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**August 1, 2021**

**\*New Positions Highlighted in Blue\***

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## LEGAL POSITIONS

### **STAFF ATTORNEY** **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 pro bono program, Lawyers Serving Warriors® ("LSW"), 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.

NVLSP seeks a full-time staff attorney for its LSW project, which assists veterans with medical retirement and discharge upgrades.

A military medical retirement confers a monthly monetary benefit as well as military medical care (called Tricare) upon retirement for the Service member, his or her spouse, and the Service member's children while they remain dependents. This health insurance offers comprehensive health care, including prescription drugs, in civilian health care networks wherever the veteran resides. A military medical retirement is conferred by the Department of Defense and is totally distinct from VA benefits.

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. The discharge upgrade may help veterans receive VA benefits and health care, improve employment opportunities, and restore reputation and self-esteem. Many clients have Post-Traumatic Stress Disorder (PTSD), traumatic brain injuries (TBI), or other mental health conditions that are related to military service, including resulting from Military Sexual Trauma (MST).

The attorney will review veterans' medical and personnel files to determine merit for pro bono placement, write screening memos for meritorious cases, train pro bono lawyers, mentor cases placed with pro bono law firms, and conduct outreach to veterans at clinics.

NVLSP will consider applicants who wish to work remotely.

**Qualifications and Experience:**

J.D.; excellent research and writing skills; experience with veterans law and/or military service appreciated.

**Opening/Closing Date:**

Available immediately; closes when filled. NVLSP has a generous benefits program, with health and pension benefits provided.

**Applications:**

A cover letter, resume, writing sample, and a list of three references should be e-mailed to Rochelle Bobroff, Director of Pro Bono, at [rochelle@nvlsp.org](mailto:rochelle@nvlsp.org).

All applications will be reviewed in confidence.

NVLSP is an equal opportunity employer.

**SUPERVISING ATTORNEY  
DC VOLUNTEERS LAWYER PROJECT**

We believe that a life free of violence and abuse is a basic human right. Our mission is:

To ADVOCATE for domestic violence victims, at-risk children, and other vulnerable individuals through comprehensive pro bono legal services;  
To EMPOWER victims with knowledge, resources, and on-going support; and  
To BROADEN OUR IMPACT by engaging, training, and supporting a strong and diverse network of volunteer lawyers and community volunteers.

DC Volunteer Lawyers Project (DCVLP) was established in 2008 as a non-profit 501(c)(3) organization. We engage, train and support hundreds of dedicated volunteer attorneys each year to handle emergency protection order, custody, child/spousal support, divorce, and immigration cases on behalf of victims, and to serve as court-appointed advocates for vulnerable children living with abuse, neglect, and other dangerous circumstances. We operate free call-in and walk-in clinics throughout the District of Columbia so victims and other D.C. residents can access free legal services on a wide variety of legal issues including family law, immigration, related criminal cases against abusers, and enforcing victim legal rights in housing, employment, and other financial matters; and non-legal support services including social services referrals, crisis support, and safety planning. More information at <https://www.dcvlp.org/>.

**Why You Want This Job:**

- You believe that a life free from violence and abuse is a basic human right.
- You are looking for a job that matters.
- You have demonstrated commitment to working with vulnerable populations and you want to use your law degree to provide marginalized individuals with access to high quality legal services.
- You have a law degree and are admitted to practice in the District of Columbia.
- You have five (5) or more years of legal experience. Experience working with domestic violence victims and/or trauma survivors is a plus.
- You are proficient in Spanish, French, Amharic, and/or Mandarin.

- You are able to work virtually, if needed, but understand this job will be onsite in our D.C. office as of September 2021.

### **What This Job Will Entail:**

- Supervise a substantial caseload of domestic violence and family law cases assigned to volunteer attorneys and law fellows. (All cases in DC Superior Court.)
- Provide high quality direct representation in domestic violence and family law cases, as needed.
- Participate in volunteer attorney trainings, as needed.
- Provide brief advice at DCVLP clinics, located throughout the community and at DC Superior Court.
- Collaborate with DCVLP's client advocates to ensure holistic service delivery.
- Ensure compliance with grant requirements by completing necessary documentation and outcomes.
- Represent DCVLP at meetings and collaborations with other organizations.

### **Other Duties and Responsibilities:**

Other relevant duties as assigned. NOTE: This description is not an attempt to list all essential functions of this position as it is recognized that job duties may change over time, based on DCVLP's needs. Minimum

### **Qualifications:**

- A J.D. degree from an accredited law school.
- Active DC Bar membership or ability to become an active DC Bar member prior to first day of employment.
- Minimum of five (5) years of relevant work experience, preferably with a legal services organization that provides legal services to survivors of domestic violence. Experience supervising attorneys in a legal setting also is desirable.
- Superlative interpersonal skills and ability to develop good working relationships with volunteers, clients, staff, partner organizations, and members of local legal services and domestic violence coalitions.
- Excellent verbal and written communication skills. Fluency in Spanish is highly desirable.

### **Salary & Benefits:**

The salary range for this position is \$62,000-\$80,000. DCVLP provides employees with 90% coverage of our major medical and dental policies and sponsors a 403(b) retirement plan. Vision coverage is also available. New employees accrue three weeks of vacation over 12 months and one week of sick time. In addition to all federal holidays, two personal days per year are also available as floating holidays. We offer a generous family leave policy for parents following the birth or adoption of a child. DCVLP has a positive work environment, with a focus on collaboration, empowerment, and service toward our clients and volunteers.

### **Physical Requirements of The Job:**

In addition to the functional skills in this job posting, the following physical abilities are representative of physical demands and environment essential to this position:

- While performing the duties of this job, the employee is regularly required to: stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, and may need to occasionally stoop or kneel.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Ability to use a telephone to communicate clearly and receive information.
- Light to moderate lifting is required.
- Ability to work in a confined area.

- Ability to sit at a computer terminal for an extended period of time.
- Regular, predictable attendance onsite is required.
- Ability to travel to local clinics and court venues as necessary.
- The work environment has moderate noise (i.e. business office with computers, phone, printers, and light traffic).

### **How to Apply:**

To Apply DCVLP has a non-discrimination policy and encourages all interested and qualified applicants to apply regardless of race, gender, sexual orientation, religion, age, disability, or other status protected by applicable law. Interested applicants should send a letter of intent and a resume to Sara Tennen at [jobs@dcvlp.org](mailto:jobs@dcvlp.org).

## **STAFF ATTORNEY TAHIRIH JUSTICE CENTER**

### **Description:**

The Tahirih Justice Center is a national, nonprofit organization that serves women, girls, and other immigrant survivors fleeing gender-based violence. Our interdisciplinary, trauma-informed model of service combines free legal services and social services case management with bridge-building policy advocacy and research-based training and education. Our programs efficiently and effectively leverage donated professional services from a vast network of attorneys, medical professionals, and other experts to serve as many immigrant survivors as possible. By amplifying the experiences of survivors in communities, courts, and Congress, Tahirih's mission is to create a world in which all people share equal rights and live in safety and with dignity. To learn more about Tahirih Justice Center and its work, please visit [www.tahirih.org](http://www.tahirih.org).

### **Position Summary:**

Tahirih is seeking to hire a full-time Immigration Staff Attorney in the Greater DC Office-Baltimore Regional Office. The primary function of the Immigration Staff Attorney will be to provide client-centered, trauma-informed and culturally competent legal advice, counsel and representation to immigrant individuals who are survivors of gender-based violence in asylum cases, claims brought under the Violence Against Women Act (VAWA), and other related immigration matters, including T and U visas. The immigration attorney will collaborate with cross-department colleagues within an interdisciplinary client services team.

**\*\*This position is currently fully remote but when we return to in-office work will report to the Falls Church, VA office.\*\***

### **Primary Responsibilities:**

- Work collaboratively with interdisciplinary teammates as one client-services team to deliver high quality, holistic services that center the client
- Conduct trauma-informed, client-centered, legal screenings and intakes to service seekers who are immigrant survivors of gender-based violence to evaluate and explain possible immigration legal remedies
- Provide trauma-informed, client-centered and culturally competent direct legal representation to clients in immigration law before the Department of Homeland Security (DHS), Immigration Courts and Board of Immigration Appeals (BIA) pursuant to government grant compliance/metrics
- Co-counsel immigration legal cases placed with the Greater DC/Baltimore pro bono network by providing mentorship and collaborative case management.
- Prepare and conduct outreach and education programs on immigration law and domestic violence to stakeholder groups

- Represent Tahirih in coalition meetings; network and build relationships with like-minded organizations
- Maintain accurate data entry and record-keeping for grant-funded projects
- Occasionally contribute to grant proposals, reports and periodic communications pieces
- Supervise paralegal and legal interns when applicable

### **Requirements:**

- Current bar membership in good standing in any state in the US or District of Columbia
- At least 2-5 years of experience representing immigrant women and/or girls in asylum, VAWA, T visa, and/or U visa cases before the DHS, Immigration Courts and BIA strongly preferred; candidates with exceptional clinical or internship experience may also be considered
- Strong substantive understanding of U.S. immigration law; candidates with family-based immigration law and consular processing practice, are encouraged to apply
- Experience working with survivors of domestic violence and trauma
- Excellent legal analysis, written and oral advocacy and presentation skills
- Responsible, self-initiating, and focused, with proven ability to work independently and also collaboratively in a team-based decision-making environment
- Experience designing trainings and presenting to legal and non-legal audiences is a plus
- Represent Tahirih's mission and values among stakeholders
- Meticulous organizational habits with an ability to manage a complex caseload, establish priorities, and meet deadlines
- Strong interpersonal skills and record of cultural competence and cross-cultural communication skills; experience working with clients, staff and interns of diverse backgrounds
- Commitment to learning and promoting the principles of diversity, equity, and inclusion
- Fluency in Spanish is desired
- Commitment to Tahirih's foundational values and mission, and demonstrated commitment to legal services, public interest law, and/or social justice
- Understanding of the law firm and pro bono culture a plus.
- Able to travel on occasion and attend functions from time to time outside regular business hours.

### **Annual Salary and Benefits:**

The salary range for this position is \$55,000 – 65,000 and will be commensurate to experience and qualifications. Generous benefits include employee and dependent health, vision and dental insurance (Tahirih pays 100% of the premium for employees and 60% for dependents); 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:**

Begin your application online [here](#). Please include a cover letter, resume, writing sample (no more than 10 pages), and a list of three references.

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

*Tahirih Justice Center is committed to diversity, equity and unity as core values. We practice inclusiveness in decision making through consultation with employees throughout the organization. Tahirih seeks to hire and retain employees whose diversity reflects the communities we serve. We encourage candidates who are committed to equity and who are from all backgrounds, experiences, abilities and identities to apply.*



## **BILINGUAL IMMIGRATION LITIGATOR/ADVOCATE LEGAL AID JUSTICE CENTER**

### **About the Legal Aid Justice Center:**

The Legal Aid Justice Center is a nationally recognized nonprofit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice. From its offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC is a fierce advocate for low-income clients and communities in Virginia. Just in the past year, we secured an injunction slashing the number of immigrants detained by ICE at the largest detention center in the MidAtlantic; brought a class action challenging ICE detention to the U.S. Supreme Court; passed laws preventing the Virginia DMV from providing driver information to ICE and expanding state financial aid to undocumented students; won the nation's first COVID-specific, statewide, and enforceable workplace safety standards; and decriminalized school-based disorderly conduct, which was a leading contributor to the school-to-prison pipeline, especially for Black girls. Founded in 1967, LAJC provides services under four key program areas: Civil Rights & Racial Justice, Economic Justice, Youth Justice, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit [www.justice4all.org](http://www.justice4all.org).

### **About the Immigrant Advocacy Program:**

LAJC's Immigrant Advocacy Program supports low-income immigrants in their efforts to find justice and fair treatment. In addition to representing clients with individual legal issues, we promote systemic reforms to reduce the abuse and exploitation of immigrants, and advocate for state and local policies that protect immigrant communities from aggressive immigration enforcement and promote their wellbeing. Current campaigns include challenges to ICE detention, resisting family separation in all its different forms, and our De-ICE Virginia campaign seeking to sever cooperation between state and local government and federal immigration enforcement.

### **About the Position:**

LAJC seeks a bilingual immigration litigator/advocate for our Falls Church office. The attorney will represent individual clients in creative forms of removal defense, with a special focus on individuals with prior removal orders or otherwise at imminent risk of deportation, and individual and systemic challenges to immigration detention and ICE enforcement. The attorney will also partner with community organizers (both LAJC staff and other community organizations) to support local and statewide policy advocacy efforts challenging immigration detention, the jail-to-deportation pipeline, and state entanglement in federal immigration enforcement. The attorney will also manage an immigration advice clinic in Arlington County, and hold regular office hours and coordinate know-your-rights presentations in English and Spanish at community centers that serve immigrant communities.

### **Required Qualifications:**

- Strong commitment to immigrants' rights;
- Experience working directly with immigrant community members;
- Prior experience with immigration litigation, whether professionally or through a law school clinic;
- A sufficient level of Spanish fluency to interview and counsel clients in Spanish without the assistance of an interpreter;
- Membership in the Virginia bar, confirmed eligibility to waive in, or willingness to sit for the February 2022 Virginia bar (LAJC provides bar study leave and application fees); and
- An ability to multi-task and balance a variety of responsibilities.



**Location:** Falls Church, Virginia

**Application Deadline:** We accept applications on a rolling basis and encourage candidates to apply as soon as possible.

**Salary:** Salary range is \$61,600 to \$78,400 based on years of relevant experience and LAJC's formal salary scale.

**Benefits:**

- Generous leave
- Flexible hours and hybrid in-office/work-from-home schedule
- Excellent health, dental, and optical insurance
- 403(b) retirement plan
- Personal budget for professional development
- Full mileage reimbursement at IRS rates
- Law school loan repayment assistance and full reimbursement for VA bar and CLE expenses

**Application Instructions:**

Email a cover letter, resume, legal or advocacy writing sample, and three references to Simon Sandoval-Moshenberg at [hiring@justice4all.org](mailto:hiring@justice4all.org). If you're able, please submit your application as a single PDF titled "[date submitted in yyyy.mm.dd format][last name][first name][position sought]." Please include "Falls Church Immigration Attorney" in the email subject.

*The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.*

**PART-TIME STAFF ATTORNEY**  
**CATHOLIC CHARITIES LEGAL NETWORK**

**Company Overview:**

Catholic Charities is the social ministry outreach of the Archdiocese of Washington. We believe in strengthening the lives of all in need by giving help that empowers and hope that lasts. Catholic Charities works to create a world in which every person is cherished, regardless of individual limitations, and strengthened in the use of personal gifts in order to reach his or her full potential as a valued member of the community. We are looking for exceptional people who share our vision and values.

Inspiring Hope. Building Futures.

**Job Summary:**

The Attorney provides legal advice and representation in accord with the best practice of the profession. The position recruits licensed attorneys in DC and Maryland for pro bono civil law cases, develops a pool of attorney mentors to guide less experienced attorneys, and conduct training sessions about the program to potential volunteers at identified organizations.

**Essential Duties and Responsibilities:**

- Interview individuals seeking legal assistance and advise the client as to possible options through proper interpretation of current laws.
- Provide ongoing legal representation to the client commencing with the initial intake interview, drafting of documents, correspondence and client applications/petitions.
- Recruit active status DC and Maryland licensed attorneys who will accept pro bono civil law cases from the Legal Network in such areas as: family law, employment conflicts, landlord-tenant disputes, consumer/bankruptcy matters, public entitlements, wills/probate and advanced medical directives.
- Develop a current pool of attorney mentors who can provide information and guidance to less experienced attorneys who are willing to accept civil law cases in specific areas such as custody and child support; landlord-tenant rights; and consumer matters.
- Conduct information and training sessions on the Legal Network at government agencies, nonprofits, bar associations, private corporations, law firms, etc. to potential volunteers.
- Help enhance the visibility of Catholic Charities' Susan D. Mona Center to low-income Prince George's County residents to increase the number of consumers who avail of the services of the Legal Network.
- Supervise law student interns and volunteers.
- Serve as liaison between the program and community partners.

**Education and Experience:**

- Law Degree (J.D.)
- Active status member of both the District of Columbia and Maryland bars.
- This position may require completion of Continuing Legal Education, in addition to all licensing requirements for the Jurisdiction where the attorney is licensed to practice.
- Two years' experience in general civil law.

**Skills and Competencies:**

- Verbal and written communication skills.
- Skill in public speaking.

**How to Apply:**

Apply through this [link](#).

**GENERAL COUNSEL**  
**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION**

**The Challenge and Opportunity:**

The Office of the State Superintendent of Education (OSSE) is a mission-driven, complex and dynamic organization and is seeking a General Counsel to join its leadership team to help steward the agency on its next phase of growth and impact. As General Counsel at OSSE, you will provide compelling legal guidance that challenges you to think big and differently. The General Counsel reports directly to the State Superintendent and serves as the primary legal advisor to the Superintendent and the executive leadership team on legal, policy and strategic issues. Additionally, the General Counsel leads and manages the Office of General Counsel (OGC) and supervises staff attorneys, legal assistants and interns assigned to OSSE who work on a vast portfolio of issues. These include issues related to District law, federal laws and regulations – with a primary focus on education, finance and grants, internal controls, ethics and data sharing.

