social stability. Having exited jail or prison, they often are confronted with barriers—including those erected by prejudice, stigma, and bureaucracy. The Project’s aim is to reduce these barriers through litigation, outreach, and advocacy. The Fellow will work with attorneys across Legal Aid’s practice areas and will benefit from the subject matter expertise of each unit’s attorneys while significantly expanding Legal Aid’s capacity to focus specifically on challenges faced by returning citizens. The Fellow will handle a caseload of matters related directly to criminal records, including criminal record sealing cases and Human Rights Complaints relating to “Ban the Box” violations in the employment and housing contexts. In addition, the Fellow will handle reentry-related cases arising in

our existing practice areas, including advocating for the reinstatement of public benefits for returning citizens and challenging the denial of subsidized housing applications.

The Fellow will also conduct outreach in cooperation with nonprofit and governmental organizations that serve returning citizens, both to identify potential clients and to provide general “know your rights” trainings. Moreover, the Fellow will organize and help lead a coalition of other legal services providers, community members, and other stakeholders to advocate for better legislation and better governmental policies to benefit returning citizens in the District.

Ideal candidates will be law students entering their third year or recent graduates who expect to complete a judicial clerkship in the summer of 2018. The successful candidate must have a commitment to public interest and a desire to work in a collaborative work environment.

Legal Aid values an inclusive, diverse workplace and encourages applications from 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. Fluency in Spanish or another language commonly used by Legal Aid’s client community is preferred, but not required.

Applications will be considered on a rolling basis, so applicants are encouraged to apply early. Fellowship applications must be submitted in the fall of 2017. The fellowship, if awarded, will begin in the fall of 2018 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.

FELLOWSHIP SPONSOR
BREAD FOR THE CITY

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 2017 application process (fellowship to begin in fall 2018). 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 2018. 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 an issue area grounded in the areas of our legal practice for which our attorneys can provide in-house expertise and support. The Legal Clinic has a particular interest in supporting a project that focuses on family law, public benefits, and/or supporting survivors of domestic violence.

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.

To apply: Interested applicants should submit a cover letter, resume, and 1-2 page summary of a proposed project to Senior Staff Attorney Emily Petrino at epetrino@breadforthecity.org with "Post-Grad Fellowship 2018" in the subject line. Applications will be considered on a rolling basis.

FELLOWSHIP SPONSOR **AYUDA**

Job Description: Ayuda's DC immigration team is pleased to invite applications for sponsorship of an Equal Justice Works (EJW), Skadden, and/or similar program fellowship for a 2-year term beginning in September 2018.

About Ayuda: Ayuda is one of the region's leading providers of multilingual legal and social services for low-income immigrants in the areas of immigration, language access, advocacy for immigrant children, and direct representation of victims of immigration services fraud, trafficking, domestic violence, and sexual assault.

Fellowship Project Ideas: Represent immigrant children in DC and MD, with a focus on child victims of trafficking, SIJS-eligible minors, and asylum applicants. Represent homeless and mentally ill immigrant clients in DC and MD, in collaboration with several homeless shelters and non-profit service providers that refer clients to Ayuda. The ideal candidate would have a background in mental health services. Ayuda is open to considering other projects that fit our mission, strategic priorities, and community need.

Qualifications:

- Spanish proficiency required (speaking, oral comprehension, reading and writing)
- Previous experience working in immigration law is preferred
- Previous experience working with immigrant communities, victims of crime, and/or victims of domestic violence is highly desired
- Willingness to sit for the Virginia or Maryland bar exam
- Must work well independently and together with a team of attorneys, BIA accredited representatives, and social service professionals
- Must be detail-oriented, well-organized, responsible, personable, and comfortable working with diverse populations from a variety of backgrounds

Application Instructions: Please submit applications via email to Josh Doherty at josh@ayuda.com (for the DC office) or Madeline Taylor Diaz (VA) at madeline@ayuda.com (for the Virginia office). Applications must include a resume, three references, and a detailed cover letter describing how you would contribute to Ayuda's work. Please specify your desired start and end dates. Applications will be reviewed on a rolling basis.

FELLOWSHIP SPONSOR
NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Job Description: The National Law Center on Homelessness & Poverty (NLCHP) is the only national organization dedicated solely to using the power of the law to end and prevent homelessness. Partnering with pro bono attorneys, we bring high impact litigation, lead and support federal, state and local advocacy campaigns, and educate providers, advocates and the public. Our work creates homes and communities for families, children, veterans, elderly and disabled people experiencing homelessness using surplus government property, improves access to housing for domestic violence survivors and their children, secures education rights for children experiencing homelessness, and protects human rights and dignity by striking down laws that prevent people experiencing homelessness from voting and that punish them for their homelessness.

