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JUNE 2017

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Coming Up at the Washington Council of Lawyers:

Perspectives on Poverty Law from the Bench: DC Superior Court
 June 9, 2017, 12:00p – 1:30p – DLA Piper, 500 8th Street, NW

June Happy Hour
 June 15, 2017, 6:00p – 8:00p – Sixth Engine (438 Massachusetts Avenue, NW)

The Experience of Immigrants in DC Courts
 June 16, 2017, 12:00p – 1:30p – Mayer Brown (1999 K Street, NW)

Support DC Language Access Legislation
 June 20, 2017, 5:00p – 6:00p – D.C. Bar Conference Center, 1101 K Street, NW

Fellowships 101 – An Introduction to Post-Graduate Fellowships
 June 22, 2017, 6:30p – 8:30p – Georgetown University Law Center – Gewirz Center, 12th Floor (120 F Street, NW)

Supreme Court Term in Review: A View from the Press Gallery
 June 28, 2017, 12:00p – 2:00p – Arnold & Porter, 601 Massachusetts Avenue, NW

Summer Pro Bono & Public Interest Forum with Justice Ruth Bader Ginsburg
 July 24, 2017, 12:00p – 2:30p – Marvin Center at George Washington University (800 21st Street NW)

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

LEGAL POSITIONS

STAFF ATTORNEY **CAPITAL AREA IMMIGRANTS' RIGHTS (CAIR) COALITION**

CAIR Coalition is the only non-profit organization in the Washington, D.C. area with a legal services program focused exclusively on assisting immigrants detained by Immigration and Customs Enforcement in Virginia and Maryland, and unaccompanied immigrant children held in the custody of the Office of Refugee Resettlement in Virginia. We are seeking a staff attorney in our Detained Children's Program. The Staff Attorney will focus on provision of direct legal services to detained and released unaccompanied immigrant children, recruitment and mentoring of pro bono attorneys, and training and outreach. This position reports to the Director of the Detained Children's program.

Responsibilities include:

- **Detention work:** Conducts regular visits with unaccompanied immigrant children detained in Virginia. Performs Know-Your-Rights presentations and conducts individual intakes with unaccompanied immigrant children at the detention facility. Provide necessary follow-up after intakes to evaluate detainees' eligibility for relief. Follow-up may include performing legal research, securing criminal/juvenile delinquency records and obtaining additional information from family members.
- **Direct legal services:** Manage a case load of in-house and pro bono mentorship cases including Special Immigrant Juvenile Status, asylum, U and T visa cases. This includes representation before USCIS and the Arlington and Baltimore Immigration Courts. Appear as "friend of the court" for minors appearing on the juvenile docket at the Immigration Court in Arlington, Virginia. Maintain and develop relevant stakeholder relationships.
- **Pro Bono Services:** Provide training to pro bono attorneys and conduct relevant outreach. Mentor teams of pro bono attorneys on cases through the life of the case. Assist in the development and maintenance of resources for pro bono teams.

Requirements:

- JD and relevant experience in family law and/or immigration law. Must have experience in representing immigrant youth.
- Must be licensed to practice law in Maryland or Virginia
- Written and oral Spanish fluency required.
- Driver's license required.
- Must be able to pass a required background check.

Salary and Benefits: Commensurate with experience, plus a generous benefits package that includes medical and dental insurance, four weeks vacation plus all federal holidays.

Application process: Please submit a cover letter, resume, and writing sample to Nithya Nathan-Pineau at Nithya@caircoalition.org. Applications will be considered on a rolling basis, early submissions are encouraged as the position is open immediately. No phone calls please.

HOUSING STAFF ATTORNEY
BREAD FOR THE CITY

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

Position Description: The Legal Clinic seeks an attorney for its housing practice, which consists of a dedicated team of 6 housing attorneys and 1 half-time associate loaned from an area law firm. Our housing team focuses primarily on two innovative housing projects: (1) Landlord-Tenant Court-Based Legal Services Project, through which our attorneys help staff, with another legal services provider, an office at the Landlord/Tenant Branch of DC Superior Court and provide immediate representation to tenants they meet for the first time at a critical point in their landlord-tenant case (many of those cases are retained by our clinic for continued representation) and (2) Housing Right to Counsel Project, a joint initiative with two other local legal services providers that focuses on expanding access to representation to tenants in subsidized housing at risk of eviction.

Our practice at the courthouse office is fast-paced, high-energy and requires the commitment of someone who is able to multi-task as typically attorneys represent 2-3 clients at each appearance. Attorneys in this practice are generally in court 1-2 times per week with the remainder of their time spent completing ongoing casework. Some time may be spent on administrative hearing work representing participants in federal subsidy programs or at the District's Office of Administrative Hearings. Finally, the Housing Attorney will help support housing-related advocacy and policy reform efforts in the District through participation in various stakeholder groups and legislative reform efforts.

Qualifications:

- Member of the DC Bar or eligible for waiver into the DC Bar;
- Demonstrated commitment to social, economic, and racial justice and/or willingness to learn and carry out Bread for the City's commitments in these areas;
- Strong organizational, research, and oral and written communication skills;
- Litigation experience;
- Ability to proceed effectively in court with little time for preparation;
- High degree of flexibility;
- Sense of humor, seriously;
- Ability to work with other staff and interact with a wide variety of people, including volunteers, in a professional and collaborative manner;
- Comfortable working in an open work environment, with no private offices for staff;
- Familiarity with Google Organization & Productivity tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems;
- Prior experience in a legal services or other public interest setting;
- Knowledge of or experience with DC housing law a plus; and
- Bilingual (Spanish/English) skills preferred but not required.

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

To apply: You must complete an application through Bread for the City's ADP portal. Go to www.breadforthe.org/work and click on the "Housing Attorney" position. Then select "apply" at the top right hand corner to register for a login and apply for the position. Please upload a resume and cover letter through this online application process. Only those candidates selected for interviews will be contacted. No phone calls, please.

Bread for the City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medical condition, status as a veteran, or any other category protected by applicable federal, state, or local law, except where a bona fide occupational qualification applies.

LITIGATION ATTORNEY JUSTICE IN AGING

Justice in Aging seeks a litigation attorney with five to ten years of experience to join our Washington, D.C. office. The successful candidate will work closely with the Litigation Director and the Litigation Team in developing and pursuing high impact cases that defend the rights of older adults. The litigation attorney will work closely with attorneys in our three offices (Washington, DC, Oakland and Los Angeles) on issues related to health, economic security and preserving the social safety net for seniors.

Justice in Aging (formerly known as the National Senior Citizens Law Center) uses the power of law and our expertise in safety net programs like Medicare, Medicaid, Social Security, and Supplemental Security Income (SSI) to fight senior poverty. We have a rich tradition of successful, high-impact, strategic advocacy on behalf of the more than 6 million seniors living in poverty in America. Our litigation program has a reputation for successfully using the courts to protect the rights of older adults. We partner with advocates on the ground to monitor legal issues that impact our clients and advance litigation to address problems that arise. In the last decade, Justice in Aging's litigation team has returned or preserved more than two billion dollars in safety net benefits for seniors and people with disabilities living in poverty. This position presents an excellent opportunity to contribute to this impactful work in a time when the challenges to the safety net seniors rely on could not be greater.

Responsibilities:

- The litigation attorney will handle litigation in federal and state courts, with a focus on federal litigation
- The attorney will have responsibility for the development and prosecution of cases, including research, investigation, discovery, motions practice, trial and appeal. In addition, the attorney will participate in negotiating possible settlements in lieu of trial
- The attorney will work closely with the Litigation Director and members of the Litigation Team, as well as partnering advocates in multiple jurisdictions
- The attorney will work with other Justice in Aging team members to advance other Justice in Aging policy objectives
- As needed, the attorney will supervise other attorneys, pro bono attorneys, fellows and law clerks
- Some travel may be required

Requirements:

- Juris Doctorate, with admission in the DC Bar (or eligibility for admission)
- Five to ten years of hands-on litigation experience (may be partially fulfilled with other relevant experience). Experience in the federal bar, in complex system reform litigation and/or a judicial clerkship are highly desirable
- Familiarity and passion for civil rights protections and public entitlements applicable to older adults (e.g. Medicaid, Social Security, or the Americans with Disabilities Act)
- Commitment to advocating on behalf of marginalized communities
- Collegial, collaborative approach. Ability to provide technical assistance and legal advice to advocates with competence and generosity of spirit
- Strong legal writing, analytical and advocacy skills
- Ability to work independently and meet deadlines with a high quality work product

Compensation: Salary for this position will range from \$75,000 to \$94,000, based on a fixed salary scale. Justice in Aging also offers a competitive benefits package, including health, dental and life insurance; flexible reimbursement plan; 403(b) retirement savings plan; and generous vacation policy.

To Apply: Please submit the following to Katrina Cohens, kcohens@justiceinaging.org: cover letter that describes your interest in this particular position, résumé, one writing sample, and three professional references. In your cover letter, please address the following in order for your application to be considered:

At Justice in Aging we advocate for older adults, particularly those in populations that have traditionally lacked legal protection, such as women, people of color, LGBTQ individuals, and people with limited English proficiency. To promote social justice and best achieve our mission, Justice in Aging is committed to maintaining a diverse staff and creating an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal or professional experience or background has prepared you to contribute to a work environment with a strong commitment to diversity and inclusion?

Applications will be accepted on a rolling basis until the position is filled. Candidate review will begin on June 26, 2017. Questions about the position can be directed to Regan Bailey at rbailey@justiceinaging.org.

Justice in Aging is an Equal Opportunity Employer. We are committed to maintaining a diverse staff and we particularly encourage applications from members of racial and ethnic minority groups, women, the LGBTQ community, and others whose background may contribute to more effective representation of low-income people and underserved communities.

BILINGUAL IMMIGRATION STAFF ATTORNEY AYUDA

Organizational Profile

Ayuda is a 501 (c)(3) non-profit organization dedicated to providing direct legal and social services, education and outreach to low-income immigrants in the Washington, DC metropolitan area. Through its offices in Washington, DC, and Falls Church, VA, Ayuda has amassed a 43-year history of providing critical services on a wide range of issues and, in the process, has acquired nationally recognized expertise in immigration law, domestic violence and human trafficking, among other fields.

Positions Available

Ayuda is seeking two full-time bilingual Staff Attorneys, one for our Immigration Program and one for our Domestic Violence Program. Please indicate in your cover letter which position (or both) interests you.

Why do you want this job?