To succeed in this role, you must operate as a thought partner – focusing on providing creative and action-oriented guidance to executive decision makers on high-stakes and urgent matters. You must demonstrate high capacity to develop relationships with stakeholders and pride yourself on your superior ability to communicate complex information. You are adept at building trust through the demonstration of good judgement and your ability to simplify legal concepts and communicate them plainly is a value add. You see problems as opportunities and take the initiative in helping colleagues, leaders and program staff identify creative solutions aligned with OSSE's mission. Your intellectual curiosity enables you to continue to discover better and best practices to drive the work forward. Finally, you have unquestionable integrity and are passionate about the work we do.

**Specific Functions of the General Counsel Include:**

*Legal Oversight and Litigation Management*

- Holds full responsibility for conducting the legal business of OSSE, in coordination with the Mayor's Office of Legal Counsel and the Office of the Attorney General, including all suits instituted by and against the state education agency;
- Evaluates the merits of legal disputes filed against or on behalf of OSSE and pursues legal strategies;
- Directs the assessment of settlement offers and agreements; and
- In consultation with the Superintendent, supervises and directs strategies for all OSSE affirmative and defensive litigation before any judicial or administrative body.

*Policy Development and Implementation*

- Supervises the drafting of new legislation and regulations to support the Superintendent's policy agenda;
- Reviews and advises on legal sufficiency for a broad variety of policy matters affecting the early childhood through adult education continuum;
- Provides consultation during the review, research and preparation of responses for the Superintendent and leadership team to selected and sensitive, and often confidential inquiries and correspondence from the Mayor, members of the Council of the District of Columbia, officials of the District and federal governments, the media, and those surrounding jurisdictions, members of the private sector and the general public; and
- Oversees legal support for regulatory and oversight areas including licensing activities, special education services, data sharing, charter school financing and grants.

### *Internal Advisory Services*

- Supports the OSSE Office of Human Resources on a broad array of labor issues and personnel matters for the nearly 400 main office OSSE employees and the nearly 1,400 employees in OSSE's Department of Transportation;
- Participates in the definition and development of agency policies, procedures and programs and provides continuing counsel and guidance on the legal implications of agency activities;
- Assists in the review of all relevant contracts, grants, agreements and other legal instruments between OSSE and other parties; and
- Provides time-sensitive and strategic guidance on time-sensitive and high-profile legal, policy and communications matters.

### **Key Qualifications:**

- A law degree from an American Bar Association (ABA) accredited law school.
- Current member in good standing of the District of Columbia Bar or be eligible for waiver into the bar.
- At least one year of related specialized experience at or equivalent to either the lowest supervisory or highest nonsupervisory grade levels in the District of Columbia legal service.
- Substantive experience in providing legal advice on complex and sensitive issues to high-level executives and officials in a government agency or other entity.
- Substantive experience managing or supervising a legal team, with a focus on public policy or public interest law, and serving as an expert advisor in planning and policy decision-making; and, implementing, coordinating and directing the legal operation of an organization, designed to facilitate and improve legal service delivery to that organization.
- Excellent problem-solving, planning and strategic thinking skills.
- Superior relationship-building skills in establishing and maintaining effective working relationships with coworkers, peers, staff and stakeholders.
- Experience in the education sector preferred.

### **Office of the State Superintendent of Education (OSSE) – Who We Are:**

OSSE is focused on sustaining, accelerating and deepening the progress being made for the District's 90,000+ students. As the state education agency, OSSE serves as the District's liaison to the US Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations. Over the years, OSSE has worked hard to improve systems and supports to help close the achievement gap and ensure people of all ages and backgrounds are prepared to succeed in school and in life. DC remains the fastest improving state and urban school system in the country on the National Assessment of Educational Progress, also known as the Nation's Report Card.

This is a Senior Executive Service Attorney Service position. Selected candidate must be a District resident or establish residency within 180 days of hire.

### **How to Apply:**

Interested applicants should submit a resume and cover letter to [OSSE.Talent@dc.gov](mailto:OSSE.Talent@dc.gov)

Additional information available [here](#).

## **SUPERVISING ATTORNEY CHILDREN'S LAW CENTER**

### **Who We Are:**

At Children's Law Center, everything we do is focused on one thing - delivering better client outcomes for kids and families in DC. Our staff are empowered to open minds, shape decisions, and offer solutions. We encourage intellectual curiosity, innovation, diversity, and mutual respect.

Our greatest assets are our people. We strive to attract and cultivate a vibrant, creative, and diverse community. We recognize that people with diverse backgrounds, experiences and perspectives fuel our ability to provide the best outcomes for our clients. Our staff drive Children's Law Center's mission with their leadership, result-orientated mindset, and commitment to cultural humility and centering the needs of our clients. We are looking for an individual who enjoys working in a fast-paced, team-oriented environment, likes to be challenged, and values the opportunity to make a difference.

Children's Law Center's success depends on recruiting and retaining individuals who possess and value these attributes.

Children's Law Center is currently operating remotely. This position will work from home until the organization returns to the office.

### **Job Summary:**

Supervising attorneys each act as the primary supervisor for approximately 3-4 staff attorneys and are responsible for ensuring that their supervisees provide high quality representation to their clients and that those supervisees develop their legal abilities. Supervision tasks include being regularly available to supervisees, attending hearings, reviewing pleadings, active participation in trial preparation, and offering consistent feedback on performance. A supervising attorney will meet regularly with their supervisor to review case issues, spot supervision issues, and assess plans for assisting in the professional development of their supervisees. In addition to supervising staff attorneys, supervisors will maintain a caseload equal to approximately one-third of their workload.

Supervising attorneys report to a senior supervising attorney.

### **Supervisory Responsibilities:**

#### *Supervision: formal advocacy and litigation*

- Accompany their supervisees to court appearances for the first three months of new staff attorneys' employment, and thereafter at the supervisees' request or as required in the supervisor's judgment.
- Review all written pleadings prepared by new staff during their six months of employment and as needed following that period.
- Provide feedback on court appearances as well as written material, including trial preparation.

#### *Supervision: CLC policy compliance*

- Ensure that regular visits are taking place between GALs and their clients.
- Ensure that the GAL Project Supervision Standards are met. This includes entering a PIKA Supervisor Note in each of their supervisees' cases every 45 days.
- Enter a Quarterly Supervision Note on 03/31, 06/30, 09/30, 12/31.

### *Supervision: quality supervision meetings*

- Conduct regular meetings with their supervisees to brainstorm case strategies and ensure quality of representation.
- Meet regularly with a senior supervisor to discuss issues and develop strategies for their cases and those of their supervisees and review supervising tasks and techniques.
- Monitor supervisees' cases for TASIL issues and elevate issues to the Appellate Team and/or GAL Project Director and Deputy Director, accordingly.

### *Supervision: professional development*

- Set annual goals and review them quarterly to assist in staff development.
- Identify supervisee's strengths and provide support and direction around professional development.
- Identify supervisee's challenges and formulate plans, timelines and measures of success to address them.

### *Supervision: program activities*

- Attend biweekly supervisor meetings with the GAL Project Director and Deputy Director.
- Take a leadership role in case rounds, training, contract deliverables, or other program activities as requested.

## **Duties/Responsibilities:**

### *Case Handling*

Carry a caseload of neglect cases.

### *Organizational and Program Leadership*

- Support the CLC management team in instilling a shared vision and shared values throughout CLC.
- Work with the GAL Project Director and Deputy Director to ensure effective communication and support across programs, including effectively cascading information and messaging to staff around program initiatives.
- Work with GAL Project Director and Deputy Director to instill a shared vision and values throughout the project.
- Ensure GAL team consistently provides high-quality direct legal service representation.
- Work with the GAL Project Director, Deputy Director, and senior supervising attorneys to develop and implement cutting edge legal strategy.
- Develop staff attorneys for promotion within the organization.
- Support the collection and reporting of case information to improve practices.
- Work with the GAL Project Director and Deputy Director to implement PIKA/Legal Server and project evaluation goals, and monitor compliance with GAL project policies.
- Support the work of the Policy Team where appropriate.
- Contribute to innovation in case work and trainings, both internally and externally.
- Serve as a volunteer at the DC Superior Court Self-Help Center.
- Serve as a Helpline Supervisor on a recurrent basis.

## **Education/Experience:**

- Bar status required.
- JD, Bar exam completed and awaiting bar results.
- DC Bar membership.
- Barred in another jurisdiction and immediately eligible to waive into DC Bar.
- Substantial experience (at least two years) in or with legal services, preferably with a background in child welfare.
- Prior litigation experience required.
- Driver's license required.
- 1-2 years' experience supervising attorneys preferred. Supervising experience can include formal and informal supervision and/or formal mentoring.

## **Salary and Benefits:**

The starting salary for this position is \$71,000 annually and increases with relevant experience. Children's Law Center offers a generous benefits package that includes medical, dental, vision, and short- and long-term disability insurance; employer-provided retirement contributions; flexible spending plans; and vacation, sick, holiday, family and medical leave. Children's Law Center is a 501 (c)(3) organization. Employees with federal student loan debt can apply for Public Service Loan Forgiveness. For more information, go to <https://myfedloan.org/borrowers/special-programs/pslf>.

## **Application Instructions:**

To apply, please submit the following materials in one PDF file: cover letter, resume, writing sample and 3 professional references online [here](#).

Children's Law Center is an Equal Opportunity Employer. We are committed to equal employment opportunities for all applicants and existing employees. We evaluate qualified applicants without regard to ancestry, age, color, disability, genetic information, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion, sex, sexual orientation, and any other basis protected by federal, state, or local law, ordinance, or regulation. We invite you to visit us here to learn more about our organization and our career opportunities ([www.childrenslawcenter.org/join-us](http://www.childrenslawcenter.org/join-us)).

Children's Law Center is committed to fostering a diverse and inclusive environment. If you believe that you need accommodation to search for, or apply for, one of our positions please send an email to [Jobs@ChildrensLawCenter.org](mailto:Jobs@ChildrensLawCenter.org). In your email, please include the accommodation you are requesting and the job title you are applying for. It may take up to three business days to receive a response to your request.

## **GUARDIAN AD LITEM STAFF ATTORNEY CHILDREN'S LAW CENTER**

## **Who We Are:**

At Children's Law Center, everything we do is focused on one thing - delivering better client outcomes for kids and families in DC. Our staff are empowered to open minds, shape decisions, and offer solutions. We encourage intellectual curiosity, innovation, diversity, and mutual respect.

Our greatest assets are our people. We strive to attract and cultivate a vibrant, creative, and diverse community. We recognize that people with diverse backgrounds, experiences and perspectives fuel our ability to provide the best outcomes for our clients. Our staff drive Children's Law Center's mission with their leadership, result-



orientated mindset, and commitment to cultural humility and centering the needs of our clients. We are looking for an individual who enjoys working in a fast-paced, team-oriented environment, likes to be challenged, and values the opportunity to make a difference.

Children's Law Center's success depends on recruiting and retaining individuals who possess and value these attributes.

Children's Law Center is currently operating remotely. This position will work from home until the organization returns to the office.

### **Job Summary:**

This position is part of our Guardian ad litem program. Attorneys in our Guardian ad litem program represent children who are the subject of abuse and neglect cases in DC's Family Court. Staff attorneys work closely with CLC social workers, investigators and special education attorneys to advocate, formally and informally, to advance the best interests of clients with regard to their safety, permanency, physical and mental health and education.

CLC is committed to providing high quality representation. To achieve this goal, new attorneys participate in an intensive training and Onboarding process before representing clients and receive close supervision during their first year of practice. In addition, CLC maintains reasonable caseloads (max of 35) and provides ongoing training opportunities for all attorneys. Staff are required to input time, case notes and case documents into our case management system as the file of record for the clients and to assist with supervision, professional development, case planning as well as CLC's outcome evaluation work.

GAL Staff attorneys manage a case load of approximately 35 cases. Staff attorneys advocate, formally and informally, to advance the best interests of clients, maintain notes in the case management system, and keep their supervisor informed of all significant developments in their cases.

In addition to their duties in representing their clients, attorneys work with multidisciplinary teams consisting of an investigator, social worker, and special education attorney. CLC endeavors to maintain a collaborative and collegial workplace where staff attorneys assist colleagues on their cases and provide emergency and holiday coverage when possible to assist in maintaining that environment.

### **Duties/Responsibilities:**

#### *Case Handling: Advocacy*

- Provide high-quality direct legal representation.
- Independent investigation.
- Client-centered advocacy.
- Creative and zealous advocacy
- Regular client contact and information sharing.
- Attend all court dates and timely file all appropriate pleadings for clients.
- Timely and accurately document casework in case management system.

#### *Case Handling: CLC Obligations*

- Ensure timely and accurate input of case information into case management system and adhere to applicable policies and protocols, including case planning notes, litigation protocol, timekeeping policy,

client visitation and contact protocol, case closure form, and supervision standards in order to achieve positive outcomes for client families.

- Attend and actively participate in regular supervision to brainstorm case strategies, keep the supervisor informed, and ensure quality of representation.
- Refer cases to SW team or ED team for collaboration for assistance with service identification, caregiver assessment, external teaming issues, etc.
- May provide assignments, training and/or supervision to law clerks (not mandatory).

#### *Participate in and contribute to Learning, Systemic Advocacy and Appellate Practice*

- Provide support to Children's Law Center Policy Team in areas of expertise to address the systemic needs of the Children's Law Center client community.
- Direct case stories, trend issues or client data are used to provide background and advocacy for legislative or interagency initiatives as well as used in testimony on behalf of clients in DC Council.
- Identify and elevate cases to the Appellate Team in accordance with the Targeted Appellate Strategy Issue List (TASIL).
- TASIL issues are precedent or court rules that CLC has identified need further clarification, challenge or adjustment.
- Participate in all required trainings, meetings, and other CLC events including but not limited to:
  - Litigation Meetings.
  - Supervision.
  - Case Rounds.
  - Attorney Meetings.
  - Thursday Training.
  - GAL Staff Meetings.

#### *Professional Development*

- Use Core Competencies to set annual goals and review them quarterly to for professional development.
  - Core Competencies include:
    - Use of supervision for shared thinking.
    - An understanding of cultural humility /implicit bias.
    - Independent judgement and decision making.
    - Teaming ability.
    - Work Life Balance.
    - Demonstrated Expertise.
    - Demonstrated ability to work independently.
    - Time Management and Prioritization.
    - Ability to be self-reflective and give/receive constructive and corrective feedback.

#### **Skills/Abilities:**

- A demonstrated commitment to social, economic, and racial justice.
- Cultural humility as shown through demonstrated openness to self-reflection and commitment to understanding and respecting other cultural experiences and points of view, and viewing individuals as the experts on their own culture and experience.
- A combination of strong legal skills, self-reflection, and leadership skills.
- Strong litigation, legal analysis, research, writing, and oral advocacy skills.
- Demonstrated capacity to work independently and collaboratively.
- Strong independent judgement and decision-making skills.
- Strong interpersonal, communication, and relationship-building skills.

- Excellent organizational and time management skills, and demonstration of work/life balance.
- Bilingual English/Spanish communication skills strongly preferred.
- Experience in legal services, child welfare law or other community lawyering a plus.

### **Education/Experience:**

- JD and DC Bar membership or immediate eligibility to waive into the DC Bar required.
- Valid Driver's license required.

### **Salary and Benefits:**

The salary for this position ranges from \$54,500- \$65, 658 annually for applicants with 1-5 years' experience. Children's Law Center offers a generous benefits package that includes medical, dental, vision, and short- and long-term disability insurance; employer-provided retirement contributions; flexible spending plans; and vacation, sick, holiday, family and medical leave. Children's Law Center is a 501(c)(3) organization. Employees with federal student loan debt can apply for Public Service Loan Forgiveness. For more information, go to <https://myfedloan.org/borrowers/special-programs/pslf>.

Additionally, the DC Bar Foundation's Loan Repayment Assistance Program provides renewable one-year, interest-free, forgivable loans up to \$12,000 per year for qualified Children's Law Center attorneys. For more information, see <https://dcbarfoundation.org/lrap/>.

### **Application Instructions:**

To apply, please submit the following materials in one PDF file: cover letter, resume and 3 professional references online [here](#).

The Children's Law Center is an Equal Opportunity Employer. We are committed to equal employment opportunities for all applicants and existing employees. We evaluate qualified applicants without regard to ancestry, age, color, disability, genetic information, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion, sex, sexual orientation, and any other basis protected by federal, state, or local law, ordinance, or regulation. We invite you to visit us here to learn more about our company and our career opportunities ([www.childrenslawcenter.org/join-us](http://www.childrenslawcenter.org/join-us)).

The Children's Law Center is committed to fostering a diverse and inclusive environment. If you believe that you need accommodation to search for, or apply for, one of our positions please send an email to [Jobs@ChildrensLawCenter.org](mailto:Jobs@ChildrensLawCenter.org). In your email, please include the accommodation you are requesting and the job title you are applying for. It may take up to three business days to receive a response to your request.

## **SENIOR ATTORNEY, DETAINED ADULT PROGRAM CAIR COALITION**

### **Who We Are:**

The Capital Area Immigrants' Rights (CAIR) Coalition is the only non-profit organization in the Washington, D.C. area focused exclusively on providing free legal assistance to child and adult immigrants detained by the government in the Capital Region.

