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MARCH 2018
The Christian Legal Aid of DC ("CLADC") is seeking to hire a Managing Attorney, beginning as soon as possible. CLADC was formed in 2007 to provide free and low-cost legal services to low-income individuals and families, and it uses this platform to share the love of Christ. It conducts four legal aid clinics around the District each month and provides advice, services, and representation in...
landlord/tenant, child custody/support, public benefits, and expungement matters, among other practice areas. For more information about CLADC, please visit its website, www.cladc.org.

The job description below is not meant to be exhaustive, as the nature of the work requires the Managing Attorney to exhibit flexibility and innovation, but it contains the position’s primary duties and expectations.

General:

a. Relationships with CLADC members. The Managing Attorney will maintain a good relationship with the Executive Director, Office Administrator, and Board of Directors, and will report directly to the Executive Director. The Managing Attorney will also be expected to establish and maintain good relationships with other staff, supporters, clients, volunteers and donors.

b. Christ-Like Example. The Managing Attorney, relying on his or her faith and relationship with Jesus Christ, should be an example to the volunteers and other staff of loving the poor and assisting them with their legal and spiritual needs.

c. Schedule. The position is full-time, and the Managing Attorney is expected to work the hours necessary to accomplish the tasks of the position.

Program Services:

a. Legal Work. The Managing Attorney will be expected to develop and/or maintain an expertise in two to three practice areas and maintain a caseload in the designated areas (preferred practice areas include landlord/tenant, child custody/support, public benefits, expungements, estate planning, probate, and employment law); provide trainings in those practice areas on at least a quarterly or biannual basis to a group of pro bono attorneys; and supervise and provide mentorship to CLADC pro bono attorneys willing to provide brief services or extended representation in the those areas.

b. Clinics. Along with the Executive Director and Office Administrator, the Managing Attorney will ensure that CLADC’s legal aid clinics are run smoothly, particularly as they relate to the provision of legal services in the Managing Attorney’s practice areas. This will involve:

- Marketing the clinics to potential clients and organizations that may refer clients in the Managing Attorney’s practice areas;
- Attending at least two clinic dates per quarter and conducting interviews, or being available to answer questions for volunteers who conduct interviews;
- Ensuring the data from the clinics (e.g., client and volunteer attendance, etc.) is recorded and preserved properly; and;
- Seeking to grow and improve the quality of the clinics.

Miscellaneous. The Managing Attorney will also be responsible for, among other things: assisting with CLADC’s annual events, including Do More 24, Client Story Night, Faith & Law Lecture, and the Fall Fundraising Banquet; developing a familiarity with practice areas outside the Managing Attorney’s expertise but relevant to CLADC’s work; cultivating and maintaining relationships with other legal and non-legal professionals in and outside of CLADC’s network for the purpose of improving the quality and quantity of services to CLADC’s clients; referring cases to CLADC’s pro bono attorneys; developing training materials; and assisting with fundraising. The Managing Attorney will also be responsible for any other activities as may be reasonably determined by the Executive Director.
Requirements/Qualifications:

a. Acceptance of basic orthodox, ecumenical Christian beliefs—for example, as described in the Apostles’ Creed;
b. At least three to five years of experience working in a legal services or law firm setting preferred;
c. Experience in at least one or two areas of poverty law (e.g., landlord/tenant, public benefits, child custody/support, etc.) preferred;
d. Exceptional organizational, verbal and written communication, and leadership skills;
e. Self-starter with strong initiative;
f. Discipline with priorities; and
g. Membership or current eligibility for membership with the DC Bar

Salary and Benefits:

- Competitive salary commensurate with relevant experience;
- Healthcare coverage; and
- Federal holidays and paid vacation and sick leave

To Apply: Submit a cover letter, resume, and list of three references (including one pastoral reference) via email to:

Robert G. Rose, Executive Director
Christian Legal Aid of DC
907 Maryland Ave NE
Washington, DC 20002
rob.rose@christianlegalaid-dc.org

FOUR PRACTITIONERS IN RESIDENCE
CLINICAL PROGRAM
AMERICAN UNIVERSITY WASHINGTON COLLEGE OF LAW

The Clinical Program at American University Washington College of Law is looking to hire four Practitioners in Residence to start on or around July 1, 2018 for the 2018-2019 academic year. Candidates may apply for more than one position, but they must submit separate applications under each position for which they wish to apply (see list below). To learn more about the Clinical Program and the individual clinics that comprise it, please visit https://wcl.american.edu/clinical.

The application links for these positions are the following.

- Community and Economic Development Law Clinic: https://apply.interfolio.com/48678
- Domestic Violence Clinic: https://apply.interfolio.com/48679
- International Human Rights Law Clinic: https://apply.interfolio.com/48674
- Janet R. Spragens Federal Tax Clinic: https://apply.interfolio.com/48676

American University’s in-house, “live-client” Clinical Program, comprising ten (10) in-house clinics and serving approximately 220 students per year, is respected for its leadership in scholarship, development of clinical methodology, contributions to increasing access to justice for under-served clients and breadth of offerings.
The Practitioner-in-Residence Program, created in 1998, is a program designed to train lawyers or entry-level clinicians interested in becoming clinical teachers in the practice and theory of clinical legal education. Many graduates of the Practitioners-in-Residence program (over 25) have gone on to tenure-track teaching positions at other law schools. Practitioners supervise student casework, co-teach weekly clinic seminars and case rounds, and engage in course planning and preparation with the clinic’s tenured faculty. They also teach a course outside of the clinical curriculum. The Practitioner-in-Residence Program provides full-year training in clinical theory and methodology and a writing workshop designed to assist Practitioners in the development of their clinical and doctrinal scholarship.

Minimum qualifications include a JD degree, outstanding academic record, three years’ experience as a lawyer and membership in a state bar. The annual salary for the position is $90,000. American University is an EEO/AA employer committed to a diverse faculty, staff and student body.

Please contact Brian Cofilll, Faculty Coordinator, at bcoffill@wcl.american.edu or (202-274-4139) if you have any general questions regarding the application process, and Professor Robert Dinerstein, Associate Dean for Experiential Education, at rdiners@wcl.american.edu for any other questions about the positions. The positions will remain open until filled.

PRACTITIONERS IN RESIDENCE
WOMEN AND THE LAW CLINIC
AMERICAN UNIVERSITY WASHINGTON COLLEGE OF LAW

American University, Washington College of Law is seeking applications for Practitioners-in-Residence for academic year 2018-19 in one of our in-house clinics, Women and the Law Clinic. American University’s in-house, “live-client” Clinical Program, comprising ten (10) in-house clinics and serving approximately 220 students per year, is respected for its leadership in scholarship, development of clinical methodology, contributions to increasing access to justice for under-served clients and breadth of offerings.

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

Minimum qualifications include a JD degree, outstanding academic record, three years’ experience as a lawyer and membership in a state bar. The salary for the position is $90,000. American University is an EEO\AA employer committed to a diverse faculty, staff and student body.

Applications that include a curriculum vitae and cover letter should be submitted online via the InterFolio portal for the position as follows: https://apply.interfolio.com/49073

Please contact Brian Cofilll, Faculty Coordinator, at bcoffill@wcl.american.edu (202-274-4139) if you have any general questions regarding the application process or Professor Robert Dinerstein, Associate Dean for Experiential Education, rdiners@wcl.american.edu for any other questions about the positions. The position will remain open until filled.

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

FAMILY LAW SENIOR STAFF ATTORNEY
BREAD FOR THE CITY

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

Bread for the City’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 Family Law practice includes assisting parents with child support matters and representing survivors of domestic violence in Civil Protection Order and family law matters.

Position Description: The Legal Clinic seeks a Senior Staff Attorney with 4 – 7 years’ experience for its Family Law practice. The Family Law Unit consists of a dedicated team of four family law attorneys and one associate loaned from an area law firm. Specifically, we seek an attorney to work in our Domestic Violence Community Legal Services Project. The attorney will provide advice and representation to survivors of domestic violence in civil protection order, custody, child support, and divorce matters. The attorney will be responsible for supervising attorney staff, as well as pro bono attorney training and mentoring. The attorney also will conduct advocacy and outreach activities and help staff our child support court-based office and the Domestic Violence Intake Centers.

Qualifications:

- Member of the DC Bar or eligible for waiver into the DC Bar;
- 4 – 7 years of post JD legal experience;
- 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;
- Prior litigation experience;
- Prior supervisory experience;
- Ability to independently perform legal analysis and train staff attorneys in doing the same;
- Excellent interpersonal and management skills;
- Excellent organizational, analytical, and research skills;
- Ability to communicate effectively in oral and written communication;
- Excellent negotiations skills;
- Exhibit good judgment;
- High degree of flexibility;
- Sense of humor, seriously;
- Ability to work with and lead 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;
- Experience with family law and/or domestic violence law, preferably in DC;
- 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/](https://dcbarfoundation.org/lrap/).

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

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

**POLICY AND REGULATORY COMPLIANCE ATTORNEY**
**AMERICAN COATINGS ASSOCIATION**

National manufacturing trade association seeks an environmental attorney familiar with federal and state regulatory and legislative processes to work in a collaborative environment with scientific and technical professionals. Knowledge of and experience with product stewardship, extender producer responsibility, and sustainability issues are helpful. A significant portion of this position will be to advocate on behalf of a stewardship program in the state legislatures. Consequently, the ability to travel is essential. The work will also include activities at the federal level on a variety of sustainability issues, such as Green Building standards and air quality issues. Candidate should have 4-5 years’ experience and be admitted to the practice of law in at least one jurisdiction. Requisite knowledge of and ability to interpret federal and state environmental and health regulations, and communicate to non-lawyers is also essential. Requires experience with advocacy on local, state or federal level, including demonstrated ability to draft well organized, meaningful comments and testify accordingly before regulatory agencies or legislative bodies. This position reports directly to the Vice President of Government Affairs.

**About American Coatings Association:** ACA is a voluntary, nonprofit organization working to advance the needs of the paint and coatings industry and the professionals who work in it. Through advocacy of the industry and its positions on legislative, regulatory, and judicial issues at the federal, state and local levels, it acts as an effective ally ensuring that the industry is represented and fairly considered. The association focuses on advancements in science and technology through its technical conferences and journals, and offers essential business information to members through its publications, surveys, and business programs.

**Minimum Education Required:** J.D.

**How to Apply:** Please send resume, persuasive writing sample, and salary requirements to H. McAuliffe at 901 New York Avenue, NW, Suite 300 West, Washington, DC 20001 or jobs@paint.org.
STAFF ATTORNEY
CAIR COALITION

CAIR Coalition is hiring a Staff Attorney to represent and safeguard the rights of detained immigrants found mentally incompetent by an Immigration Judge. Through the National Qualified Representative Program (NQRP) CAIR Coalition has been appointed counsel for detained immigrants determined to be legally incompetent in immigration court. Incompetency is a legal standard that an Immigration Judge determines after reviewing indicia that an immigrant has mental health disability that affects her ability to represent herself without counsel in court.

Once appointed, the staff attorney would represent clients on a range of defenses from asylum, cancellation of removal, voluntary departure, and even deportation. An attorney in this position provides direct representation to detained adult men and women with mental health conditions and/or intellectual disabilities in immigration removal proceedings.

The Staff Attorney will be supervised by a senior attorney who has experience representing detained immigrants with mental health disabilities. The Staff Attorney will also be supported by CAIR Coalition’s volunteer social worker and intern who can assist on post-release plans (connecting the client to community services such as housing, medical care, and other benefits as needed), and work with mental health professionals and other experts necessary for the clients’ case.

Duties Include:

- Representation in removal proceedings before the Arlington or Baltimore Immigration Courts on requests for custody redetermination (bond) and/or individual merits hearings;
- Representation may also include appellate proceedings before the Board of Immigration Appeals (BIA) and case-related work involving the services described above before United States Citizenship and Immigration Services (USCIS);
- Representation may also include pursuing post-conviction relief directly related to the above services;
- Advocacy and assistance with other holistic services reasonably necessary to prepare a “post-release plan” for release from Department of Homeland Security (DHS) custody (ex., efforts to connect the respondent to community-based mental health care, housing, or other community resources once out of DHS custody);
- Comply with data and program reporting requirements to keep track of case progress;
- Use shared databases effectively and communicate with team in a fast-paced environment.

Qualifications:

- Juris Doctorate degree required;
- A valid driver’s license;
- Proficiency in Spanish is preferred, but applications for non-Spanish speakers will be considered;
- Experience working with detained immigrants or other incarcerated populations;
- Experience and/or interest working with individuals with mental disabilities preferred, our organization will also provide training on working with this population;
- Strong litigation experience and/or oral advocacy skills;
- Strong legal research and writing skills;
- Demonstrated ability and/or willingness to zealously pursue new and untested legal theories; and
- Demonstrated ability to take initiative and work under pressure.
**Benefits:** Competitive and comprehensive benefits package

**Level of Language Proficiency:** Proficiency in Spanish is preferred, but applications for non-Spanish speakers will be considered.

**Minimum Education Required:** J.D.

**How to Apply:** Please send resume and cover letter to HR@caircoalition.org with the title NQRP Staff Attorney

**STAFF ATTORNEY**  
**FAIRFAX COUNTY PUBLIC SCHOOLS**

Serves as a junior level attorney for FCPS.

**Qualifications:** Juris Doctorate from an accredited law school with membership in, or eligibility for, the Virginia State Bar, plus a minimum of three years of progressive experience, with expertise preferred in one of the following areas: public school legal issues, constitutional law, Virginia Freedom of Information Act, Family Educational Rights and Privacy Act, intellectual property, student rights, custody, educational rights, employment, civil rights, real estate, local government, procurement, contract, litigation, or tort law. Ability to communicate effectively, both orally and in writing. Ability to develop effective working relationships with senior FCPS administrators and community and governmental leaders.