Because, just like everyone at Ayuda, you believe:

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

- That all people should have access to professional, honest and ethical services, regardless of ability to pay or status in this country.
- That diversity and equality make this country better.

What will this job entail?

- As Staff Attorney you will represent immigrant victims of crime, focusing on working with child clients. This position is based in our Washington, DC office and will require travel to local state and immigration courts.
- Conduct intakes and represent victims of crime in immigration matters, including SIJS, asylum, VAWA petitions, U and T Visa applications, DACA and removal proceedings;
- Represent clients in immigration matter before USCIS, ICE, DOS and EOIR, as well as DC and Maryland Circuit Courts to obtain SIJS predicate orders;
- Provide victim witness orientation and accompaniment when appropriate;
- Represent Ayuda at local coalition meetings and participate in local and national advocacy initiatives;
- Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws and regulations;
- Train area service providers and government agencies, including law enforcement;
- Conduct outreach presentations to potential clients;
- Collaborate with Ayuda's Social Services staff to ensure provision of holistic services;
- Assist with preparation of grant applications and reports.

How do you know if you can do this job?

- J.D. or LL.M. from accredited law school;
- Must be in good standing with the bar of DC or Maryland; preference given to Maryland bar members able to waive into DC bar;
- Fluency in written and spoken English and Spanish;
- Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and crime victims, including survivors of domestic violence;
- Excellent oral and written communication skills;
- Ability to work independently and as part of a diverse multidisciplinary team; and
- Prior experience in the relevant practice areas or in working with relevant populations, especially with immigrant children, will be weighed favorably.

Salary and Benefits:

Commensurate with experience, plus a benefits package that includes medical and dental insurance, as well as an employer-provided retirement match. All federal holidays and closures observed and paid leave for the week of Christmas through New Year's Day. This position is exempt for overtime purposes. Ayuda is an eligible employer for the purposes of the DC Bar Pro Bono Foundation's Loan Repayment Assistance Program.

To Apply:

Please apply with resume and cover letter. Writing samples may be requested.

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

MANAGING ATTORNEY
HIAS

Position Summary: HIAS seeks a Managing Attorney to be responsible for HIAS' immigration legal service programs benefiting asylum-seekers, including child migrants fleeing violence in Central America, and other persons of concern in the United States. The Managing Attorney is also responsible for supervising HIAS' legal staff, recruiting, training and mentoring pro bono attorneys; and maintaining a limited direct representation caseload.

Essential Functions:

- Manages immigration legal services programs in the Washington, DC and New York areas focused on representation of asylum seekers, with a particular emphasis on child migrants fleeing violence in Central America.
- Manages all program activities and supervise legal services staff in New York and Washington, DC area.
- Manages an intake system to determine which cases to accept for representation by HIAS and/or pro bono attorneys; Ensure that cases taken on by all HIAS staff attorneys and accredited representatives are in line with HIAS' priorities.
- Recruits and trains pro bono attorneys to provide representation to child migrants and other HIAS legal services clients; Develop and update training materials.
- For select cases, prepares applications for relief from removal (i.e. asylum, special immigrant juvenile status, T- and U- visas); represent clients in Immigrant Court, Family Court, Asylum Office, Board of Immigration Appeals and other venues as appropriate.
- Represents HIAS in meetings with partner organizations in order to develop collaborations that enhance the effectiveness of projects.
- Prepares regular reports of program activities for HIAS senior management, Board of Directors and program funders.
- Ensures that volunteer attorneys who take cases receive prompt and complete legal and procedural support, including conducting trainings, strategizing on individual cases, reviewing draft submissions, and preparing memoranda informing volunteers of significant legal developments.
- In collaboration with other HIAS staff, develops responses to inquiries about legal immigration options from individuals and organizations with historical relationships to HIAS.
- Coordinates HIAS' participation in immigration law training consortium of refugee resettlement agencies; assigns training responsibilities to staff attorneys and/or develop trainings as appropriate.
- Attends conferences and lectures while staying informed of current developments in immigration law and procedure.
- Maintains records and prepare program reports in compliance with the requirements of any and all grants or agreements.
- Supervises and mentor law school interns.

- Advances HIAS policy positions regarding asylum law and practice, with a focus on vulnerable populations through representation of the organization before administrative agencies and in advocacy coalitions.

Qualifications and Requirements:

- Juris Doctor and admission to the Maryland bar.
- A minimum of five years of professional experience in positions with progressive responsibility.
- Previous experience representing individuals in Immigration and/or Family Courts required. Experience with range of complex immigration matters including various removal defenses preferred.
- Previous experience mentoring pro bono attorneys and/or law students required.
- Previous with program development or management strongly preferred.
- Proficiency in Spanish preferred; proficiency in Amharic desired.
- Willing to travel as needed.

About Us:

HIAS is a global Jewish nonprofit organization working across five continents to ensure that refugees and displaced persons are protected. Throughout the United States, we help refugees reunite with families, resettle and become self-sufficient. Guided by our values and history, we help refugees rebuild their lives in safety and security and advocate to ensure that all displaced people are treated with dignity.

How to Apply:

sinjin.wright@hias.org

<http://www.hias.org/career-and-internship-opportunities>

Please submit your resume and cover letter to our website, www.hias.org/careers

REPRODUCTIVE HEALTH ATTORNEY NATIONAL HEALTH LAW PROGRAM

Description: 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: Our Washington, DC office seeks a full time staff attorney who has experience working on Medicaid and reproductive health issues affecting low-income people. The position will involve a broad range of advocacy on Medicaid, the Affordable Care Act (ACA), and other

low-income health care programs, generally through a reproductive health lens. The ideal candidate will have knowledge of health laws and experience as a health advocate; experience with or interest in federal legislative and administrative policy; the ability to think proactively and strategically, and to respond quickly to changing circumstances; strong leadership, communication, research and writing skills; and the ability to work individually and in teams or coalitions. The attorney will help to develop and implement NHeLP's legal, policy, and advocacy strategies for achieving reproductive justice within the larger context of 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.

Specifically, the attorney will perform the following functions:

- Track legislative and administrative actions and conduct legislative and administrative advocacy, including reviewing and drafting legislation and regulations as they affect reproductive health;
- Develop analyses and 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, policy makers, coalition partners, attorneys and advocates, media, and scholars; and
- Develop and implement legal and policy strategies to defend, maintain, and improve access to high quality health services, including reproductive services;

Qualifications:

- JD degree and admission to a state bar
- At least 4 years legal experience
- Legislative or health care agency (e.g., HHS, CMS) experience is a plus
- Knowledge of health law, especially Medicaid and the ACA, including how they intersect with reproductive health
- Commitment to NHeLP's mission and values
- Strong interpersonal and communication (oral and written) skills and a sense of humor
- A high level of independence and initiative, good judgment, excellent speaking and writing abilities, creativity, and a desire to work with others
- An ability to talk about legal and other complex issues in clear, persuasive terms for non-lawyer audiences

Commitment: Full-time, immediate availability

Salary: Commensurate with experience; generous benefits

How to Apply

By Email: Specify D.C. Reproductive Health Attorney Position nhelpdc@healthlaw.org

By Mail:
Gabriella Rodriguez
National Health Law Program
1444 I Street NW, Suite 1105
Washington, DC 20005

IMMIGRATION & FAMILY LAW STAFF ATTORNEY
TAHIRIH JUSTICE CENTER

Description: Tahirih Justice Center seeks an Immigration & Family Law Staff Attorney to represent immigrant women and children fleeing gender violence in asylum cases, claims brought under the Violence Against Women Act (VAWA), and other related immigration matters, including T and U visas, and in family law-based claims, such as divorce, custody and Special Immigrant Juvenile Status. The staff attorney will also have outreach, education, and support responsibilities. The ideal candidate is an entry-level professional with a minimum of two to three years of humanitarian immigration law and one year of family law experience. The position is based in Falls Church, Virginia.

Primary Responsibilities

- Provide intake, advice and counseling, and direct legal representation to clients in immigration law (70% of total caseload), such as asylum, VAWA, T visa and/or U visa cases, before the DHS, Immigration Courts and BIA, and in family law (30% of total caseload), such as divorce, custody, support, protective orders, and Special Immigrant Juvenile Status predicate orders.
- Provide hands-on mentorship and training to pro bono attorneys who co-counsel Tahirih cases
- Prepare and conduct outreach and education programs on immigration and family law to stakeholder groups
- Represent Tahirih in coalition meetings; network and build relationships with like-minded organizations
- Support effective project and grants management for funded projects
- Contribute to grant proposals, reports and periodic communications pieces
- Supervise, train and mentor the family law paralegal and legal interns

Qualifications

- Current bar membership in good standing in the State of Virginia. Bar membership in the District of Columbia, a plus
- At least 2-3 years of experience representing immigrant women and/or girls in asylum, VAWA, T visa, and/or U visa cases before the DHS, Immigration Courts and BIA; Experience in family law or managing Special Immigrant Juvenile Status cases, a plus
- Experience working with survivors of domestic violence and trauma
- Excellent legal analysis, written and oral advocacy and presentation skills
- Responsible, self-initiating, and focused, with proven ability to work independently and also collaboratively in a team-based decision-making environment
- Experience designing trainings and presenting to legal and non-legal audiences

- Demonstrated ability to be a respected and effective representative among stakeholders
- Strong interpersonal skills and record of cultural competence and cross-cultural communication skills; experience working with clients, staff and interns of diverse backgrounds
- Fluency in Spanish and/or French
- Commitment to Tahirih's foundational values and mission, and demonstrated commitment to legal services, public interest law, and/or social justice.
- Understanding of the law firm and pro bono culture and previous work experience with recruiting volunteer attorneys a plus.
- Able to travel on occasion and attend functions from time to time outside regular business hours.

How to Apply:

recruiting@tahirih.org

Please email a cover letter demonstrating how you meet the above qualifications, a resume, and a list of three professional references to:

Human Resources Department
 Tahirih Justice Center
 6402 Arlington Blvd, Suite 300
 Falls Church, VA 22042
 recruiting@tahirih.org
 Fax: 571-282-6162

SUPERVISING ATTORNEY FOR PRO BONO PROGRAMS
KIND (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 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 Washington, D.C. area, as well as by in-house attorneys at KIND's offices in Washington, D.C. and Falls Church, Virginia.

The position's duties include supervising the work and staff of KIND's offices in Washington, D.C. and Falls Church, VA; 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 does not provide direct legal representation to unaccompanied children but will be responsible for facilitating their pro bono representation. He or she will report to KIND's Co-Director of Legal Services.