Position Description: The NLCHP invites rising third-year law students, judicial law clerks, and recent law graduates to submit fellowship proposals for Skadden, Equal Justice Works, Soros, Echoing Green and/or other similar programs. Applicants may create their own proposals but they must be related to one or more of the NLCHP's substantive priority or project areas. The NLCHP has had a history of successful applicant sponsorship. Please contact Michael Santos at msantos@nlchp.org if you have questions about designing a fellowship proposal.

Some topics and issues of particular interest to the NLCHP include:

- Homeless children and youth access to education and extracurricular activities;
- Housing rights of survivors of domestic violence and sexual assault;
- Racial justice and homelessness;
- Criminalization of homelessness, including school discipline and the school-to-prison pipeline for students; and
- A right to housing under international or domestic law, including using domestic courts to obtain housing remedies.

Fellowship proposals will be evaluated based on:

- Demonstrated commitment to public interest law;
- Knowledge of, or strong interest in, the relevant issues presented in the fellowship proposal;
- Connection to, familiarity with, or experience working on social justice issues with communities and individuals experiencing homelessness;
- Excellent oral, writing, and legal research skills; and
- Strength of candidate's overall fellowship application.

Application Instructions: Interested applicants should email a cover letter, resume, list of three professional references, and a short writing sample to Michael Santos at msantos@nlchp.org, with "Legal Fellowship" in the subject line. Applicants should indicate their ideas for a fellowship proposal in the cover letter or in a separate document that is no longer than one page. Applications will be considered on a rolling basis. No phone calls, please. Only those candidates selected for an interview will be notified.

The NLCHP thrives on our diversity and we are proud to be an equal opportunity employer. Persons of color, LGBT persons, persons with disabilities, and persons who have experienced homelessness are especially encouraged to apply.

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

**REPRODUCTIVE HEALTH ATTORNEY
NATIONAL HEALTH LAW PROGRAM
LOS ANGELES, CALIFORNIA**

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

The position: We are seeking a full time experienced attorney for our Los Angeles office. The position will involve a broad range of advocacy on Medicaid, the Affordable Care Act (ACA), and other low-income health care programs, through a reproductive health lens. The ideal candidate will have worked with the Medicaid program at the national or state level and have experience as a reproductive health advocate. This candidate will have the ability to think proactively and strategically and to respond quickly to changing circumstances; interest and willingness to listen and learn in partnership with state advocates; strong leadership, communication, research, and writing skills; and the ability to work individually and in teams. The attorney will help to develop and implement NHeLP's legal, policy, and advocacy strategies for advancing the legal rights of low-income people and for achieving NHeLP's priority of advancing health and related economic equity. The ideal candidate will have experience working within communities of color and will demonstrate an understanding of the issues of reproductive justice as they impact low-income people, women of color, and other underserved populations.

The attorney will perform the following functions:

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

Additional Qualifications:

- JD degree and admission to a state bar
- 4-5 years legal experience preferred
- Knowledge of health law, especially Medicaid and the ACA, and how they intersect with reproductive health
- Commitment to NHeLP's mission and values
- Strong interpersonal and communication (oral and written) skills
- A high level of independence and initiative, good judgment, excellent speaking and writing abilities, creativity, ability to find joy and humor even when health rights are under attack, and a willingness to work with others
- An ability to talk about legal and other complex issues in clear, persuasive terms for non-lawyer audiences
- Some travel required

Commitment: Full-time, immediate availability

Salary: Commensurate with experience; generous benefits

About the Los Angeles office: The LA office is located in the heart of Koreatown, midway between downtown Los Angeles and the mid-Wilshire area. The office is one block from a Metro station, and located on a major bus line.

How to Apply:

By Email:

Specify Reproductive Health Attorney
nhelp@healthlaw.org

By Mail:

Amber Williams
National Health Law Program
3701 Wilshire Blvd. Suite 750
Los Angeles, CA 90010

NHeLP is committed to a diverse staff. People of color, women, people with disabilities, and LGBTQ persons are encouraged to apply. A PDF of the job description can be accessed [here](#).

**ADVOCACY ATTORNEY
SOUTHERN POVERTY LAW CENTER
ATLANTA, GEORGIA**

Overview: The Southern Poverty Law Center's Southeast Immigrant Freedom Initiative (SIFI), a pro bono immigrant detention center-based deportation defense project, is seeking a Senior Staff Attorney to be SIFI's point person for analyzing advocacy and litigation opportunities arising out of SIFI's work. Based on data gathered from SIFI representation, this attorney will develop and coordinate impact litigation and multi-strategy advocacy campaigns on behalf of detained immigrants. A commitment to SIFI's goals, in addition to the ability to work long hours, including some weekends, is required.