## **Position Summary:**

A Senior Attorney in the Detained Adult Program focuses on (i) the provision of direct legal services under a universal representation model to immigrant adults held in facilities in Virginia and Maryland, (ii) the supervision of staff attorneys and legal assistants (also including supervision of interns and fellows); and (iii) the mentoring of pro bono attorneys. This position is based in our Baltimore, Maryland office and will work primarily with our Maryland focused universal representation project/public defender model. This project provides legal representation to detained immigrants regardless of their criminal history and immigration procedural postures.

## **General Duties and Responsibilities:**

### *Representation:*

- Manages caseload of direct legal representation of detained clients in removal proceedings primarily before the Arlington and/or Baltimore Immigration Courts. This includes representation types such as Asylum, Withholding of Removal, Protection under the Convention against Torture, Special Immigrant Juvenile Status, U-Visas, T-Visas, and Cancellation of Removal.
- Provide direct supervision to staff attorneys on direct representation cases, including supervision and assistance of (i) case strategy, (ii) trial preparation, and (iii) case load management.
- Provide expert mentoring to outside attorneys representing detained immigrants on a pro bono basis.
- Manage a caseload of in-house direct representation case and pro bono mentorship cases to ensure timely completion and submission of all filings, forms, etc.
- Preparation of Post Release Plans and social service plans, in coordination with social services staff.
- Research, engage, and prepare experts on health, behavioral health, and country conditions.

### *Detention Facility Services:*

- Conduct client visits at government detention centers depending on case specific needs. Supervise and oversee staff participation at jail visits.
- Conduct intakes with immigrants at the detention facilities or telephonically as needed. Provide necessary follow-up after intakes to ensure universal representation program eligibility, evaluate eligibility for relief, including performing research, securing criminal/juvenile delinquency records and obtaining additional information from family and community members.

### *Organizational Services:*

- Assists program management on the implementation of long-term program plans and strategy focused on increasing access to counsel under a universal representation model.
- Ensures the inputting and accuracy of data and case information into shared databases in a timely fashion, including for supervised staff.
- Assist other program staff in completion of their workload during high-work/low bandwidth periods.
- Participates in stakeholder relationship activities, including in-person and telephonic meetings with community groups, governmental bodies and representatives, and other legal service providers.
- Conducts trainings and stakeholder meetings with detention center staff.
- Engages with internal CAIR Coalition committees and working groups to lend a voice to the growth and strategy of the organization.
- Undertakes own administrative functions, including for casework (e.g., preparation of all aspects of filings). CAIR Coalition attorneys do not have dedicated paralegals for assistance on cases and non-attorney staff time is dedicated to client-facing tasks.
- Program-Specific Duties and Responsibilities:
- Members of the Detained Adult program, in addition to the responsibilities above, also:

- Coordinate with all internal DAP Programs (e.g., LOP, NQRP, Uni-Rep) to ensure all programs are kept abreast of developments and clients.

## **What Else You Should Know:**

*Salary:* Commensurate with experience working in legal services. The salary range is \$65,300-\$72,500.

*Travel:* This position may require travel during the COVID-19 pandemic, in accordance with all CAIR Coalition safety protocols.

*Position Location:* Baltimore, MD

*Telework:* This is a full-time in-person position. Due to the COVID-19 pandemic, all CAIR Coalition staff are currently working remotely. It is anticipated that staff will work from their respective offices on November 1, 2021. This date is subject to change.

## **Benefits:**

CAIR Coalition's benefits package includes (a) subsidized health, dental insurance, and vision insurance (CAIR Coalition pays a very high rate of the insurance package, for which we can provide additional information); (b) life insurance valued at \$50,000, as well as long and short term disability; (c) the option to set up a Flexible Spending Account (beginning January 1, 2021); and (d) the option to set up a 403(b) account (the equivalent of a 401(k) account for nonprofits) which the organization has the option, for all employees on an annual basis, to match at a certain percentage after one year of continuous employment.

### *Paid Time-Off:*

23 personal days per calendar year  
Up to 20 days of sick time per calendar year  
7 hours of volunteer time  
Federal holidays  
Winter break closure

## **Competencies Required:**

### *Legal Proficiency*

The Senior Attorney demonstrates a solid understanding of legal concepts at a level that allows them to provide services to clients with limited supervision. The Senior Attorney clearly and skillfully employs the law in written and oral presentations and assists junior staff in doing the same. The Senior Attorney has taken on multiple hearings or interviews for clients with limited supervision. The Senior Attorney is able to competently supervise Staff Attorneys on client interaction matters and legal strategy, research, and writing. The Senior Attorney demonstrates cultural competency and trauma-informed practices.

### *Client and Programmatic Proficiency*

The Senior Attorney competently handles, and supervises, all required programmatic obligations (staff supervision, program reporting requirements, intake, follow-up, relief eligibility memos for pro bono placement, etc.). The Senior Attorney manages their supervision responsibilities and in-house and pro bono mentoring caseload to allow for proper prioritization and thoughtful use of time and resources. The Senior Attorney

supervises junior staff to ensure programmatic efficiency and efficacy. The Senior Attorney exercises sound judgment and decision-making skills and identifies when issues must be elevated to management.

### *Administrative*

The Senior Attorney ensures that all administrative aspects of their position (and of their supervisees'), attendant to the provision of services to clients, are carried out without managerial intervention, including timekeeping, file upkeep, database upkeep, etc.).

### **Qualifications Required:**

- JD and relevant experience in immigration law.
- Must be licensed to practice law and in good standing with a state bar.
- Written and oral Spanish fluency is mandatory.
- Driver's license required.

### **To Apply:**

Complete [the application](#) in its entirety. Be sure to upload a cover letter, resume, and writing sample focused on an immigration related legal issue.

## **STAFF ATTORNEY** **FIRST SHIFT JUSTICE PROJECT**

First Shift Justice Project is a nonprofit organization that helps working mothers in low wage jobs assert their workplace rights to prevent job loss. First Shift provides counseling, coaching, and representation to pregnant women, working parents, and caregivers on the issues of pregnancy and family responsibilities discrimination; pregnancy and breastfeeding accommodations; family and medical leave; and D.C. paid family leave benefits.

First Shift seeks an attorney to 1) provide technical training to medical providers regarding medical certifications for pregnancy accommodations and D.C. paid family leave benefits; 2) advocate for better enforcement of and provide guidance to policy makers regarding D.C.'s paid family leave benefits law, as well as other local legislation that impacts First Shift's client population; and 3) provide brief legal services to individual clients regarding D.C.'s paid family leave benefits program.

The pandemic has highlighted the need for generous and flexible workplace leave policies that allow all workers to attend to their own health issues; care for family members; and maintain employment. The lawyer in this position will train medical providers to better support their patients' workplace leave requests and work with community coalitions to engage with local policymakers, to elevate the lived experiences of First Shift's clients, identify institutional barriers that affect their access to workplace justice, and help craft policy solutions that increase worker protections and improve enforcement. The lawyer will also work with individual clients who are applying for D.C. paid family leave benefits.

Eligible candidates must have a license to practice law and 1-3 years of experience representing clients in employment law matters and/or engaging in worker advocacy and organizing. Spanish language skills preferred.

The salary range is \$60-65K/year, depending on experience. Benefits include health insurance and a generous paid leave allowance. First Shift's normal operating hours are 9-5, M-F; however, employees have flexibility to establish work hours that enable them to meet family commitments as needed. To apply, interested candidates should send a cover letter and resume via email to Laura Brown, Executive Director at [lbrown@firstshift.org](mailto:lbrown@firstshift.org). Applications will be considered on a rolling basis and the position will remain open until it is filled.

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

**MANAGING IMMIGRATION ATTORNEY  
SAFE CENTER FOR HUMAN TRAFFICKING SURVIVOR  
UNIVERSITY OF MARYLAND, BALTIMORE**

The Graduate School at the University of Maryland, Baltimore (UMB), Support, Advocacy, Freedom, and Empowerment (SAFE) Center for Human Trafficking Survivors is seeking applicants for a full-time Senior Lecturer/Lecturer, non-tenure track, 12-month appointment as a Managing Immigration Attorney. Senior Lecturer/Lecturer appointments are long-term, renewable contracts and are eligible for promotion. Rules governing such appointments are located at <https://graduate.umaryland.edu/policies/>.

The Managing Immigration Attorney, dedicated to the SAFE Center's mission, will provide expert legal immigration counsel and advice, coordinate legal services delivery, supervise and empower a talented legal immigration team, help grow and expand the practice, and provide direct trauma-informed immigration legal services. This position requires a balance of supervision, management, and direct representation of clients. This position operates within a multidisciplinary services context and interacts with the SAFE Center's social services, clinical services, and economic empowerment teams on shared matters.

The mission of the SAFE Center is to provide survivor-centered and trauma-informed services that empower trafficking survivors to heal and reclaim their lives, and prevent trafficking and better serve survivors through research and policy advocacy. Our mission is grounded in social justice and active efforts to fight systemic racism which is a root cause of human trafficking. The SAFE Center provides social, legal, mental health, and economic empowerment services to survivors of sex and labor trafficking of any age, nationality, or gender. We provide comprehensive legal immigration representation from affirmative petitions to removal defense, often through adjustment of status and naturalization. We also coordinate with *low bono* attorneys who specialize in areas we do not provide in-house, such as a family law and consumer debt issues. More information is available on the SAFE Center's website at [www.umdsafecenter.org](http://www.umdsafecenter.org). This position is located in College Park, Maryland.

**Benefits Information:**

UMB offers a generous benefits package that includes 22 vacation days, 14 floating and holidays, 15 sick days; comprehensive health insurance and retirement options; and tuition remission for employees and their dependents at any of the University System of Maryland schools.

**In the Fall of 2021, UMB will require all faculty, staff, and students to be vaccinated against COVID-19. Exemptions for medical or religious reasons will be processed through Human Resources.**

**Job Responsibilities:**

**Legal Services Coordination and Program Management**

- Work with leadership and legal team to review SAFE Center legal immigration services protocols, policies, and procedures related to intake, case distribution, timelines, trauma-informed practices, case opening and closures, file maintenance, referrals to low bono and pro bono attorneys, multidisciplinary



team meetings, and other relevant matters. Develop new protocols where needed, with input of legal and multidisciplinary teams, and manage new protocol rollout and training.

- Ensure delivery of high quality legal immigration services and compliance with all ethical and professional rules.
- Facilitate legal team coordination with SAFE Center social services, economic empowerment services, and behavioral health services for holistic client care.
- Identify and assist in developing partnerships with volunteer, *pro bono*, and *low bono* attorneys
- Work with the team to identify needs that can be filled by law student interns, and assist team with intern recruiting and supervision.
- Help establish benchmarks for measuring impact of legal services program.
- Coordinate input for grant proposals and grant reporting for program funding, including Equal Justice Works and other legal fellowship programs.
- Keep SAFE Center leadership and teams apprised of changes in immigration law and policy and their effect on SAFE Center clients. Adapt legal immigration program as necessary in response to changed policy and evolving community needs.
- Oversee organization and maintenance of client files and timely collection and accurate input of data.

### **Direct Services**

- Provide broad-based immigration advice, counseling, and direct legal representation to clients in immigration legal matters including T and U visa applications, asylum and withholding of removal, special immigrant juvenile status, removal defense, and related immigration relief.
- Represent clients before U.S. Citizenship and Immigration Services, the Executive Office for Immigration Review, the Board of Immigration Appeals, and the U.S. Department of State.
- Advocate with Homeland Security Investigations (HSI) and other branches of law enforcement in requesting continued presence, deferred action and advanced parole/ humanitarian parole when appropriate.
- Align with legal partners for broader strategic initiatives such as civil litigation, impact litigation, and filing of amicus briefs.

### **Supervision and Professional Development**

- Supervise, encourage, and empower a team of dedicated and talented legal professionals.
- Consult and advise on complex legal and client issues, especially issues at the intersection of immigration and criminal matters, as well as civil legal matters.
- Assist the team with managing caseloads, particularly during high-work/low- bandwidth periods, by helping to order priorities and set deadlines.
- Facilitate team meetings to assess referrals, open and assign cases, coordinate and discuss case progress, and address challenges.
- Advise leadership on new resources, memberships, etc. needed by team. Find and encourage opportunities for professional development.

### **Qualifications:**

- Education: Law degree from an accredited U.S. law school
- Licensure: Current bar membership in good standing in any state in the US or District of Columbia. Membership in the Maryland Bar is preferred but not required.
- Experience: Minimum five (5) years of experience providing direct legal immigration services, and minimum two (2) years managing a legal services practice or team.

## **Knowledge, Skills, and Abilities:**

- Expertise in all relevant areas of immigration law. Mastery of immigration relief eligibility and removal defense representation.
- Strong organizational skills and the ability to establish priorities and meet internal and external deadlines.
- Excellent research, writing, and oral advocacy skills.
- Ability to adapt legal skills to changing legal environment; facility in acquiring new subject expertise.
- Ability to apply critical thinking skills to anticipate and find the source of challenges, and propose and advocate for effective solutions. Committed to creative problem solving.
- Excellent interpersonal skills, including a positive, cooperative, affirming, and professional demeanor, with SAFE Center colleagues, staff, university officials, partner organizations, clients, grantors, and other stakeholders.
- Ability to work as an effective team member in a multidisciplinary setting. Demonstrated cultural competency and experience working with diverse populations.
- Demonstrated experience in helping attorneys and other legal professionals to develop professionally and acquire increasing levels of expertise and responsibility.
- Experience and commitment to working with clients who may have complex trauma and a variety of legal, social services, and other needs.
- Ability to demonstrate, understand, apply, and adhere to the UMB Core Values of Accountability, Civility, Collaboration, Diversity, Excellence, Leadership, and Knowledge.
- Fluency in Spanish strongly preferred.
- Established relationships with legal services providers in the area a plus.

## **How to Apply:**

Begin your online application [here](#).

Hiring Range: Commensurate with education and experience

UMB is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or policy. For assistance related to employment, please contact the Staffing department at [HRJobs@umaryland.edu](mailto:HRJobs@umaryland.edu).

If you anticipate needing a reasonable accommodation for a disability under the Americans with Disabilities Act (ADA), during any part of the employment process, please submit a [UMB Job Applicant Accommodation Request](#). You may also contact [HRDiversity@umaryland.edu](mailto:HRDiversity@umaryland.edu). Please note that only inquiries concerning an ADA request for reasonable accommodation will be responded to from this email address.

## **DIRECTOR OF LEGAL PROGRAMS AND OPERATIONS** **AMERICAN BAR ASSOCIATION**

**During this current situation with COVID-19, the ABA will continue to accept and process applications for job opportunities. We will conduct our recruitment process via alternative means (virtual interviews) for the time being.**

The ABA recruits employees seeking opportunities for challenging and substantive work defending liberty and pursuing justice in the U.S. and around the world. The ABA offers competitive employment benefits which include medical, dental, vision, life and disability insurance, flexible spending accounts, a 401(k), commuter benefits, and more.

Accountable for the day-to-day oversight and business operations of the division's offsite legal and technical assistance programs in accordance with current funding requirements and the short- and long-term objectives.

### **Essential Job Functions and Responsibilities:**

- Supports division's leadership as the primary day-to-day operations liaison for the offsite Program Directors and has authority to approve the majority of business transactions recommended by the offsite Program Directors.
- Participates in the development of the division's goals and strategy as a member of the Management Team, and participates in (and sometimes leads) management meetings between the Director and the Offsite Program Directors and ensures delivery of effective, efficient business administration services for offsite programs by interfacing with the ABA's shared services departments.
- In support of the Director, assists with budget development and implementation. In consultation with the offsite Program Directors, is responsible for the accurate implementation of grant funding expenditure guidelines and compliance with grant expenditure documentation requirements.
- In consultation with the Director, offsite Program Directors, and the Management Team, identifies opportunities for cross-project program coordination and shared services that support the division's goals, fit with the division's strategy, and increase local, regional, and national impact.
- In consultation with the Director and offsite Program Directors, identifies emerging direct services and technical assistance program opportunities that support the division's goals, fit with the division's strategy, and increase impact.

### **Required Education, Qualifications, Experience:**

- Possession of a Juris Doctorate or LLM from an ABA-accredited law school with licensure to practice in at least one state.
- Prior experience managing budgets including grants and/or contracts.
- Two years immigration law experience.
- Experience supervising employees which must have included goal setting, performance management/feedback, and hiring/termination of staff.
- Highly proficient in Excel. Intermediate proficiency in both the Microsoft Office Suite of products and with Google tools and products.

### **Preferred Education, Qualifications, Experience:**

- Prior leadership or management experience and non-profit experience, particularly involving legal services and field work or work in remote locations.
- Prior work or volunteer experience with Spanish-speaking populations.
- Written and oral fluency in English and Spanish.
- Previous experience representing immigrant children or adults in removal proceedings.
- Prior experience managing funder relationships.

The American Bar Association is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 312-988-5188.