The Supervising Attorney will have the following responsibilities:

- Supervise KIND legal and program staff in Washington, DC and Falls Church, VA 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;
- 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 D.C. or Virginia;
- 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.

How 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. 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.

ATTORNEY ADVISOR
OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA
ANNOUNCEMENT NO. #17-036

Description of Duties: The Office of Attorney General is seeking an Attorney-Advisor for the Legal Counsel Division (LCD). LCD provides legal advice to the Mayor, District agencies, officials and employees on a broad range of legal issues, legislation and regulations. LCD also provides legal advice to the Attorney General on sensitive and high priority matters, and is responsible for drafting legal opinions of the Attorney General. In addition, LCD performs legal reviews of all draft legislation introduced on the Mayor's behalf, all draft rulemakings from the Executive Branch, and all Council-enrolled bills presented to the Mayor. LCD regularly advises on complex issues of constitutional law, statutory construction, the Home Rule Act, and other legal matters particular to the unique status of the District.

The successful candidate will be responsible for: 1) performing extensive legal research and providing detailed oral or written advice to District officials and employees in the Office of the Attorney General, Executive Office of the Mayor and offices of the City Administrator and Deputy Mayors, District agencies, the Council of the District of Columbia, and the District of Columbia Courts with respect to legal issues that arise from the performance of official duties; 2) reviewing legal documents, including bills, regulations, and other issuances to determine whether they are legally sufficient and appropriate as to form, and drafting proposed language necessary to obviate objections to them; 3) drafting legislation and rulemakings; 4) preparing opinions, legal memoranda, letters, Office Orders, and other documents for the LCD Deputy's or Attorney General's signature; and 5) keeping abreast of judicial, agency, and other changes and interpretations regarding laws and regulations related to the District government.

Qualifications: The ideal candidate should have excellent legal research and writing skills, including professional experience that is heavily focused on preparing briefs, legal memoranda or other legal writing involving difficult or sophisticated legal issues, or significant legislative and rulemaking experience.

The applicant must be able to:

- identify all legal and factual issues;
- identify controlling statutory, regulatory, and case authority applicable to each legal issue;
- prepare written work that is persuasive, thorough, well-organized, and well-reasoned and that is appropriate in length, style, and tone;
- prepare all written work in accordance with deadlines set by supervisors and clients; and
- have a demonstrated ability to effectively work with client agencies and colleagues.
- In addition, an understanding of the District government and knowledge of constitutional, criminal, administrative or appropriations law is important.

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 the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

STAFF ATTORNEY
EDUCATIONAL FUND TO STOP GUN VIOLENCE

The Educational Fund to Stop Gun Violence (Ed Fund) is a 501(c)(3) organization that makes communities safer by translating research into policy. The Ed Fund achieves this by engaging in policy development, technical assistance, policy advocacy, and community and stakeholder engagement.

Candidates for this exciting full-time position will work directly under the Ed Fund's Legal Director. Candidates for this position will assist the Legal Director in the following duties:

- Performing legal and legislative research.
- Drafting legislation, regulations, memoranda, congressional testimony, reports, and other written materials.
- Giving presentations on gun violence, gun laws, and materials produced by the Ed Fund.
- Analyzing legislation.
- Analyzing the legal implications of gun-related incidents.
- Ensuring nonprofit compliance with state and federal law.
- Working with local stakeholders.

Qualifications: Candidates must have a J.D. and membership in the D.C. Bar, Virginia Bar, Maryland Bar, or eligibility to waive into the D.C. Bar. Recent law school graduates are welcome to apply but must complete bar examination by July 2017. Some background in the following areas is strongly preferred: firearms law, domestic violence law, constitutional law, public policy, drafting legislation. Candidates must be willing to travel.

Other important attributes include:

- A strong commitment to gun violence prevention and desire to develop expertise and comprehensive knowledge of this field.
- Excellent legal research and writing, analytical, and problem-solving skills.
- Ability to translate complex legal information for a lay audience.
- Ability to work cooperatively with co-workers, other gun violence prevention organizations, and other stakeholders (i.e. legislators, prosecutors, law enforcement, domestic violence prevention advocates, etc.)
- Ability to work independently.

To Apply: Please email a resume and cover letter to Kelly Roskam at kroskam@csgv.org.

Compensation: Salary based on experience. Generous benefits.

<http://efsgv.org/jobs/>

POLICY COUNSEL
NAACP LEGAL DEFENSE FUND

The NAACP Legal Defense & Educational Fund, Inc. (LDF) seeks an experienced Policy Counsel to join its policy team.

LDF is the nation's first and foremost civil and human rights law organization. Since its founding under the leadership of Thurgood Marshall in 1940, LDF has been committed to transforming this nation's promise of racial equity and justice into reality for all Americans.

LDF uses litigation, public policy advocacy, organizing and public education programs to ensure the fundamental and basic human rights of all people to quality education, economic opportunity, the right to vote and fully participate in democracy, and the right to a fair criminal justice system.

In 2015, LDF celebrated its 75th anniversary with the launch of the Thurgood Marshall Institute, which is a collaborative hub within LDF that combines a multidisciplinary approach to advocacy with LDF's traditional litigation strengths to advance a modern vision of racial justice. The Institute's goal is to advance racial equity, justice and a more inclusive democracy through research and public education, targeted advocacy and communication campaigns.

Together, the Thurgood Marshall Institute, LDF's Policy Team, research fellows, community organizers and communications specialists generate and integrate innovative research, organizing, advocacy, and communications aimed at educating the public and key decision makers. This added capacity leverages LDF's litigation expertise, advocacy experience and unique leadership role on matters of race, law, and policy to shape the narrative on racial justice

and equity. Through targeted campaigns that attack entrenched problems of racial bias, the LDF Thurgood Marshall Institute is partnering with local advocates to advance holistic strategies to achieve obtainable and lasting solutions on issues of criminal justice, political participation, education and economic opportunity.

LDF seeks an experienced Policy Counsel to advance its education policy reform work.

Responsibilities:

- Identify, develop and implement legislative and policy reform strategies at the federal, state, and local levels, with a concentration on LDF's efforts to ensure quality educational opportunities for public school students, particularly students of color, including through the promotion of positive school climates, fair school discipline practices, and the implementation of the Every Student Succeeds Act of 2015;
- Conduct policy and other forms of research;
- Monitor and respond to developing civil rights issues in proposed federal, state and local legislation or agency action relating to education reform;
- Identify, secure and prepare for opportunities for LDF to influence legislation and policy at the federal level, including commenting on proposed legislation and rules, submitting statements and letters, preparing advocacy materials, and organizing and conducting meetings with elected and administrative officials and their staff;
- Secure, draft and deliver legislative testimony at the federal, state, and local levels;
- Participate in and/or organize briefings with Members of Congress, state and local legislators, and federal or state agency officials on LDF's substantive priorities;
- Build and/or participate in national coalitions, partnerships and task forces working to advance education reforms;
- Assume a leading and strategic role in national, state or local coalition campaigns on federal education advocacy issues consistent with LDF's priorities, including lobbying, communications and grassroots outreach;
- Work collaboratively with LDF's attorneys, organizers and multidisciplinary teams to advance national, state and local reforms;
- Work collaboratively with LDF's attorneys and researchers to write, publish and widely disseminate policy briefs, fact sheets, talking points, infographics, reports, and other documents that will educate legislators, agency officials, stakeholders and the general public about the need for policy changes to address issues and propose solid recommendations for change;
- Other duties as requested by the Director of Policy, the Deputy Director of Policy, or other senior management.

Qualifications: The ideal candidate for this position will possess the following:

- Juris Doctor;
- Five or more years of experience in policy reform or advocacy at the federal, state or local level in the areas of racial justice and education reform;
- Excellent research, writing and public speaking skills;
- A demonstrated commitment to civil rights and racial justice;
- A demonstrated ability to develop and maintain strong relationships and partnerships with coalitions of organizations, community members/leaders, and public officials;

- A demonstrated ability to think and plan strategically, including an ability to lead and manage complex policy reform efforts involving multiple issues and parties; and
- Ability to work independently and on teams.

To Apply: Please submit your resume and cover letter to: jobs@naacpldf.org, or

Monica Garcia, Director of Human Resources/Administration
 NAACP Legal Defense and Educational Fund
 40 Rector Street, 5th floor
 New York, New York 10006

<http://www.naacpldf.org/job/policy-counsel>

STAFF ATTORNEY
MARYLAND COURTS SELF HELP CENTER - ANNAPOLIS, MD

Maryland Legal Aid announces the availability of a full-time, Staff Attorney position at the Maryland Courts Self-Help Center in Annapolis, Maryland.

The attorney will provide legal assistance to self-represented litigants in connection with civil cases before the District and Circuit Courts, including, but not limited to, family law matters, foreclosures, landlord/tenant, expungements, and domestic violence matters. Legal services to self-represented litigants may include phone and live chat assistance or as requested by the Court. Attorneys will also provide appropriate referrals as well as assist in developing programmatic materials for use by self-represented litigants, the Maryland Court's Self-Help Resource Center and/or Court staff. These positions are part of a Maryland Legal Aid contract with the Administrative Office of the Courts to operate the Courts' District Court Self-Help Centers and the Maryland Court's Self-Help Resource Center. The Maryland Courts Self Help Center operates from 8:30 am-8:00 pm and staff will be called upon to work shifts during those hours. Staff may be also called upon to assist at District Court Self-Help Centers.

Minimum Qualifications: Admitted to the Maryland Bar with one-year or more civil litigation experience. Excellent organizational, communications, and interpersonal skills required. Fluency in a second language preferred.

Submit cover letter with resume and application.

<http://www.mdlab.org/contact/employment>

STAFF ATTORNEY
METROPOLITAN MD CHILD ADVOCACY PRACTICE
MARYLAND LEGAL AID BUREAU

The Maryland Legal Aid Metropolitan Maryland office in Landover, Maryland, announces a full-time CINA staff attorney position to qualified applicants.

Position Description: Represent children in court and administrative hearings regarding Children in Need of Assistance (CINA) cases. Provide other assistance to child clients as needed. Other duties as assigned. Local travel required.

Qualifications: Admission to Maryland Bar or bar of another jurisdiction required. Child advocacy experience desired. Spanish language proficiency especially desirable.