SIFI is part of the Immigrant Justice Project of the Southern Poverty Law Center, which works to protect the rights of immigrants and their children to ensure they are treated with fairness and respect for their dignity. Our work is focused in two main areas: (1) protecting migrant workers from exploitation and (2)

defending immigrants against unlawful government action, including challenging harsh anti-immigrant laws and practices; protecting the due process rights of detained immigrants facing immigration enforcement; and accessing education for immigrant children. In recent years, we have ended discriminatory practices that reduced immigrants' access to driver's licenses in Georgia and to register to vote in Louisiana. We have won millions of dollars in stolen wages and other compensation to migrant workers in states such as South Carolina, Alabama, and Mississippi. We have recently launched an ambitious project to provide free legal representation to immigrants detained in southeastern detention centers, the Southeast Immigrant Freedom Initiative ("SIFI").

By ensuring that skilled attorneys are available, at no charge, to protect the due process rights of detained immigrants, SIFI endeavors to win every meritorious deportation defense case arising out of immigration enforcement actions. In addition to winning immigration cases for our clients, SIFI's goals include public education that demystifies who immigrants are; grinding the deportation machine to a halt; and shutting down detention centers that cannot meet the basic constitutional requirements appropriate for civil adjudications. SIFI has begun at the Stewart Detention Center in Lumpkin, Georgia, in collaboration with the American Immigration Lawyers Association, the American Immigration Council, the Innovation Law Lab and the American Immigration Representation Project. It will then be expanded to other immigrant detention centers throughout the Southeast.

Responsibilities:

- Capitalize on access and data to leverage SIFI's direct representation of thousands of detainees to challenge the deportation and detention machine through a variety of methods, including litigation, advocacy, communications, storytelling, and documentation;
- Identify, coordinate, and lead advocacy and litigation opportunities in Article III courts and immigration courts (including civil rights violations during raids and other enforcement actions; practices that undermine right to counsel, language access, other due process in detention) under the supervision of Deputy Legal Director, SIFI Director, and/or senior supervising attorney;
- Assist SIFI leadership, staff, and collaborators to design and implement data collection, case story collection, and plaintiff identification strategies;
- Foster relationships with local NGOs and liaising with the local field office ICE, USCIS and immigration court staff.
- Collaborate with the Deputy Legal Director, SIFI Director, and the Policy Counsel and to identify and support the advancement of state and local policy priorities and testify to legislative bodies upon request;
- Collaborate with the Deputy Legal Director, SIFI Director, and the Communications Department to develop communication strategies around cases and campaigns; serve as spokesperson upon request.
- Communicate regularly with SPLC staff across the southern region about cases, campaigns, and strategies;
- Represent SPLC in various fora, including before community groups, legislatures, state agencies, and the media;
- Other duties that may be assigned to meet SPLC needs.

Qualifications:

- JD from accredited university;
- Membership in good standing in the Georgia bar or willingness to sit for the next bar exam if waiving in is not an option;
- Bi-lingual, English/Spanish (conversational, speaking and writing) preferred;
- At least five years federal impact litigation, with a preference for experience representing detained immigrants, or comparable legal experience;

- Excellent research and writing skills;
- Experience leading public advocacy or mobilization campaigns preferred;
- Quantitative analytical skills preferred.

Knowledge, skills and abilities:

- Creativity and a demonstrated willingness to take calculated risks in crafting and executing strategies;
- Initiative, vision, and a strong commitment to the struggle for social justice;
- Ability to prioritize responsibilities and have fun in a high-energy, fast paced work environment;
- Excellent and consistent attention-to-detail and the ability to prioritize and meet deadlines;
- Aptitude for and willingness to be a team player.

Other Special Considerations: This job is performed under general office conditions, and is not subject to any strenuous physical demands or dangerous conditions. All applicants should submit cover letter, resume, references, and legal writing sample.

Disclaimer: The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

To Apply: please visit:

<https://careers-splCEnter.icims.com/jobs/1143/sifi-advocacy-attorney/job>

Southern Poverty Law Center (SPLC) is proud to be an equal opportunity employer, and as an organization committed to diversity and the perspective of all voices, we consider applicants equally of race, gender, gender identity, color, sexual orientation, religion, marital status, disability, political affiliation, national origin, or prior record of arrest or conviction.