**To Apply:** Apply online.

**STAFF ATTORNEY**  
**AMERICAN BAR ASSOCIATION**

The American Bar Association (ABA) Center for Human Rights is seeking an experienced Russian Speaking Staff Attorney to join the Eastern Europe and Eurasia division of the Justice Defenders Program. Candidates with substantial experience living and working in Eurasia are encouraged to apply. All applicants must have authorization to work in the United States. The ABA does not sponsor visas. Russian fluency is required, knowledge of other Eastern European languages is a plus.

**Background:** The Justice Defenders Program provides pro bono legal assistance to human rights advocates working in difficult environments and vulnerable circumstances by:

- Advising on, and raising public awareness of, sensitive trials and cases;
- Connecting pro bono lawyers with requisite expertise with local lawyers to provide advice on international law standards, share best practices, and assist in developing advocacy and litigation strategies; and
- Observing trials that have garnered local, regional, or international attention and/or have the potential of changing the law, for better or worse, within the country, and providing analysis of those trials.

The Justice Defenders Program’s global reach enables it to help human rights defenders in virtually any country. The Program is sensitive to varied political and factual circumstances and its assistance is tailored to realities “on the ground.” With experienced staff and a dynamic network of pro bono lawyers at the ready, the Program can respond rapidly to acute crises or take on long-term projects as needed.
Job Description: The staff attorney will report directly to the Deputy Director of the Justice Defenders Program.

Responsibilities shall include:

- Outreach and Maintenance of Regional Human Rights Defender Network: The staff attorney shall develop and maintain relationships with human rights advocates abroad.
- Case Management: The staff attorney shall vet potential cases, conduct preliminary assessments of legal issues, place the case with pro bono counsel, manage the observation of trials and coordinate the provision of pro bono legal assistance.
- Research and Writing: The staff attorney shall conduct legal and other research and write memoranda, speeches, and articles, including for publication. The staff attorney shall analyze laws, regulations, policies, and court rules and provide substantive advice and information to the Director.
- Counsel: The staff attorney shall serve as the resident expert(s) on matters related to their region (see list above) and shall be expected to remain up to date on pertinent developments in regional law, politics, and human rights.
- Programmatic Support Activities: The staff attorney will be responsible for website maintenance, social media, contract drafting, reimbursements and other programmatic activities, as required.
- Please note staff attorneys are expected to travel up to 25% of the time. Staff attorneys shall be expected to begin immediately, and no later than one (1) month after notification of their successful application.

Qualifications: The successful candidate(s) will have: a) a minimum of zero (0) to three (3) years of legal experience, post-graduation (J.D. or equivalent), b) a minimum of one (1) year of legal experience gained in a foreign country and/or a minimum of one (1) year of criminal litigation experience; c) excellent communication, analytical, and writing skills; d) strong interpersonal skills in a multi-cultural environment with sensitivity and respect for diversity. Russian fluency is required, knowledge of additional Eastern European languages is plus. In addition, candidates with grant writing and management experience and/or experience in communications are highly encouraged to apply. J.D. or equivalent degree is required.

Compensation: Compensation shall be commensurate with experience.

To Apply: Apply online.

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

STAFF ATTORNEY/CHIEF COUNSEL
AMERICAN BAR ASSOCIATION

The Criminal Justice Section Standards Director guides the development of ABA Criminal Justice Section policy from development through passage by the House of Delegates. The Director is primarily responsible for the development of the ABA Criminal Justice Section Standards. The Standards are a 50 plus year project guiding policymakers and practitioners working in the criminal justice arena in a variety of topic areas. The Standards Director also serves as a policy resource for the ABA on criminal justice issues, including development of amicus briefs.

Job Summary/General Purpose of Job: Does substantive legal work and may manage a grant funded project or provide substantive support to an ABA entity. May manage that entity. May be
supervised by another attorney and frequently supervises more junior attorneys and/or other staff. Includes legal research, writing, speaking, provision of technical assistance, and may include grant development and/or fundraising.

**Education:** Doctor Degree (JD, PhD)

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

**To Apply:** Apply online.

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

**LEGAL COUNSEL/DEPUTY COMMISSIONER**
**COMMISSIONER OF REVENUE FOR ARLINGTON COUNTY, VIRGINIA**

The Commissioner of Revenue for Arlington County, Virginia, is seeking an experienced attorney to serve as Legal Counsel/Deputy Commissioner of Revenue. This position will be responsible for providing legal guidance and interpretations of law to the Commissioner of Revenue, her deputies, and other office personnel.

The Commissioner of Revenue is an independent elected official and is the tax assessing officer for the County for all property (with the exception of real estate) such as business property, personal property and vehicles. In addition, the Commissioner's office is responsible for administering the County's business taxes, including the business license (BPOL) tax and various custodial taxes (e.g. the county meals tax, short-term rental tax and transient occupancy tax.) The Commissioner is responsible for assuring that all taxes are assessed according to law in a fair and equitable manner.

**Specific duties of the Legal Counsel include:**

- Analyzing tax assessment issues and suggesting resolutions;
- Suggesting and reviewing proposed changes to state laws and county ordinances;
- Interpreting statutes and court decisions;
- Drafting final determinations of administrative tax appeals and responding to subsequent appeals of such determinations to the Virginia Tax Commissioner; and
- Representing the Commissioner in Court as required.

The ideal candidate will have the following:

- Confidence, patience and excellent communication skills to interact with citizens, taxpayers, attorneys, accountants and public officials; and
- The ability to represent the Commissioner and the office in professional organizational meetings (both of attorneys and other tax assessing offices), public presentations and in interactions with stakeholders.

**Selection Criteria:**

**Minimum Qualifications:** Graduation from an accredited law school and admission to the Virginia State Bar; PLUS, three years’ experience as a practicing attorney handling government complex legal matters, preferably including at least one year experience in taxation.
Desirable: Preference may be given to candidates with experience in the following areas:
- Local government law;
- Providing advice to elected officials, councils or boards; and/or
- Course work and/or experience in taxation, finance, accounting.

To Apply: Interested parties should submit a resume and cover letter by mail or email to:

Ms. Anne M. Biedscheid
Chief Deputy Commissioner of Revenue
2100 Clarendon Blvd, Suite 200 Arlington, VA 22201
703-228-3033

Or email to abiedscheid@arlingtonva.us

STAFF ATTORNEY
MARYLAND LEGAL AID

The Baltimore City Administrative Law Unit office announces a full-time staff attorney position for qualified applicants.

Duties: Handle all functions related to case work in a high-volume, general administrative law practice in Baltimore City from intake through representation of clients before administrative tribunals, District, Circuit and federal courts, and all relevant agencies, etc. Work with other attorneys, law graduates, paralegals, social workers and students on cases or projects. Active membership in Legal Aid Task Forces is required. Maintain case files in accordance with Legal Aid Bureau standards. A significant amount of legal writing is required.

Screen clients for eligibility and make referrals, as appropriate. Conduct preliminary and subsequent interviews with clients. Conduct factual investigation and analysis, and legal research. Advise clients of results of investigation and research and counsel clients about their options. Prepare pleadings, including but not limited to, complaints, answers, memoranda of law, briefs, etc. Develop case theory and strategy for the representation of clients. Prepare cases and represent clients in negotiations, hearings, trials and appeals. Work with various community groups and accept speaking engagements as assigned by supervisor. Continue professional development and education through attendance at Legal Aid sponsored training and other programs. Staff attorneys are encouraged to participate in special projects, community outreach, and task forces. Perform other duties, as assigned within the scope of the essential functions of the position.

Case types include disability of various sorts, public benefits such as Medicaid, Food Stamps, Temporary Cash Assistance, TDAP, Social Security Disability and overpayments, unemployment, employment law including wage claims and Family Medical Leave, education law and appeals of all case types, expungement.

Qualifications: Admitted to practice in the State of Maryland, or admitted in another jurisdiction and eligible for admission in the State of Maryland. Out-of-State attorneys must be able and available to take next scheduled bar exam following date of employment. Spanish language proficiency desirable.

To Apply: https://workforcenow.adp.com/jobs/apply/posting.html?client=legaidbeu1&jobId=199930&lang=en_US&source=CC4
The Assistant Director of Career Services will assist the Career Services Director with developing and implementing all office services, including student and alumni counseling, programming, and employer outreach and administration. The Assistant Director will report to the Director.

**Essential Duties and Responsibilities**

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

**Other Duties:**

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

**Minimum Job Requirements:** Juris Doctor and at least three (3) years of legal practice experience is required. Current bar membership preferred but not required.

For more information and to apply, please visit:
http://udc.applicantstack.com/x/detail/a2hbyxhf3m4j/aahj

**LEGAL AID ATTORNEY**

**LEGAL COUNSEL FOR THE ELDERLY**

Founded in 1975, Legal Counsel for the Elderly champions the dignity and rights of vulnerable Washington, D.C. seniors, 60 and older, providing free legal and social work services to those in need — empowering, defending and protecting.

LCE staff help 6,000+ clients each year in many areas of civil law. Attorneys represent seniors facing foreclosures, evictions, and consumer fraud. LCE handles Medicaid and Social Security cases, provides benefits checkups to assure that seniors and Veterans are receiving the benefits they are due, prepares Wills and Powers of Attorney, and educates elders in ways to avoid Medicare and Medicaid fraud. Clients come to LCE directly through the LCE Legal Hotline, they are referred by partner organizations and the courts, and LCE attorneys, plus its more than 800 volunteers, are regularly in the community
meeting elders at senior centers and faith-based organizations. LCE also accommodates homebound seniors by providing legal services in their homes.

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

Summary Statement: Provides legal representation and counsel to eviction prevention clients of AARP Legal Counsel for the Elderly (LCE), often in collaboration with social workers.

Responsibilities:

- Provides in-depth representation and/or timely accurate information, legal advice, referral, self-help materials, and guidance to elderly tenants of public and subsidized housing and rent control housing. Litigation is of average to greater complexity, in both courtroom (Superior Court Civil and Landlord/Tenant Branches) and administrative (Office of Administrative Hearings, District of Columbia Housing Authority).
- Refers cases to other appropriate projects of LCE (e.g., Consumer Unit, Pro Bono Project, Public Benefits/General Services Unit) or the legal and social service community for follow up.
- Engages in community outreach and education events at residential buildings, government agency events and other outreach events.
- Maintains a high quality of legal practice as measured by regular case reviews, outcomes achieved, lack of substantiated grievances, and responses from client satisfaction surveys.
- Prepares educational materials, grant reports, and trainings, as needed.
- Maintains accurate, contemporaneous, and complete records concerning cases handled.
- Provides guidance, refers cases, and monitors work of volunteer attorneys and paralegals on assigned cases. Provides back-up support and technical assistance to the legal hotline, outreach program, pro bono panel, long-term care ombudsman program, less experienced staff, and other projects, as assigned.
- Attends continuing legal education courses.
- Develops and implements plans for systemic law reform projects for older D. C. residents. Participates on committees with other legal service advocates, social workers, professionals, clients, and community members, with the purpose of working on larger issues affecting our client community.
- Writes articles for journals and other periodicals and/or preparation of how-to manuals, as appropriate.
- Possesses a demonstrated interest in public interest law, particularly work with elderly tenants.

Requirements:

- Completion of a Juris Doctorate degree and member of the DC Bar (or DC Bar eligible) and a minimum of 2 years legal experience, preferably in a legal services setting (clinical experience may count toward this requirement).
- Strong problem solving and multi-tasking skills required, including interdisciplinary social work/legal collaboration.
- Demonstrated commitment to poverty/public interest law with-lowincome elders.
• Knowledge of the District of Columbia legal and social service communities a plus.
• Commitment to the goals and priorities of AARP.
• Good organizational and communication skills.
• Amenability to local travel, including client home visits.
• Spanish speaking a plus.

Benefits Offered: ARP offers competitive benefits with a 401K, 100% company funded pension plan, health, dental, vision and life insurance, STD/LTD, paid vacation and sick, and other benefits.

To Apply: Apply online.

AARP is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. AARP does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.
• Required: Membership or eligibility for membership in the DC bar.
• Required: Ability to communicate and build rapport with individuals who have extensive trauma histories, serious and persistent mental illness, and criminal justice involvement, and who are predominantly low-income people of color.
• Required: Ability to communicate and work effectively as a proactive member of an interdisciplinary team. Demonstrated competence in verbal, written, organizational and prioritization skills. Strong problem-solving skills and ability to troubleshoot challenging situations and creatively advance civil rights protections.
• Required: Ability to pass criminal background check required by the BOP and DOC.
• Preferred: Experience working within a social justice or civil rights organization, or for a criminal defense law office, particularly one that serves homeless or incarcerated individuals.
• Preferred: Familiarity and/or experience with SSI/SSDI eligibility and application process.

How to Apply: All applicants must briefly respond to the following three questions within a cover letter or in a separate essay (maximum 2 pages total):

• What are your personal or professional motivations behind working in the criminal justice/disability rights field?
• What do you believe is one problem in the criminal justice system that could benefit from more advocacy reform?
• What do you believe is one problem in the behavioral health system which could benefit from more advocacy reform?

Please send your responses together with a resume and list of references electronically no later than March 15, 2018 to:

Tammy Seltzer, Director
DC Jail & Prison Advocacy Project
University Legal Services
tselzer@uls-dc.org
No calls please

Applications will be considered as soon as they are received.

ULS values diversity of culture, disability and other life experiences, and is an equal opportunity employer by choice. People with personal experience in the criminal justice system and/or behavioral health system are welcome and encouraged to apply.