<http://www.mdlab.org/contact/employment>

STAFF ATTORNEY
DISTRICT COURT SELF HELP CENTER - BALTIMORE CITY, MD

Position: Maryland Legal Aid announces the availability of three (3) staff attorney positions at the District Court Self-Help Resource Center (DCSHRC) in Baltimore City, Maryland. The attorneys will primarily provide legal assistance to self-represented litigants in connection with civil cases before the District Court of Maryland including landlord/tenant, small and large claims, debtor/creditor, expungement and domestic violence matters. The staff attorneys will also be called on to assist with a broader range of civil matters including family law matters, foreclosures and expungements. Legal services to self-represented litigants will occur via walk-in assistance, phone calls and live chat assistance or as requested by the Court. These positions are part of a Maryland Legal Aid contract with the Administrative Office of the Courts to operate the Courts' DCSHRC and the Maryland Courts Self-Help Center.

Hours and Location: The District Court Self-Help Center in Baltimore City, Maryland will provide legal assistance Monday-Friday, 8:30 am to 4:30 pm. The staff attorneys may be called upon to assist during other hours and at other locations as needed.

Minimum Qualifications: Admitted to the Maryland Bar with one-year or more civil litigation experience. Excellent organizational, communications, and interpersonal skills required. Fluency in a second language strongly preferred.

<http://www.mdlab.org/contact/employment>

AMERICORPS VISTA LEADER
EQUAL JUSTICE WORKS

Equal Justice Works seeks a motivated AmeriCorps VISTA Leader to support the work of the AmeriCorps VISTA Affordable Housing Preservation Project (VAHPP) and Tenant Engagement and Development (TECDev) project. The projects work to develop over 50 VISTA member positions across the country, including lawyers and community organizers, focused on affordable housing preservation, tenant engagement and community economic development. Leaders are former AmeriCorps VISTA Members who have completed at least one term of full time service and have displayed exceptional leadership and passion for community service.

In this full-time national service position, the VISTA Leader will assist VAHPP and TECDev in achieving program goals through expanding and building the capacity of individual VISTA members and service sites. The capacity building, knowledge and skills training for project partners and VISTA members, partnership and resource development, and project evaluation.

Reporting to the Public Programs Unit Assistant Director, the VISTA Leader will work closely with the VISTA Program Specialist and VISTA Program Coordinator as well as VISTA program partners.

RESPONSIBILITIES:

- Build the capacity of VAHPP and TECDev projects by developing and deepening relationships with stakeholders, trainers, and VISTA program partners.
- Assist in increasing the knowledge and skills of AmeriCorps VISTA program partners and VISTA members around poverty alleviation, housing issues, economic opportunities, and community development.
- Support program outreach and support activities to VISTA members including mentoring, conference calls, webinars and other trainings.
- Assist in processing and maintaining up to date project information in Equal Justice Works information systems and databases.
- Assist with the recruitment, mentoring and coordination of AmeriCorps VISTA members and service sites.
- Develop resources for VISTA member alums.
- Attend a Leaders Training hosted by VISTA.

QUALIFICATIONS:

- Bachelor's degree required.
- Available to begin by July 1, 2017.
- Must have successfully completed one term as an AmeriCorps member prior to starting the position.
- Attention to detail and problem solving skills.
- Experience working with large amounts of information.
- Knowledge of one or more project-relevant areas such as housing issues, economic opportunities, and community development preferred.
- Demonstrated leadership skills, professional maturity and excellent customer service.
 - Strong oral, written and organizational skills.
- Comfortable with public speaking, experience facilitating workshops and/or webinars preferred.
- An upbeat positive attitude and willingness to be flexible.
- Self-starter and team player.
- Interest in the intersection between public interest law and national service.

SALARY AND BENEFITS:

This national service position is provided a modest living allowance of approximately \$18,346 plus health insurance, childcare, transportation and emergency costs, and additional support for housing and transportation. The position is eligible to receive either a \$5,815 education award or a \$3,000 cash stipend at the end of one year of service.

As an AmeriCorps VISTA member, the position is accountable to the AmeriCorps VISTA program and not deemed an employee of Equal Justice Works, the sponsoring organization.

TO APPLY:

Applicants should submit an application through the [MyAmeriCorps portal](#).

Application deadline is June 23, 2017.

<https://equaljusticeworks.recruiterbox.com/jobs/fk0ma39/>

**STUDENT ENGAGEMENT SPECIALIST
LAW SCHOOL ENGAGEMENT & ADVOCACY UNIT
EQUAL JUSTICE WORKS**

The Student Engagement Specialist is responsible for expanding the organization's law student membership, engaging law students in campaigns on issues vital to the public interest legal community, and communicating the full range of public interest career opportunities and programs offered by the organization to law students. The position is an integral part of the collaborative team working to fulfill the unit's functions and reports directly to the Director of the Law School Engagement & Advocacy unit.

RESPONSIBILITIES:

We are looking for a dynamic and creative team member who knows how to communicate and effectively organize law students. Qualified applicants will demonstrate a deep understanding of the priorities of public interest law students as well as the obstacles facing them and have a passion for assisting them.

In addition, the qualified applicant must be able to demonstrate his/her ability to:

- Meet the unit's strategic plan goals of increasing and engaging Equal Justice Works' student membership by expanding a pilot Student Representative program to 50 law schools and organizing two annual public interest legal campaigns on issues important to public interest law students.
- Create and give compelling presentations, including at law schools, conferences, and via regular online webinars.
- Demonstrate superior writing skills and the ability to produce and update written materials, including blogs, resources for the unit's JDs for Justice Network, the organization's website, and content for bimonthly newsletters to law student members.
- Capture and analyze data on the program's progress in Equal Justice Works' CRM database.
- Work closely with the Student Debt Specialist and keep up to date on student debt programs important to law students and lawyers, including Public Service Loan Forgiveness, income-driven repayment plans, and Loan Repayment Assistance Programs.
- Develop and maintain strong working relationships with the organization's key constituents and allies, including law schools, law school professionals, legal organizations, and higher education advocacy groups.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree plus two to three years' relevant working experience.
- Strong public speaking, communication and writing skills.
- Demonstrated project management, problem solving, and analytical skills.
- Strong computer skills including knowledge of Microsoft Office applications (e.g. Excel, Outlook, PowerPoint and Word), and demonstrated familiarity with social media strategies. Ability to work with current technology and to adapt to new technology.
- Strong interpersonal and collaborative skills.
- Willingness to travel up to fifteen percent of time.
- Ability to multi-task.
- Proven ability to take individual initiative and responsibility for assignments.
- J.D. a plus.
- Experience with advocacy campaigns a plus.

SALARY AND BENEFITS:

Comprehensive and generous benefits package commensurate with education and experience, including loan repayment assistance, full healthcare coverage, dental and matching retirement plan, employer sponsored disability insurance program, monthly transportation stipend, and 12 holidays, 14 days of vacation, 2 personal days, and 10 days of sick leave. Professional development funds available to support staff in achieving career objectives. Salary Range: \$45-50K.

TO APPLY: Applicants should send a resume, three references, and cover letter describing in detail their experience, qualifications and why they would be a good fit. Please note: Phone calls and direct emails will not be accepted.

ENVIRONMENTAL ENFORCEMENT ATTORNEY PUBLIC JUSTICE

Public Justice is a national public interest law firm dedicated to pursuing high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses.

It seeks to hire a full-time litigator with at least five years of relevant experience. The attorney will develop and prosecute cases in our Environmental Enforcement Project, a national leader in using citizen suits to enforce federal statutes protecting environmental quality and human health. The attorney will continue this work, as well as develop and employ new, cutting-edge legal theories to make polluters clean up their pollution and internalize the costs they impose on the environment and the public—and, especially, to combat climate change. The position is open immediately in our Washington, D.C. headquarters or Oakland, CA, office.

The Environmental Enforcement Attorney will primarily be responsible for developing and prosecuting precedent-setting and socially-significant lawsuits against major pollution sources, including fossil fuel industry actors nationwide. The attorney should be prepared to develop new legal theories outside of environmental law, and think holistically about how to reform industries and push our country towards a clean energy future. Other duties will include

networking with attorneys and other public interest groups; helping to develop and define strategic goals; and supporting fundraising and communication efforts for the organization.

The right candidate will be a top-notch litigator with environmental and tort law experience, who is a creative and strategic thinker able to work both independently and within teams. The Environmental Enforcement Attorney will work closely with Environmental Enforcement Project Director Jim Hecker and report to the Executive Director. The attorney will also work collaboratively with Public Justice's other attorneys, outside lawyers who support Public Justice's work, and other public interest groups in order to develop and bring precedent-setting cases to protect the environment. The attorney will use traditional and social media networks to publicize our work, develop speaking engagements to educate the public about Public Justice's cases and the issues they represent, and assist with donor and foundation relations and communications.

This is a unique opportunity to play a key role in advancing cutting-edge legal strategies that intersect with pressing social and political issues including climate change, access to clean water, fracking, clean energy and community mobilization around these issues. Our clients and partners include prominent and recognized advocates such as The Sierra Club, Southern Environmental Law Center, Earthjustice and others, as well as labor unions and community organizations. Public Justice is committed to ensuring that our Environmental Enforcement Project is well-positioned to take on important, innovative work that holds government leaders, corporations and polluters accountable. This position will play a key role in developing those strategies and responses.

REQUIREMENTS:

- A law degree and at least five years of relevant litigation experience;
- Superb analytical, legal research, and legal writing skills;
- Excellent communication and public speaking skills;
- Experience in environmental law;
- Experience in tort law, and specifically nuisance cases;
- Experience in litigation under the Administrative Procedures Act;
- Conversant with scientific and technical data;
- Demonstrated ability to develop a case from the ground up with little supervision;
- Willingness to undertake significant business travel;
- Ability to juggle multiple tasks at a time and work in a fast-paced environment;
- Self-motivation and proven ability to work independently;
- Ability to work well with others and diverse groups; and
- Healthy sense of outrage and desire to change the world for the better.

Salary commensurate with experience. Excellent benefits.

Your application should consist of two electronic files: (1) your cover letter, resume, and references in a single .pdf file; and (2) a writing sample in another .pdf file, comprised of a legal brief for which you were the primary author (please note the contributions of others). Please

send both files to staffattorney@publicjustice.net. Applications will be considered on a rolling basis. For more information, please visit our website at www.publicjustice.net.