**IMMIGRANT RIGHTS STAFF ATTORNEY
INNOVATION LAW LAB
PORTLAND, OREGON**

Innovation Law Lab (Law Lab) is a 501(c)(3) public benefit non-profit corporation that ensures justice prevails so that people may flourish. The Law Lab creates collaborative systems driven by data and individual narrative to tackle the world’s greatest legal challenges.

Job Summary: The Immigrant Rights (IR) Staff Attorney is responsible for using litigation, policy reform, and communication tactics and strategies to achieve social change of immigrants’ rights issues in Oregon. The position focuses on advancing an immigrant- inclusive vision of Oregon to protect immigrant communities from federal policies aimed at harming them because of their status as immigrants or any other discriminatory reason, including race, ethnicity, nationality and religion. The position investigates and analyzes problems that immigrants are experiencing, devises strategies on how to effectively address those problems, and implements an array of tactics to solve them. The IR Staff Attorney employs litigation, policy reform and implementation, community education and organizing, and digital and media advocacy to achieve immigrant rights goals.

Essential Job Duties and Responsibilities:

- Advances an immigrant-inclusive vision of Oregon through the investigation and analysis of problems, forming strategies and tactical plans, and taking appropriate and effective action to solve problems and affect change.

- Investigates, develops, and litigates high-impact cases in federal and state court in conjunction with supporting organizations to drive change on a local, state, regional, and national level.
- Builds and implements effective litigation, both independently and in connection with the Law Lab's Centers of Excellence, to effect change for local, state, regional, and national impact.
- Serves as a legal expert and drafts advocacy letters, amicus briefs, and litigation related actions, particularly for campaigns organized by Oregon activists.
- Conducts outreach to immigrant communities, develops and makes community presentations on immigration topics, and maintains expert, up-to-date knowledge of immigrants' rights issues and problems.
- Interacts constantly with Law Lab staff members, partner organizations, clients, client family members, officers of the court, congressional offices, and others in a professional and responsive manner.
- Monitors deadlines and schedules, shifts priorities based on changing needs or court information, and remains calm and works well under pressure.
- Maintains strict confidentiality of all client and company information at all times.

Experience, Knowledge, Skills and Abilities:

The following are the minimum levels required to successfully perform the Essential Job Duties and Responsibilities.

- A Juris Doctor degree and admission to the Oregon State Bar is required.
- Five or more years of experience working as an attorney with civil litigation, tort litigation, or anti-detention work. Preference is for individuals with prior federal civil or habeas litigation experience. Prior immigration law experience is helpful but not required.
- Ability to read, write, speak, and comprehend Spanish at an intermediate or better level is required.
- Excellent written, analytical, oral, and organizational and time management skills.
- Ability to work independently as well as collaboratively on a team in a fast-paced, high-intensity environment.
- Must consistently demonstrate teamwork and positive day-to-day work relationships and interactions with staff, stakeholders, government officials, and others.

Salary and Benefits: This position's starting annual salary is between \$65,000 and \$75,000, depending on experience. Following a 60-day initial employment period, employees are eligible to enroll for Medical, Dental, and Vision coverage on Law Lab's benefit plan. Law Lab currently pays the full employee portion of the premiums on the lowest cost plan. After 90 days of initial employment, Law Lab provides full time employees with up to 80 hours of Paid Time Off (PTO), pro-rated for the remaining calendar year. Each following January 1, full time employees receive a new allotment of PTO based on years of service according to the schedule in the Employee Handbook.

Working Conditions:

Environment and Physical Requirements: The Immigrant Rights Staff Attorney works primarily in an office environment; however, the position travels frequently by commercial airline to locations throughout the United States to promote, represent, and advocate for immigrant rights issues. These locations include Law Lab Centers of Excellence, courtrooms, federal immigration detention centers, and other government offices. The position interacts constantly with Law Lab staff, advocacy groups, clients, government agencies, and others. The IR Staff Attorney sits for extended periods of the workday, but also stands, walks, bends, lifts, and moves intermittently during working hours. The incumbent must be able to lift, push, pull and move files and documents in excess of 10 pounds.

Hours: Typical office hours are full time from 8:30a.m. to 5:00p.m., Monday through Thursday, and from 8:30a.m. to 4:00p.m. on Friday. The IR Staff Attorney will be required to work extended hours based on fluctuating workloads. This may include evenings, weekends, and holidays. The position is classified as exempt and is not eligible for overtime pay.

Other Duties and Responsibilities: This job description is a summary of the essential duties and responsibilities for this job, and it does not necessarily represent an all-inclusive list of duties, responsibilities, tasks or procedures. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instruction or assignments. Nothing in this description restricts Law Lab's right to assign or reassign duties at any time.