***Residency requirements may apply.***

**Salary:** \$85,900 - \$97,630

**Travel:** Yes

**To Apply:**

[Click Here](#)

**STAFF ATTORNEY II**  
**WHITMAN-WALKER HEALTH**

**About Whitman-Walker Health:**

Whitman-Walker envisions a society where all persons are seen for who they are, treated with dignity and respect, and afforded equal opportunity to health and wellbeing. Through care, advocacy, research, and education, we empower all persons to live healthy, love openly, and achieve equality and inclusion. For over 40 years, we have been meeting the needs of our communities with the endless dedication of our diverse teams.

**Job Summary:**

Since 1986, Whitman-Walker's Legal Services Program has provided pro bono counseling and representation to persons living with HIV, of every sexual orientation and gender, on a variety of civil legal issues related to an HIV diagnosis. We also provide legal advice and representation to LGBTQ individuals and families, and Whitman-Walker health care patients, regardless of HIV status, on issues within our areas of expertise. Our primary areas of practice include discrimination based on HIV, sexual orientation, or gender identity; Social Security disability, Medicaid, Medicare, and other federal, state, and local public benefits programs; private health and disability insurance; elder law; immigration; wills, powers of attorney, and advance health care directives; and name and gender marker changes on legal records for transgender persons.

Whitman-Walker Health emphasizes an integrated care model where legal professionals on the team work to address health-harming legal problems. Whitman-Walker Health's Legal Services program is proud to be the oldest medical-legal partnership in the country. Working in this position offers a unique opportunity to work not only with lawyers and paralegals dedicated to promoting health and equality but as part of a collaborative team with medical, behavioral health, and dental care providers and other professionals to achieve more effective, longer-term benefits for our clients.

**Role Specific Primary Essential Duties:**

- The Staff Attorney II will represent clients and manage their caseload independently by relying on their professional experience and substantive knowledge about the relevant practice areas.
- The Staff Attorney II will contribute substantive written material for grant applications and reports; and will share creative suggestions related to improving the operations of the legal practice, considering both internal and external constituency groups.
- The Staff Attorney II will be responsible for representing clients with the range of legal issues to include, but not limited to, immigration; discrimination based on HIV, sexual orientation, or gender identity; Social Security disability, Medicaid, Medicare, and other federal, state and local public benefits programs; private health and disability insurance; elder law; wills, powers of attorney, and advance health care directives; medical confidentiality; medical debt; and name and gender marker changes on legal records for transgender persons.
- The Staff Attorney II will also represent clients in connection with a number of public benefits and insurance programs, including Medicare, Medicaid, Social Security Retirement and Disability, and health insurance subsidies available through the Affordable Care Act.

- The Staff Attorney II will perform a variety of tasks, including client intake and counseling; investigation and analysis of cases; legal research; direct representation of clients in our practice areas.
- The Staff Attorney II will train and mentor volunteer attorneys; prepare training and resource materials; oversee volunteer-staffed legal clinics; engage in public speaking to client, provider, and volunteer groups; and coordinate and participate in other community outreach activities.
- The Staff Attorney II will assist the Legal Services Director, Supervising Attorney, and Operations Manager with various aspects of program administration.
- The Staff Attorney II will be based at the office at 1377 R Street NW but must be available and willing to rotate on an as-needed basis to our other two locations listed above. The staff attorney will also meet with clients in their homes, in hospitals, long-term care facilities, and other community settings, as needed, and must have the flexibility to travel throughout the greater Washington metropolitan area when needed.

### **Core WWH Primary Essential Duties:**

- Performs and behaves in accordance with Whitman-Walker's mission, cultural norms, and core values of dignity, respect, affirmation, and humility.
- Maintains a respectful, non-judgmental, and compassionate manner with patients/clients/staff.
- Demonstrates excellent customer service by identifying and exceeding customer requirements.
- Adheres to Whitman-Walker policies and procedures, with special attention given to HIPAA requirements.
- Maintains data integrity through conscientious use of relevant tools and employing a system of checks and balances.
- Demonstrates organizational skills necessary to multi-task, meet deadlines, and re-prioritize as needed.
- Participates in organizational quality and performance improvement activities

**Budget Responsibilities:** None

**Management Responsibilities:** None

### **Core WWH Knowledge, Skills, and Talents Required:**

- Ability to work independently with minimal supervision.
- Ability to manage time and effort in order to meet strategic objectives.
- Knowledge of principles and processes for providing excellent customer service, both internal and external.
- Knowledge of all applicable WWH policies and procedures.
- Excellent oral and written communication skills.
- Knowledge of healthcare information systems with the ability to adapt to new electronic medical record and population health platforms.
- Analytical skills are necessary for the preparation of accurate, concise, and comprehensive reports.
- Ability to maintain records and information in an accurate, timely, and confidential manner.
- Ability to adapt to changes in the service delivery model, re-prioritizing as necessary.
- Flexibility to work various shifts, including afternoon, evening, and weekend shifts as necessary.
- Flexibility to work within the organization's various locations as necessary.
- Commitment to health equity.

### **Role Specific- Knowledge, Skills, and Talents Required:**

- Applicants must have a commitment to working with people living with HIV; persons of diverse sexual orientations, gender identities, racial and ethnic backgrounds, and low-income clients.

- Applicants should have a sense of humor, a strong work ethic, a demonstrated ability to work well with others in stressful situations, and excellent oral and written communication skills.
- Applicants must have thorough knowledge and experience with Word, Excel, PowerPoint, Outlook, database management and utilization, online meeting platforms, and online document creation/sharing tools.
- The standard workweek is 37.5 hours, Monday to Friday, although legal staff frequently manage or attend work events in the evenings and occasionally on weekends, and balance these hours through a flexible work schedule. The flexibility to attend meetings and legal service clinics in the evening is essential.

### **Education and Experience Required:**

- Applicants must have at least five years of legal experience in at least two of these practice areas: discrimination based on HIV, sexual orientation, or gender identity; Social Security disability, Medicaid, Medicare, and other federal, state, and local public benefits programs; private health and disability insurance; elder law; immigration; estate planning; medical confidentiality; medical debt; and name and gender marker changes on legal records for transgender persons.
- Applicants must have a law degree from an accredited law school, and be admitted to practice in at least one of these jurisdictions: the District of Columbia, Maryland, and Virginia.
- Applicants must be a member of the District of Columbia or eligible for immediate admission to become a member of the DC Bar.
- One year of experience working with a broadly diverse population and the ability to work harmoniously with diverse groups of individuals required.
- One year of experience working with members of the Lesbian, Gay, Bisexual, Transgender, Gender Expansive, Queer, Asexual, Intersex communities preferred.
- One year of experience working with people living with HIV or issues related to HIV care preferred.

### **Working Conditions:**

Working conditions for this position are normal for an office environment. Individual may be required to work evenings and/or weekends and organization events.

### **Physical Demands:**

- Lifting: No more than 20 lbs. and infrequently.
- Movement: Standing and sitting for long periods.
- Visual: Long periods on a computer.
- Concentration: Extended periods of engagement with computer systems where concentration is key to accuracy in data entry. Intermittent periods of engagement with a telephone system to respond to inquiries where concentration is key to task performance.
- Communication: Direct and indirect communication. Written and verbal competency.

Whitman-Walker is an equal employment opportunity employer and does not discriminate against applicants, its employees, or former employees on the basis of race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, veteran status, and gender identity. For accommodation in the application process, please contact Human Resources.

### **To Apply:**

[Click Here](#)

**STAFF ATTORNEY I**  
**WHITMAN-WALKER HEALTH**

**About Whitman-Walker Health:**

At Whitman-Walker, we strive to treat each patient with the dignity, affirmation, and respect they deserve. Our mission is to be the highest quality, culturally competent federally qualified health center serving the greater Washington community, including individuals who face barriers to accessing care, and with expertise in LGBTQ and HIV care. We offer comprehensive health and wellness services including, primary and specialty infectious disease care; behavioral, community, and sexual health; dental, legal, and complementary wellness services; substance abuse treatment, youth prevention services, and more.

**Job Summary:**

Since 1986, Whitman-Walker's Legal Services Program has provided pro bono counseling and representation to persons living with HIV, of every sexual orientation and gender, on a variety of civil legal issues related to an HIV diagnosis. We also provide legal advice and representation to LGBTQ individuals and families, and Whitman-Walker health care patients, regardless of HIV status, on issues within our areas of expertise. Our primary areas of practice are: discrimination based on HIV, sexual orientation, or gender identity; Social Security disability, Medicaid, Medicare and other federal, state and local public benefits programs; private health and disability insurance; elder law; immigration; wills, powers of attorney, and advance health care directives; and name and gender marker changes on legal records for transgender persons.

Whitman-Walker Health emphasizes an integrated care model where lawyers on teamwork to address health-harming legal problems. Whitman-Walker Health's Legal Services program is proud to be the oldest medical-legal partnership in the country. The position of Staff Attorney I offers a unique opportunity to work not only with other lawyers and paralegals dedicated to promoting health and equality but as part of a collaborative team with medical, behavioral health, and dental care providers and other professionals to achieve more effective, longer-term benefits for our clients.

**Primary Essential Duties:**

The Staff Attorney I will need to have the flexibility to travel throughout the greater Washington metropolitan area when needed.

The Staff Attorney I will be responsible for representing clients with a range of legal issues to include, but not limited to, discrimination based on HIV, sexual orientation, or gender identity; Social Security disability, Medicaid, Medicare, and other federal, state, and local public benefits programs; private health and disability insurance; elder law; immigration; wills, powers of attorney, and advance health care directives; and name and gender marker changes on legal records for transgender persons.

The Staff Attorney I will also represent clients in connection with a number of public benefits and insurance programs, including Medicare, Medicaid, Social Security Retirement and Disability, and health insurance subsidies available through the Affordable Care Act. Prior experience with these areas of law is not required but is a plus.

The Staff Attorney I will perform a variety of tasks, including client intake and counseling; investigation and analysis of cases; legal research; direct representation of clients in our practice areas; training and mentoring of volunteer attorneys; oversight and administration of volunteer-staffed legal clinics; public speaking to client and provider groups and other community outreach activities; preparation of training and resource materials for volunteers; and assisting the Legal Services director and managing attorneys with various aspects of program administration.



**Budget Responsibilities:**

None

**Management Responsibilities:**

None

**Knowledge, Skills, and Talents Required:**

Applicants must have a commitment to working with people living with HIV; persons of diverse sexual orientations, gender identities, racial and ethnic backgrounds; and low-income clients. Applicants should have a strong work ethic, and excellent oral and written communication skills. Our standard workweek is 37.5 hours, Monday to Friday, although attorneys frequently manage or attend work events in the evenings and occasionally on weekends, and balance these hours through a flexible work schedule. The flexibility to attend meetings and oversee legal service clinics in the evening is essential.

**Education and Experience Required:**

- Fluency in Spanish or Amharic required.
- Applicants should have a law degree from an accredited law school and be admitted to practice in the District of Columbia or eligible for immediate admission to become a member of the DC Bar.
- Admission to Virginia and/or Maryland Bar is preferred.
- Experience working with an ethnically, culturally, and racially diverse work staff preferred; ability to work harmoniously with diverse groups of individuals required.

**Working Conditions:**

Working conditions for this position are normal for an office environment. Individual may be required to work evenings and/or weekends and organization events.

**Physical Demands:**

- Lifting no more than 20 lbs.
- Movement: Standing and sitting for long periods.
- Visual: Long periods on a computer.
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**To Apply:**

[Click Here](#)

## **SENIOR STAFF ATTORNEY** **WHITMAN-WALKER HEALTH**

### **About Whitman-Walker Health:**

Whitman-Walker envisions a society where all persons are seen for who they are, treated with dignity and respect, and afforded equal opportunity to health and wellbeing. Through care, advocacy, research, and education, we empower all persons to live healthy, love openly, and achieve equality and inclusion. For over 40 years, we have been meeting the needs of our communities with the endless dedication of our diverse teams.

### **Job Summary:**

Since 1986, Whitman-Walker's Legal Services Program has provided pro bono counseling and representation to persons living with HIV, of every sexual orientation and gender, on a variety of civil legal issues related to an HIV diagnosis. We also provide legal advice and representation to LGBTQ individuals and families, and Whitman-Walker health care patients, regardless of HIV status, on issues within our areas of expertise. Our primary areas of practice include discrimination based on HIV, sexual orientation, or gender identity; Social Security disability, Medicaid, Medicare, and other federal, state, and local public benefits programs; private health and disability insurance; elder law; immigration; wills, powers of attorney, and advance health care directives; and name and gender marker changes on legal records for transgender persons.

Whitman-Walker Health emphasizes an integrated care model where legal professionals on teamwork to address health-harming legal problems. Whitman-Walker Health's Legal Services program is proud to be the oldest medical-legal partnership in the country. Working in this position offers a unique opportunity to work not only with lawyers and paralegals dedicated to promoting health and equality but as part of a collaborative team with medical, behavioral health, and dental care providers and other professionals to achieve more effective, longer-term benefits for our clients.

### **Primary Essential Duties:**

- The Senior Staff Attorney must be self-sufficient and able to respond to client and case needs immediately without direct legal supervision.
- The Senior Staff Attorney will provide substantive mentorship and guidance to junior staff, including staff attorneys and public benefit insurance navigators, on client and case issues, and on matters related to working in a medical-legal partnership within an inter-disciplinary setting.
- The Senior Staff Attorney will serve as team lead for less experienced staff in substantive content knowledge by answering questions and providing technical assistance, and in fit by modeling the highest standards for legal services and client service.
- The Senior Staff Attorney will serve as a mentor and point of contact for questions for new hires in Legal Services, including supporting targeted training and orientation to ensure support for onboarding and orientation to promote strong transition into the position and WWH.
- The Senior Staff Attorney will represent clients and manage their caseload independently by relying on their professional experience and substantive knowledge about their specialty area of law.
- The Senior Staff Attorney will contribute substantive written material for grant applications and reports; and will share creative suggestions related to improving the operations of the legal practice, considering both internal and external constituency groups.
- The Senior Staff Attorney will be responsible for representing clients with respect to legal issues within their specialty area of expertise: public benefits, elder law, immigration, or discrimination and workplace rights as defined and described in more detail below in the 'Education and Experience Required' section.

- The Senior Staff Attorney will also have a working knowledge of all our practice areas and will represent clients in any of those practice areas, some of which may fall outside their specialty area of expertise, to best serve our client population, specifically, but not limited to, public benefits and insurance cases, name and gender marker changes, and cases involving issues from their area of expertise in combination with more general issues.
- The Senior Staff Attorney will perform a variety of tasks, including client intake and counseling; investigation and analysis of cases; legal research; and direct representation of clients.
- The Senior Staff Attorney will train and mentor volunteer attorneys; prepare training and resource materials; oversee volunteer-staffed legal clinics; engage in public speaking to client, provider, and volunteer groups.
- The Senior Staff Attorney will coordinate and participate in other community outreach, education, training, and technical assistance activities, as identified, and assigned, including participation in coalition work and stakeholder engagement opportunities.
- The Senior Staff Attorney will assist the Legal Services Director, Supervising Attorney, and Operations Manager with various aspects of program administration.
- The Senior Staff Attorney will be based at the office at 1377 R Street NW but must be available and willing to rotate on an as-needed basis to our other two locations listed above. The staff attorney will also meet with clients in their homes, in hospitals, long-term care facilities, and other community settings, as needed, and must have the flexibility to travel throughout the greater Washington metropolitan area when needed.

#### **Core WWH Primary Essential Duties:**

- Performs and behaves in accordance with Whitman-Walker's mission, cultural norms, and core values of dignity, respect, affirmation, and humility.
- Maintains a respectful, non-judgmental, and compassionate manner with patients/clients/staff.
- Demonstrates excellent customer service by identifying and exceeding customer requirements.
- Adheres to Whitman-Walker policies and procedures, with special attention given to HIPAA requirements.
- Maintains data integrity through conscientious use of relevant tools and employing a system of checks and balances.
- Demonstrates organizational skills necessary to multi-task, meet deadlines, and re-prioritize as needed.
- Participates in organizational quality and performance improvement activities.

**Budget Responsibilities:** None

**Management Responsibilities:** None

#### **Core WWH Knowledge, Skills, and Talents Required:**

- Ability to work independently with minimal supervision.
- Ability to manage time and effort to meet strategic objectives.
- Knowledge of principles and processes for providing excellent customer service, both internal and external.
- Knowledge of all applicable WWH policies and procedures.
- Excellent oral and written communication skills.
- Knowledge of healthcare information systems with the ability to adapt to new electronic medical records and population health platforms.
- Analytical skills are necessary for the preparation of accurate, concise, and comprehensive reports.
- Ability to maintain records and information in an accurate, timely, and confidential manner.
- Ability to adapt to changes in the service delivery model, re-prioritizing, as necessary.

- Flexibility to work various shifts, including afternoon, evening, and weekend shifts, as necessary.
- Flexibility to work within the organization's various locations, as necessary.
- Commitment to health equity.

### **Role Specific- Knowledge, Skills, and Talents Required:**

- Applicants must be bilingual in English and Spanish, both written and oral.
- Applicants should have a demonstrated ability to effectively handle complex, challenging cases and complex, challenging clients without close supervision and to exercise sound judgment.
- Applicants should be independent and able to create and share regular program improvements or enhancements in response to client and community needs.
- Applicants must have a commitment to working with people living with HIV, persons of diverse sexual orientations, gender identities, racial and ethnic backgrounds, and low-income clients.
- Applicants should have a sense of humor, a strong work ethic, a demonstrated ability to work well with others in stressful situations, and excellent oral and written communication skills.
- Applicants must have thorough knowledge and experience with Word, Excel, PowerPoint, Outlook, database management and utilization, online meeting platforms, and online document creation/sharing tools.