JD/BAR NOT REQUIRED

PUBLIC POLICY ASSOCIATE
CENTER FOR PUBLIC REPRESENTATION

The Center for Public Representation is a national advocacy organization that uses legal strategies, advocacy, and policy to promote the integration and full community participation of people with disabilities and all others who are devalued in today’s society. Through its systemic advocacy over the past four decades, the Center has been a major force in ensuring that people with disabilities across
The Center is seeking a public policy associate in its Washington, D.C. office. With the creation of its D.C. office in 2016, the Center has taken a leadership role in the disability community's advocacy related to critical issues like Medicaid and access to healthcare, community integration, employment of people with disabilities and inclusive education. The Center engages in federal policy advocacy with Congress and federal agencies and by working with state grassroots advocates to impact and implement federal policies in their states. It participates and plays a leadership role in numerous coalitions with other disability, healthcare, and civil rights advocates. The Center is seeking a public policy associate to expand and help lead the D.C. office’s public policy work.

**Major Job Responsibilities:**

- Help design and lead public policy initiatives
- Identify public policy strategies and priorities, together with the Director of Advocacy and Executive Director
- Participate in and lead meetings with members of Congress and help plan Congressional briefings
- Participate in and help lead coalition meetings and meetings with advocacy partners
- Draft public policy documents
- Help lead grassroots advocacy initiatives
- Assist communications staff with policy-related communications, including assisting with website, social media, and media
- Assist development staff with fundraising for policy work

**Required Job Qualifications:**

- Completion of a bachelor's degree and at least two years' experience in any of the following areas: disability advocacy, healthcare policy, social justice advocacy, Hill experience, and/or disability or civil rights law
- Ability to work independently and as a team player
- Ability to take initiative, manage multiple tasks and projects, and work in fast-paced environment
- Demonstrated commitment to people with disabilities and/or social justice
- Excellent writing and communication skills
- Working knowledge of Word, Excel, and PowerPoint
- Some travel required

**Preferred Job Qualifications:**

- Knowledge about Medicaid, policies regarding home and community-based services, disability employment policy, and/or the Americans with Disabilities Act strongly preferred
- Hill experience
- Relationships with other national disability, healthcare and civil rights organizations
- Experience leading or working in coalitions
- Experience with public speaking
- Experience with grassroots engagement
- Communications experience, including working on websites and with social media, strongly preferred
- Fundraising experience
- Creative, with an entrepreneurial spirit
- Law degree or other relevant advanced degree not required but a plus

**Compensation and Benefits:** The Center offers a highly competitive salary, based on experience. It has an excellent and unique benefit package that includes health benefits; 403(b) retirement plan; paid vacation, sick and family leave; and an onsite gym. The Center has a strong commitment to mentoring and offering training opportunities to its staff.

**How to Apply:** Please send a cover letter, resume, two writing samples, and three professional references to Alison Barkoff, Director of Advocacy, at abarkoff@cpr-us.org, with “Application for Policy Associate” in the subject line. Applications will be accepted and reviewed immediately. The position will remain open until filled.

The Center is an equal opportunity employer and highly values diversity in its staff. Persons with disabilities, people of color, and people from other diverse background are strongly encouraged to apply.

**CHIEF DEVELOPMENT OFFICER**
**CAMPAIGN LEGAL CENTER**

The Chief Development Officer will be instrumental in leading the Campaign Legal Center to meet its current annual fundraising goals, while continuing to grow and diversify its funding base. This individual will be responsible for formulating and implementing an overall development strategy that includes a robust foundation portfolio (representing 90% of CLC’s annual revenues), a growing major donor program and online fundraising presence, and enhancing an organizational culture of philanthropy. The Chief Development Officer will supervise two Development staff, oversee and manage day-to-day development operations, and engage staff and board in expanding revenue streams to support current and new initiatives. The CDO is part of the senior management team and will report to the President and the Vice President of Litigation & Strategy.

**Responsibilities:**

**General Development Strategy and Implementation:**
- Develop a comprehensive development strategy, including annual and longer-term revenue goals and plans to diversify and increase organizational budget from foundation and individual donors (major donor, smaller-level donors, online, etc.), as well as other appropriate sources.
- With Communications, lead and engage senior management team in developing effective, coordinated development messages and campaigns for new and broader donor audiences.
- Support and mentor Board, leadership, and staff in their development efforts.
- Foster a culture of philanthropy throughout the organization that educates and effectively engages staff and board members in the development process.
- Serve as a member of the senior management team and provide key development insights as CLC’s programmatic goals are crafted

**Foundations:**
- Work with Foundations Manager and senior team to craft annual foundation philanthropic goals and implementation strategies.
- Manage key foundation relationships as appropriate, including outreach and substantive presentations to prospective funders about CLC’s current programs and future projects.
- Oversee the Foundations Manager’s work in stewarding current foundation funders and identifying and securing new foundation support.
• Coordinate, develop and track budgets and budget narratives with relevant CLC staff and Foundations Manager for existing and proposed grant projects.

Individual and Major Donors:
• Work with CLC senior leadership team to formulate yearly individual donor philanthropic goals and implementation strategies.
• Lead efforts to identify and secure new donors at all levels.
• With the President, Vice President, and other relevant staff, maintain and strengthen relationships with current donors to increase gift size, frequency and retention through individualized stewardship, donor events, social media, online and direct mail streams and informal communication.
• Support President, Vice President, other staff and board members in their efforts to build and strengthen donor and prospect relationships and soliciting gifts.
• Build and hold direct relationships with appropriate prospects and individual funders.

Board Relations:
• Prepare development reports including plans, accomplishments and challenges for the President in advance of board meetings.
• Coach, support and encourage the Board’s development efforts.

Management and Administration:
• Supervise and strengthen the capacity of the Development team.
• Coordinate all development activities with staff and track progress against annual development work plan and calendar.
• Manage and strengthen development processes, infrastructure and systems, including recordkeeping, database management, gift acknowledgments, renewals, mailings and calendar.
• Develop an annual budget for development department and work with the finance department to develop an annual organizational budget and track progress against revenue goals.

Qualifications:
• Bachelor’s degree or higher.
• A minimum of 7-10 years of senior development experience.
• Mission-driven, creative results-focused, with a deep commitment to a fair and just democracy.
• Demonstrated experience in managing and implementing a successful, comprehensive fund development program and preparing an annual development work plan and calendar to achieve goals for an actively evolving organization.
• Hands-on fundraising experience in the policy, research, legal and/or democracy building arena is preferred.
• Experience with coordination and preparation of organizational and project budgets.
• Demonstrated success in identifying and securing new foundation grants of five-figures and up.
• Demonstrated success with generating increased funds from individual donors, both major donors ($10,000 and higher) and annual appeals, through a coordinated, strategic approach. Knowledge of planned giving and experience with online fundraising preferred.
• Hands-on experience with one or more donor databases/software, such as DonorPerfect, Raiser’s Edge, etc., as well as with Microsoft Office suite and QuickBooks. Experience with wealth screening software preferred.
• Understanding of and experience with digital fundraising landscape and approaches.
- Demonstrated success in arranging for organizational leadership to meet with prospective donors, successfully preparing them for those meetings and determining follow-up steps.
- Demonstrated success in developing and implementing strategies to engage prospective donors and audiences, retain current donors and move them to increased giving levels.
- Exceptional writing skills, especially for grant proposals, reports and related fundraising materials.
- Strong oral communication, relationship building and “people” skills.
- Honed organizational skills, ability to manage multiple deadlines simultaneously and work independently.
- Direct experience working with nonprofit boards is preferred.
- Ability and availability to travel.

**To Apply:** CLC has engaged S+R Consulting to undertake the search for this position. In one document (PDF preferred), please send to jobs@srconsultingsolutions.com: a cover letter that includes how you heard about the position and provides your salary requirements, along with your resume. Please use the following subject line: CLC-CDO-[insert your last name].

No phone calls please. Applications will be reviewed on a rolling basis. Only qualified candidates will be contacted after submitting a full application.

The Campaign Legal Center (CLC) is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services and benefits.

**COMMUNICATIONS AND DEVELOPMENT ASSOCIATE**

**PRO BONO INSTITUTE**

Established in 1996, Pro Bono Institute (PBI) is a nonprofit organization with a mandate to explore and identify new approaches to help the poor and disadvantaged who are unable to secure legal assistance to address critical problems. PBI identifies and develops innovative programs and undertakes rigorous evaluations to ensure that these new approaches are workable and effective.

The Communications & Development Associate will work with the Director of Communications and the Director of Development to develop and implement a comprehensive marketing and communications strategy for the organization involving events, hardcopy and electronic print materials, and digital communications (websites and social media). The Associate will also support PBI’s fundraising efforts, including drafting materials and internal administration. The position requires significant communications and technology experience, with exceptional writing, editing, and proof-reading skills, and the ability to research and analyze data and communications metrics. The Associate must be creative, organized, energetic, and detail-oriented, with the ability to multitask, and work closely with a variety of personalities.

**Responsibilities include, but are not limited to:**

**Under the direction and guidance of the communications and development directors:**

- Draft written materials including press releases, marketing emails, publications, and web content for two websites, social media accounts, and regular blog posts;
- Layout, edit, and manage the production of PBI’s bi-monthly electronic newsletter;
- Edit and proof-read written materials drafted by Law Firm Pro Bono Project and Corporate Pro Bono project staff, including reports, white papers, publications, collateral, and other materials.
• Manage an editorial calendar for both internal publications and external outreach, as well as podcasts and video interviews;
• Develop text and graphic templates for email blasts and presentation materials;
• Perform basic graphic design work to supplement PBI's professional design work;
• Craft and implement creative, multi-faceted social media strategies for pro bono advocacy and education, positioning PBI as a thought leader on core social channels;
• Maintain PBI’s social media platforms through dynamic community engagement strategies;
• Record and edit regular podcasts;
• Support communications and development efforts through regular and focused analyses of data and metrics;
• Provide marketing support for development efforts, including engagement strategies with key supporters, and assisting with donor letters and donor database entry;
• Update and maintain fundraising records in iMIS database, and contact lists for development communications;
• Research foundation, state, federal, and corporate grant opportunities, and assist with the development of grant proposals and reports;
• Monitor analytics and develop targeted reports on web platforms, social media, and fundraising campaigns, to increase engagement of key constituencies.
• General administrative support, as needed by operations staff.

Qualifications:

• Bachelor’s degree required; English, communications, marketing, or journalism major preferred;
• 3-5 years work experience in communications, marketing, development or related role;
• Must be comfortable using and managing social media (Facebook, Twitter, Instagram, YouTube, LinkedIn) in a professional capacity with minimal instruction;
• Exceptional writing and proofreading skills, with a strong attention to detail;
• Expert understanding of grammar, punctuation, and fundamentals of writing and the ability to edit accordingly for internal and external audiences;
• Prior experience with the Adobe Creative Suite (particularly InDesign and Photoshop) strongly preferred and comprehension of HTML and CSS a plus;
• Proficiency in MS Office and a working knowledge of databases (iMIS preferred);
• Must be tech savvy and eager to learn new software independently or with minimal instruction;
• Audio/video/photo editing proficiency preferred;
• Ability to work under pressure and meet deadlines in a timely manner;
• Creative thinker with an upbeat, can-do attitude, able to work in a highly collaborative workplace;
• A strong commitment to PBI’s mission of promoting access to justice.

How to Apply: Applicants should submit a resume and cover letter describing your relevant experience, qualifications, salary requirement and interest in the position, as well as a list of references and three brief writing samples (no more than 500 words each) from previous work experience to:

Mr. Chris Niebling
Operations Manager
Pro Bono Institute
1001 G St. NW
Suite 305 West
Washington, DC 20001
jobs@probonoinst.org
NOTE: Please attach copies of your writing samples (links will not be read). No phone inquiries, please. Resumes will be reviewed as they are received.

This is an excellent opportunity to grow in an evolving position.

**LEGAL ASSISTANT**

**CAPITAL AREA IMMIGRANTS’ RIGHTS COALITION**

The Capital Area Immigrants’ Rights (CAIR) Coalition seeks a legal assistant in our Detained Adult Program to support the provision of legal services to noncitizens held in Immigration and Customs Enforcement (ICE) custody throughout Virginia and Maryland, with a primary focus in Maryland. The Detained Adult Program provides services ranging from know your rights workshops to direct representation to placement of individuals cases with pro bono counsel. The legal assistant supports all members of the Detained Adult Program staff in preparing for visits to area detention facilities, conducting research on individual cases, and facilitating the Program’s pro bono placement project. This position will report to a staff attorney in the Detained Adult Program team focusing on services in Maryland.

**Job Responsibilities:**

- Participates in and coordinates preparation for daylong visits to jails and detention facilities primarily located in Maryland, to provide legal services to immigrant detainees.
- Performs Know Your Rights presentations and conducts individual intakes with detained adult immigrants in English and Spanish at facilities with a housing contract with ICE.
- Assists staff and another legal assistant in the logistics for the recruitment and training of volunteers to staff jail visits, the jail hotline, and translation/interpretation volunteer work.
- Participates in intake review, additional case research and preparing cases for pro bono placement. Provides follow-up after intakes to evaluate detainee eligibility for relief from removal, including legal research, securing criminal records and obtaining additional information from family members.
- Conducts administrative tasks, including database maintenance and reporting to funders.

**Qualifications:**

- Bachelor’s degree.
- No experience necessary, but preference will be given to those with knowledge of immigration issues, particularly as they pertain to removal and detention.
- Written and oral Spanish proficiency required; fluency preferred.
- Excellent written and spoken communication skills.
- Strong organization and time management skills.
- Driver’s license required.
- Ability to pass a government background check required.
- Must be willing to travel to detention centers throughout the state of Maryland, including with early travel departures beginning at 5 am.