<https://www.publicjustice.net/wp-content/uploads/2012/03/Job-Announcement-Environmental-Enforcement-Attorney.pdf>

COUNSEL, DIVISION OF ENFORCEMENT AND INVESTIGATIONS
PUBLIC CORPORATION ACCOUNTING OVERSIGHT BOARD

The Public Company Accounting Oversight Board (PCAOB) is a non-profit corporation established by Congress to oversee the audits of public companies in order to protect the interests of investors and further the public interest in the preparation of informative, accurate and independent audit reports. The PCAOB also oversees the audits of broker-dealers, including compliance reports filed pursuant to federal securities laws, to promote investor protection.

Job Description

The PCAOB has a full-time, regular position of Counsel in the Division of Enforcement and Investigations its Washington, DC headquarters office. This key role reports to a Deputy Director of the Division of Enforcement and Investigations and requires a proactive person that thrives in a multi-faceted professional environment.

Responsibilities

- Planning, organizing and conducting investigations dealing with complex matters involving financial fraud and other securities practices that may involve possible violations of the Sarbanes-Oxley Act of 2002, the rules of the PCAOB, the provisions of the securities laws relating to the preparation and issuance of audit reports and the obligations and liabilities of accountants with respect thereto, including the rules of the U.S. Securities and Exchange Commission issued under the Sarbanes-Oxley Act of 2002, or professional standards;
- Reviewing and analyzing audit working papers, corporate books and records, and other financial and accounting documents;
- Conducting interviews and testimony;
- Identifying accounting, auditing, and financial reporting deficiencies;
- Making recommendations to the Board related to enforcement actions;
- Litigating with accountants in administrative hearings before hearing officers and before the PCAOB.

Requirements/Qualifications

- At least 6 years of legal experience with progressively responsible legal experience sufficient to handle complex legal and accounting/auditing issues;
- Juris doctor (JD) from an accredited law school in the United States;
- Active member of the Bar;
- Current CPA (Certified Public Accountant) license preferred but not required;

- Investigative and trial experience related to financial fraud matters and/or securities litigation preferred but not required;
- Superior technical abilities, regulatory knowledge, leadership and verbal and written communications skills;
- Multilingual ability is a plus; and
- Ability to travel some.

Our Values

The PCAOB encourages a spirit of cooperation and teamwork, and fosters an environment of professional growth where employees can exercise their leadership ability, creativity, technical competence, and public interest focus in helping the PCAOB fulfill its mission.

NON-LEGAL POSITIONS

PART-TIME SENIOR ADMINISTRATIVE ASSISTANT AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW

Description: The Clinical Program at American University, Washington College of Law, seeks to hire a part-time (27 hour/week) Senior Administrative Assistant to provide administrative support to the Janet R. Spragens Federal Tax Clinic. The Senior Administrative Assistant reports directly to the Associate Director of the Clinical Program, along with the two Tax Clinic faculty members.

The Tax Clinic represents low-income taxpayers in disputes with the Internal Revenue Service. During the school year, the 28 student attorneys in the Tax Clinic cover all aspects of client representation, subject to supervision by two clinical professors. The Tax Clinic is part of a larger program that encompasses approximately 230 students, 25 faculty members, and 6 staff positions.

The Senior Administrative Assistant position manages all administrative aspects of client service, provides help and guidance to student attorneys, organizes and distributes course materials, conducts initial intake interviews with potential clients by telephone, assists in the preparation of grant applications, plans and implements events, assists in the faculty's institutional and public service activities, and collaborates with four other administrative staff positions to ensure smooth and consistent office operations. This position receives general supervision and requires using initiative, discretion, and good judgment in solving problems.

Educational Requirements: The position requires a high school diploma or equivalent. Bachelor's degree is very strongly preferred.

Minimum Requirements:

- 2 years of office experience

- Strong interpersonal, written and oral communication, and organizational skills
- Must pay close attention to details
- Strong computer skills are essential
- Software Proficiency: MS Office (Word, Excel, PowerPoint, Publisher, One Note) and Office 365 Calendar Management

Preferred Requirements :

- Experience working in a law firm, nonprofit organization, or academic support setting
- Fluency in Spanish or French

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information or any other bases under federal or local laws (collectively "Protected Bases") in its programs and activities.

**SENIOR POLICY ANALYST
NATIONAL EMPLOYMENT LAW PROJECT**

The National Employment Law Project (NELP) seeks an experienced Senior Policy Analyst for its new Research Team to collaborate with NELP staff and partner organizations in producing highly credible research and written products in support of all of NELP's programs and policy campaigns, with a particular focus on safety net and social insurance programs including unemployment insurance, retirement security, and other work supports like portable benefits proposals.

Who We Are: NELP is a national non-profit with offices in New York, Washington (DC), Seattle, and Berkeley, promoting federal, state, and local policies to create good jobs in safe and healthy workplaces, boost access to employment for all job seekers, enforce worker rights, and ensure that work provides economic opportunity, security, and prosperity for all of America's workers. NELP provides research and policy development, litigation support, public education and communications support, and technical assistance to raise wages and end wage theft, secure safe and healthy workplaces, strengthen unemployment insurance and workers' compensation programs, promote fair chance hiring, ensure employer accountability, and promote a comprehensive policy framework to build a good jobs economy. For more information, see <http://www.nelp.org/>.

What You Will Do: Policymakers at the federal, state, and local levels regularly turn to NELP for reliable, timely research on issues important to low-wage workers. NELP is now deepening our investment in research by building a new Research Team that provides additional support to our programs while developing cross-cutting publications aimed at a broader public audience.

As a Senior Policy Analyst at NELP, you will work with this new Research Team to devise strategies for data collection and analysis, assist with data visualization, and clearly describe the importance of the data and your methodology to a variety of audiences. You will also conceptualize and draft stand-alone research reports and other products that cut across NELP's subject matter areas, often identifying emerging trends in our workforce and potential policy proposals to address them. While your work involves many of NELP's program areas, you will provide focused research and policy writing involving unemployment insurance, retirement security, and other work support proposals like portable benefits and universal basic income.

In addition, you will:

- Conduct research and analysis, of a mostly descriptive nature, to support NELP's policy campaigns and program teams;
- Prepare policy reports, data briefs, memos, blogs, and other advocacy oriented products for internal and external audiences including legislators, partners, members of the media, and the general public;
- Work with NELP program teams to identify and develop model policies to advance our priorities at the state and federal level and to help improve economic security for our nation's low wage and unemployed workers;
- Review the use of data in NELP's substantive reports and other products to help maintain our high standard for accuracy and sound research methodologies;
- Help coordinate across the organization to identify best practices, opportunities for collaboration and partnerships, and options for engaging with academics and graduate student researchers;
- Represent NELP in the media, including print, radio, internet and television; at conferences; before government officials; in coalitions and community events; and in public forums;
- Track relevant information, resources, tools, and developments in the federal and state domestic economic policy field;
- Contribute to NELP's fundraising, grant proposals, project reports, newsletters and web materials as needed.

Who You Are:

- You have a Master's or Ph.D. in public policy, economics, or sociology. These degrees are preferred, but NELP will consider strong candidates with degrees in other relevant social sciences.
- You have a passion for social and economic justice, as reflected by involvement in professional or volunteer activities or study related to labor/employment rights, civil rights, anti-poverty work, and domestic economic policy.
- You have policy advocacy experience or expertise in U.S. social insurance programs, including unemployment insurance, retirement security, and/or workers' compensation, or strong interest in developing expertise in these areas.
- You have demonstrable skill and background in compiling and analyzing aggregate data and microdata from government and other sources. You have experience visually representing and reporting on data in a way that appeals to a wide audience, and

working in a statistical software program, such as Stata or SPSS; experience performing regression analysis is a plus.

- You have a strong track record writing for a general audience and synthesizing existing research, including scholarly work, and can do so on sometimes short timelines.
- You are skilled at working collaboratively and supportively with other co-workers and with other organizations, including lawyers and others without formal research training.
- You are a confident public speaker and have experience speaking in front of a variety of audiences. Experience responding to media requests for information and on-record interviews a plus.
- You work effectively under limited supervision. You are effective in managing your time and balancing multiple expectations and demands. And you are skilled in creating your own or using existing systems for organizing and maintaining information and data relevant to both internal and external work.
- You have at least 5 years of experience (and preferably more) working in this or a related research or policy advocacy field. Time spent in postgraduate education may count toward the requisite experience.
- The following qualifications, though not essential, are a plus: experience working with allies such as unions, worker centers, faith-based organizations, and policymakers, elected and appointed; Spanish-language fluency.

Start date and compensation: We would prefer to fill this position in our Washington, DC, office, but would consider excellent candidates who could be located in NELP's other offices. The position will start as soon as possible and reasonable, given the candidate's current employment. Salary is competitive within the non-profit sector and commensurate with experience and education. Excellent benefits package. This position is in NELP's bargaining unit, represented by National Organization of Legal Service Workers, UAW Local 2320. The position will require some travel.

To apply: Email cover letter, resume, three references, and three different types of writing samples (including one that demonstrates your ability to work with data) to jobs@nelp.org, noting "Senior Policy Analyst (Research)" in the subject line. If you have questions regarding this announcement, please forward those to jobs@nelp.org, noting "Senior Policy Analyst (Research) Questions" in the subject line. No phone calls or other email inquiries please. We will consider applications on a rolling basis, with a deadline of June 16, 2017.

NELP is a 501(c)(3) non-profit organization and an equal opportunity, fair chance, affirmative action employer, committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.

PRO BONO ADMINISTRATIVE COORDINATOR
COVINGTON & BURLING LLP

Covington & Burling LLP is seeking a Pro Bono Administrative Coordinator to engage in a range of administrative activities to support the firm's Pro Bono Program. This position is full-time and is resident in the firm's Washington office.

Position offers an opportunity to support the firm's wide-ranging and award-winning pro bono program, through which the firm provides free legal representation to economically disadvantaged and marginalized clients. The successful candidate will be self-starting, resourceful, thrive on multi-tasking, and take pride in quality of work

Duties & Responsibilities:

- Provide administrative support to carry out key functions of the Pro Bono Program.
- Assist in creating and maintaining intake files and responding to requests for pro bono representation.
- Provide data entry support in pro bono databases and Excel spreadsheets to assist in maintaining up-to-date information about matters, projects, and firm lawyers, as well as to track internal processes and outreach.
- Assist in drafting, editing, organizing, and maintaining content accessed by firm lawyers on the internal pro bono portal.
- Retrieve, prepare, and organize internal reports on pro bono program performance and metrics.
- Utilize iManage document management system effectively as a central repository for Pro Bono Program files.
- Assist in developing and updating content for pro bono promotional materials; maintain records of notable pro bono outcomes, awards and accolades.
- Collect and compile information in response to requests from pro bono referral organizations and other external stakeholders.
- Identify inefficiencies and recommend solutions; work to improve the administrative functions of the Pro Bono Program.
- Support development and coordination of volunteer recognition initiatives, including firmwide annual pro bono awards ceremony.
- Staff monthly shift at front desk of a court-based pro bono resource center.
- Ability to travel or work overtime as needed and approved.
- Perform other duties as necessary and as assigned.