Accommodation Statement: Essential job duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform the job successfully, an incumbent or applicant must possess the experience, knowledge, skills, and abilities to perform each essential duty and responsibility proficiently. If you require an accommodation in order to perform the essential duties and responsibilities of this job, or if you need access to this posting or the application process in another format, please email jobs@innovationlawlab.org.

To apply: Please visit:

<https://innovationlawlab.org/employment/>

Innovation Law Lab is an Equal Opportunity Employer

**SUPERVISING IMMIGRATION ATTORNEY
UNLOCAL, INC.
NEW YORK, NEW YORK**

UnLocal, Inc. is a small, grassroots, non-profit organization that provides direct immigration legal services and immigration-related education to immigrant communities and our partner community-based organizations in and around New York City.

We are recruiting a bilingual Spanish-speaking *Supervising Immigration Attorney* to join our team in a multi-faceted role. In the position, the attorney will: 1. Provide direct representation; 2. Supervise UnLocal staff; 3. Help develop UnLocal's organizational structure and culture.

This is a *very unique* opportunity for a dedicated, creative and passionate individual who thrives in a challenging and collaborative work environment. We are looking for someone who can take on a leadership role at UnLocal, Inc. during a time of growth and will be a good fit in terms of experience, vision, quality of work and energy. This position involves working closely with UnLocal's community-based partners. This is an opportunity to have a very meaningful impact during a time of heightened immigration enforcement by reaching affected communities largely disconnected from legal services.

Primary Responsibilities:

- Provide individual legal representation and advocacy in immigration matters, including SIJS, Asylum, and general deportation defense, with a focus on immigrant youth and families;
- Supervise UnLocal attorneys, BIA accredited representatives, and legal fellows, and provide overall supervision of legal interns and volunteers;
- Assist in evaluating current volunteer program and implementing new one that includes 80+ volunteers;

- Present on immigration topics in a wide-variety of settings, including public schools, community-based organizations, religious institutions, etc.;
- Document and report service delivery, administer client surveys, and implement recommendations to ensure compliance with funding requirements;
- Assist with building internal policies as UnLocal grows.

Professional Qualifications:

- J.D. Degree and admission to New York State Bar;
- Four+ years of relevant immigration law experience, including SIJS, Asylum, and deportation defense;
- Fluency in Spanish is REQUIRED (other languages are a plus);
- Excellent written and oral communication skills;
- Ability to work collaboratively, communicate effectively, manage multiple tasks and problem solve effectively;
- Experience in public speaking and/or teaching;
- Passion for addressing the legal needs of undocumented individuals;

Salary and Benefits:

- Salary is DOE and benefits including health, dental, vision, commuter benefits;
- AILA membership and CLE reimbursement;
- Our office is situated in a thriving, shared space with opportunity for collaboration and professional development.

How to Apply: If you are interested in applying for this position and believe you would be a good fit, please send a cover letter, resume and a list of three references in **one pdf** to Michele Lampach, UnLocal’s Executive Director [to michele@unlocal.org](mailto:to_michele@unlocal.org) with “Supervising Immigration Attorney” in the subject line. *No phone calls please.* **Application Deadline is rolling and we are looking to fill the position by September 1, 2017. We encourage you to apply as soon as possible.**

UnLocal is an Equal Opportunity Employer, as such, all qualified applicants will receive consideration. UnLocal, Inc. is committed to a diverse and inclusive workplace. We strongly encourage applications from people of color, immigrants, LGBTQ individuals, veterans, individuals with disabilities and members of under-represented communities.

**IMMIGRATION ATTORNEY
IMMIGRATION PARTNERSHIP AND COALITION FUND
SOUTH TEXAS**

The Immigration Partnership and Coalition Fund (IMPAC) seeks an immigration attorney to serve as an IMPAC Fellow to represent detained individuals in South Texas.

Duties: IMPAC is seeking a qualified, full-time Attorney for its work with detained immigrants. Job responsibilities include: Counseling on legal rights within the immigration process and specifically in the context of detained asylum-seekers; preparation of detainees for Credible/Reasonable Fear Interviews and review of negative findings before an Immigration Judge; legal representation in immigration proceedings before the Immigration Court at various detention centers and before the San Antonio Immigration Court with administrative control over them; appellate proceedings before the Board of Immigration Appeals; proceedings before and negotiations with the Enforcement and Removal Office of U.S. Immigration and Customs Enforcement and U.S. Citizenship and Immigration Services. The Attorney will represent clients seeking immigration benefits, including asylum, withholding of removal,

and/or T or U nonimmigrant status, bond, parole, and humanitarian release. The Attorney also will be required to conduct legal screenings of detained individuals to determine eligibility for legal relief and representation by other non-profits or attorneys.