**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 and resume to hr@caircoalition.org with the words “DAP Legal Assistant” in the subject line. No phone calls please.
Deadline: Accepting applications on a rolling basis, with early applications strongly preferred.

DIRECTOR
TRUST FOR AMERICA’S HEALTH

As one of the nation’s leading public health advocacy organizations, the Trust for America’s Health (TFAH) is dedicated to saving lives by protecting the health of every community and working to make disease prevention a national priority. Since its founding in 2001, TFAH has been at the forefront of developing and advancing policies to improve the public health system. TFAH’s strategic agenda focuses on ensuring and strengthening sufficient and sustained resources for an improved core public health system; improving the integration of the public health and health care systems to achieve better results in reducing health problems and delivering value-based results; and building partnerships and collaboration across sectors to promote effective approaches to address the social determinants of health. The organization is deeply committed to working to close the health gaps across racial, ethnic, geographic, and economic disparities.

TFAH has built an exceptional reputation by defining a vision for a new era of public health – bringing together incisive, science-driven analysis with innovative, yet pragmatic ideas for policy change. The organization regularly issues a hallmark set of high-visibility issue reports that have redefined and advanced public health issues; convenes top experts and partners with diverse views to rethink and advance priority areas; builds partnerships and coalitions to achieve mutually-beneficial goals; and serves as a strong, credible, non-partisan “go to” thought leader on public health issues for policymakers, media, partners, and the public.

With exciting new partnerships, organizational growth, and funder relationships, TFAH now seeks a new Director of Strategic Communications and Policy Research who will provide expert leadership to the organization’s policy research and communications initiatives. The new Director will develop an innovative policy research and communications plan that is grounded in TFAH’s evidence-based approach and furthers its sector wide thought leadership role, pairing cutting edge policy research with pragmatic, forward thinking policy recommendations. The new Director will serve as lead author of TFAH’s major reports, briefings, and analysis, and lead its communications team, identifying and designing the most effective vehicles for TFAH’s policy analysis that lead to impactful public health policy change. The new Director will be a seasoned communicator in public health policy and advocacy, and a creative and innovative thinker who understands how to translate complex research for a wide variety of audiences and platforms. S/he will bring a strategic approach to integrated communications and policy research, and the team orientation to advance TFAH’s mission and the field of public health broadly. A Master’s degree in public health, policy, or communications and 10-15 years relevant experience are required.

To Apply: Trust for America’s Health has retained the services of Nonprofit Professional Advisory Group in this recruitment. For a full position description, please visit:
http://nonprofitprofessionals.com/job/tfah-dir/

Applications, including a cover letter, describing your interest and qualifications, your resume (in Word format), salary expectations, and where you learned of the position should be sent to: TFAH-DIR@nonprofitprofessionals.com.
GRANTS MANAGER
AYUDA

Ayuda is a 501 (c)(3) non-profit organization dedicated to providing direct legal and social services, education, and outreach to low-income immigrants in the Washington, DC metropolitan area. Through its offices in Washington, DC and Falls Church, VA, Ayuda has amassed a 45-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.

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?

- Manage and develop process to centralize the writing, managing and reporting of grants across the organization
- Serve as the lead person on centralized grant writing, reporting and management
- Manage the reporting databases (including LegalServer and Salesforce) and contribute to the development of data management, collection, reporting and program evaluation capacities
- Identify, develop and write highly competitive grant proposals, and support other Ayuda team members in grants that they write
- Monitor progress of grant-funded projects to ensure successful implementation in accordance with grant contract terms
- Support the Executive Director and development team in all aspects of grant management, including coordinating site visits, maintaining grant-related content, and ensuring timely processing of secured grant funding
- Support the work of the Executive Director and the Director of Development to connect to current and new grant funders
- Other duties as assigned.

How do you know if you can do this job?

- Deep commitment to the mission and work of Ayuda
- Ability to write and submit clear, structured, persuasive grant proposals that are competitive at the regional, state and national level
- Excellent written, verbal and organization skills
- Ability to thrive working both independently and as part of a team
- Commitment to quality and to continuously increasing skills, knowledge and effectiveness
- Demonstrated ability to take the lead on a diverse number of projects and to meet deadlines with limited supervision
- High level of computer literacy
- Experience with data management and integration
**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.

**To Apply:** Please apply with resume and cover letter here: [https://www.jsco.re/1sj2-](https://www.jsco.re/1sj2-). Writing samples may be requested.

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

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

Ayuda’s dedication to social justice means that all positions will be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds.

**PROGRAM ASSOCIATE**

**ANNIE E. CASEY FOUNDATION**

The Foundation seeks a professional with experience in the juvenile justice field to join its Juvenile Justice Strategy Group (JJSG). This program associate will help to accelerate and deepen Foundation efforts to reduce confinement; expand and strengthen community-based practices and alternatives; advance racial equity; and close and replace youth prisons. Among other responsibilities, this program associate will support senior Foundation staff to implement multistate initiatives, conduct assessments with state and local juvenile justice agencies and produce qualitative and quantitative analyses.

Program associates support and coordinate major bodies of work overseen by senior associates. Based on available opportunities and demonstrated capability, program associates manage grants and lead specific pieces of work under the supervision of a senior associate or the director.

**Qualifications**

- Minimum requirement of a bachelor’s degree in a human services field along with three or more years of related experience, ideally holds a graduate degree
- Lived experience with the juvenile or criminal justice system can be substituted for one to two years of work, depending on the nature of the lived experience
- Graduate degree in a related field can be substituted for two years of work experience
- Deep interest in promoting positive youth development

**For more information and to apply, please visit:**
COMMUNICATIONS MANAGER
POVERTY & RACE RESEARCH COUNCIL

The Poverty & Race Research Action Council (PRRAC) is a non-profit civil rights law and policy organization based in Washington, D.C. PRRAC’s primary mission is to develop innovative approaches to structural inequality issues, and to connect advocates with social scientists working on race and poverty issues. In particular, we seek to address the causes and impacts of racial and economic segregation. In addition to national-level law and policy research and advocacy, we engage in local technical assistance and advocacy support in a number of areas throughout the country. At the present time, PRRAC’s work is focused in the areas of housing, education, and environmental health. PRRAC also staffs the National Coalition on School Diversity (NCSD).

We are currently seeking an innovative, enthusiastic, and committed Communications Manager. The successful candidate will provide vision and leadership to PRRAC in developing and implementing the strategies, messages, and materials that promote PRRAC and NCSD as valuable systemic change agents and leading experts on issues related to housing and school integration policy and environmental justice. The Communications Manager will be responsible for a wide range of long-term and day-to-day traditional and digital media, narrative change, and outreach work.

This position is geared toward mid-level communications professionals, though dynamic junior candidates may also be considered. Applicants should be comfortable working independently and across teams, and providing initiative on communications strategies. The successful candidate will persuasively communicate the work of civil rights lawyers and researchers to a wide range of audiences. He or she will also engage in strategic partnerships and collaborative campaigns with a range of advocacy partners and local, state, and federal policymakers and leaders.

This position is based in Washington, D.C. The Communications Manager will work closely with PRRAC’s staff and partner organizations. We are especially interested in candidates who are passionate about civil rights, who are strong writers and detail-oriented, and who think creatively and work collaboratively.

Responsibilities include (but are not limited to):

- Translate policy, legal, and research documents into written resources for a broad variety of audiences.
- Draft and/or support staff in writing and placing articles, opinion pieces, presentations, blog posts, public statements, and multimedia materials that highlight our work.
- Manage and update website.
- Plan conferences and other events, in collaboration with PRRAC staff and partners.
- Develop and implement a comprehensive communications plan that promotes both organizations and their work across various media outlets, including television, radio, print, and the entire online realm (websites, blogs, and social media, etc.).
- Working across teams to manage rapid response and strategic communications during key advocacy moments and working collaboratively on long-term communications plans to strengthen our advocacy and coalition work. This will include overseeing the implementation of the communications plan in NCSD’s 2018 strategic plan.
- Develop and implement communications to a wide range of stakeholders and audiences, including national, state, and local media; funders; government officials; activists; advocates; scholars; funders; and the general public.
- Provide messaging, media relations, outreach, and support for programs, publication releases, events, and other projects.
Media work, including: respond to press inquiries; cultivate and maintain relationships with key media contacts covering targeted issue areas, to include broadcast and cable television producers; monitor the media landscape, news cycle, and editorial calendars to identify opportunities for promoting each organization and its network's experts, research, and materials; and develop, manage, and grow media and publication distribution lists.

Organize and conduct regular communications meetings with senior staff and other staff as needed.

Ensure websites, newsletters, and social media accounts are a dynamic source of information that explain the work in an effective and compelling way (including prrac.org, school-diversity.org, and housingmobility.org).

Manage and/or support the design, production, publication, and dissemination of print and online materials, including annual reports, newsletters, other institutional publications.

Document PRRAC’s technical assistance work in selected communities, using narrative and multimedia approaches.

Supervision of communications intern(s).

For more information about the position, please visit: http://www.prrac.org/pdf/PRRAC_Communications_Manager.pdf

Salary and Benefits: The salary for this position is competitive, with a range that depends on experience. We offer a generous benefits package, including individual health insurance, dental insurance, vision insurance, and a 403b plan.

How to Apply: Please send a resume, two writing samples, and cover letter expressing your interest in the position to Philip Tegeler (ptegeler@prrac.org) using the subject line of “Communications Manager.” Applications will be accepted on a rolling basis until the position is filled. No phone calls, please.

DEVELOPMENT MANAGER
DC BAR FOUNDATION

The DC Bar Foundation (DCBF) seeks a creative, strategic Development Manager to support its fundraising efforts. Reporting to and in partnership with the Executive Director, the Development Manager leads the DC Bar Foundation’s fundraising and communications efforts, with responsibility for securing private funding that support grants to DC legal services organizations, the DC poverty lawyer Loan Repayment Assistance Program, and technical assistance and training to the District’s civil legal services providers. This is a full-time position.

Key Responsibilities:

Resource Development

- Drafting and implementing a Development Plan that tracks progress towards annual fundraising goals
- Creating and maintaining a development budget that establishes projected revenue and expenses for the upcoming fiscal year
- Planning and executing seven annual campaigns and appeals: Call to Action, Go Casual for Justice, Combined Federal Campaign (CFC), Giving Tuesday, Do More 24, Leadership Appeal, Calendar Year-end Individual Appeal
- Leading and cultivating relationships with current and potential law firm, corporate, and individual donors
- Managing a portfolio of potential major individual donors
Serving as a liaison to the Development Committee, Advisory Committee, Young Lawyers Network Leadership Council (“YLN LC”), YLN LC Selection Committee, and Call to Action Volunteer Solicitors. The Development Manager routinely plans and participates in meetings and conference calls for each of these groups.

**Development Operations**
- Overseeing day-to-day projects of DCBF’s Development & Communications Assistant and Intern
- Maintaining accurate records of contributions and information about donors and prospects
- Generating regular campaign reports to evaluate progress and inform decision-making

**Communications**
- Working with Programs staff to identify stories and other information that make a compelling case for supporting the Foundation
- Preparing and circulating periodic updates to keep donors informed of the work their gifts support
- Coordinating the production of DCBF News, a monthly e-newsletter highlighting current events and initiatives
- Contacting donors and speaking on behalf of the Foundation about ongoing engagement and giving opportunities

**Special Events**
- Planning and executing several reception and special events throughout the year
- The Development Manager also possesses the following qualities:
  - Five to seven years successful experience in annual or major gift fundraising with one year of supervisory experience preferred
  - Proven ability to prospect, cultivate, and manage new and prospective donors
  - Strong organizational skills with the ability to analyze data and information to drive strategic fundraising
  - A commitment to the Foundation’s mission
  - Strong verbal communications skills and demonstrated ability to write clearly and persuasively
  - Confidence and the ability to present information to donors and volunteer leaders in a compelling way
  - Ability to thrive under deadlines, have strong project, time, and budget management skills, and ability to handle multiple tasks simultaneously without sacrificing attention to detail
  - Comfort working in a fast-paced, entrepreneurial environment
  - Poised, pro-active, organized, and energetic self-starter with the willingness to work hands-on to develop and execute a variety of fundraising and communications activities
  - Ability to lead and keep others organized and on task
  - Vision, imagination, and a love for new challenges
  - Bachelor’s Degree required

**Salary & Benefits:** Salary is competitive and commensurate with experience. Benefits include medical, dental, vision, short-term and long-term disability, and life insurance; a traditional 401K; 12 paid holidays; 15 days paid vacation; a professional development stipend; and a transportation subsidy.

**To Apply:** Candidates should email a resume, cover letter with salary requirements, and a sample fundraising letter to Claudia Bach, Operations Manager, at bach@dcbarfoundation.org. Include your favorite color, as well as “DCBF Development Manager, [Your Full Name]” in the subject of the email.
Application Deadline: Applications will be accepted until the position is filled. Interviews will begin immediately.

INVESTIGATIVE COUNSEL
SENATE COMMITTEE MAJORITY STAFF

Senate Committee majority staff seeks Investigative Counsel. Responsibilities include developing investigative strategy for the Committee, conducting research and investigation, and drafting memos detailing research findings. The ideal candidate is an organized and motivated multi-tasker with strong writing skills, follow-through, and attention to detail. Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number 224140 in the subject line.