### **Education and Experience Required:**

- Fluency in Spanish or Amharic required.
- Applicants must have a law degree from an accredited law school and be admitted to practice in the District of Columbia or eligible for immediate admission to become a member of the DC Bar.
- Applicants must have a law degree from an accredited law school and be admitted to practice in the District of Columbia or eligible for immediate admission to become a member of the DC Bar.
- Admission to Virginia and/or Maryland Bar is a strong plus.
- Applicants must have a working knowledge of all our practice areas and demonstrated interest in working as part of an interdisciplinary care team and medical-legal partnership approach.
- Applicants must have at least eight years of legal experience to serve as a content expert in Immigration Law, with requisite knowledge as defined below:
- Immigration, including, but not limited to, representing individuals to secure legal status based on sexual orientation and gender identity and HIV status and options available to WWH clients, specifically but not limited to applications, renewals, and appeals processes for
  - a. asylum, withholding of removal, and protection under the Convention Against Torture;
  - b. green cards and U.S. citizenship; (c) DACA (including litigation to challenge the use of DACA information for purposes of enforcement, if appropriate); (d) VAWA and U, T, and SIJS status; (e) removal proceedings for persons whose case began before age 18; (f) petitions for family reunification; (g) waivers of inadmissibility; (h) Temporary Protected Status; (i) travel documents; and (j) any identity document issued by USCIS.
- Applicants must have sufficient professional and legal experience and substantive content knowledge to serve as an in-house and technical expert on one of the three areas listed above, including mentoring and training other staff; providing technical assistance and training for external parties; and provide guidance on issues arising in any of our practice areas.
- Applicants must have at least two years of experience working with teams and supervising paralegals.

## **Working Conditions:**

Working conditions for this position are normal for an office environment. Individual may be required to work evenings and/or weekends and organization events.

### **Physical Demands:**

- Lifting: No more than 20 lbs. and infrequently.
- Movement: Standing and sitting for long periods.
- Visual: Long periods on a computer.
- Concentration: Extended periods of engagement with computer systems where concentration is key to accuracy in data entry. Intermittent periods of engagement with a telephone system to respond to inquiries where concentration is key to task performance.
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## **To Apply:**

[Click Here](#)

## **POLICY DIRECTOR** **JUSTICE IN MOTION**

### **About Justice in Motion:**

Justice in Motion protects migrant rights by ensuring justice across borders. In the face of overwhelming legal and practical barriers, many migrants who have suffered exploitation or abuse at the hands of employers or government officials give up their rights after leaving the United States. Other migrants who flee abuse, violence, and persecution are unable to remain in safety due to lack of evidence to support their claims. These migrants need "portable justice" - the right and ability to access justice across borders. Justice in Motion is dedicated to ensuring portable justice through legal, educational, and policy initiatives in the U.S., Canada, Mexico, and Central America. Essential to this transnational model is our Defender Network, a unique partnership of on-the-ground human rights organizations in Mexico and Central America. Justice in Motion makes sure that wherever migrants go, their rights will follow.

### **The Opportunity:**

Justice in Motion seeks a passionate and knowledgeable leader to serve as the organization's first Policy Director. Reporting to the Executive Director and serving as a key member of Justice in Motion's leadership team, the Policy Director understands the U.S. labor issues that connect with immigration, and regularly participates in groups that are working to effect change in transnational labor and immigration policy. The Policy Director manages the Policy and Advocacy Manager.

### **The Ideal Profile:**

The ideal candidate meets these requirements:

- **Legal and policy expertise in immigrant rights.** This is someone with experience litigating workers' rights cases (ideally including temporary foreign worker cases), representing immigrants in asylum or other forms of immigration relief, and advocating for federal policy changes on these topics. A J.D. from an accredited U.S. law school is strongly preferred to reflect deep knowledge of the technical, legal aspects of our work.
- **A systems thinker.** This is someone who understands the direct impact of policy decisions, and can zoom out to connect the dots, and find opportunities to fight for more effective and humane policies at the federal (and sometimes state) level.
- **A natural builder.** This person has gravitated toward roles that didn't exist before. They have a start-up mentality, creating things with minimal resources and direction, doing their own administrative tasks, and love change and taking action.
- **Excels at management, both upward and team, especially in a remote environment.** This is someone who understands the universe in which an Executive Director operates and how to maximize their time to get results. This person is both direct and respectful, and naturally gains the trust of leadership. They also have experience managing staff and know how to engage people's strengths toward the goals and give clear action steps and coaching so they can contribute effectively.
- **An effective project manager.** This is someone who regularly designs and runs several projects simultaneously and uses best practices and tools such as Asana to keep everything moving forward, and to involve the right people at the right times.
- **A proactive communicator.** This is a person who has excelled working on dispersed and remote teams before and understands the value of over-communicating. This person takes the lead in making conversations happen, and always strives to have the right people at the table to give input.
- **Cross-cultural experience.** This is someone who has spent significant time living, working, or studying with people from many cultures and within diverse communities, and thrives in those environments. They enjoy connecting with a wide variety of people, and easily demonstrate curiosity, empathy, and tact.
- **Spanish fluency** is strongly preferred, though not required.

## Responsibilities:

This is a new position, and the duties will evolve over time. The primary areas of responsibility include:

### Federal Policy Strategy and Advocacy:

- Collaborate with the Executive Director and the Policy and Advocacy Manager to develop short- and long-term strategy for Policy work at JiM
- Advance U.S. federal policy that aligns with Justice in Motion's mission (e.g., labor, immigration, and civil rights with portable justice elements), such as:
  - Representing the organization at the federal level to achieve increased transparency and improved governance of temporary foreign work visa programs through legislative and administrative efforts
  - Representing the organization at the federal level to bring cross-border and country of origin perspective to U.S. immigration policy issues, such as asylum, into legislative and administrative efforts
- Develop and implement projects to advance our policy goals of portable justice, such as promoting a research agenda, drafting papers and reports, gathering evidence, and leading other initiatives to increase knowledge and understanding of temporary foreign worker issues
- Active engagement in coalitions in the U.S. and abroad, including regular participation in conferences, convenings, and similar gatherings
- Regular coordination and collaboration with the Communications Manager to take advantage of opportunities to deepen public awareness, through media exposure and op-eds

### Defender Network Connections to Policy Efforts:

- Bring the Defender Network voice into conversations about U.S. foreign policy that has direct cross-border implications that impact the countries of origin
- Provide regular updates (trainings, blogs, etc.) to Defenders to keep them and other allies up to date on our relevant policy efforts
- Engage the Defender Network to influence U.S. policies that affect migrants, such as labor and asylum regulations

### Country of Origin Policy:

- Develop country of origin policy strategy, in partnership with the Defender Network, and develop project plans
- Coordinate and drive occasional, mission-aligned policy work in countries of origin, in conjunction with the Defender Network (e.g. utilizing foreign laws or advancing country of origin policies to protect workers or increase access to portable justice)

### Administration and Management:

- Supervise the Policy and Advocacy Manager and oversee growth and development
- Serve on the Management Team and participate actively in organizational strategy, planning, and decision-making
- Contribute to and participate in cross-functional activities and events

**Details:** The Policy Director is a full-time, exempt position that reports to the Executive Director and begins as soon as possible. This is a management position with supervisory responsibilities for the Policy and Advocacy Manager.

**Location and Travel:** This is a remote position and is ideally based in the Washington, DC area, but can be based anywhere in the U.S., with work hours aligned with the Eastern Time Zone. When safe to do so, this position will require travel up to 25% of the time (more if based outside of DC), primarily within the U.S., and occasionally to Central America and Mexico.

**Salary and Benefits:** Salary is competitive and negotiable depending on experience. Justice in Motion provides a comprehensive benefits package and a generous amount of leave.

### How to Apply:

Justice in Motion values diversity in our workforce and encourages candidates of diverse backgrounds to apply. Please email a resume and cover letter that describes how you meet the requirements of this position to [apply@justiceinmotion.org](mailto:apply@justiceinmotion.org); in the subject line, please write: "Policy Director -- [Your Name]."

Candidates will be considered on a rolling basis. No phone calls please.

Justice in Motion is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability, age, marital status, or any other applicable status protected by state or local law.



## **SENIOR ADVOCACY ATTORNEY LEGAL COUNSEL FOR THE ELDERLY**

AARP's Legal Counsel for the Elderly champions the dignity and rights of vulnerable Washington, D.C. seniors 60+, providing free legal and social work services to those in need — empowering, defending, protecting, and helping more than 6,000 clients each year in many areas of civil law.

### **Summary:**

The Senior Advocacy Attorney leads and coordinates Legal Counsel for the Elderly's (LCE) policy and advocacy work primarily with District of Columbia legislative and rulemaking bodies focusing on issue areas relevant to LCE's long-term health care and legal agenda. Has lead responsibility for building and cultivating relationships with Council offices to inform, update and educate on issues related to seniors and policies that facilitate the mission of LCE.

This is a new position created to ensure that LCE can track legislative activity, articulate its legislative priorities, and facilitate enactment of rules and regulations that promote the ability of 60+ D.C. residents of limited means to age with dignity and self-determination within the District of Columbia. This position reports to the Manager, Systemic Advocacy.

### **Responsibilities:**

- Works collaboratively with legal practice areas and Long-term Care Ombudsman Office to understand and identify key policy issues relevant to each.
- Conducts legislative and other research and prepares position memoranda.
- Drafts proposed legislation and/or comments on proposed regulations independently or in collaboration with practice area subject matter experts and, where appropriate, AARP DC.
- Drafts testimony, talking points, and briefing materials for delivery or use by executive director, the Ombudsman Office, or other members of the legal team. Will deliver testimony as appropriate, when subject matter expert participation is not required and particularly in niche areas where LCE does not have a subject matter expert.
- Tracks activity of Council and key DC agencies on issues relevant to older adults, identifying when LCE's voice is needed, developing a position and strategizing with colleagues and AARP DC to determine character of LCE's participation.
- Engages with Council member offices, agency executive offices, courts and other relevant bodies to inform them of LCE's positions on pending legislation, need for proposed legislation or when policies or regulations may need review and modification. Also coordinates meetings with these offices for other LCE staff.
- Collaborates with AARP DC and/or community groups to organize, lead and encourage support for LCE advocacy priorities.

### **Requirements:**

- Completion of a Juris Doctorate degree; minimum of 8 years of legal experience with at least 5 years directly involving advocacy or policy work before local legislative bodies and agencies.
- Knowledge and understanding of issues impacting older persons of limited means including but not limited to rental housing, foreclosure, consumer, probate/estate planning, long-term care and/or State Medicaid programs.
- Extensive background and knowledge of legislative environment at DC Council and/or District Agencies (DCRA, DCHA, DHCF, DHS, DBH, DOH) or experience with Capitol Hill/federal agencies or state legislatures/agencies etc.

- Demonstrated ability in drafting legislation.
- Public Interest experience is highly valued.

### **Compensation and Benefits:**

AARP offers competitive benefits with a 401(k); 100% company-funded pension plan; health, dental, and vision plans; life insurance paid time off to include company and individual holidays, vacation, sick, caregiving, and parental leave; performance-based and peer-based recognition; tuition reimbursement; among others. Visit [careers.aarp.org/benefits](https://careers.aarp.org/benefits) for more information.

As a result of the COVID pandemic, all interviews will be held virtually and all non-essential employees will continue to work remotely until further notice.

### **Equal Employment Opportunity:**

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

### **To Apply:**

[Click Here](#)

## **SENIOR ATTORNEY LEGAL COUNSEL FOR THE ELDERLY**

AARP's Legal Counsel for the Elderly champions the dignity and rights of vulnerable Washington, D.C. seniors 60+, providing free legal and social work services to those in need — empowering, defending, protecting, and helping more than 6,000 clients each year in many areas of civil law.

### **Summary:**

The Senior Legal Aid Attorney provides legal representation on behalf of District of Columbia (D.C.) 60+ clients in the Economic and Healthcare Security Practice of Legal Counsel for the Elderly. Provides direct representation to clients and litigates cases predominantly before the Office of Administrative Hearings, Office of Hearings Operations, other administrative courts, and other governmental agencies. Representation involves civil matters of older DC residents involving a variety of public benefits. Responsibilities include handling complex administrative cases and managing systemic law reform projects related to the mission of the practice.

### **Responsibilities:**

- Provides direct representation, information, advice, counsel, referral, and guidance in a variety of public benefits civil matters involving older DC residents, including, but not limited to, income maintenance such as Social Security, SSI, SSDI, Medicaid, Medicare, QMB, and SNAP.
- Develops and implements plans for systemic law reform public benefits projects related to older DC residents. Mentors pro bono attorneys on issues and cases placed with the Systemic Advocacy Practice. Participates on committees with other legal services advocates, social workers, professionals, clients, and community members with the purpose of working on larger policy issues related to older DC residents regarding public benefits issues.

- Trains, mentors, and supervises staff attorneys, law fellows, interns, and volunteers, assigning tasks, research and other assignments related to case representation.
- Prepares educational materials, grant reports, trainings, and participates in community outreach as needed.
- Maintains accurate, contemporaneous, and complete records and notes in the case management system concerning cases handled.
- Provides back-up support and technical assistance to the legal hotline, outreach programs, pro bono panel, long-term care ombudsman program, and other staff attorneys. Handles other projects as assigned.
- Attends trainings and conferences related to public benefits. Presents trainings at webinars, and conferences. Writes articles for journals and other periodicals and/or preparation of how-to manuals as appropriate as assigned.

### **Requirements:**

Completion of a Juris Doctorate degree. Current D.C. Bar or eligibility to waive into the DC Bar, and a minimum of 8 years of directly related experience representing clients in public benefits cases. Foreign language, particularly Spanish, skills a plus.

### **Compensation and Benefits:**

AARP offers competitive benefits with a 401(k); 100% company-funded pension plan; health, dental, and vision plans; life insurance paid time off to include company and individual holidays, vacation, sick, caregiving, and parental leave; performance-based and peer-based recognition; tuition reimbursement; among others. Visit [careers.aarp.org/benefits](https://careers.aarp.org/benefits) for more information.

As a result of the COVID pandemic, all interviews will be held virtually and all non-essential employees will continue to work remotely until further notice.

### **Equal Employment Opportunity:**

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

### **To Apply:**

[Click Here](#)

## **STAFF ATTORNEY, COURTROOM ADVOCACY PROJECT PRO BONO RESOURCE CENTER OF MARYLAND**

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly competent and conscientious attorney with a commitment to public interest lawyering to join its Courtroom Advocacy Project (CAP). CAP is an innovative, highly effective pro bono program providing day-of-court, limited scope representation to consumers and tenants in district court with the support of staff and volunteer attorneys. The CAP staff attorney is expected to develop an expertise in tenant and consumer advocacy in district court and to recruit, train, and mentor CAP volunteer attorneys. Because the CAP staff attorney will staff and coordinate multiple courthouse-based pro bono clinics per week, the ideal candidate for this position thrives in a fast-paced, sometimes varying work environment, enjoys representing clients in court multiple times per week, and is a cooperative, reliable team-player and self-starter. Applicants should be passionate about advocating for the rights of low-income

consumers and tenants and enthusiastic about the opportunity to develop an expertise in limited scope, day-of-court legal triage and representation in district court.

**Status:**

Full time exempt position. Competitive salary, dependent on experience, and an excellent benefits package including paid health insurance and employer-matched 401k plan.

**Primary Responsibilities:**

- In coordination with CAP staff and volunteer attorneys, responsible for staffing PBRC's district court pro bono clinics ("CAP Clinics")—comprised of PBRC's Tenant Volunteer Lawyer of the Day (TVLD) Clinic and Consumer Protection Project (CPP) Clinic—held multiple times per week at Baltimore City District Court, with the possible addition of clinics in Baltimore County District Courts;
- In coordination with CAP staff and volunteer attorneys, provide direct legal services to tenants and consumers assisted at CAP district court clinics and manage a small in-house caseload of consumer and LL/T cases;
- Assist CAP Director with recruiting new volunteer attorneys to staff CAP clinics and to represent tenants in rent escrow hearings through CAP's new low bono rent escrow case placement program;
- Assist CAP Director with managing existing pro bono panel and provide mentorship, guidance, and support to CAP volunteer attorneys;
- Ensure accurate data collection for clinic clients and consistently strive to meet CAP goals performance measures;
- Maintain organized records for Project and contribute to grant applications and reports as assigned by CAP Director;
- Collaborate with Project partner organizations, local law schools, and other legal services and community organizations on consumer and tenant advocacy efforts; and
- Participate in advocacy, stakeholder, and coalition meetings as well as other collaborative groups as assigned by CAP Director.

**Qualifications:**

- Admission to the Bar in the state of Maryland;
- Minimum of 2-3 years of relevant experience;
- Self-motivated, highly organized with exceptional time management and task prioritization skills;
- Excellent written and verbal communication skills and strong public speaking ability;
- Strong attention to detail with excellent record-keeping skills;
- Experience with data collection and case management databases (Salesforce a plus);
- Ability to cooperate and build camaraderie with a variety of people, including other staff, volunteers, clients, public interest organizations, governmental entities, Board members, and donors;
- Understanding of the principles of race and socio-economic equity and its application to PBRC's work and culture; and
- Demonstrated commitment to public interest law and an interest in promoting access to justice.