While the Fellow will work independently on the ground in South Texas, she or he will be stepping into a broader network of organizations, law schools, law firms, and other entities who are focusing on this detention population and seeking to increase their access to legal information and representation and to raise awareness of their plight and the need for further aid.

Qualifications:

- Preference for two years' experience in immigration law, including experience with asylum and immigration detention work, appearances before the Immigration Court, and negotiations and other interaction with ICE and Asylum Officers
- Preference for an understanding of international relations or country conditions research important for asylum claims
- Preference for experience working with domestic violence victims and/or other victims of trauma
- Strong interviewing, writing, research and analytical skills; strong communication and group leadership skills
- Interest in policy advocacy at the national level
- Excellent presentation skills for community outreach, education, and training
- Ability to work independently and under pressure and to react quickly to changing circumstances
- Ability to work well with people of diverse educational, cultural, and professional backgrounds
- Experience with an immigration legal clinic in law school would be especially helpful
- Must have own transportation
- JD degree required. Bar membership (in any state) required.

Level of Language Proficiency: Fully bilingual, including reading and writing, in English and Spanish required.

Minimum Education Required: J.D.

Location: South Texas, applicant could live in San Antonio, but be prepared to travel to Laredo and Pearsall and elsewhere along the Texas border as needed.

Application deadline: Open until filled. Must be ready to begin employment immediately. Interested Applicants should send a cover letter, resume, and references to info@impac.org

Top candidates will be invited to interview.

**DIRECTOR OF LEGAL SERVICES
SAFE HORIZON
BROOKLYN, NEW YORK**

Our Vision: Safe Horizon envisions a society free of family and community violence. We will lead the way by empowering victims of domestic violence, child abuse, sexual assault and human trafficking to move from crisis to confidence.

Our Mission: Safe Horizon's mission is to provide support, prevent violence and promote justice for victims of crime and abuse, their families and communities.

Summary: The Director, using autonomy and independence, is responsible for overseeing all operations of Safe Horizon's Immigration Law Project (ILP).

Safe Horizon ILP provides direct legal services to immigrant survivors of violence, crime, torture, and abuse throughout NYC, regardless of their immigration status. We providing representation in a wide range of immigration matters, including administrative applications and in Immigration Court proceedings, such as U Visas, T Visas, petitions under VAWA, affirmative and defensive asylum applications, removal defense cases, SIJS, applications to adjust status, naturalization applications, TPS, Family Based Petitions, consular processing, and Deferred Action requests.

Essential Job Functions:

- Supervision of all Immigration Law Project staff and volunteers, as well as the attorneys in Safe Horizon's Anti-Trafficking Program;
- Hire, train, and assist in the professional development of ILP staff and volunteers;
- Determine office policies and maintain the ILP office in line with broader Safe Horizon policies and requirements;
- Identify and pursue grants and funding for the program, manage grants and other sources of revenue, and ensure timely and accurate reporting to all funders;
- Manage ILP's budget;
- Conduct internal and external trainings, including for Board members, Leadership Team, other Safe Horizon program staff, community based organizations, and city agencies;
- With assistance from our communications department, respond to media requests and draft articles and op-eds for publication;
- Serve as Safe Horizon's voice at relevant committees, government meetings, and hearings;
- Develop and maintain relationships with individuals, organizations and government agencies within the immigration advocacy community both locally and nationally

Supervisory Reports: The Director reports to the Vice President of Government Affairs.

Interacts with:

- Clients
- Safe Horizon staff
- ILP Volunteers
- Funders
- Judges
- Hearing Officers
- Law Enforcement Agencies
- Assistant U.S Attorneys
- Government Counsel
- Private Attorneys
- Attorneys from other not for profit organizations, with related missions
- District Attorney's office
- Local and State Legislators
- Local and State Executive Offices
- Representatives and students from law schools

Required skills & Qualifications:

- Juris Doctorate

- 5-7 years of post JD experience in immigration law
- Experience supervising legal staff
- Prior experience working with crime victims, survivors of domestic and sexual and gender based violence
- Demonstrated commitment to social justice, community empowerment, and working to eliminate systemic racism
- Experience managing grants and reporting to funders a plus
- Other foreign language skills, including Spanish, desired

To apply: please visit:

<https://safehorizon.csod.com/ats/careersite/JobDetails.aspx?id=285&site=1>

If hired, I agree to abide by all of Safe Horizon's rules and regulations, and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the company or me. I further understand that no representation, whether oral or written by any representative or agent of the organization, at any time, constitutes a contract of employment.