LEGISLATIVE AIDE/ASSISTANT
SENATE CAUCUS ON INTERNATIONAL NARCOTICS CONTROL

Co-Chairman of the Senate Caucus on International Narcotics Control seeks a Legislative Aide/Assistant to work on international and domestic narcotics issues. Areas of emphasis on the international side include Afghanistan, China, Colombia, and Mexico. Areas of domestic emphasis include synthetic drugs, controlled substance analogues, marijuana, prescription drugs, heroin, and other opioids. The ideal candidate will be a highly motivated and organized multi-tasker with strong writing skills and attention to detail. Responsibilities include, among other things, developing legislative proposals and drafting reports, statements, memoranda and position papers on domestic and international narcotics issues. At least 2-3 years of experience working on related issues preferred. Strong writing skills are essential. Please send resume, cover letter and two relevant writing samples in a single PDF to drugcaucusjob@gmail.com.
Job #224144

LEGISLATIVE CORRESPONDENT
SENATOR MARKEY

Senator Markey is seeking a Legislative Correspondent to cover health, nutrition, children and family issues. Primary duties include processing incoming mail and drafting outgoing constituent mail. Other duties include meeting with stakeholders, conducting research, providing assistance to legislative staff and drafting memos for the Senator. A successful candidate will be an organized, detail oriented, highly motivated individual with excellent written and verbal communication skills. Must be able to work in a collaborative, fast-paced environment. Massachusetts ties strongly preferred. Prior experience working on the hill and a public policy background are preferred. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. The office encourages candidates of diverse backgrounds to apply. Interested applicants should send both cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line. Job #224147

LEGISLATIVE ASSISTANT
DEMOCRATIC SENATOR

Democratic Senator seeks a legislative assistant to work on Budget and Finance Committee issues including trade, pensions, Social Security, certain tax matters and other topics. Strong research, analysis, and communications skills are required, as well as the ability to work in a fast-paced, collegial environment. Please submit a resume and cover letter to budgetfinancestaffer@gmail.com. Job #224150
ECONOMIC POLICY LEGISLATIVE ASSISTANT  
OFFICE OF SENATOR GARY PETERS

Office of Senator Gary Peters seeks experienced staffer to cover legislative portfolio for the Senator including banking, tax, trade, and small business. Responsibilities include staffing the Senator for the Joint Economic Committee and governmental affairs issues on the Homeland Security and Governmental Affairs Committee. Additional duties include entrepreneurially developing and executing legislative initiatives; constant monitoring of legislative developments; professionally representing the Senator; working with stakeholders; preparing materials for meetings, briefings, and hearings; working with state offices; and coordinating closely with senior staff and the Senator. This position requires excellent communication, research and writing skills, as well as the ability to work well under pressure and in a fast-paced environment. Preferred candidates will have an advanced degree and at least five years of legislative or policy experience. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. The office encourages candidates of diverse backgrounds to apply. Please e-mail a cover letter and resume to SenateLegJobs@gmail.com. Job #224163

LEGISLATIVE DIRECTOR  
SOUTHERN DEMOCRATIC MEMBER

Southern Democratic Member seeks a Legislative Director for D.C. office. This individual is responsible for drafting legislation and amendments, tracking the floor, developing legislative initiatives, staffing committees, and representing the Member in meetings with constituents and interested parties. Applicants should have excellent written and verbal communication skills, and work well under pressure in a fast-paced environment. This is not an entry level position. Background in transportation is a plus. Qualified applicants should send a cover letter, resume, and two brief writing samples along with three references to southernhousedem@gmail.com. No drop-ins or phone calls. The office is an equal opportunity employer.

EXECUTIVE DIRECTOR  
THE AMARA LEGAL CENTER

The Amara Legal Center seeks a dynamic and visionary leader to guide our organization. Our founding partner and executive director is stepping down, having built Amara into a local powerhouse from a simple idea she had while in law school. We are looking for someone to lead the organization into the next phase of our development.

Headquartered in Washington, D.C., the Amara Legal Center provides free legal services and policy advocacy on behalf of survivors of human trafficking and others involved in commercial sex in the DC metro area.

Founded in 2013, the Amara Legal Center has been named by the Catalogue for Philanthropy as "one of the best small charities in the Greater Washington region" and designated by Guidestar as a Platinum Charity. The Amara Legal Center provided direct legal services in 207 cases in 2017 and is a leader in advocacy on issues related to commercial sex trafficking and sex workers’ rights in the DC metro area. In 2016, Amara helped to lead a coalition of organizations in DC to draft and support a vacatur statute for survivors of human trafficking. Over the last four years, Amara has quadrupled its operating budget and expanded its staff from two to six, including four full-time attorneys. Amara is seeking its next dynamic leader as the organization matures from a start-up nonprofit to a mid-sized pillar in the community.

Position Summary: Your responsibilities as executive director will include, but are not limited to: sustaining Amara’s high-quality services and programs, collaborating with Amara’s Board of Directors
to innovate and expand Amara’s programming to support a growing client population, advocating for our client base, building partnerships that bring services to our clients, improving understanding of trafficking and related issues among the public and local institutions, strengthening and diversifying Amara’s funding sources, providing effective financial management, managing and motivating a top-notch staff of attorneys and administrators, and embracing technology as a key resource in all aspects of your work. You will report to the Board of Directors.

**Key Competencies:** Your work will be focused in six key areas:

**Executive Leadership**
- Acting as the day-to-day champion of Amara’s mission, vision, and programming through public speaking, training, and writing on subjects related to commercial sex trafficking, sex work and issues linked with it
- Presenting Amara as an expert resource to our community on trafficking, sex work and related issues
- Collaborating with the Board of Directors to construct short- and long-term plans for Amara that promote success in our day-to-day operations and achieve a shared vision for our organization over the next five to ten years
- Developing and overseeing implementation of services, programs, and projects that support and advance Amara’s vision, mission, and goals

**Personnel Management and Operations**
- Overseeing daily management of all programs to ensure provision of high quality legal services, implementation of policy initiatives, trainings, and awareness-raising activities
- Developing and/or reviewing and updating job descriptions for new and existing staff
- In conjunction with staff, creating and managing internships, fellowships and other volunteer opportunities
- Recruiting, hiring, and managing all staff (and interns/volunteers as appropriate)

**Fiscal Management**
- Preparing an annual budget for approval by the Board of Directors
- Monitoring income and expenditures on a regular basis
- Managing banking responsibilities including submission/payment of invoices and submitting payroll
- Overseeing timely financial reporting and maintaining appropriate financial controls consistent with laws and ethics of nonprofit management

**Community and Public Relations**
- Serving as the face of Amara for the public and media
- Establishing Amara as the expert, “go-to” organization with respect to commercial sex trafficking, sex work and related issues
- Building and nurturing cooperative partnerships with community partners (e.g., organizations with complimentary missions) and community members, especially those who have been underserved
- Creating and sustaining relationships with key operating partners such as law firms, government agencies, educational institutions, and businesses
- Establishing relationships with media groups that enable Amara to distribute messages about the issues facing our clients and our work
Resource Development and Maintenance

- Raising funds through a variety of mechanisms to ensure continued and high-quality operation of the organization
- Leveraging existing work to design and implement a comprehensive fundraising plan
- Supervising and assisting staff in all aspects of grant management, including prospecting for new grantors, meeting with foundation staff, writing grant applications, tracking grant progress, and preparing grant outcomes reports
- Identifying, targeting and growing our pool of donors and other financial supporters and leading events and campaigns to secure their support
- Devising and implementing strategies for continued recognition and thanks to donors

Board Relations

- Working closely with the Board Chair and the Board of Directors to foster strong governance of the organization, including facilitating regular board meetings
- Providing the Board of Directors with solid information and support in designing and implementing Amara policy decisions

Who You Are: To be our next Executive Director you must:

- Be a graduate of an accredited law school
- Licensed to practice law in the District of Columbia, Maryland or Virginia, or the ability to gain admission through waiver (licensure in multiple jurisdictions is preferred)
- Have three years of litigation experience, preferably in representing underserved communities
- Have three years of successful community advocacy work
- Have three years of progressively responsible nonprofit management experience
- Demonstrate an understanding of and have a history of action/organization on social justice issues, including issues of systemic racism, LGBTQ rights, and criminal justice system reform; experience working on issues related to commercial sex trafficking and/or sex work will have preference.

Additionally you:

- are passionate about social justice issues and driven by a desire to use the law to help people who have traditionally been underserved by the law and government, while at the same time recognizing that our service is only one (key) component to bringing justice to the lives of people who have been affected by exploitation, systemic racism, and/or gender and sexuality discrimination. You are compassionate, honoring the humanity of those whom Amara is serving and sensitive to the toll our work takes on both clients and staff.

- embrace change that improves lives and are willing to work diligently to play a leading role in achieving that change, whether it be through making a speech to interested parties, testifying at government hearings, training interns and volunteers, making the case for a grant with a foundation representative or cheering on staff. At the same time, you recognize that change, even for the good, can be intimidating to citizens and governments and tiring for those who have worked as hard as you have; you can find ways to mitigate radical impacts as well as create ways for you and your team to re-energize.

- have a way with the written word and can use your skill in a variety of ways, from preparing a grant application to drafting inspiring blog entries.

- are tech savvy and interested in finding ways that technology helps us serve our clients and reach our organizational goals.
are flexible. As executive director of the Amara Legal Center, no two days will be alike. On any given day you may be discussing legal strategy with staff attorneys, providing interviews to local media, preparing grant applications, balancing a budget, supervising staff or preparing for a meeting with the Board of Directors.

Annual Salary and Benefits: Your financial compensation will depend on your experience and our budget. Benefits package includes: 15 days of paid vacation leave, 5 days of paid sick leave, fully-paid employee health and dental insurance, 403 (b) retirement plan with 3% employer match, flexible work schedule, and professional development opportunities.

To Apply: Send us (the Board of Directors) a persuasive cover letter and your resume. You can email these to us at recruiting@amaralegal.org. The deadline for applications is March 31, 2018. We will, however, be reviewing resumes on a rolling basis and setting up interviews as appropriate.

Your privacy will be respected and preserved until the last phase of the hiring process. For example, we will only check references during the process of interviewing finalists and will only do so with your knowledge.

Amara is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Amara are based on business needs, job requirements and individual qualifications, without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, work-related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities, parental status, or any other statute protected by the laws or regulations in the locations where we operate. Amara will not tolerate discrimination or harassment based on any of these characteristics. Amara encourages applicants of all ages, sexes, genders, colors, and religions. Amara encourages applicants with personal familiarity or experience of the commercial sex industry to apply.

HOUSING LEGAL ASSISTANT
D.C. BAR PRO BONO CENTER

The D.C. Bar Pro Bono Center has an opening for a Housing Legal Assistant to provide general administrative and paralegal support to the Pro Bono Center's Landlord Tenant Resource Center (LTRC). The LTRC provides free legal information to both unrepresented tenants and small landlords who have residential housing disputes in the District of Columbia, and serves approximately 4,500 customers annually. This position reports to the Housing Managing Attorney (MA).

Essential Duties and Responsibilities:

- Provides on-site support at D.C. Superior Court on an almost daily weekday basis during its open hours, and serving as the first point of contact with all customers to include: managing the daily list of customers at the LTRC, responding to inquiries, maintaining supplies and resources and maintaining records of LTRC services.
- Triages customers to determine their legal needs and eligibility and explains LTRC procedures.
- Provides appropriate referrals to the on-site Court-Based Legal Services Project and other area legal services providers.
- Maintains daily communication between the Landlord Tenant Court and the LTRC.
- Prepares reports for internal reporting and grant reporting.
- Assists with recruiting and retaining of volunteers and coordinating placement of housing pro bono cases, coordinates volunteer training and provides technical support to volunteers.
Updates material for self-represented litigants.
Responds to and maintains records of requests for materials or information.
Provides coordination and support for various other Pro Bono Center clinics and projects involving housing matters.
Provides occasional assistance to off-site legal clinics and other resource centers.
Collects information about outcomes achieved and impact of pro bono services.
Assists with facilitating improvements in the Pro Bono Center’s case management system.
Drafts forms, reports, correspondence, notices and other documents.
Assists in development, production and distribution of public education materials.
Inputs client, volunteer attorney and case management information into the Pro Bono Center’s database.

Minimum Qualifications:

- BA/BS degree from an accredited university or college. A minimum of two years of relevant work experience is highly desirable.
- One or more years of experience working at a legal services provider or other non-profit organization is a plus.
- Proficiency in Spanish to conduct screenings, respond to customer questions, and translate written instructions.
- Must have excellent interpersonal skills, and must work well in a team environment and be able to interact with the public, Bar members, volunteers, and staff.
- Proficiency with Microsoft Office 365.
- Excellent organizational and verbal and written communication skills; must be adaptable, creative and self-motivated.
- Must be detail oriented and deadline driven and able to adjust to changing priorities; able to work well with minimal supervision.
- Ability to handle and maintain sensitive and confidential information.

Additional Information: This is an exempt position. Starting salary is commensurate with experience; excellent benefits package. This is a grant-funded position.

This is not an attempt to list all the essential functions of this position. It is recognized that job duties may change over time, as the Pro Bono Center’s needs change.

Interested individuals must upload a cover letter with salary requirements and a resume to: https://workforcenow.adp.com/jobs/apply/posting.html?client=dcbarp16

The D.C. Bar Pro Bono Center is an Equal Opportunity Employer.
PAID SUMMER INTERNSHIP
NATIONAL VETERANS LEGAL SERVICES PROGRAM

The National Veterans Legal Services Program (NVLSP) is a high-impact national veterans service organization based in Washington DC. Our mission is to ensure that the government delivers to our nation’s 22 million veterans and active duty personnel the benefits to which they are entitled due to the disabilities that resulted from their military service. NVLSP’s Lawyers Serving Warriors® (“LSW”) program provides free legal representation, through a nationwide pro bono network of private law firms and corporate legal departments, to disabled active duty personnel and veterans and their families. LSW has assisted more than 1,600 disabled veterans through its pro bono network.