Requirements:

- Bachelor's degree or equivalent experience preferred.
- Minimum of two years of relevant work experience.
- Strong service orientation.
- Excellent written, oral communication and interpersonal skills, and the ability to interact in a professional manner with attorneys and other personnel at all levels.
- Ability to maintain confidentiality and exercise a high standard of judgment and discretion.
- Proven organizational skills, attention to detail, and the ability to prioritize and handle multiple tasks efficiently in a fast-paced environment
- Ability to work in a collegial team context, as well as to take initiative and work independently.
- Strong computer skills, including proficiency in Word, Excel, Power Point and Outlook.

Salary: Please include salary expectations in your application for the position.

Application Instructions: Interested applicants should send a cover letter and resume to humanresources@cov.com.

FELLOWSHIP/INTERN POSITIONS

FALL 2018 CIVIL RIGHTS FELLOWSHIP **WASHINGTON LAWYERS' COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS**

The Washington Lawyers' Committee for Civil Rights and Urban Affairs (WLC), a non-profit law firm, welcomes fellowship proposals from law students and law clerks committed to social justice and interested in civil rights litigation and advocacy. WLC seeks proposals for fellowships beginning in Fall 2018. (Links to some of the relevant fellowships are provided below).

To apply, by July 10, 2017, please submit (1) a resume, (2) unofficial law school transcript, and (3) a 1 to 2 page description of the project that you wish to develop or lead at the WLC (please be sure to indicate the fellowship(s) to which you intend to apply) to: fellowships@washlaw.org.

The WLC routinely hosts fellows for one or two years. We have a broad and diverse practice and welcome fellowship applications on any issue that addresses bias and inequality. Fellows are provided robust opportunities to lead their projects, as well as vital supervision and collaboration from WLC litigators who have experience in individual matters, as well as impact and class action litigation.

The Washington Lawyers' Committee for Civil Rights and Urban Affairs ("Committee") was formed nearly 50 years ago to provide legal assistance to individuals and communities who experience violations of their civil rights in Washington, D.C. and in the region. The Committee has a staff of dedicated attorneys and advocates who work closely with the private bar. The pro bono contributions of area lawyers and law firms allows the staff to extend the reach of the Committee. Currently, the Committee's docket includes cases to address discrimination in housing, employment, access to public accommodations and government services, as well as matters related to disability, prison conditions, police misconduct, and immigrants' rights. We also maintain an education project that partners more than fifty law firms and businesses with low performing schools to provide enrichment activities and tutoring.

In the past several years, we have hosted successful two-year fellows on cutting-edge legal issues, including (1) combating family responsibilities and pregnancy discrimination through impact and class-action litigation and policy advocacy before local governments; (2) litigating on behalf of people of color and other borrowers who were targeted by loan modification fraud in the aftermath of the foreclosure crisis, and (3) advocating against real estate development that is perpetuating segregation on race and class lines in the District of Columbia, including through fair housing litigation and policy advocacy.

Information about fellowships can be found on the following web sites, but the WLC also encourages you to research if your law school provides other fellowship opportunities:

[Skadden Fellowships](#) [Equal Justice](#) [SOROS](#)

The Washington Lawyers' Committee 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 and national origin. We reasonably accommodate staff members and/or applicants with disabilities, provided they are otherwise able to perform the essential functions of the job.

CLINICAL FELLOW FOR VETERANS ADVOCACY CLINIC
UNIVERSITY OF BALTIMORE SCHOOL OF LAW

The University of Baltimore School of Law invites applications for a Fellowship in the Bob Parsons Veterans Advocacy Clinic to start on or about August 1, 2017. This public interest fellowship program offers attorneys who are interested in pursuing a law school teaching career exposure to law school clinical teaching.

The Bob Parsons Veterans Advocacy Clinic represents low-income individuals in veterans law litigation, legislative advocacy, and legal reform. The Clinic handles a wide variety of cases, which include VA disability claims and appeals, Court of Appeals for Veterans Claims appeals, discharge upgrade applications, and veterans treatment court cases. The Clinic Fellow's duties include direct supervision of case work by clinic students and clinic classroom teaching in coordination with clinic faculty. Fellows also pursue professional goals in conjunction with his/her clinic director, including scholarly research and writing. This Fellowship is a full-time, 12-month position, and Fellows are responsible for case coverage during summer, winter, and other school breaks.

This position is a contractual appointment for up to two years and can be extended for a third year under certain circumstances.

Qualifications: Excellent oral and written communication skills; at least two years of experience as a practicing lawyer primarily in veterans law; a strong academic record and/or other indicia of high performance ability; commitment to work for low income clients and a strong interest in teaching. Fellows must be members of the Maryland Bar (currently licensed in Maryland or willing to take the next Maryland Bar exam) in order to supervise law practice by students.

Salary: The current salary is \$55,000. The position includes full benefits, including retirement annuities, research support, and travel allowance.

Position is open until filled, and applications submitted by June 15, 2017 will receive priority consideration. For more details about the Fellows' Program, please view our website at <http://law.ubalt.edu/clinics/fellows/>.

If you have any questions about the position, please email Prof. Hugh McClean at hmclean@ubalt.edu

POST-GRADUATE LAW SCHOOL FELLOWS
JUSTICE IN AGING

Justice in Aging is a 45-year-old non-profit organization with staff and offices in Oakland and Los Angeles, CA, as well as in Washington, D.C. We have a rich tradition of successful, high-impact, strategic advocacy on behalf of the more than 6 million seniors living in poverty in America. As the safety net upon which seniors rely comes increasingly under attack, Justice in Aging's fight for the rights of low-income older adults is more important than ever. We seek to sponsor an outstanding legal fellow to help us in that cause. More information is available at www.justiceinaging.org.

The Position: Justice in Aging seeks to sponsor law student applicants for 2018 Fellowships, including school-based fellowships, the Borchard Foundation Center on Law and Aging Fellowship, the Equal Justice Works Fellowship, the Skadden Fellowship, and others. Work could commence in summer or fall 2018. The location for the Fellow is Washington, D.C., Los Angeles, or Oakland, depending on the fellow's preference, the subject matter, and Justice in Aging's needs.

The Project: Justice in Aging staff will work with the applicant to prepare a fellowship application for a project of the applicant's choosing, in any area of Justice in Aging's expertise, including income security advocacy (Social Security and Supplemental Security Income), issues affecting dual eligibles (those on both Medicare and Medicaid), and Medicaid issues around community-based options for long-term care, including assisted living. Justice in Aging attorneys will work very closely with prospective fellowship applicants to develop a fellowship project that meshes Justice in Aging's priorities with the applicant's interests and talents. We have hosted Borchard and Skadden fellows in the past, and hope to continue and expand our fellowship program.

Qualifications: The ideal candidate has a genuine and documented commitment to working for poor and underserved populations, high-caliber legal research and writing skills, and the ability to take initiative and work independently. A commitment to a public interest career is extremely desirable.

Applications: Please send a cover letter, resume, law school transcript, writing sample, and list of three references to Katrina Cohens, kcohens@justiceinaging.org. In your cover letter, please address the following question. Applicants must apply by June 16, 2017.

Justice in Aging advocates for older adults, particularly those in populations that have traditionally lacked legal protection, such as women, people of color, LGBT individuals, and people with limited English proficiency. To promote social justice and best achieve our mission, Justice in Aging is committed to creating a diverse and inclusive workplace in which differences are acknowledged and valued. How has your personal background or experiences, professional or otherwise, prepared you to contribute to our commitment to social justice and diversity amongst our staff.

OUT-OF-TOWN
LEGAL AND FELLOWSHIP POSITIONS

IMMIGRANT-FOCUSED MEDICAL LEGAL PARTNERSHIP ATTORNEY
JUSTICE FOR OUR NEIGHBORS
OMAHA, NEBRASKA

Organizational Description: Justice for Our Neighbors–Nebraska (JFON-NE) is a non-profit organization welcoming immigrants into our communities by providing high-quality legal services, education, and advocacy. JFON-NE is part of the national JFON network.

Responsibilities of the Position: The JFON-NE Immigrant-Focused Medical Legal Partnership (IMLP) Attorney is responsible for the provision of direct legal services to immigrant families who have significant medical needs. The IMLP Attorney will work on cases involving Special Immigrant Juvenile (SIJ) status, asylum/refugee matters, U-visas, T-visas, and family based options among others. The IMLP Attorney position is located in Omaha, Nebraska and will work in coordination with area healthcare providers to promote community education and advocacy of immigrants' rights.

Major Duties :

- Provide legal counsel and advice to client/patients served by area healthcare providers, and, provide direct representation to those client/patients before the Omaha Immigration Court, Board of Immigration Appeals, United States Citizenship and Immigration Services, Immigration and Customs Enforcement, as well as Nebraska County and District Courts
- Oversee assigned caseload involving the legal needs of immigrants with significant medical needs under the supervision of JFON-NE Senior Managing Attorney
- Assist in the compiling and analyzing programmatic statistical information for program reports
- Contribute and steer outreach and education programs
- Represent JFON-NE at community events and functions, when appropriate
- Perform other duties as required

Qualifications :

- Must have a J.D. and be admitted, or be willing to seek admission, to practice in Nebraska
- Preferred candidate will have immigration and/or public benefit law experience, as well as experience working in the non-profit sector
- Spanish language proficiency is required
- Ability to work independently, prioritize, take initiative, handle multiple assignments, and meet deadlines
- Excellent oral and written communications skills

- Ability to work sensitively with clients having diverse personalities, lifestyles, cultures, and faiths
- Strong commitment to public interest legal services

Application:

- Salary and benefits are commensurate with experience
- Please send resume, cover letter, references and a writing sample by email to Mindy Rush Chipman at mindy@jfon-ne.org.
- Position will remain open until filled

DETENTION ATTORNEY
NATIONAL IMMIGRANT JUSTICE CENTER
CHICAGO, ILLINOIS

The National Immigrant Justice Center (NIJC) is seeking to hire an attorney for its detention project. This position will be responsible for conducting intake in-person and by phone, and providing legal counsel to detained immigrants. As part of the detention team, the attorney will participate in weekly meetings to assess cases and identify emerging issues. The attorney will conduct legal and factual research, draft memos, briefs, prepare affidavits, applications, and witnesses. The attorney will also assist in increasing access to counsel for detained immigrants by developing legal materials for detainees and pro bono attorneys, participating in pro bono trainings, and providing technical assistance to partner firms and organizations. The attorney will track individual cases in the NIJC database, participate in trainings, and provide information and data for national advocacy efforts. The ideal candidate will have experience with immigration law, be comfortable working with clients in detention, be prepared to work in a fast-paced environment, and have excellent analytical and writing skills. Candidates must possess a law degree and be fluent in Spanish and English. Candidates with experience in the human rights or immigration field are preferred.