Safe Horizon is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, and disabilities, as well citizen, marital, protected veteran and HIV statuses.

**STAFF ATTORNEY
IMMIGRANT JUSTICE
LAWYERS' COMMITTEE FOR CIVIL RIGHTS
SAN FRANCISCO, CALIFORNIA**

Lawyers' Committee for Civil Rights: The Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR) advances the rights of immigrants, refugees, and communities of color, with a specific focus on low-income communities and a long-standing commitment to African Americans. We are a multifaceted organization combining direct legal services, policy advocacy, communications and impact litigation strategies. Visit www.lccr.com for more information.

General Summary of Work Performed: The Staff Attorney will (1) direct the *pro bono* asylum program; (2) represent a number of clients in removal proceedings and some affirmative applications before USCIS; (3) identify, develop, and participate in immigrant justice policy advocacy or litigation priorities; and (4) collaborate with community organizations and other legal non-profits to ensure LCCR is working to best meet the needs in immigrant communities.

Essential Duties and Responsibilities:

Direct the *Pro Bono* Asylum Program: Since 1983, LCCR has represented hundreds of individuals seeking refuge in the U.S. We currently have volunteer *pro bono* attorneys, immigration attorney-mentors, and interpreters working on over three hundred open cases, and have a 95% success rate. The Staff Attorney places a critical role in managing this program, including:

- Provide technical assistance to volunteer attorneys as needed;
- Supervise the intake interview process, meet with potential clients to explain immigration options and answer legal questions, oversee the case placement process and maintenance of client files, and regular check-ins with open cases;
- Organize regular trainings and seminars to recruit and train volunteer attorneys; and
- Develop training materials and samples for volunteer attorneys.

Direct Representation: Represent clients in removal proceedings and in affirmative application before USCIS. The attorney should be willing and interested in seeking all available forms of relief for the client, but most cases will involve applications for asylum and other protection relief, Special Immigrant Juvenile Status, or U- or T-visa applications.

Impact Litigation and Policy Advocacy: In partnership with the other immigrant justice attorneys, identify and explore civil rights injustices experienced by immigrants, asylum seekers, asylees, and refugees. Work with other staff, immigrant communities, and organizations to achieve solutions through litigation, policy, and other advocacy.

Community Outreach: Organize, attend and participate in community events, legal workshops/clinics, volunteer recruitment/training events, and participate in community-based coalitions related to immigrant rights.

Represent the program and organization in the community, and participate in the overall work of LCCR's Immigrant Justice Program.

Other duties as assigned by supervisor or management. This position may require some evening and weekend work.

Overview of Knowledge, Skills & Abilities Required

- Fluency in spoken and written Spanish.
- A minimum of two years of legal experience, and a minimum of one year of experience in immigration cases. Experience in impact litigation, asylum and/or working with unaccompanied minors a plus. Individuals with more experience are strongly encouraged to apply. Responsibilities will be assigned commensurate with experience.
- Excellent organizational, communication, analytical, writing, and editing skills; strong attention to detail.
- Ability to relate to communicate respectfully and effectively with a broad range of clients, colleagues, and partners in the legal community and beyond. Values working cooperatively with others.
- Ability to work as a member of a team and independently. Ability to set and carry out objectives with minimal supervision.
- Ability to think strategically and creatively, solve problems, innovate, exercise initiative, and manage multiple tasks/projects and sensitive information while also being able to determine when to ask for assistance.
- Impeccable integrity, judgment and discretion.
- Knowledge of and commitment to the mission and goals of the LCCR and the Immigrant Justice Program and a willingness to fulfill the requirements of the position.

Compensation: LCCR offers a competitive salary and a generous benefits package.

Application Instructions: Applications are reviewed on a rolling basis. Submit a cover letter, resume, brief writing sample, and list of three references to:

Attn: Gabriela Reardon, Asylum Program
Lawyers' Committee for Civil Rights
careers@lccr.com (Subject Line: "Staff Attorney – IJ Application")

Lawyers' Committee for Civil Rights is an affirmative action/equal opportunity employer. People of color, LGBTQ candidates, women, persons with disabilities and individuals over 55 are encouraged to apply.

**DEPORTATION DEFENSE STAFF ATTORNEY
LATIN AMERICAN COALITION
CHARLOTTE, NORTH CAROLINA**

Join our progressive, multicultural, passionate team of professionals! The Latin American Coalition is seeking a bilingual Deportation Defense Staff Attorney to join the Immigrant Integration Center (IIC)'s NC Immigrant Defense Project.