NVLSP seeks a summer law student to assist with screening discharge upgrade cases. LSW’s discharge upgrade program helps veterans apply to upgrade their characterization of service from “Other Than Honorable” (OTH) to a more favorable characterization such as Honorable or General (Under Honorable Conditions). The discharge upgrade may help veterans receive VA benefits and health care, improve employment opportunities, and restore reputation and self-esteem. The majority of the clients served through this project have Post-Traumatic Stress Disorder (PTSD), traumatic brain injuries (TBI), or other mental health conditions that are related to military service.

The student will review veterans’ medical and personnel files to determine merit for pro bono placement. The student will contact the veteran for information needed during the screening process. For meritorious cases, the student will assist with drafting a screening memo setting forth the legal and factual basis for the claim. The student will also participate in mentoring the case after pro bono placement.

The position is funded at $4,300 for 10 weeks for full time work.

To apply, send a cover letter, resume, writing sample, and list of 3 references to

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

GENERAL COUNSEL INTERN
OFFICE OF THE CHIEF LEGAL OFFICER
PUBLIC BROADCASTING SERVICES

The Office of the Chief Legal Officer offers law students a rich in-house experience in a variety of legal fields, including non-profit, intellectual property, government, regulatory, technology, media, communications, online, data privacy, public interest and all aspects of corporate legal matters.

Essential Duties: PBS legal interns work closely with our in-house attorneys on current and pressing legal matters. Interns will:
• Interact with corporate clients;
• Research and report on various state and federal laws and regulations related to non-profit media entities;
• Review and draft a variety of documents including contracts, corporate policies, program licenses, software licenses, content acquisition agreements, intellectual property licenses and agreements.

Project Specifics/Deliverables:
• Conduct legal research, draft research memos, review contracts and draft language, and work on other projects handled by the Legal Department.

Preferred Education/Major/GPA:
• Currently enrolled at an ABA accredited law school with excellent academic record.
• Preference is given to second year law students.

Required Knowledge/Skills/Qualities:
• Excellent legal research and writing skills
• Excellent verbal communication skills
• Knowledge of computer-based legal research systems
• Familiarity with, or interest in, the media & entertainment industry
• Ability to handle complex and challenging assignments with short turnaround deadlines
• Candidate must currently be enrolled in law school
• Must be able to work on-site at PBS headquarters in Arlington, Virginia
• Must be able to work 32 to 40 hours per week. Flexibility is offered to those who have additional class or writing requirements as part of a law school externship program

Intern will apply their legal training and, through constructive feedback, improve on legal research, legal drafting, and client communication skills.

To Apply: Apply online.

PBS is an Equal Opportunity Employer of Minorities, Women, Protected Veterans, and Individuals with Disabilities

SUMMER OMBUDSMAN LEGAL INTERN
LEGAL COUNSEL FOR THE ELDERLY

Founded in 1975, Legal Counsel for the Elderly champions the dignity and rights of vulnerable Washington, D.C. seniors, 60 and older, providing free legal and social work services to those in need — empowering, defending and protecting.

LCE staff help 6,000+ clients each year in many areas of civil law. Attorneys represent seniors facing foreclosures, evictions, and consumer fraud. LCE handles Medicaid and Social Security cases, provides benefits checkups to assure that seniors and Veterans are receiving the benefits they are due, prepares Wills and Powers of Attorney, and educates elders in ways to avoid Medicare and Medicaid fraud. Clients come to LCE directly through the LCE Legal Hotline, they are referred by partner organizations and the courts, and LCE attorneys, plus its more than 800 volunteers, are regularly in the community meeting elders at senior centers and faith-based organizations. LCE also accommodates homebound
seniors by providing legal services in their homes. LCE houses the office of the D.C. Long-Term Care Ombudsman Program, which advocates on behalf of seniors in nursing homes, assisted living facilities, and those receiving home health care. LCE has a strong relationship with a number of pro bono law firms that assist staff with approximately 600 cases a year. LCE staff testify and make recommendations regarding laws before the D.C. Council that affect seniors, and have been instrumental in bettering conditions for D.C. seniors through assistance with local legislation. More than 40 years after its founding, LCE continues to develop innovative, cost-effective ways to deliver legal services, serving as a model for organizations around the country. LCE is incorporated as a 501(c)(3) and is an affiliate of AARP.

**Summary Statement:** The Office of the D.C. Long-Term Care Ombudsman at LCE advocates for residents of nursing home, assisted living facilities, community residence facilities and residents in their private homes.

**Responsibilities:** The legal intern would assist the DC Long-Term Care Ombudsman's staff attorney with individual cases before the Office of Administrative Hearings (OAH). This support would include resident visits, drafting motions and participation in hearings. In addition, the intern would assist with legal research on a variety of issues including long-term care Medicaid, nursing home resident rights and social security.

**Requirements:**

- Interns must be currently enrolled in an accredited law school.
- AARP also considers non-traditional interns who are looking to re-enter the workforce or change careers. This may include those who have previously graduated college and are now enrolled in a continuing education program.

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

**To Apply:** Apply [online].

1. Click **APPLY** to complete the online application and submit a current resume in response to this posting;
2. Attach a copy of your transcript detailing the number of accumulated credits and your current GPA (a minimum GPA of 3.0 is required);
3. Be prepared to submit two letters of recommendation; which can be from a college or university professor or a manager who is familiar with your work (please note that we cannot complete the hiring process without these references)
4. Be prepared to submit writing samples, if required for the position

**Instructions for Uploading Your Documents:**

1. Attach your resume as part of the online application
2. Click the SUBMIT button at the end of the application
3. Select VIEW SUBMITTED APPLICATION
4. Select the MY ACTIVITIES
5. Select “Add Attachment” under the section labeled COVER LETTERS & ATTACHMENTS
6. Select the Attachment Type and list the Attachment Title
7. Select Upload your document
8. Select Save
9. If uploading multiple documents, repeat steps 5-8
AARP is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. AARP does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.

HEALTH CARE FELLOW
WESTERN DEMOCRATIC MEMBER OF THE SENATE HEALTH, EDUCATION, LABOR, AND PENSIONS COMMITTEE AND THE FINANCE COMMITTEE

Western Democratic Member of the Senate Health, Education, Labor, and Pensions Committee and the Finance Committee seeks a Congressional Fellow with strong writing, research and oral communication skills to advise and assist the Senator on issues related to healthcare, FDA/NIH policy, Medicare, and Medicaid issues. The fellow must be motivated, creative, self-disciplined and organized. In addition to a strong grasp of policy, the fellow should have a keen political sense and the ability to balance the competing interests of a demographically and ideologically diverse constituency. Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number 224164 in the subject line.

SUMMER CLERKSHIP
SENATE PERMANENT SUBCOMMITTEE ON INVESTIGATIONS MAJORITY

The Senate Permanent Subcommittee on Investigations majority (Republican) staff seeks current law students for an unpaid clerkship for Summer 2018. Applicants must be motivated and hard-working and have strong written and oral communication skills. Responsibilities include conducting research, preparing memoranda for professional staff, participating in preparation for hearings, and handling various administrative tasks including answering phone calls and directing meetings to staff. Full-time applicants strongly preferred; part-time applicants welcome. Please email resumes to SenateJobOpenings@gmail.com with the subject line Summer 2018 Clerkship Application. Please state your availability (start date and hours per week) in the email. Job #224093

LEGISLATIVE FELLOW
PROGRESSIVE DEMOCRATIC SENATOR

Progressive Democratic Senator seeks legislative fellow to assist staff on product safety, auto safety, telecommunications, privacy and other consumer protection issues. Fellowship will focus on consumer issues before Congress and among relevant federal regulatory agencies. Responsibilities include, but are not limited to, analyzing legislative developments and recommending strategies on bills and amendments, conducting legal research and writing, summarizing relevant regulatory proceedings, and meeting with key constituent and external stakeholder groups. The position requires strong legal research and analysis, outstanding oral communication and writing skills, and the ability to produce quality work under pressure. Successful candidate will possess relevant work experience and familiarity with the Federal Trade Commission, Consumer Product Safety Commission, Federal Communications Commission or other similarly situated federal agency. Advanced related degree or legal training is preferred. The position is unpaid and a four month commitment is desired. To apply, please email a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number 224137 in the subject line. Office is an equal opportunity employer.
LEGAL CLERKSHIP PROGRAM
PUBLIC DEFENDER SERVICE

The PDS Legal Clerkship Program allows law students to assist attorneys in all aspects of case preparation. PDS offers 30 to 40 law clerk positions each semester and 55 clerkships during the summer. Responsibilities include:

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

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

PDS no longer accepts split summers, and requires that all law clerks commit to the full 11-week program. Law clerkships must be 40 hours per week during the summer and at least 15 hours per week during the academic year.

To Apply: Apply online.

CRIMINAL LAW INTERNSHIP PROGRAM
PUBLIC DEFENDER SERVICE

The Criminal Law Internship Program (CLIP) is a fast paced, hands-on investigative internship program for undergraduate and graduate students. Our Intern Investigators don’t just sit around the office copying files!

Intern Investigators spend at least 12 weeks partnering directly with staff attorneys to complete various investigative tasks and advocate for their clients.

Spend your internship in the District of Columbia community, meeting with clients, and feeling the thrill of representing clients in court. We offer a unique learning experience that can both prepare you for graduate-level work and provide you with the experience necessary for employment in any field.

How To Apply: Learn more about the Criminal Law Internship Program and complete our online application. You will need a cover letter, resume, and response to a fact pattern essay.

SUMMER 2018 CLERKSHIP
SENATE PERMANENT SUBCOMMITTEE ON INVESTIGATIONS

The Democratic staff of the Senate Permanent Subcommittee on Investigations (PSI), the chief investigative subcommittee of the Committee on Homeland Security and Governmental Affairs, is seeking current law students for unpaid, full-time legal clerkships for the Summer of 2018. The law
clerks will participate in a variety of assignments, including conducting legal research, drafting letters and document requests, conducting document review, as well as preparing memoranda and materials for subcommittee hearings. The clerkship provides a unique opportunity to participate in congressional investigations regarding a broad range of issues. Applicants must be self-motivated, hard-working, well-organized and have strong written and oral communication skills. Interested applicants should submit a brief cover letter that includes your anticipated availability, a resume, and writing sample of no more than 10 pages. All application materials must be submitted by email, to senate_employment@saa.senate.gov, in a single PDF document. Please include the job referral number 224153 in the subject line of your application submission email. No phone calls or drop-ins please.

SUMMER 2018 INTERN
COMMITTEE ON HOMELAND SECURITY

Interns are responsible for providing Senior and Professional Staff with legislative, policy and administrative support. The individual is required to demonstrate exceptional research and organizational skills.

Essential Job Functions:

- Performs legislative and policy research
- Assists with the coordination and production of hearings and bill markups by:
  - Researching background on witnesses and hearing topics
  - Finalizing documents for Members and Committee Staff
  - Delivering said documents to Members of the Committee
- Oversees physical and digital Correspondence to and from the Committee
- Conducts clerical work for the Office Manager and staff by answering Phones and General office tidiness and maintenance
- Represents the Committee on Homeland Security during legislative and policy negotiations, discussions and other activities

Qualifications: Must be at least a sophomore in college. Coursework and experience in Political Science, Government Affairs, Homeland Security Issues or a related field is preferred. Strong organizational skills; excellent oral and written communication skills; the ability to perform under pressure and tight deadlines. Must be familiar with Microsoft Office.

Applicants should send a resume, cover letter, and writing sample to elise.phillips@mail.house.gov.

INTERNS
MAJORITY HOUSE BUDGET COMMITTEE

The Majority House Budget Committee is hiring an intern starting immediately. As an intern with the House Budget Committee, you will provide vital support by assisting Committee staff in assignments that include compiling the daily Budget News Clips, sorting and processing mail, answering the phones, assembling reference material, administrative support, and special projects. Much of the work you will do is actual work performed on a daily basis by other members of the Committee staff. Full and part-time positions are available. Paid internships are available to anyone who is not receiving course credits through a university. Please submit the application found at https://budget.house.gov/about/internships, your resume, cover letter and one page writing sample as one PDF package to budget.interns@mail.house.gov.
INTERNSHIP
OFFICE OF CONGRESSMAN BILL JOHNSON (R-OH)

The office of Congressman Bill Johnson (R-OH) is currently seeking conservative, highly motivated, and organized applicants for a full or part-time unpaid internship beginning in May and ending in August, with flexible start and end dates. Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred, but are not required. The months of the internship may vary depending on the availability or school schedule of the applicant. If interested, please send a resume and cover letter to intern.oh06@gmail.com with “2018 Summer Internship” in the subject line. No phone calls or walk-ins will be accepted.

STUDENT INTERNSHIPS
REPUBLICAN STAFF OF THE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM OF THE HOUSE OF REPRESENTATIVES

The Republican staff of the Committee on Oversight and Government Reform of the House of Representatives seeks candidates for law student, graduate student, and undergraduate student internships for spring 2018 and summer 2018. Interns will have the opportunity to participate in substantive work on investigations and legislation, attend hearings and briefings, and participate in an intern education program. Undergraduate interns will also rotate through assisting in the front office on a recurring basis. Spring internships are available immediately and typically run through the middle of April, although specific dates will be determined a case-by-case basis. Interns must be available at least three days a week, and preference will be afforded those available full time. The strongest candidates will exhibit an excellent work ethic, discretion in working on confidential matters, and be enthusiastic and knowledgeable about the Committee’s work. Interested candidates should submit a resume and cover letter detailing their interest in the position to Michael.Watson@mail.house.gov and Robert.Brooks@mail.house.gov. Graduate students and law students are encouraged to include an unedited writing sample.