**To Apply:**

Interested candidates should send, via email, **1)** a cover letter describing interest and qualifications for the position, **2)** a resume, **3)** a short writing sample (no more than five pages), and **4)** the names and contact information for three professional references to Katherine Davis at [kdavis@probonomd.org](mailto:kdavis@probonomd.org) with the subject line "CAP Staff Attorney - Last Name, First Name"

Applications will be accepted on a rolling basis; applicants encouraged to apply by September 1, 2021.

Note that responses to qualified applicants may be delayed due to holiday office closures.

***PBRC is a statewide non-profit organization whose mission is to engage and support the Maryland legal community in meaningful and impactful volunteer service to ensure equal access to justice for those in need.***

*The Pro Bono Resource Center of Maryland is an equal opportunity employer committed to diversity. We encourage all interested persons to apply including applicants of color, people with disabilities, and others historically underrepresented in the legal field.*

## **ATTORNEY CATHOLIC CHARITIES**

### **Company Overview:**

Catholic Charities is the social ministry outreach of the Archdiocese of Washington. We believe in strengthening the lives of all in need by giving help that empowers and hope that lasts. Catholic Charities works to create a world in which every person is cherished, regardless of individual limitations, and strengthened in the use of personal gifts in order to reach his or her full potential as a valued member of the community. We are looking for exceptional people who share our vision and values.

Inspiring Hope. Building Futures.

### **Job Summary:**

The Attorney assists the Pro Bono Senior Managing Attorney in referring immigration cases for pro bono representation, and recruits, trains, and mentors pro bono attorneys. The Attorney provides legal advice and representation in accord with the best practice of the profession. The position supervises assigned interns and volunteers.

### **Essential Duties and Responsibilities:**

- Supervise, recruit and train volunteer attorneys to represent pro bono clients; Plan and manage trainings. Mentor volunteer attorneys on immigration and other relevant areas of the law and manage cases/clients to ensure successful outcomes.
- Screen cases for immigration relief. Refer cases to pro bono attorneys for legal representation. Reach out to attorneys to request representation and then follow up to place cases, obtain signed forms and confirm client contacts.
- Engage in outreach with law firms and bar organizations and serve as liaison between the program and community/government partners. Conduct outreach activities in the community with respect to legal issues.
- Assist the Pro Bono Senior Managing Attorney in managing Immigration Legal Services' partnerships with the Family Justice Centers in Prince George's County and Montgomery County.
- Maintain and update the program's virtual library with sample pleadings and other materials. Track case victories. Draft and format monthly victories newsletter.
- Interview individuals seeking legal assistance and advise the client as to possible options through proper interpretation of current laws; Provide ongoing legal representation to the client commencing with the initial intake interview, drafting of documents, correspondence, and client applications/petitions.

**Education and Experience:**

- Law Degree (J.D.)
- Admission to the practice of law in any state and/or Washington, DC (Maryland Bar Preferred).
- 2 years' experience in immigration law (experience working on asylum, U visa, VAWA, Special Immigrant Juvenile Status, and Removal cases strongly preferred).

**Skills and Competencies:**

- Bi-lingual (English and Spanish).
- Written and verbal communication skills.
- Public speaking skills.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

**To Apply:**

[Click here](#)

**AMICUS COUNSEL & RESEARCH DIRECTOR  
FINES & FEES JUSTICE CENTER**

**About Us:**

The Fines & Fees Justice Center (FFJC) is a national center for advocacy, policy, information, and collaboration on effective solutions to the unjust and harmful imposition and enforcement of fines and fees in the criminal legal system. FFJC's mission is to end abusive collection practices, eliminate fees in the criminal legal system, and make fines proportional to the offense and the individual. FFJC works with impacted communities, advocates, and justice system stakeholders to create an equitably funded justice system that treats individuals fairly and ensures public safety.

**Position Title:** Research Director and Amicus Counsel

**Position Summary:**

The Research Director and Amicus Counsel will be responsible for overseeing two programs at FFJC: Research, including our student engagement project, and our Amicus Brief practice. Reporting to the Co-Directors, the Research Director/Amicus Counsel will work with law, public policy, political science, sociology and other graduate and undergraduate students interested in working with FFJC for credit — either as part of a course or through independent study — or as paid consultants. As Research Director, you will identify academic programs to partner with FFJC and develop research projects for students based on FFJC's needs. In addition, you will develop a research agenda and supervise the work of the Racial Justice Fellow at New York Law School and

FFJC's Research Associate, both of whom work half-time at FFJC. As Amicus Counsel, you will also be responsible for FFJC's amicus practice, working with litigators around the country who bring significant fines and fees cases, and pro bono counsel who volunteer to write briefs on our behalf. The Amicus Counsel will also be responsible for tracking fines and fees litigation throughout the country.

**Location:** Washington, D.C. or New York City, preferred

**Status:** Full-Time/Exempt

**Essential Responsibilities:**

- Work with our State Directors and National Campaign Director to determine FFJC's research needs
- Develop student, consultant and fellowship projects, as well as research projects, for FFJC's Research Associate
- Coordinate with faculty at graduate and undergraduate programs to engage students in FFJC research projects
- Work with students on FFJC projects; supervise their work
- Supervise the Steele Racial Justice Fellow on research and other projects for FFJC
- Supervise FFJC's Research Associate (half of the Associate's time)
- Work with FFJC's communications and advocacy staff to conceptualize, develop and produce advocacy publications
- Identify opportunities for FFJC to file amicus briefs and work with pro bono counsel to write and file briefs
- Maintain FFJC's relationships with fines and fees litigators

**Qualifications:**

- Law degree and admission to at least one state bar
- At least 5 years of experience in litigation, teaching, or policy advocacy
- Supervisory experience
- Excellent project management and research skills
- Excellent writing and public speaking skills, with ability to communicate persuasively to audiences across the political spectrum
- Ability to work with diverse communities
- Sense of humor
- Graduate level teaching experience is a plus
- Criminal justice reform advocacy or litigation experience is a plus
- Experience drafting and editing copy for advocacy publications is a plus
- Those who have been personally impacted by the criminal legal system are encouraged to apply

**Compensation:**

\$95,000 – \$115,000 with a generous vacation and leave policy, and health, dental, and vision insurance, and transportation benefits.

**How to Apply:**

Please submit a resume and cover letter (as attachments) explaining your interest in and qualifications for the position to: Rachele Grieco Cole at [rgrieco@finesandfeesjusticecenter.org](mailto:rgrieco@finesandfeesjusticecenter.org).

## **MANAGING ATTORNEY AYUDA**

### **Organizational Profile:**

Ayuda is a 501 (c)(3) nonprofit organization dedicated to providing direct legal, social and language access services, education, and outreach to low-income immigrants in the Washington, DC metropolitan area. Since 1973, Ayuda has provided critical services on a wide range of issues, in the process acquiring nationally recognized expertise in several fields including immigration law, language access, domestic violence and human trafficking. Ayuda has office locations in Washington, DC, Silver Spring, MD and Fairfax, VA.

### **Why You Want This Job?**

Because, just like everyone at Ayuda, you believe:

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

### **What Will This Job Entail?**

- Provide training, mentorship, and supervision to legal staff on Ayuda's Virginia immigration team and administrative support staff.
- Provide direct legal representation for a substantial caseload consisting of a variety of immigration matters including representation of clients in administrative and judicial proceedings; asylum-seekers; survivors of trafficking seeking a T-visa; victims of crimes seeking a U-visa; victims of domestic violence seeking relief under VAWA; minors seeking Special Immigrant Juvenile Status; and those seeking other forms of immigration relief and representation in immigration matters.
- Collaborate with Ayuda's social services staff to ensure the provision of holistic services.
- Prepare and submit grant proposals and reports in collaboration with Ayuda's legal director and grants team.
- Ensure the department's compliance with grant requirements and outcomes, in collaboration with Ayuda's legal director and grants team.
- Work with Ayuda's legal director and finance team to ensure the appropriate program and grant financial management, including management of client fee-based legal services.
- Represent Ayuda at meetings and collaborations with other agencies.
- Conduct trainings and community outreach on immigration issues.
- Collaborate with and support the organization's legal team leadership across offices and programs.
- Collaborate with Ayuda's development department for fundraising initiatives, media requests, elevating our clients' voices, and publicity opportunities.

### **How Do You Know If You Can Do This Job?**

#### *Eligibility:*

- Must be legally able to work in the United States and maintain proper work authorization throughout employment. Must be able to meet the physical requirements of the position presented in a general office environment.



- Must be licensed to practice law and in good standing in any jurisdiction in the United States, admission to the Virginia State Bar preferred.
- At least four years' immigration legal services experience or at least 7 years of other relevant legal experience, with strong preference for those with experience providing direct legal services to low-income immigrants and those with supervisory/management experience.

*Education/Experience/Skills:*

- J.D. from an accredited law school.
- At least four years of immigration legal practice experience, preferably in a legal aid/ legal services environment.
- Supervisory experience, with at least two years of supervisory experience, strongly preferred.
- Experience working with low-income immigrant populations and survivors of domestic violence, sexual assault, or other survivors of trauma.
- Fluency in Spanish or another language commonly spoken among immigrants in Virginia is strongly preferred.
- Excellent written and verbal communications skills and flexibility highly desirable.
- Highly developed interpersonal and customer relationship management skills.
- Ability to maintain a calm and reassuring demeanor with both internal and external contacts (including clients, partners, staff, government officials, and/or funders) while meeting obligations.
- Strong work ethic, resourcefulness, and ability to maintain confidentiality.
- Ability to communicate with a variety of people, both internal and external.
- Ability to work collaboratively in a team environment, including within the Virginia legal team and across Ayuda's offices and teams.
- Ability to initiate and follow through on work independently.
- Ability to work in a fast-paced environment.
- Detail-oriented approach.
- Excellent time management skills.
- Ability to meet assigned deadlines.
- Ability to adapt to changing priorities.
- Strong ethics and sound judgment.
- Demonstrated decisiveness, with the ability to exercise independent judgment.
- Proven ability to develop and maintain a positive team environment.
- Ability to mentor, train and provide career path guidance to staff.
- Proficiency in Microsoft Office, experience with LegalServer, or other electronic case management systems strongly preferred.

**Salary And Benefits:**

The salary is commensurate with experience: an individual with a minimum four years of relevant experience would receive \$79,000 and more experienced individuals may receive up to \$92,000. Ayuda's compensation package includes robust benefits such as medical and dental insurance, long-term disability insurance, life, and AD&D insurance as well as an employer-provided retirement match. All federal holidays are observed, and Ayuda offers paid leave for the week of Christmas through New Year's Day in addition to generous paid sick, personal, and annual leave. This position is exempt for overtime purposes. This position is eligible for part-time telework consistent with Ayuda's telework policies.

**To Apply:**

Please apply with a resume and cover letter [online here](#). Writing samples may be requested. Applications will be considered on a rolling basis until the position is filled. Apply early for full consideration.

## **Equal Opportunity Employment Statement:**

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

We believe that a diversity of experiences, opinions, and backgrounds is integral to achieving our mission and vision. We celebrate diversity and seek to leverage the passion, energy, and ideas of a culturally diverse team. Individuals with lived experiences similar to those of the clients whom we serve are particularly encouraged to apply, as are others from traditionally underrepresented groups in the legal profession.

### **SUPERVISOR PUBLIC BENEFITS LAW UNIT LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia seeks a supervisor for its public benefits law unit. As the District's oldest and largest civil legal services program, Legal Aid's mission is to make justice real—in individual and systemic ways—for persons living in poverty in the District of Columbia. Our clients are individuals and families, predominantly of color, in need of legal assistance in areas ranging from housing and domestic violence law to public benefits and consumer law. Legal Aid attorneys provide our clients with high-quality, zealous legal representation, while also seeking systemic solutions to the problems they face, through litigation, court reform, and legislative and agency advocacy.

## **Tasks and Duties:**

Legal Aid has a broad and energetic public benefits law unit currently consisting of thirteen full-time attorneys and one volunteer staff attorney. The unit helps families and individuals overcome legal barriers to accessing essential safety net benefits such as Unemployment Insurance, SNAP, SSI, Social Security, TANF, Medicaid, and DC Alliance. Unit attorneys represent and advise clients in matters before federal and local agencies, including the D.C. Office of Administrative Hearings, and engage in systemic policy advocacy and litigation on behalf of our client community. At full capacity, our unit will be staffed by three supervising attorneys, 11 staff or senior staff attorneys or fellows, one volunteer staff attorney, and two legal assistants.

Supervising Attorneys are expected to provide overall leadership and vision for Legal Aid's public benefits law practice; maintain their own caseload of public benefits cases; supervise staff and senior staff attorneys, fellows, and volunteer attorneys in the unit; conduct and supervise initial client interviews; and engage in community outreach, policy advocacy, and systemic reform efforts. *(Note: As a result of the public health emergency, Legal Aid is currently operating remotely and depending on current circumstances, the individual hired for the position may start their employment working remotely.)*

## **Qualifications:**

The ideal candidate will have the following:

- A demonstrated commitment to social, economic and racial justice;
- Strong legal, organizational, oral and written communication, and leadership skills;
- The ability to work collaboratively with clients, Legal Aid staff, legal and social services providers in other organizations;
- Legal experience in public benefits work;
- Litigation and/or advocacy experience a plus;

- Supervisory experience; and
  - Fluency or proficiency in Spanish, Amharic, or another language prevalent in Legal Aid's client community is a plus.
- Experience at Legal Aid is preferred. Membership or eligibility for membership in the DC Bar is required.

### **Salary and Benefits:**

The attorney will be paid in accordance with Legal Aid's competitive attorney salary scale based on years of experience, with a starting salary of \$79,628 for a Supervising Attorney with five years of experience, followed by a salary step each year thereafter. Legal Aid offers a competitive benefits package.

### **To Apply:**

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons from diverse backgrounds of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve.

Interested persons are encouraged to apply immediately and should submit a letter of interest and resume through our [online portal](#). Applications will be reviewed as they are submitted.

### **More about the Legal Aid Society of the District of Columbia:**

Legal Aid, founded in 1932, provides free civil legal services to persons living in poverty in the District of Columbia. The largest part of our work is composed of direct representation in housing, family/domestic violence, public benefits, and consumer law. We also work on immigration law matters and help individuals with the collateral consequences of their involvement with the criminal justice system. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. We have grown to a staff of more than 90 attorneys and staff, serving some 10,000 DC residents annually through direct legal services, and tens of thousands more through systemic advocacy and litigation. For more information about Legal Aid please visit our website, [www.legalaiddc.org](http://www.legalaiddc.org), and our blog, [www.MakingJusticeReal.Org](http://www.MakingJusticeReal.Org).

### **STAFF ATTORNEY PUBLIC BENEFITS LAW UNIT LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia seeks a staff attorney for its public benefits law unit. As the District's oldest and largest civil legal services program, Legal Aid's mission is to make justice real—in individual and systemic ways—for persons living in poverty in the District of Columbia. Our clients are individuals and families, predominantly of color, in need of legal assistance in areas ranging from housing and domestic violence law to public benefits and consumer law. Legal Aid attorneys provide our clients with high-quality, zealous legal representation, while also seeking systemic solutions to the problems they face, through litigation, court reform, and legislative and agency advocacy.

## **Tasks and Duties:**

Legal Aid has a broad and energetic public benefits law unit currently consisting of thirteen full-time attorneys and one volunteer staff attorney. The unit helps families and individuals overcome legal barriers to accessing essential safety net benefits such as Unemployment Insurance, SNAP, SSI, Social Security, TANF, Medicaid, and DC Alliance. Unit attorneys represent and advise clients in matters before federal and local agencies, including the D.C. Office of Administrative Hearings, and engage in systemic policy advocacy and litigation on behalf of our client community. The staff attorney will handle a caseload of public benefits matters (including ones involving access to public benefits for non-citizens) and engage in community outreach, policy advocacy, and systemic reform efforts. The attorney will be based out of Legal Aid's main NW office but will also help staff intake hours at its community offices in SE Washington, D.C. *(Note: As a result of the public health emergency, Legal Aid is currently operating remotely and, dependent on current circumstances, the individual hired for this position may start their employment working remotely and participate in remote hearings at the D.C. Office of Administrative Hearings.)*

## **Qualifications:**

The ideal candidate will have the following:

- A demonstrated commitment to social, economic, and racial justice;
- Strong legal, organizational, oral and written communication, and leadership skills;
- The ability to work collaboratively with clients, Legal Aid staff, legal and social services providers in other organizations;
- Legal experience in public benefits work and/or immigration work a plus;
- Litigation and/or advocacy experience a plus; and
- Fluency or proficiency in Spanish, Amharic, or another language prevalent in Legal Aid's client community strongly preferred, but not required.
- Membership or eligibility for membership in the DC Bar is required.

## **Salary and Benefits:**

The attorney will be paid in accordance with Legal Aid's competitive attorney salary scale based on years of experience, with a starting salary of \$55,852 for an entry-level attorney who has just passed the bar, followed by a salary step each year thereafter. Legal Aid offers a generous benefits package.