The NC-IDP provides *pro bono* and low bono legal representation to immigrants arrested & detained by ICE in North Carolina, as well as community based advocacy to defend and support families who are being torn apart by an aggressive deportation machine that targets those who are most vulnerable in our community.

The Latin American Coalition is a community of Latin Americans, immigrants, and allies that promotes full and equal participation of all people in the civic, economic and cultural life of North Carolina through education, celebration and advocacy.

Qualifications & Skills

- J.D. and membership in good standing in the bar of any state and/or the District of Columbia. NC bar admission preferred but not required;
- A passion for the mission and vision of the Latin American Coalition;
- Commitment to collaborative teamwork to achieve common goals;
- Excellent analytical, written, and oral communication skills;
- Fluency speaking, reading and writing in Spanish and English required;
- The ability to manage multiple projects simultaneously and the ability to prioritize effectively;
- Ability to work with a variety of audiences including: immigrant families, *pro bono* attorneys, nonprofit service providers and others;
- Ability to work under pressure to meet deadlines; self-directed and ability to work autonomously;
- Experience with immigration law and removal defense highly preferred, but not required.

Essential Responsibilities:

- Evaluate potential cases for viability of representation by the Project; including identify eligibility for any defense against removal, eligibility for release through bond, parole, habeas or other lawful mechanisms, and potential litigation and other advocacy involving issues such as law enforcement misconduct during enforcement actions and conditions of confinement;
- Based on project case selection criteria, thoroughly screens intakes to determine which cases the Project will take;
- Provide legal advice and representation to Project clients.
- Help develop legal strategies to address regional- and immigration court-centered issues such as access to courts and counsel and due process violations;
- With the IIC Director, work to recruit and train *pro bono* attorneys to represent clients in bond and merits proceedings through the Project, and oversee attorney volunteer management
- Contribute to the organization's mission and vision
- Participate in organization-wide activities like the Latin American Festival, and a Night in Rio

Benefits

- Starting salary \$40,000 commensurate with experience
- Paid time off (PTO)

- Medical and dental insurance

To Apply: Please send resume, references, and cover letter to aburrola@latinamericancoalition.org with **Deportation Defense Staff Attorney** in the subject line. Position is open until filled;

The Latin American Coalition is an equal opportunity employer. People of color, LGBTQ people, immigrants, women and people who are differently-abled are strongly encouraged to apply.

**SENIOR ATTORNEY
SAFE PASSAGE PROJECT
NEW YORK, NEW YORK**

Safe Passage Project is a nonprofit organization that provides free legal services to immigrant children living in New York. We fundamentally believe no child should face immigration court alone and our team works together to advocate for the fair, compassionate and equal treatment of all immigrant children.

Position Summary: The Senior Attorney will be joining a small group of dedicated public interest attorneys. The Senior Attorney will mentor pro bono attorneys in providing legal representation in immigration and other related proceedings, including cases involving asylum, Special Immigrant Juvenile Status, and other forms of immigration relief. The Senior Attorney will be part of Safe Passage Project's New York City team and will report to the Director of Legal Services.

Responsibilities:

- Supervise and mentor *pro bono* volunteers with Safe Passage Project.
- Participate and assist in Safe Passage Project's legal screenings.
- Represent minors in removal proceedings before the Executive Offices for Immigration Review (EOIR) in New York, Asylum Office, USCIS, and Family Court. The Senior Attorney will have a minimum of 5 direct cases.
- Collaborate with Senior Staff in the analysis and creation of legal strategies as well as collaborate in the creation of policies and strategies for the Safe Passage Project.
- Supervise and provide detailed reporting statistics on each case mentored and represented directly.
- Prepare training and materials to present at Safe Passage Project trainings.

Qualifications and Requirements:

- J.D. degree and admission to New York State Bar required;
- Five (5) or more years' experience as an attorney, three (3) or more of which is working in immigration or family law;
- Spanish Language skills preferred;
- Excellent written, analytical, oral, organizational and time management skills;
- Experience working with diverse communities (preferred);
- Experience working with children (preferred);
- Ability to work independently as well as collaboratively on an interdisciplinary team in a fast-paced, high intensity environment;
- Must be ready to grow and learn with the Safe Passage Project Team.

Salary: \$65,000 + depending on experience.

General Information: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

All interested applicants must email a cover letter, resume, short writing sample, and three references electronically to jobs@safepassageproject.org. Please use the subject line "Senior Attorney Position" in your email.

Safe Passage Project is an equal opportunity employer. Women, People of Color, LGBTQ People, Veterans and people with disabilities are encouraged to apply.

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!