INTERN
CONGRESSMAN JOHN GARAMENDI (CA-03)

Congressman John Garamendi (CA-03) is seeking a highly motivated intern to join his Washington, DC office this spring/summer. Candidates should be professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests. Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi’s congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy. Page 8 of 10 Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.
INTERNSHIP
REPUBLICAN OFFICE OF THE HOUSE OF VETERANS’ AFFAIRS COMMITTEE

The Republican office of the House Veterans’ Affairs Committee is currently accepting applications for full-time internships. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner-workings of a congressional committee. Interns will be working in a fast-paced, front office answering phones and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned. Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude. Candidates with previous Hill experience are preferred. Please note the internships are unpaid positions. Please send cover letter and resume to: var.internship@mail.house.gov.

INTERN
CONGRESSMAN JOHN P. SARBANES
HEALTH SUBCOMMITTEE ON THE HOUSE ENERGY AND COMMERCE COMMITTEE

Congressman John P. Sarbanes, a member of the Health Subcommittee on the House Energy & Commerce Committee, is seeking a fellow or intern to focus primarily on health policy. Responsibilities include monitoring and analyzing legislation, providing research and support in advance of hearings and markups, meeting with advocates and stakeholders and attending briefings, hearings and other related meetings and events as well as some administrative tasks. Ideal candidate would be a graduate student or recent graduate with an advanced degree in public health, public policy or political science or someone with an interest in health policy or experience in a health care related field. Preference is for an individual who can work a minimum of 25-30 hours/week. This is an unpaid position but offers a unique opportunity to gain a thorough understanding of how health care policy is developed. To apply, please send a resume and cover letter to Dvora Lovinger at dvora.lovinger@mail.house.gov.

SUMMER 2018 INTERNSHIP
COLD WAR INTERNATIONAL HISTORY PROJECT

The Cold War International History Project (CWIHP) at the Woodrow Wilson Center is currently accepting internship applications for summer 2018. For additional details and application instructions, please see the individual listings below. The deadline to apply is 30 March.

Program Intern (Cold War History): The Cold War International History Project seeks summer 2018 intern candidates to assist with research at archives and libraries, coordinating scholarly conferences and events, and answering various information requests. Interns will also assist with digitizing, describing and uploading historical documents to the CWIHP Digital Archive.

Research Assistant (Chinese Language Specialist): The Cold War International History Project seeks an intern candidate for summer 2018 with strong Chinese language skills to participate in a project to expand the Chinese Foreign Policy Database.

Research Assistant (Czech Language Specialist): The Cold War International History Project seeks an intern candidate for summer 2018 with strong Czech language skills to assist with a project to describe a new collection of documents about international terrorism during the Cold War.

For additional details and application instructions, please see the individual listings above. The deadline to apply is 30 March.
The Southern Poverty Law Center (SPLC) is one of the preeminent organizations in the United States dedicated to fighting hate and bigotry and to seeking justice for the most vulnerable members of our society. SPLC works toward the day when the ideals of equal justice and equal opportunity will be a reality.

For more than four decades, SPLC has won landmark cases that brought systemic reforms — toppling remnants of Jim Crow segregation and destroying violent white supremacist groups; shattering barriers to equality for people of color, women, vulnerable children, the LGBT community and the disabled; protecting migrant workers from abuse; ensuring the humane treatment of prisoners; reforming juvenile justice practices; and more. To achieve its goals, SPLC employs a variety of strategies, including litigation, legislative and media advocacy, research, and community education and mobilization.

SPLC’s legal department focuses on impact litigation and advocacy campaigns in five practice areas: Immigrant Justice, Children’s Rights, Economic Justice, LGBT Rights/Special Litigation, and Criminal Justice Reform.

In addition to its legal work, SPLC, through its Teaching Tolerance project, combats prejudice among our nation’s youth while promoting equality, inclusiveness and equitable learning environments in the classroom; monitors the activities of domestic hate groups and other extremists and exposes their activities to the public, the media, and law enforcement; and operates the Civil Rights Memorial Center in Montgomery, AL.

With its main office in Montgomery and additional offices in Atlanta, New Orleans, Jackson (MS), Miami, and Tallahassee, SPLC has almost 300 staff and a $70 million operating budget. SPLC currently seeks a Deputy Legal Director for its Immigrant Justice Project.

Immigrant Justice Project: SPLC’s Immigrant Justice Project (IJP) fights for the rights of immigrants to be free from abuse, discrimination, and exploitation and against the criminalization and mass deportation of immigrants and their families. Our geographic focus is on the Deep South states, but we aim to have a national impact.

In response to the latest attacks on immigrants by the current administration, we launched a new project at four immigrant detention centers in the Deep South – the Southeast Immigrant Freedom Initiative (SIFI). The SIFI project has on-the-ground teams that train and support pro bono attorneys to represent detainees in immigration court proceedings. Our goal is to transform the deportation process from lawless assembly-line injustice to a fair consideration of each person’s case on the merits.

Our work on the ground in the immigration courts and detention centers are revealing systemic abuses, and we’re ramping up to file impact litigation against those abuses. We’re also fighting against federal and local law enforcement abuse of immigrants and those perceived to be immigrants, including racial profiling and Fourth Amendment violations.
Other current IJP work includes a project to enforce the mandate of the Supreme Court decision in *Plyler v. Doe* guaranteeing the right to a free public education to immigrant children (including those who are undocumented) and a campaign to protect poultry workers across the Deep South from workplace abuses. For a docket of our current and past IJP cases, please visit our website [here](#).

The IJP team is comprised of approximately 35 full-time staff, including attorneys, outreach paralegals, and administrative staff. The project is based in Decatur, Georgia (just outside of Atlanta), with team members also located in New Orleans and Miami.

**Summary of Position:** The Deputy Legal Director is responsible for the overall vision, strategic planning, leadership, and management of the IJP practice area. This includes developing and overseeing litigation and policy campaigns and managing the case docket; creating and launching new initiatives; managing the IJP team to achieve litigation and advocacy campaign goals; reporting on progress toward goals to SPLC’s Legal Director and staff; anticipating and acting on opportunities for growth in SPLC’s IJP work; and modeling SPLC’s values of an inclusive and respectful workplace and encouraging the same from staff.

The Deputy Legal Director reports to the Legal Director. This is a full-time position requiring substantial work hours and frequent travel. The DLD is a member of the legal department's Legal Leadership Team and also works closely with the directors and staff of SPLC’s other departments.

The position is based in Decatur, Georgia.

**Responsibilities:** The Deputy Legal Director will have responsibility for the following:

- In partnership with the Legal Director and others on the IJP team, create the vision, develop strategies, set priorities, and oversee the implementation of SPLC’s Immigrant Justice work.
- Create annual departmental work plans, set annual goals, and track and monitor performance of staff towards achieving goals.
- Develop and maintain a leadership role within SPLC, including regular collaboration with colleagues within the legal department and in other SPLC departments to achieve mutual goals and to further communication and cooperation.
- Develop and nurture partnerships with external stakeholders, including community members, other immigrant justice organizations, legislators, policymakers and others.
- Serve as spokesperson for SPLC in national and local public forums and meetings.

**Experience:** The Deputy Legal Director should have the following experience and qualifications:

- Minimum of ten years of experience working on immigrant justice cases and campaigns that have used an array of strategies to achieve concrete, measurable results.
- Substantial experience developing, leading, and executing multi-faceted advocacy campaigns.
- A law degree and substantial federal civil litigation experience.
- Experience with federal immigration policy advocacy.
- Familiarity with immigration law, the immigration bar, the national network of immigrants’ rights advocates, and the Department of Homeland Security and its component parts.
- A passionate commitment to immigrant justice and to the SPLC’s overall goals, mission, and values.
- Proven ability to engage effectively in strategic planning and to set priorities, goals, and develop work plans.
• Ability to think broadly and conceptually.
• Minimum of seven years of management experience, with a successful track record as a unifying team builder with a collegial, collaborative management style and a demonstrated commitment to the value and power of teams.
• A strong track record as a successful relationship builder who is able to work effectively and diplomatically with colleagues and external partners.
• Ability to prioritize responsibilities in a high-energy, fast-paced work environment.
• Creativity, vision and a demonstrated willingness to take calculated risks in crafting and executing strategies.
• Excellent verbal and written communication skills and a strong public presence.
• Foreign language fluency preferred but not required

To Apply:

STAFF ATTORNEY
IMMIGRATION CENTER FOR WOMEN AND CHILDREN
SAN FRANCISCO, CALIFORNIA

The Immigration Center for Women and Children (ICWC) seeks a full-time staff attorney for our San Francisco office. ICWC is a non-profit legal organization providing affordable immigration services to underrepresented immigrants in California. ICWC strives to provide security and stability for children who are abused, abandoned or neglected and for immigrants who are victims of domestic violence, sexual assault and other violent crimes. The offices primarily work with federal immigration laws that allow victims to apply for work authorization and permanent residency. More information about ICWC is available at www.icwclaw.org.

Duties and Responsibilities: The attorney will be responsible for providing direct immigration legal services to victims of domestic violence, sexual assault and other violent crimes. Duties include: conducting client intake, case assessment, and ongoing case management; researching and drafting legal documents; and attending court hearings. The attorney will work collaboratively with social service and law enforcement agencies. The attorney will primarily work with providing relief under the Violence Against Women Act (VAWA), the U visa, Asylum and Special Immigrant Juvenile Status (SIJS).

Requirements:

• Juris Doctorate degree
• Active bar admission
  o Any state, California bar preferred (but not required)
• Spanish language fluency: oral and written.
  o The position requires the ability to communicate daily through oral and written communications in both Spanish and English.
• Immigration law practice: 1-5 years
  o Removal defense, U visa, SIJS and VAWA experience preferred (including law school clinic experience and internships)

Other Qualifications:

• Strong writing skills and meticulous attention to detail
- A demonstrated interest in low-income legal services and/or a commitment to civil liberties and immigrants' rights
- Ability to work effectively with victims of domestic violence and sexual assault
- Ability to work effectively and communicate with law enforcement, representatives of government and English/Spanish media

**Compensation:** Salary is commensurate with experience. Benefits package includes medical, dental, vision, paid time off, retirement plan, FSA (flexible spending account for healthcare and commuting expenses), and reimbursement for preventative wellness activities. A relocation stipend is also available.

**To Apply:** Please send a cover letter, resume and brief writing sample to Suzanne McCormick, Executive Director, at suzanne@icwclaw.org with subject line “ICWC SF Staff Attorney.”

**IMMIGRATION SENIOR ATTORNEY**  
**CENTRO LEGAL DE LA RAZA**  
**OAKLAND, CALIFORNIA**

**The Organization:** Founded in 1969 and located in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services agency focused on strengthening low-income, immigrant, and Latino families and individuals by providing bilingual and culturally competent legal representation, education, and advocacy. The mission of Centro Legal is to protect and expand the rights of low-income people and promote access to justice for thousands of individuals and families each year throughout Northern and Central California.

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

**The Position:** Centro Legal is seeking an experienced attorney to assist in the provision of immigration legal services. Duties will include:

- Directly representing non-detained and detained individuals in removal proceedings before the San Francisco Immigration Court and Board of Immigration Appeals;
- Preparing and submitting applications, legal briefs, and supporting documentation for cases involving asylum, withholding of removal, relief under the Convention Against Torture, U visa, VAWA, and adjustment of status with applicable waivers, refugee waivers, and Special Immigrant Juvenile Status;
- Visiting and conducting intake with detained individuals at Bay Area detention centers;
- Conducting Know-Your-Rights presentations to community members;
- Presenting to and working with law enforcement, prosecutorial offices, and community based organizations on changes in immigration law;
- Assisting in identifying potential federal litigation cases arising from direct services work and assisting in impact litigation efforts in federal district and circuit courts for placement with pro bono attorney or other non-profit litigation partners; and
- Assisting in determining appropriate case stories for use in reports, advocacy materials, and public education and providing expert testimony to media on current immigration law and policy topics.
Qualifications: First and foremost, the applicant must profoundly share Centro Legal’s mission and vision of social justice. Below are additional qualifications.

- J.D; admitted and in good standing with a State bar
- Fluency in Spanish required;
- Minimum of 3 years of experience in immigration law or criminal defense;
- Excellent writing, research, analytical, and verbal communication skills.
- A demonstrated commitment to civil liberties, immigrant justice, and public interest law.
- A record of moving legal cases forward and demonstrated ability to build and manage an extensive caseload;
- Strong leadership skills, preferably with experience managing other attorneys and staff;
- Demonstrated ability to work cooperatively on projects with lawyers, other staff members, and with diverse community organizations;
- Demonstrated commitment to diversity within the office and a personal approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, socio-economic circumstance, immigration status, and record of arrest or conviction.
- Familiarity in working with clients in crisis or who are recent trauma survivors; and
- Willingness to conduct training and outreach activities in the community.

Compensation and Benefits: Salary commensurate with background and experience plus medical and dental benefits and a generous vacation and holiday package.

Applications: Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references to jobs@centrolegal.org. Place these words in the subject line “Immigration Senior Attorney.”

Centro Legal de la Raza is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. Centro Legal de la Raza is an affirmative action employer and strongly encourages women, people of color, immigrants, LGBTQ, older persons, persons with disabilities and all qualified persons to apply.