To apply please submit a resume, writing sample, and cover letter via the posting on the Heartland Alliance [careers page](#). Any questions about the position may be addressed to NIJC's executive coordinator, Emma Koch (ekoch@heartlandalliance.org.)

SENIOR STAFF ATTORNEY
AMERICAN CIVIL LIBERTIES UNION OF VIRGINIA
RICHMOND, VIRGINIA

The American Civil Liberties Union of Virginia (ACLU-VA) seeks a self-motivated, skilled litigator with management experience interested in defending civil liberties and advancing civil rights.

ACLU-VA is a nonprofit and nonpartisan organization that defends and protects those civil rights and liberties guaranteed by the U.S. Constitution, the Bill of Rights and the nation's and Virginia's civil rights laws. ACLU-VA is the state affiliate of the national ACLU, which for nearly 100 years has served as the nation's premier guardian of the liberties that define our democracy. Together with the national ACLU, ACLU-VA works to advance civil liberties by

employing litigation, public policy advocacy, public education, organizing, communications and social media to protect and promote a broad range of individual rights, including freedom of speech, racial justice, privacy, religious liberty, reproductive rights, LGBT rights, immigrant rights and rights for people with disabilities. The organization often works with broad coalitions of conservatives, moderates, and progressives, locally, statewide and nationally.

The Virginia affiliate, with its office in Richmond, Virginia, has a \$1.8 million operating budget and 12 staff positions. ACLU-VA is two separate non-profit organizations: the ACLU of Virginia, a 501(c)(4) non-profit corporation that primarily engages in lobbying and advocacy, and the ACLU Foundation of Virginia, a 501(c)(3) non-profit corporation that primarily engages in litigation and public education.

Position Overview:

Reports to: Legal Director

Exempt/Non-exempt: Exempt

Summary: The Senior Staff Attorney is a new role being created to ensure that the ACLU-VA has the depth of legal leadership and litigation experience it needs to develop and advance complex impact litigation. The Senior Staff Attorney, under the direction of the Legal Director, will litigate cases and participate in non-litigation advocacy to advance civil liberties in Virginia. The senior staff attorney will serve as both lead and co-counsel on a variety of civil liberties cases, and will have substantial supervisory authority over staff and cooperating attorneys, legal fellows, paralegals, and interns. In cooperation with the leadership team, the senior staff attorney will help set priorities and develop strategies for the organization's legal work. The senior staff attorney will also participate in non-litigation advocacy to advance civil liberties and rights including legislative support, public speaking and education, recruitment of cooperating attorneys/interns/volunteers, and fundraising as necessary.

Major Job Responsibilities/Activities:

Legal:

- Investigates, develops, and litigates civil liberties and rights cases, including the demonstrated ability to conduct all aspects of factual and legal research; devise legal theory and strategy; evaluate and analyze potential claims; identify possible plaintiffs and defendants; interview clients and potential witnesses; work with experts; prepare memoranda; and draft demand letters;
- Acts as lead attorney in litigating civil liberties and rights cases in federal and state courts by drafting pleadings, motions, briefs and correspondence; conducting discovery; taking and defending depositions; arguing motions; trying cases; handling appeals; working with experts; negotiating and monitoring settlements; and pursuing attorney fee awards;
- Assists in expanding the litigation and legal advocacy docket for the legal department;
- Seeks out and cultivates pro bono relationships and relationships with cooperating attorneys;
- Manages the intake process; handles intakes; fully participates in documenting intakes in case management system; supervise the intake database administration; reviews

intake complaints for potential action; supervises paralegals, fellows, interns, or volunteers participating in the administration of the intake program;

- Drafts or coordinates amicus briefs in cases of constitutional significance;
- Monitors and oversees litigation being handled by cooperating attorneys and provides assistance when necessary;
- Ensures that all pleadings are filed timely and according to court rules;
- Develops litigation strategy with Legal Director; and
- Travels for the purposes of litigation, advocacy, and professional development as needed.

Advocacy/Public Education:

- Drafts memoranda, reports, public education materials, and legislative advocacy support materials;
- Collaborates with the Legal Director and other staff as requested to develop and present positions on current civil liberties issues;
- Acts as a resource to staff handling policy advocacy, public education, and communications.
- Collaborates in the development and implementation of integrated advocacy initiatives and strategies in which litigation is one advocacy tool;
- Helps organize legal education training and public events on civil liberties and rights;
- Serves as a spokesperson for the ACLU-VA on cases and issues as assigned for both the media and as a public speaker;
- Represents the ACLU-VA at bar functions and meeting and continuing legal education seminars; and
- Writes letters and provides public comment and testimony before state and local government and regulatory agencies on matters affecting civil liberties and rights.

Legal Program Administration & Support:

- Actively recruits and supervises cooperating attorneys, legal interns, law students, and other volunteers;
- Develops and maintains relationships with national ACLU staff and other affiliates;
- Contributes to the maintenance of the legal docket and intake database;
- Travels to attend local, state, or national meetings as necessary;
- Ensures that Executive Director and Legal Director are adequately informed of work, including, preparing reports and providing other support as needed;
- Meets with donors to discuss the legal program, as requested; and
- Develops and conducts staff training sessions, workshops, continuing legal education events, and other events on ACLU-VA issues, as appropriate.

Minimum Requirements:

- J.D. from an accredited law school;
- Admission to the Virginia State Bar or admission within six months;
- Continued good standing with the Virginia State Bar;

- Substantial litigation experience, or equivalent experience demonstrating thorough knowledge of constitutional issues and the ability to lead and supervise litigation of cases in state or federal court;
- Demonstrated ability and experience in delegating effectively to junior attorneys, volunteer attorneys, cooperating attorneys, paralegals, interns, externs, legal fellows and other staff.
- Demonstrated ability and experience in acting as lead attorney in an independent docket of cases, and supervise staff attorneys, legal fellows, cooperating attorneys, and paralegals on matters related to those cases;
- A strong and demonstrated commitment to civil liberties and civil rights, and support for the goals of the American Civil Liberties Union;
- Willingness to work beyond the normal work day or more than 40 hours per week;
- Willingness to travel as necessary;
- Demonstrated ability as an outcomes-focused, critical thinker who is also an initiator, exhibits resourcefulness and good judgment, has commitment and follow-through, possesses effective time-management and prioritization, and has a growth-mindset; and
- Demonstrated commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance; and has the ability to work with diverse individuals within the organization and broader community.

Essential Skills and Abilities :

- Self-motivated and committed to civil liberties and rights;
- Knowledge of and interest in constitutional law and civil liberties;
- Demonstrated skill at litigating independently, collaboratively, and under pressure;
- Excellent research and writing, and speaking skills;
- Ability to assimilate and synthesize quickly oral and written data, to analyze facts and draw logical conclusions, demonstrating excellent analytical skills;
- Strong interpersonal skills and willingness to function as a member of the team;
- Ability to think creatively and implement non-litigation strategies to promote objectives;
- Ability to work cooperatively on a variety of projects with lawyers, other staff members, cooperating attorneys, and with diverse organizations and coalitions;
- Capacity to work on multiple time-sensitive projects effectively, efficiently, and, as appropriate, autonomously with close attention to detail; and
- Ability to use judgment, tact, and discretion.

Desirable Attributes :

- Demonstrated leadership experience in the community, non-profit, or legal field;
- Fluency in Spanish;
- Experience or demonstrated interest in criminal justice reform issues.

Compensation and Benefits: Salary based on market factors and individual experience and abilities. Excellent benefits include paid time off, generous paid holidays, medical and dental

insurance, 401k plan, life insurance, income replacement during illness through a combination of annual sick leave, short term disability and long-term disability insurance.

To Apply: Email a letter of interest, resume, two legal writing samples, and three professional references to jobs@acluva.org. Please indicate "Senior Staff Attorney" in the subject line of your email. Please indicate in your cover letter where you learned of this job opportunity. No phone calls, please.

Alternatively, application materials may be mailed to: ACLU of Virginia, 701 E. Franklin Street, Suite 1412, Richmond, VA 23219.

Deadline: Application materials will be reviewed as received and will be accepted until the position is filled. To ensure full consideration, applicants are strongly encouraged to apply by May 26, 2017.

The ACLU of Virginia is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Virginia encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status. Persons with disabilities may request accommodations.

SENIOR ATTORNEY (BILINGUAL)
ST. FRANCIS CENTER
CATHOLIC CHARITIES OF THE ARCHDIOCESE OF GALVETON-HOUSTON
HOUSTON, TEXAS

The Senior Attorney is responsible for supervising a legal team in the provision of immigration legal services to clients served by St. Frances Cabrini Center for Legal Assistance. Legal services include community outreach and legal education, legal workshops, legal intake, legal research and individual legal representation. The Senior Attorney is expected to have and develop expertise in the immigration law as well as stay up-to-date on immigration law and policies and to provide supervision, guidance and mentorship to attorneys, pro bono counsels, caseworkers and/or law student interns

Principal Duties :

- Direct representation: Provide direct legal representation to UCs in removal proceedings regardless of eligibility for relief, maintaining an active caseload of 40-50 cases. The senior attorney will also: refer vulnerable children to social services; prepare clients for master hearings and individual hearings, asylum office interviews, state court hearings, USCIS interviews, and appeals to the Board of Immigration Appeals; write memoranda of law and briefs in support of applications and petitions filed before state court, immigration court, the BIA, and other immigration agencies. Conduct client intakes, client meetings, hearing preparation, legal research and writing, prepare and file petitions for immigration relief. Perform case management tasks on client's case and record (calendar events, maintain case file notes, correspondences, memo and case

records). Maintain case statistics, generate statistical and narrative report for internal and grant reporting purpose.