## **To Apply:**

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons from diverse backgrounds of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve.

Interested persons are encouraged to apply immediately and should submit a letter of interest and resume through our [online portal](#). Applications will be reviewed as they are submitted.

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Legal Aid, founded in 1932, provides free civil legal services to persons living in poverty in the District of Columbia. The largest part of our work is composed of direct representation in housing, family/domestic violence,

public benefits, and consumer law. We also work on immigration law matters and help individuals with the collateral consequences of their involvement with the criminal justice system. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. We have grown to a staff of more than 90 attorneys and staff, serving some 10,000 DC residents annually through direct legal services, and tens of thousands more through systemic advocacy and litigation. For more information about Legal Aid please visit our website, [www.legalaiddc.org](http://www.legalaiddc.org), and our blog, [www.MakingJusticeReal.Org](http://www.MakingJusticeReal.Org).

### **STAFF ATTORNEY**

### **MARYLAND CENTER FOR LEGAL ASSISTANCE**

The Maryland Center for Legal Assistance (MCLA) through a contract with the Administrative Office of the Courts operates the District Court Help Centers in Baltimore City, Glen Burnie, Upper Marlboro, and Salisbury and the Maryland Courts Help Centers in Annapolis and Frederick.

The Help Centers deal with a wide range of civil legal matters, including landlord-tenant, consumer matters such as debt collection and credit card cases, child support, and criminal record expungements to remove barriers to obtaining housing, employment, and child custody.

#### **Job Summary:**

The attorney will primarily provide legal assistance to self-represented litigants in connection with civil cases before the Circuit and District Courts of Maryland, including Landlord and Tenant Matters, Family Law Matters (divorce, custody, child support, and guardianship), Civil Claims, Expungement and Shielding of Records, Consumer Matters, Return of Property, Domestic Violence/Peace Orders and Foreclosure. Legal services to self-represented litigants will primarily occur via phone, live chat, video conference assistance, or as requested by the Court.

#### **Duties and Responsibilities:**

- Provide brief legal advice and information to self-represented litigants in connection with civil legal issues including Landlord and Tenant Matters, Civil Claims, Expungement and Shielding of Records, Consumer Matters, Return of Property, and Domestic Violence/Peace Orders, Family Law, and Foreclosure.
- Assist self-represented litigants in drafting their pleadings and motions, preparing for trial, completing court forms, and understanding court documents and the law.
- Provide referrals to appropriate legal service organizations, agencies, and lawyer referral services wherever appropriate.
- Develop internal resources, training for staff and the public.
- Be available to provide support to MCLA's other offices as needed.
- Perform other duties as assigned within the scope of the essential functions of the position.

#### **Qualifications:**

- Admitted to practice in the State of Maryland.
- One-year or more civil litigation experience, clinical or clerkship experience will be considered.
- Strong customer service skills including ability to empathize and assist people who are distressed.
- Ability to communicate complex legal concepts in simple terms.
- Ability to conduct rapid legal research.
- Fluency in Spanish is desirable.

**Benefits:**

- Compensation pursuant to a salary scale based on experience.
- Paid time off; retirement plan contribution; health, dental, prescription drug, Flexible Spending, and life insurance coverage; and opportunities for paid professional development.

Employees of MCLA are eligible to apply for the Maryland Janet L. Hoffman Loan Assistance Repayment Program (LARP).

**How to Apply:**

Begin your application [here](#).

**COUNSEL**  
**SENATE JUDICIARY COMMITTEE MAJORITY MEMBER**

Senior Democratic Senator who is a member of the Judiciary Committee is seeking a proactive, experienced counsel. Candidates should be attorneys who are able to produce high-quality work, manage multiple projects in a fast-paced environment, and review and edit written work products accurately and efficiently, as well as work collaboratively with others. Prior Hill experience is not required. The position also requires strategic thinking, attention to detail, a positive attitude, the ability to work independently, and outstanding legal analytical skills. This is not an entry level position. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity. Applicants should submit a resume, cover letter, and writing sample as a single PDF to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov) indicating the job referral number (226529) in the subject line.

**COURTS/IP COUNSEL**  
**HOUSE JUDICIARY SUBCOMMITTEE ON COURTS, INTELLECTUAL PROPERTY AND THE INTERNET**

The House Judiciary Subcommittee on Courts, Intellectual Property, and the Internet seeks a hard-working lawyer with significant legal experience to serve as counsel. Responsibilities include serving as a resource for Democratic Members of the Subcommittee on matters of law and policy; drafting legislation; coordinating hearings and witnesses; drafting statements, memos, and briefing materials; and providing guidance to offices both on and off the Subcommittee on intellectual property and court-related issues. A strong background in intellectual property, court-related matters, or both is required. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are also strongly preferred. The Committee strives to ensure that our staff represents the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin. Qualified candidates should submit a resume, cover letter, and writing sample to [JDEM.Job@mail.house.gov](mailto:JDEM.Job@mail.house.gov). Please include "Courts/IP Counsel" in the subject line.

**INVESTIGATIVE COUNSEL**  
**HOUSE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM**

The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives. Chairwoman Carolyn Maloney (D-NY) is looking for an Investigative Counsel on the Democratic staff. The ideal candidate will be an attorney with several years of litigation experience, a demonstrated commitment to civil rights and social justice, and a background in anti-discrimination, employment, whistleblower protection, and retaliation laws. Candidates with diverse backgrounds and experiences are strongly encouraged

to apply. Responsibilities include depositions, transcribed interviews, whistleblower interviews, briefings, and managing congressional hearings. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

### **How to Apply:**

Please send a resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with "Employment / Whistleblower Protection" in the subject line. Please attach the resume and cover letter with the file name using the following format: "LastName.FirstName.Resume" and "LastName.FirstName.Cover Letter." No unsolicited calls, emails, or drop-ins, please.

## **CHIEF HEALTH COUNSEL** **HOUSE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM**

The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives. Chairwoman Carolyn Maloney (D-NY) is looking for an experienced attorney to lead a team of attorneys and professional staff in executing the Committee's health and gender equity-related investigations and oversight work. The ideal candidate will be an attorney with several years of relevant investigative, litigation, or regulatory experience. Responsibilities include managing investigations, taking depositions and transcribed interviews, and managing congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

### **How to Apply:**

Please send a resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with "Chief Health Counsel" in the subject line. Please attach the resume and cover letter with the file name using the following format: "LastName.FirstName.Resume" and "LastName.FirstName.Cover Letter." No unsolicited calls, emails, or drop-ins, please.

## **COUNSEL** **HOUSE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM**

The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives. Chairwoman Carolyn Maloney (D-NY) seeks to fill a Counsel position on the Democratic staff. The ideal candidate will be an attorney with several years of investigative or litigation experience. Responsibilities include depositions, transcribed interviews, briefings, and managing congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

### **How to Apply:**

Please send a resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with "Counsel" in the subject line. Please attach the resume and cover letter with the file name using the following format: "LastName.FirstName.Resume" and "LastName.FirstName.Cover Letter." No unsolicited calls, emails, or drop-ins, please.



## **SUPERVISING ATTORNEY** **NEIGHBORHOOD LEGAL SERVICES PROGRAM**

Neighborhood Legal Services Program (NLSP) is a private, non-profit law firm that provides vigorous, high quality civil legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice, combining direct representation to protect essential rights and opportunities for low-income individuals and families with efforts to achieve broad-based change. Our three offices are located in the poorest neighborhoods of the District, to maximize our visibility, accessibility and connections to the communities we serve.

It is NLSP's goal to ensure that all DC residents have access to safe, affordable housing. To achieve that goal, we work to preserve affordable housing, eliminate barriers to tenants accessing housing, and to increase affordable housing. We represent tenants in eviction cases, affirmative litigation to preserve affordable housing and prevent housing discrimination, and other cases that move us toward our overall goal. NLSP's housing work is community-focused and driven by the needs of low-income DC residents.

The supervising attorney will be a member of NLSP's 15-person housing team, including a managing attorney, 2 supervising attorneys, a paralegal, a project coordinator, and 10 staff and senior staff attorneys.

### **Duties and Responsibilities:**

The supervising attorney will oversee the work of NLSP staff attorneys, volunteers, and other personnel in housing cases for low-income residents and families in the District of Columbia. This work will include:

- Supervising staff attorneys, paralegals, and volunteers in a variety of housing matters including eviction defense cases, housing discrimination cases, building-wide conditions cases, voucher termination cases, and appellate cases.
- Identifying training needs and supporting professional development of housing unit staff.
- Maintaining an active caseload of housing cases.
- Representing NLSP and our clients at stakeholder, coalition, and advocacy meetings.
- Conducting outreach to community partners and potential clients.
- Forming and maintaining partnerships with other organizations that share our goals and/or support our clients.
- Participating and leading big picture and impact work to preserve affordable housing and eliminate barriers to housing.
- Actively participating as a member of the NLSP team, including participation in cross-office activities and advocacy.

### **Qualifications:**

- Member in good standing of the DC Bar
- Knowledge of federal and local housing law
- Minimum of four years of experience representing tenants in housing cases of any kind
- Prior management or supervisory experience (may include supervising volunteers or interns)
- Excellent written and verbal communication skills
- Creative problem-solving skills, patience, flexibility, and team-oriented approach
- Ability to think on your feet

### **Salary and Benefits:**

- Salary commensurate with experience starting at \$70,500 per year



- Generous benefits package including four weeks' vacation, four personal days, two weeks of sick leave, eight weeks of paid parental leave, excellent health insurance, dental and vision insurance.

### **Reports To:**

- NLSP Housing Law Practice Managing Attorney, Lori Leibowitz

### **Application Process:**

Submit, as a single pdf file, your letter of interest, resume, and contact information for three references to Lori Leibowitz at [LLeibowitz@nlsp.org](mailto:LLeibowitz@nlsp.org) with "Supervising Attorney Application – [your last name]" in the subject line. We are looking for thoughtful, tailored cover letters that show commitment to our mission and the applicant's experience that specifically meets the qualifications, duties, and responsibilities outlined above. The position is available immediately. Applications will be reviewed as they are submitted. The position remains open until filled.

### **NLSP Hiring Policy**

Neighborhood Legal Services Program ("NLSP") is an equal opportunity employer, committed to inclusive hiring and dedicated diversity in our staff. It is the policy of NLSP that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

NLSP thrives on our diversity and we strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.

## **DIRECTOR** **NEIGHBORHOOD LEGAL SERVICES PROGRAM**

### **Who We Are:**

In 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves. [An LSC-funded](#) non-profit, civil legal services law firm, NLSP provides free legal information, advice, and representation to low-income District of Columbia residents. We help with problems involving housing, family, domestic violence, public benefits, barriers to employment (Including record sealing), consumer issues, elder law and other legal problems affecting economic security of low-income residents. We provide direct services and work with pro bono partners. Our neighborhood-based, service delivery model -- which includes three offices in Wards 5, 7 and 8 -- allows us to bring dedicated legal services attorneys and enthusiastic pro bono lawyers into low-income communities across the city to provide legal help while they learn first-hand the myriad, daily challenges faced by residents living in poverty.

NLSP has established landmark precedents, which have retained their vitality and relevance. The organization builds its work on strong partnerships with community-based organizations and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.

## **Advancing our Social & Racial Justice Mandate:**

In 2018, NLSP received a Meyer Foundation capacity building grant to educate our staff and board of directors on the need for eradicating racism with our communities. As a new pillar in our strategic plan, our challenge is to determine and execute measurable goals.

Additionally, NLSP has partnered with Covington & Burling LLP to establish the Thomas S. Williamson Jr. Endowment Fund to assist in funding the LAD position toward the advancement of organizational social change. The Endowment Fund commemorates the 50th anniversary of Covington's relationship with NLSP and celebrates the legacy of Covington's late partner and former D.C. Bar President Thomas S. Williamson Jr., whose illustrious career included working as a rotating associate at NLSP and serving on NLSP's Board of Directors.

## **Why This Role...Why Now?**

Since 2017, NLSP's Executive Director, [Karen Newton Cole](#), has been a fervent racial justice champion, building numerous funding and cooperative partnerships that have laid the foundation for advancing NLSP's social change initiatives. Today, in her desire to devote more time toward external relations, she is seeking an innovative, internally-facing #2 who will co-create this new role in support of NLSP's bold mission. As the LAD, you will empower the daily legal work of staff, identify projects that align with funders, and develop uniform guidelines that mitigate bias in the delivery of legal services.

## **What We Need From You:**

NLSP's service delivery model is based on a walk-in/telephone, on-line neighborhood-based intake system that results in community members receiving referrals, legal information, brief services, and/or extended service representation.

As the chief lawyer for the firm, you will supervise a passionate and dedicated team of 20-30 attorneys (including direct supervision of four Managing Attorneys), post-graduate fellows, loaned associates, and various support staff. You will oversee all legal services work at the trial and appellate level, including all affirmative and impact litigation.

You will be measured on your ability to:

- Serve as a trusted resource for staff, imparting legal and ethical best practices in support of their professional growth and litigation success.
- Empower staff through ongoing litigation skills and substantive training programs.
- Advance NLSP's broad-based, high-impact advocacy efforts, including serving as occasional co-counsel.
- Develop and ensure adherence to racially equitable program and case handling processes, funder requirements, and the highest, professional standards.
- Partner with other legal services providers locally and nationally to identify opportunities to better serve our shared client community and to pursue shared advocacy goals.
- Partner with NLSP's Director of Private Attorney Initiatives to promote community engagement strategies and use of volunteers in a manner that furthers NLSP's overall advocacy goals and strengthens its capacity to serve clients.
- Contribute to the organization's grant writing process by partnering with Chief Development Officer.
- Perform other responsibilities as assigned by the Executive Director.

## What You Bring to Us:

- You have at least 10 years' legal experience as an attorney with at least five (5) of those years training, mentoring, and supervising junior attorneys in a dynamic (nonprofit or for profit) law practice environment.
- You have at least three (3) years' experience with complex litigation (state and/or federal) and appellate advocacy.
- Preferably, you have substantial litigation experience in housing, family or other areas of law which impact economic security.
- You are committed to lawyering in the public interest, including serving as pro bono counsel, and are familiar with the legal services community.
- You are either a member in good standing of the District of Columbia Bar or [eligible to immediately seek admission](#).

## Who You Are:

- You have a racial equity lens and can identify deeply with NLSP's constituent base.
- You are an innovative, strategic planner hungry for the opportunity to operationalize a bold vision.
- You are innately skilled and enjoy project planning, operations and process improvement.
- You are calm and resilient, able to 'keep the trains running' and lead change through ambiguity.
- You are a superior communicator and team leader, able to inspire and mentor a team of highly skilled and professionals, and champion the vision of the Executive Director and Board of Directors.

## What We Offer You:

- An opportunity to build a lasting legacy alongside an Executive Director who is committed to advancing racial equity and invites your innovative strategies
- A "blue sky" transformational #2 role that can affect systemic change in NLSP's operations, funding and service delivery to DC's low-income community.
- A dedicated, highly-skilled and passionate staff ready for a leader who can operationalize their ideas and empower their career development.

## Compensation:

You are mission-minded. So are we. As a donor-funded, social change organization, we are able to offer a modest salary of \$125,000 + competitive benefits package that includes employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days, and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax- free transit benefits.

## How to Apply:

- Submit a cover letter describing why NLSP's mission and this role are tailor-made for you. Make sure to highlight your racial equity lens, legal experience and personality fit.
- Include a [customized](#) resume showcasing your relevant litigation and supervisory experience.
- Attach one writing sample (no more than 10 pages).

## Email Your Application to:

Shira Lotzar, Chief Engagement Officer, Purposeful Hire at [shira@purposefulhire.com](mailto:shira@purposefulhire.com). This is a retained search. All candidates must apply through Purposeful Hire.

NLSP is an Equal Opportunity Employer

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

**DIRECTOR OF THE MONTGOMERY COUNTY/PRINCE GEORGE'S COUNTY OFFICE  
HOMELESS PERSONS REPRESENTATION PROJECT, INC.**

**Our Story:**

The Homeless Persons Representation Project (HPRP) works to end homelessness in Maryland by providing free legal services, including advice, counsel, education, representation, and advocacy, to people who are experiencing homelessness or at risk of homelessness. HPRP's staff and volunteers pursue this mission by offering legal services in shelters, soup kitchens, welfare offices, community centers, and on the street. HPRP's direct representation informs broader-based systemic advocacy and impact litigation to address the root causes of homelessness.

Since its founding in 1987, HPRP has pursued impact litigation to achieve significant victories and settlements for its clients, including cases to remedy delays in government processing of subsistence benefits, and longstanding housing discrimination and residential segregation. It has also led or co-led landmark state and local policy initiatives such as the HOME Act, the Ending Youth Homelessness Act, and legislation to reform Maryland's expungement and public benefit programs. Driven by the belief in the power of people to determine their own solutions to systemic issues affecting their lives, HPRP actively engages persons with lived experience in advocacy efforts to improve tenant rights, end housing discrimination, end youth homelessness, and decriminalize homelessness.