STAFF ATTORNEY
ADVOCATES FOR CHILDREN OF NEW YORK
NEW YORK, NEW YORK

Advocates for Children of New York, Inc. (AFC) seeks a staff attorney to obtain high quality, appropriate educational services for underserved immigrant families. The attorney will primarily serve immigrant families of children with special needs, including representation at special education administrative hearings as well as participation in school meetings and school visits. The attorney will also assist immigrant families with education-related issues including school enrollment, bilingual programs, and bullying. The attorney will provide know-your-rights trainings to families, community organizations and service providers. The attorney may also support ongoing policy advocacy efforts focusing on English Language Learners, immigrant students, and language access in schools.

AFC is a not-for-profit organization that strives to ensure a high-quality education for New York students who face barriers to academic success, focusing on students from low-income backgrounds. AFC works on behalf of children and youth who are at greatest risk of academic failure due to poverty, race, ethnicity, disability, homelessness, immigration status/limited English proficiency, or involvement in the
child welfare or juvenile justice systems. We use uniquely integrated strategies to advance systemic reform, empower families and communities, and advocate for the educational rights of individual students.

Qualifications:

- Law degree required and admission to the NYS bar preferred;
- 1 – 3 years of legal experience preferred;
- Spanish, Arabic or Mandarin language fluency strongly preferred;
- Demonstrated commitment to AFC’s mission;
- Excellent oral and written communication skills;
- Experience working with immigrant, low-income and special needs communities, especially an understanding of the cultural issues that often accompany language barriers;
- Interest in and knowledge of educational issues and issues affecting children, low-income families, immigrant communities, etc.;
- Experience working with children and families;
- Strong team player;
- Knowledge and experience of community based agencies and youth and human services providers;
- Organizational skills, flexibility, initiative, maturity, and cooperative attitude.

How to apply: Send an email with “ISRP Attorney” in the subject line with a cover letter, resume, writing sample, and contact information for three references to ISRPatorney@advocatesforchildren.org. Candidates should highlight any personal or professional experience that demonstrates their connection to the populations that AFC serves. Only candidates being scheduled for interviews will be contacted. The position is available immediately, and resumes will be considered on a rolling basis. For more information on AFC, see www.advocatesforchildren.org.

Compensation: The salary depends on experience and includes generous benefits.

AFC is an affirmative action employer that actively seeks to recruit and retain a diverse staff and especially encourages applications from people of color, persons with disabilities, persons of diverse sexual orientations, gender identities or gender expressions and persons of diverse socioeconomic backgrounds.

EMPLOYMENT LAW STAFF ATTORNEYS
FRIENDS OF FARMWORKERS
PHILADELPHIA AND PITTSBURGH, PENNSYLVANIA

The two new Staff Attorneys will be responsible for providing legal assistance, education and advocacy on behalf of eligible clients of the program, with a focus on wage theft cases. Staff Attorneys are also expected to be a part of the organization’s efforts to be a partner in the Pennsylvania Legal Aid Network.

Location: The position will be based in Philadelphia and the second will be based in Pittsburgh.

We offer an excellent benefits package including the following:

- Medical, Dental, Vision - fully covered by employer;
- Short and Long Term Disability & Life Insurance;
- Student Loan Repayment Assistance of up to $7,500 annually;
• Generous paid leave policies.

Start Date: May 1, 2018 or before.

Instructions: Please email a resume, cover letter and writing sample to Deputy Director Liz Chacko at lchacko@friendsfw.org.

We will begin interviewing qualified candidates immediately, and we may fill the position before the application deadline. Please apply as soon as possible if you are interested.

CONSTITUENT LIAISON
U.S. SENATOR KIRSTEN GILLIBRAND
NEW YORK, NEW YORK

U.S. Senator Kirsten Gillibrand seeks a responsible, organized, reliable, patient, and professional Constituent Liaison to address inquiries from constituents regarding matters pertaining to Finance: Banking/Credit/Investment; Small Business; Consumer Protection; Social Services & Public Assistance; Education & Student Loans; IRS/Tax; Transportation, Environment/Utilities Responsibilities include responding to constituent correspondence, tracking data using the office’s database, and working with liaisons at federal agencies to resolve constituent issues. Applicants must be self-motivated team players, exercise discretion and maintain confidentiality, possess strong written and verbal communication skills, and be proficient with computers. Past or current residency in New York preferred. Senator Gillibrand’s office is an equal opportunity employer: people of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply. Please send cover letter, resume, and references to jobs@gillibrand.senate.gov. Please include CONSTITUENT LIAISON in the subject line of your email. Job #224149

DOMESTIC VIOLENCE INITIATIVE STAFF ATTORNEY
HIAS AND COUNCIL MIGRATION SERVICE OF PHILADELPHIA
PHILADELPHIA, PENNSYLVANIA

Mission: Driven by the Jewish value of welcoming the stranger, HIAS Pennsylvania provides legal, resettlement and supportive services to immigrants, refugees and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania advocates for just and inclusive public policies and practices.

General Position Description: HIAS PA seeks a staff attorney to spearhead the Domestic Violence Initiative’s efforts to provide immigration legal services to survivors of interpersonal violence and sexual assault in Chester County. The position includes assisting survivors in VAWA Self-Petitions, U and T visas, and immigration matters, training and coordinating with staff of local social services agencies, educating and conducting outreach to community members, and advocating with various stakeholders, including law enforcement agencies. Some immigration legal services experience preferred. Spanish language fluency is required. The candidate must also have a valid driver’s license, as they will be required to meet with clients at pre-determined sites in Chester County. The ideal candidate will also have prior experience working with survivors of interpersonal or sexual abuse.

Primary Responsibilities:

• Direct Legal Services: The attorney will represent clients in immigration matters with a special focus on domestic and sexual violence-based applications for relief including VAWA, U Visa and others. The attorney will represent individuals before the Department of Homeland Security and
the Executive Office for Immigration Review. The attorney will meet with clients at HIAS Pennsylvania and make site visits to social service agencies in Chester County.

- **Training and coordinating with staff of social service providers:** The attorney will train the staff of Chester County social service agencies to identify potential clients. The attorney will develop and implement screening and referral protocols for newly identified service providers, while maintaining protocols with existing partners. The attorney will coordinate with staff of service agencies to schedule appointments, compile evidence, and make necessary referrals.

- **Education and Outreach to Stakeholders:** The attorney will identify and educate stakeholders in Chester County, including social and legal services providers, law enforcement agencies, and others working with immigrant survivors of interpersonal violence regarding their legal rights. The attorney will collaborate with stakeholders in encouraging the development of appropriate policies for immigrant survivors of interpersonal and sexual abuse. They will also do outreach in immigrant communities to provide information on immigration relief for immigrant victims of domestic violence and other forms of interpersonal violence.

- **Administrative:** The attorney will be responsible for maintaining records for the Domestic Violence Initiative to facilitate reporting to grantors. The attorney will be responsible for meeting deliverables under various funding streams and coordinating with grant partners. As part of the legal staff, the attorney will also have responsibilities in training and supervising law students and volunteers.

**Qualifications:** The candidate should be passionate about HIAS PA’s mission, understand the organization’s roots in and relationship to the Jewish community, and have a demonstrated ability to work with diverse collaborators and stakeholders. In addition, the candidate should possess:

  - JD degree and bar passage required
  - Immigration legal services experience preferred.
  - Experience working with immigrant survivors of interpersonal violence preferred.
  - Special consideration will be given to applicants who have experience through law school clinical programs or public interest law organizations
  - Bi-lingual Spanish-English speaker required
  - Excellent verbal and written communications skills
  - Proficiency in Microsoft Office applications, database management and internet
  - Excellent organizational and time management skills
  - Ability to work in a team and work with diverse professionals and human service workers
  - Ability to pay close attention to detail
  - High degree of skill in preparing detailed reports to funders
  - Ability to work with diverse populations and with sensitivity to the needs of trauma survivors
  - Applicant must be able to drive and possess a valid U.S. driver’s licence.

HIAS PA is a fast-paced environment with some traffic in the office and a moderate amount of noise. The office functions as a team with a high degree of collegiality. HIAS PA provides health care, life insurance and disability benefits after a probationary period. If you are interested in this position, send your resume and cover letter via email to Edwin Jimenez at ejimenez@hiaspa.org. The position will be open until filled.

**Level of Language Proficiency:** Bi-lingual Spanish-English speaker required

**Minimum Education Required:** J.D.
How to Apply: Please send all CV, Cover Letter or Resume to Edwin Jimenez at ejimenez@hiaspa.org. No phone calls please.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against anyone on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation or belief.

STAFF ATTORNEY
TAHIRIH JUSTICE CENTER
ATLANTA, GEORGIA

Tahirih Justice Center, a non-profit legal services organization, seeks an engaging, enterprising, and empathetic lawyer for the Staff Attorney position in our new Atlanta, GA office. This role will provide critical legal counsel to our clients, immigrant women and girls fleeing gender-based violence, who seek asylum and related relief before the Department of Homeland Security, federal immigration courts, and appellate courts. The successful candidate will be well-versed in immigration law, be adept at facilitating trauma-informed legal representation, and have a thriving passion for social justice. S/he will also play a lead role in litigating immigration appellate work for the Atlanta office.

The ideal candidate is an activist-minded, self-starting professional with excellent oratory and written communication skills. We are seeking a dynamic individual who can seamlessly operate in a fast-paced environment, while maintaining his/her passion for our mission and supporting internal and external collaboration.

Minimum Qualifications:

- Current bar membership of any state in good standing
- Minimum three years of experience working on asylum, U-Visa, T-visa, VAWA, and SIJS applications
- Ability to communicate effectively in one or more languages other than English, especially Spanish
- Excellent legal analysis, written and oral advocacy and presentation skills
- Creative and strategic legal thinker
- Responsible, self-initiating, and focused, with proven ability to work independently and also collaboratively in a team-based decision-making environment
- Meticulous organizational habits and exemplary time management skills
- Strong interpersonal skills, cultural competence, and cross-cultural communication skills
- Excellent creative problem solving, strategic thinking, and analytical skills
- Flexibility to meet with key stakeholders outside of standard office hours
- Demonstrated commitment to legal services, public interest law, and/or social justice
- An engaging communicator who can effectively and independently communicate with diverse audiences and network collaboratively among a variety of stakeholder groups
- Must be highly self-motivated and driven
- Must be comfortable in a collaborative, consultative environment
- Must be committed to nonpartisanship

Desirable Qualifications:

- Experience in appellate work at the Board of Immigration Appeals and/or federal court
- Experience in Family Law
• Experience mentoring attorneys and law students
• Experience designing trainings and presenting to professional audiences
• Understanding of the law firm and pro bono culture and previous work experience with recruiting volunteer attorneys a plus.

**Annual salary and benefits:** Competitive compensation depends on experience. Generous benefits include fully-paid employee health, vision and dental insurance; a 401(k) defined contribution retirement plan; flexible work schedules; professional development including in-house training programs, staff enrichment retreats and other growth opportunities. Employees have a very generous self-managed leave benefit inclusive of vacation, sick and holidays, including an office closure the week between Christmas and New Year’s.

**Submissions:** Please email a cover letter, legal writing sample, resume, and a list of three references to recruiting@tahirih.org.

**Deadlines:** We will begin reviewing applications on rolling basis. We hope to identify a candidate who can start work as soon as possible. Candidates from all regions are encouraged to apply, and relocation assistance will be provided.

**Please note:** Candidates must be authorized to work in the United States for any employer.

The Tahirih Justice Center is an equal opportunity employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran’s status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih’s policy applies to all terms and conditions of employment. Men are particularly encouraged to apply.

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**SUMMER 2018 LEGAL INTERNSHIP**

**ALDEA**

**LEESPORT, PENNSYLVANIA**

**Our Mission and Vision:** As you read this, too many persons are being forcibly displaced from their home as a result of conflict or persecution around the world. Many of these cases involve single-parent families and or unaccompanied children fleeing sexual, domestic, and or gang violence in their countries of origin. They take on a perilous journey to the United States to seek protection. Too many of these families, moms and dads, with their children ages 0 to 17, end up detained at the Berks County Family Residential Center in Leesport, PA.

Legal representation is the single most important factor in predicting whether a family seeking protection will ultimately prevail in their case. Without representation, the fate of an asylum-seeker is overwhelmingly predetermined — deportation. Yet, very few have the resources to hire an attorney.

Aldea means “village”. We are a community made up entirely of volunteers who believe no child seeking protection in the United States should ever be detained. We believe that parents who risk their lives to bring their children to safety deserve help and support, not detention and punishment. Our mission is to provide every single family detained at Berks with access to high-quality, pro bono legal representation. Since Aldea was founded, our representation has resulted in the release of over 450 families. Join us and make a real difference!

**Our Internship Position: On the Ground Advocate:** The most important feature our ideal OTG Advocate will have is a fearless commitment to make the United States a better place for refugees and immigrants. The OTG Advocate's role is multi-faceted and includes a wide-range of tasks:
• Assist families’ pro-bono counsel with intakes, preparing for fear interviews, filing requests for re-interviews, filing stay requests, etc. and helping gather information and evidence in support
• Draft statements and affidavits, complete immigration forms under attorney supervision
• Liase with coordinators from other family detention facilities and other pro-bono networks
• Liase between persons in detention and their family members in the US and abroad
• Liase with ICE and the detention facility staff on behalf of the families
• Monitor issues related to the well-being of detained families
• Keep our database up to date.

Ideal candidates should have an understanding of asylum law and superior communication skills in English and Spanish. While experience is preferred (daily volunteer opportunities now available!), it is NOT a requirement, as training will be provided. Schedule is flexible, but you are required to be present at the facility in Leesport, PA at least three days per week. There is potential for a modest housing and transportation stipend. Please send a letter of interest and resume to aldeapjc@gmail.com.

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

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