- Supervision and ongoing training/mentorship: Work under the direction of the Supervising Attorney, Assistant Director and Legal Director to provide day-to-day supervision to the legal team comprising of staff attorneys, legal fellows, pro bono counsel, caseworkers, legal clerks and interns. Initiate and/or coordinate legal team meetings and trainings addressing procedural and substantive practice issues.
- Develop expertise in general immigration law, including but not limited to naturalization, family immigration, refugee and asylee family reunification and adjustment of status, immigration protections for Dreamers, unaccompanied (refugee) minors, Central American Minors, Cuban parolees and Haitian entrants.
- Outreaches: Participate in Charlas (presenting and consultations), program and agency community education and outreach efforts (Spanish and English), particularly as they relate to issues of immigration law, providing direct information to prospective clients, attending information sessions on asylum and deportation. Work with the Supervising Attorney to evaluate program efficacy and engage in priority setting in line with community needs. Conduct legal workshops and recruit and mentor pro bono counsel in the provision of legal services. Identify policy issues and coordinate with other units within Cabrini Center and the immigration bar in advancing advocacy agenda to protect and promote immigrant rights.

Minimum Education Requirements:

- Doctor of Jurisprudence (J.D.) degree from an ABA accredited law school.

Minimum Skills and Experience Requirements:

- Licensed to practice law in Texas and is in good standing.
- Minimum of three years of practicing immigration law, with an emphasis on removal defense and working with children.
- Demonstrated experience in litigation and client advocacy.
- Fluency in Spanish and English, including speaking, reading, and writing.
- Excellent legal research and legal writing skills.
- Experience supervising attorneys and legal staff.
- Excellent verbal and written communication and negotiation skills. Demonstrated community outreach and public speaking skills, including ability to work with media.
- Strong organizational skills and the ability to manage significant caseload, deadlines, work on multiple tasks simultaneously, and work under pressure.
- Knowledge and proficiency in basic computer skills including word processing, spreadsheet, email, and database.
- Demonstrated multi-cultural skills and sensitivity. Experience working with immigrants and low-income clients.
- Ability to handle and maintain confidential information.

Other Requirements :

- Must have reliable transportation, valid Texas driver's license and valid vehicle insurance. Position requires driving in personal vehicle and/or Agency vehicle to include freeways and highways to satellite offices, job fairs, and offsite meetings and events, throughout the 10 counties Catholic Charities serves from Galveston to Richmond and surrounding towns as needed.
- Must be able to work on a flexible schedule as needed to meet work, program and project deadlines.

To Apply: please visit

<http://chk.tbe.taleo.net/chk05/ats/careers/searchResults.jsp?org=CATHOLICCHARITIES2&ws=1>

Catholic Charities of the Archdiocese of Galveston is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other legally protected characteristics. The EEO is the Law poster is available here: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>. If you need a reasonable accommodation because of a disability for any part of the employment process, please send an e-mail to hrrecruiting@catholiccharities.org or call 713-526-4611 ext. 6597 and let us know the nature of your request and your contact information.

SUPERVISING ATTORNEY
ST. FRANCIS CENTER
CATHOLIC CHARITIES OF THE ARCHDIOCESE OF GALVETON-HOUSTON
HOUSTON, TEXAS

The St. Frances Cabrini Center for Immigrant Legal Assistance team at Catholic Charities is seeking a Supervising Attorney to supervise the unaccompanied children released project and to represent unaccompanied children in removal proceedings.

The candidate that fills this position will be responsible for:

- Supervising the unaccompanied children released project
- Providing direct legal representation to Unaccompanied Children (UC) previously in HHS/Office of Refugee Resettlement (ORR) care and custody throughout the Greater Houston-Galveston area, including ten counties within the service area of Catholic Charities;
- Providing legal services to those seeking: special immigrant juvenile status, asylum, family-based petitions, voluntary departure, orders of removal and other forms of immigration relief before the Houston Immigration Court;
- Assessing eligibility for immigration benefits;
- Performing client intake interviews and consultations;
- Tracking statistical data for grant reporting purposes, reporting on case outcomes; and
- Performing on and off-site community outreach.

Requirements:

- Law degree
- Supervisory experience
- At least two years of immigration law experience
- Admitted to practice in Texas and be an attorney in good standing
- Proficiency in MS Office
- Proficiency in English and Spanish (speak, write and read); (required)
- Reliable transportation, valid TDL, and evidence of insurability

To Apply: please visit

<http://chk.tbe.taleo.net/chk05/ats/careers/searchResults.jsp?org=CATHOLICCHARITIES2&cs=1>

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IMMIGRATION SUPERVISING ATTORNEY
CATHOLIC MIGRATION SERVICES
BROOKLYN, NEW YORK

Catholic Migration Services ("CMS"), a nonprofit provider of legal services for low and moderate income residents of Queens and Brooklyn, is seeking a full-time supervising attorney for our immigration department.

The supervising attorney will supervise a team of four to six immigration staff attorneys as well as manage a caseload and counsel and represent individuals in Immigration Court, before the United States Citizenship and Immigration Services, and in Family Court in guardianship and custody hearings. The supervising attorney will also help to staff special outreach events and community-based legal clinics in Brooklyn and Queens. The supervising attorney will report to the Managing Attorney of the immigration department.

Essential Duties and Responsibilities:

- Supervise 4-6 immigration staff attorneys, including bi-weekly case review meetings and intake review meetings;
- Train immigration staff attorneys and assist with their professional development;
- Provide representation and legal advice to clients in removal proceedings;
- Represent immigration clients on a variety of immigration issues in front of USCIS and Family court;

- Track client cases and progress of applications;
- Report on outcomes and demographic information for grants; and
- Assist in outreach and educational events.

Qualifications:

- Admission to the New York State Bar;
- 5-7 years of previous experience practicing in Immigration Law is required;
- Demonstrated commitment to public interest work;
- Excellent written, oral and analytical skills;
- Fluency in Spanish language;
- Excellent organizational skills;
- Basic computer skills; and
- Demonstrated ability to take initiative and work independently.

Salary is commensurate with experience. CMS offers a competitive benefits package that includes a pension plan.

Application Instructions: Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, list of three professional references and two writing samples to: Sharone Kaufman, Managing Attorney [at Skaufman@catholicmigration.org](mailto:Skaufman@catholicmigration.org). Please include "Supervising Attorney Application" in the subject line.

CMS is an Equal Opportunity Employer and we welcome candidates from diverse backgrounds. .

IMMIGRANTS' RIGHTS LEGAL FELLOW
 COMMUNITY LEGAL SERVICES IN EAST PALO ALTO
EAST PALO ALTO, CALIFORNIA

Dates of Position: September 2017 - August 2018 (potentially renewable for a second year)

The 2017-18 CLSEPA Immigrants' Rights Fellowship is open to law graduates and attorneys with up to three years of legal experience. Previous experience and coursework related to immigrants' rights advocacy are a plus but not required for this fellowship. CLSEPA is non-profit agency whose mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We serve low-income and working class populations, predominantly communities of color in the areas of immigration, housing, employment, consumer, and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, policy advocacy, and impact litigation. CLSEPA recently established an immigrants' rights practice focusing on policy advocacy and litigation to challenge abusive and unlawful practices.

Essential Duties and Responsibilities (Training to be provided as needed): The Fellow will work closely with the Senior Immigrants' Rights Attorney and Investigator to:

- Identify issues appropriate for local and state policy advocacy and litigation in the areas of immigrant rights
- Advocate legislatively and administratively on behalf of clients and community groups
- Engage in litigation, including individual suits, class actions, and amicus briefs in state and federal court at the trial and appellate levels.
- Establish and maintain relationships with community partners, including providing advice and counsel to community groups and working with organizations to identify new potential litigation
- Attend and participate in local coalition meetings throughout San Mateo and Santa Clara Counties
- Participate in community outreach events and presentations and engage in public education and media advocacy (may require some nights and weekends)

Knowledge, Skills, & Abilities (Required):

- Open to candidates with a J.D. (with up to three years of post-graduate legal experience) and candidates who will be graduating from law school and sitting for the bar this summer
- Fluent in Spanish
- Commitment to serving low-income populations and communities of color
- Excellent written and oral communication skills
- Ability to relate to and communicate with a broad range of clients and colleagues
- Values working cooperatively with others, both within the organization and in the community

Salary: Salary is \$52,000 or higher (depending on experience). Competitive benefits package.

To Apply: Please send resume, cover letter, writing sample, and list of three references to Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Rd., East Palo Alto CA 94303 or email jobs@clsepa.org with “Immigrants’ Rights Fellow 2017 - 2018” in the subject heading. No calls please. In your cover letter, please address the following in order for your application to be considered. CLSEPA’s clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.

NEW YORK PRO BONO FELLOW
HUNTON & WILLIAMS
NEW YORK, NEW YORK

The law firm of Hunton & Williams invites qualified individuals to apply for a two year pro bono fellowship based in its New York office to commence in August 2017. Applicants must have a demonstrated commitment to a career in public interest law and be admitted to the New York State Bar. We anticipate that the fellow will focus on representing immigration clients through two referral organizations, Kids in Need of Defense (KIND) and the Legal Aid Society of New York. The fellow may also be asked to take on additional matters through other legal service providers and will partner with lawyers in the firm's New York office on pro bono cases.

The firm intends to fully integrate into Hunton & Williams the fellow, with opportunities available to the fellow for legal training, professional development and social participation that are open to associates at the firm.

Length of Fellowship Program: Two year program (August 2017 – September 2019)

Location: Offices of Hunton & Williams LLP, New York office (MetLife Building at 200 Park Avenue), Kids in Need of Defense (KIND) (1410 Broadway Ave), Legal Aid Society of New York (199 Water Street)

Reporting: Assigned to Hunton & Williams Litigation Team, reporting to a Litigation Team partner

Compensation: Salary competitive with the entry level for legal aid and public interest staff attorneys; school loan repayment program; benefits comparable with those afforded to Hunton & Williams associates

Interested applicants should apply online and upload a resume, include a law school transcript, a cover letter explaining your interest in the position and desire to explore a career in public interest law, and a list of at least three references. Admission to the New York bar is required. Applications should be submitted no later than May 31. Interviews will be scheduled in May and June in the offices of Hunton & Williams, New York. EEO/drug-free workplace/E-Verify participant/Female/Minority/Veteran/Dis ability.