HPRP's office in Montgomery County serves clients experiencing homelessness and housing insecurity in Montgomery County and Prince George's County through community-based legal clinics and direct representation in criminal record expungement, eviction defense, and veterans' benefits cases. HPRP's Montgomery County/Prince George's County Office participates in coalitions and engages in systemic advocacy to prohibit housing discrimination based on criminal justice involvement, ending youth homelessness, and decriminalization of homelessness.

Learn more at [www.hprplaw.org](http://www.hprplaw.org)

**Reports To:** Executive Director

**Supervises:** Paralegal and two Staff Attorneys

**Responsibilities Include:**

- Supervise the staff attorneys and paralegal to encourage appropriate professional growth, provide advice and support in client matters in the areas of criminal record expungement, housing, and veterans benefits;
- Represent clients in eviction defense cases in Montgomery County;
- Oversee existing projects in eviction prevention, decriminalization of homelessness, and youth outreach and education;

- Manage the funding for Montgomery County and Prince George's County office, including work with HPRP's Development Director on grant applications, meeting with funders and pursuing other funding opportunities, manage grants and prepare grant reports;
- Maintain and strengthen HPRP's existing relationships with local government agencies and other organizations that provide services to people experiencing homelessness;
- Engage in policy work in Prince George's County and Montgomery County including state and local legislative and administrative advocacy;
- Work with HPRP staff to expand visibility of the Montgomery County and Prince George's County office;
- Participate in HPRP's ongoing race equity work;
- Seek new opportunities to expand client services and program opportunities consistent with HPRP's mission and current funding parameters.

### **Required Qualifications:**

- Admitted to practice law in Maryland or other US jurisdiction. For applicants admitted in a State other than Maryland, please indicate in cover letter ability to apply for admission in Maryland or ability to sit for 2021 Maryland Bar or Attorney's exam;
- Minimum of 5 years of legal experience;
- Direct experience working with people living in poverty with a trauma-informed approach;
- Experience in managing a large caseload, ability to prioritize legal and advocacy work in a fast paced environment;
- Experience in supervision of lawyers, paralegals and/or volunteers;
- Experience in housing law, including eviction defense;
- Excellent legal writing skills;
- Demonstrated commitment to diversity and social justice by using a personal approach that values all individuals and respects differences; and
- Ability to think strategically about expansion and visibility of HPRP's program.

Although the following experiences and skills are not required, they are valued for this position:

- State and/or local level policy experience;
- Experience with Maryland District Court and Circuit Court practice;
- Ability to communicate with clients in Spanish (please note in cover letter);
- Experience with grant management and reporting;
- Experience in program development;

### **Salary:**

\$57,000 - \$73,000 depending on experience. Full health coverage (medical, prescription, dental) for employee plus contribution toward family coverage; long-term disability; life; ability to contribute to HPRP's 403(b) plan (employer supplemental salary contribution determined annually); Vacation (20 days), sick leave (10 days), personal days (3 days), holidays. Some evening and weekend hours required (4-6 evening/weekend hours per month); HPRP provides for a flexible work schedule. During the COVID-19 pandemic, HPRP has created special family/dependent care leave and is primarily teleworking, with some use of office space as needed.

### **To Apply:**

Send by email a resume and cover letter to [jobs@hprplaw.org](mailto:jobs@hprplaw.org) (and specify "Director of the Montgomery County/Prince George's County Office" in the subject line). Writing sample and references will be requested if selected for an interview. We are looking for thoughtful, personalized cover letters that demonstrate the applicant's qualifications, work style and interest in being part of a team working to eliminate homelessness in

Maryland. We are looking for applicants who have a comprehensive understanding of oppression and structural racism, including how structural racism perpetuates barriers to housing and income. Resume reviews begin immediately, and applications will be accepted until position is filled.

HPRP is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We strongly encourage applications from Black people, Indigenous peoples, people of color, immigrants, persons with disabilities, members of the TLGBQIA community, people with lived experience of poverty and/or homelessness, and people from other underrepresented and historically marginalized groups.

## **JD/BAR NOT REQUIRED**

### **CHIEF, WATER ADVOCACY AND CUSTOMER APPEALS** **CITY OF BALTIMORE DEPARTMENT OF PUBLIC WORKS**

Operations Manager I encompasses managerial work related to the administration of departmental policy and overseeing or coordinating agency operations. Employees engaged in overseeing or coordinating agency operations are responsible for planning, organizing, implementing, administering, and supervising the interpretation and application of agency policies, directives, and procedures designed to accomplish the mission of the agency. The work of this class may involve supervising professional and technical support workers.

Positions in the Operations Director series are differentiated based on the following factors: analytics, budget, communications, environmental factors, functional responsibilities, minimum qualifications, policy, relationship building, supervision given, and supervision received.

#### **Responsibilities:**

Plan, direct, and administer short-term and long-term activities associated with Customer Advocacy and Appeals for DPW. The incumbent will develop annual program objectives and performance metrics. Manages day-to-day priorities for timely and efficient execution of the water-for-all discount program, and assistance under any other Baltimore water assistance program projects, activities, and tasks. Oversees all assigned duties and is responsible for staff management and coordination.

Responsible for schedule and quality performance, project delivery, and task completion within budget. Manages subordinate professional program staff engaged in the analysis, maintenance, and adjustment of complicated customer invoices, appeals or reconsideration, and customer disputes. This role serves as the escalated reviewer for customer invoices, appeals or reconsideration, and customer invoice disputes. This involves daily interactions with customers, staff, and city personnel on critical issues/projects to ensure the DPW is compliant with the Water Accountably and Equality Act and provides the level of service required by the community. The position is also responsible for overseeing the case resolution process and conducting quality checks to ensure that resolutions meet regulatory and internal DPW requirements.

Serves final approval for escalated accounts, complaints, refunds, reversal, and adjustments to a variety of accounts according to established procedures. Creates guidelines and procedures on broader rules, regulations, policies, and practices of the department that relate to customer issues with water and wastewater billings.

Originates or prepares technical, management, and financial reports in either oral or written formats as required semi-annually by the Water Accountability and Equality Act; and presents such reports to the mayor, City Council, Director, outside agencies, the public, and other stakeholders. The position is further responsible for overseeing tracking, trending, and reporting complaints and appeals, as well as participating in internal and external oversight activities.

Serves as primary contact for vendors, departmental personnel, assistance recipients, and others to obtain and provide information and resolve disagreements. Monitors account and notify agency personnel of over expenditures. This position confers with department leadership, staff, and contractors regarding necessary updates and changes to policies and procedures.

Creates bookkeeping, accounting procedures and recommends modifications for program criteria for the department of public works water and wastewater billing assistance under the water-for-all discount program, and service under any other Baltimore water assistance programs.

Supervises directly or indirectly, all personnel within the Office of Customer Advocacy and Appeals including the selection, recommending selection, training, assignment and evaluation of work, counseling, and taking appropriate action to mentor, coach, and discipline employees, including recommending termination. Sets annual performance objectives and provides coaching, consultation, and support to subordinate professional personnel.

### **Requirements:**

A Master's degree in Business Administration, Public Administration, Management, Law, or related field from an accredited college or university plus six (6) years of senior management, policy-driven operational responsibilities **including** three (3) years of experience managing homogeneous functions through subordinate supervisors is required.

Professional certifications may be required.

Equivalencies: An equivalent combination of education and experience.

### **How to Apply:**

Find more information and begin your online application [here](#).

## **SENIOR ADVOCATE HUMAN RIGHTS WATCH U.S. PROGRAMS**

The United States Program of Human Rights Watch ("HRW") is seeking someone thoughtful and collaborative to be an advocate and strategist with policymakers, partners, and other relevant actors in Washington, DC and occasionally in key states as the Senior Advocate. Rights abuses in the United States disproportionately impact Black people, people of color, indigenous people, people from working class backgrounds, immigrants, women, and LGBTQIA+ people. Because we believe these communities must be centered in the work we do, we strongly encourage applications from people with these identities or other related lived experiences.

The Senior Advocate will be part of a dynamic team in the [US Program](#), which aims to center the inherent dignity of human beings impacted by systemic racism as reflected in the policies of US federal, state, and local governments. Our team's specific advocacy aims currently focus on the overarching need to achieve racial equity in the United States within the criminal legal and immigration systems and via broader reparative justice measures. Our investigations and partnership building become the basis for strategic advocacy to press those in power to effect changes in laws and policies that respect fundamental rights.



The Advocate should be a creative and strategic thinker with substantive experience advocating on racial justice and equity, criminal legal system abuses, and/or immigrants' rights in the United States. The Advocate will be a part of project teams that aim to effect key substantive goals in policymaking in Congress, with the Executive Branch, and occasionally at the state level. As part of this work the Advocate will be responsible for nurturing and strengthening partnerships; developing and maintaining relationships with staff people and principals in key policymaking offices; speaking to the media, producing analytical written products to further advocacy goals; and communicating with HRW colleagues about opportunities for partnership and advocacy impact primarily in Washington. This position is based in Washington, DC, and reports to the US Program's Executive Director.

Due to COVID-19, many of our global offices are currently closed or operating in reduced capacities. The successful candidate may be required to work remotely initially or if local requirements mandate it. We recognize that this moment, during the pandemic, is a uniquely difficult time for most people, particularly those with caregiving responsibilities, and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position.

### **Responsibilities:**

- Contribute to setting overall strategic goals and objectives for the US Program's work on racial equity in the United States and ending systemic racism, with a focus on the immigration and criminal legal systems, and the need for reparative justice;
- Build working relationships with policymakers, partner organizations, and other relevant actors in Washington, DC, to generate support for human rights-respecting US domestic policies;
- Develop and implement advocacy strategies in consultation with directly-impacted people, partner organizations, and HRW colleagues on a range of domestic issues, including racial justice and equity, immigration, the criminal legal system, all forms of discrimination, and other issues as needed due to a changing external environment and organizational priorities;
- Work with colleagues to analyze federal policies impacting racial equity, including in the areas of immigration and the criminal legal system, among others;
- Build, maintain, repair, and grow partnerships that can successfully advance racial equity and human rights results;
- Present the research and recommendations of the US program in public fora and speak on behalf of the US program to the media and general public;
- Meet regularly and develop strong working relationships with government officials, policymakers, representatives of international institutions, and other important actors;
- Prepare a range of written materials, including policy and bill analyses, regulatory comments, advocacy letters and other related documents targeting officials and the public;
- Influence policy debates by writing press releases, op-eds, and blog postings, and using social media;
- Work with other rights organizations including through coalitions and with unlikely allies and develop contacts with journalists in a variety of media;
- Keep abreast of pertinent legislative and policy developments and advise colleagues of important changes;
- Travel within the United States and internationally, as required for internal meetings and advocacy opportunities; and
- Perform other tasks as required.

### **Qualifications:**

**Education:** An advanced degree in public policy, journalism, law, or related studies is required. This requirement may be waived in lieu of additional years of experience.



**Experience:** A minimum of seven years of relevant experience in nongovernmental organizations, intergovernmental organizations, or governments working to influence domestic US policies relevant to human rights issues is required.

### **Related Skills and Knowledge:**

- Advocacy experience and experience designing and implementing successful advocacy initiatives.
- Extensive knowledge of human rights/civil rights issues in the US, ideally related to one or more of: racial justice and equity, immigration, and the criminal legal system.
- Ample experience designing and managing multiple programs, building, and sustaining partnerships, and coordinating with diverse stakeholder communities.
- Experience with and ability to develop and sustain relationships through regular targeted communications, with attention to timely responsiveness and delivering needed expertise to policymakers and their staff people.
- Ability to defend and persuasively explain complex issues and positions to intergovernmental bodies as well as staff, including senior officials.
- A track record of dealing with the media and cultivating relationships with unlikely allies and journalists.
- Demonstrated ability to think creatively and strategically.
- Ability to communicate well orally and in writing in English; proficiency in another language is desirable.
- A commitment to advancing racial justice and equity, experience working with low-income communities of color to develop and implement solutions, and a well-developed practice of analyzing the equity impacts of policies, activities, and decisions on race, class, and other group identities.
- Strong interpersonal skills to work collaboratively and as part of a team and with external partners.
- Ability to work individually and multi-task effectively, and have strong communications, networking, planning and organizing skills, and the ability to work well under pressure.

### **Salary and Benefits:**

HRW seeks exceptional applicants and offers competitive compensation and employer-paid benefits. HRW offers a relocation assistance package and will assist employees in obtaining necessary work authorization, if required; citizens of all nationalities are encouraged to apply.

### **How to Apply:**

Please apply immediately or by July 23, 2021 by visiting our online job portal at [careers.hrw.org](https://careers.hrw.org) and attaching a letter of interest and CV or resume. No calls or email inquiries, please. Only complete applications will be reviewed, and only shortlisted candidates will be contacted.

If you are experiencing technical difficulties with your application submission, please email [recruitment@hrw.org](mailto:recruitment@hrw.org). Due to the large response, application submissions via email will not be accepted and inquiries regarding the status of applications will go unanswered.

### **Human Rights Watch is strong because it is diverse.**

We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. Human Rights Watch does not discriminate on the basis of disability, age, gender identity and expression, national origin, race and ethnicity, religious beliefs, sexual orientation, or criminal record. We welcome all kinds of diversity. Our employees include people who are parents and nonparents, the self-taught and university educated, and come from a wide span of socio-economic backgrounds and perspectives on the world. Human Rights Watch is an equal opportunity employer.

Human Rights Watch is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.

## **EXECUTIVE DIRECTOR PUBLIC JUSTICE CENTER**

### **About The Organization:**

Founded in 1985 and headquartered in Baltimore, Maryland, the Public Justice Center is a leader in public interest law reform, pursuing systemic change to build a just society.

Using legal advocacy tools – litigation and client representation; legislative, administrative, and appellate advocacy; know-your-rights education; and collaboration – we address the causes of poverty and racial inequity. We work in coalition with legal advocates, direct service providers, policy advocates, community organizing groups, and law firms to challenge injustice, and we contribute our legal knowledge and skills to support initiatives identified by communities and that enhance community members' power.

The PJC chooses projects and cases that will make a significant impact on systems, laws, and policies. Current projects include advocating on behalf of families needing healthcare and benefits, low-wage workers, low-income tenants, and students facing barriers to school enrollment and academic achievement; advocating to reform pretrial detention; using appellate cases to establish good law in poverty and civil rights cases; and coordinating a national coalition that works to establish a right to counsel in basic human needs civil cases.

We know that in order to effectively dismantle systemic barriers of oppression, racial equity must be incorporated in our projects, cases, and strategies. To that end, PJC staff have embarked on a two-year training program to build the team's knowledge of institutional, cultural, and systemic racism. In addition, the staff formed a Race Equity Team to coordinate, develop, and facilitate ongoing staff training and to keep racial equity at the center of the work. You can learn more about our race equity commitment [here](#).

To learn more about the PJC visit: [www.publicjustice.org](http://www.publicjustice.org).

### **About The Position:**

The Public Justice Center is looking for a collaborative, inclusive, and hands-on leader committed to racial equity and dismantling oppressive laws, policies, and practices to serve as its next Executive Director (ED). Reporting to an active and engaged Board of Directors, the ED will directly manage a team of three senior leaders (Legal Director, Director of Development, and Director of Administration) and oversee a staff of 20.

The ED will serve as the organization's chief executive, leading fundraiser, and external advocate. The ED will also oversee the organization's direction and strategic growth. Additionally, the ED will be a champion for the PJC team and will continue to promote its deeply collaborative and nonhierarchical culture while also advancing the organization's commitment to race equity.

This is an exciting opportunity for a social justice leader rooted in community to advance the interests of the population that the PJC serves.

## **Responsibilities Include, But Are Not Limited To:**

### *Organizational Leadership*

- Continue to build and enhance the PJC's internal organizational culture with a dedication to prioritizing a nonhierarchical structure and a commitment to racial equity, inclusion, and social justice
- Manage all day-to-day operations (including legal, finance, fundraising, and communications) and staff, with ultimate accountability for the success of the organization
- Oversee organization's long-term financial strategy, develop the organizational budget, and prepare financial reports for Executive Committee and the Board
- In partnership with the Director of Administration, oversee the development and implementation of operational systems and processes that enable the team to work efficiently and effectively
- Ensure staff has clearly defined roles and goals and access to the information and resources necessary to achieve their goals
- Coach and mentor a high-performing team, hire and manage a team committed to the PJC's work, hold team members accountable for achieving ambitious goals, and ensure that they have opportunities for growth and development

### *External Leadership and Fundraising*

- Serve as the external voice of the organization, raising the public's awareness of the PJC's work and enhancing the organization's visibility, brand recognition, and credibility; acting as a thought leader and advocate for the communities PJC serves
- In partnership with the Director of Development, maintain and cultivate relationships with major donors (individuals, foundations, government, and law firms), building a broad base of support and a network of champions among existing and new supporters
- Develop and manage strategic relationships with key partners (community leaders, funding partners, legal advocates, policy makers, direct service providers, etc.) to deepen the PJC's influence and impact

### *Board Engagement*

- Act as primary liaison to the Board of Directors, engaging Board members in the current and future needs of the organization and participating as the primary staff member in key committees
- Cultivate a collaborative working partnership with the Board to increase engagement and to capitalize on their strengths and expertise
- Maintain a skilled, diverse, and committed board by identifying, recruiting, and developing new Board members

## **Candidate Requirements:**

The ideal candidate will possess the following qualifications:

- At least 10 years of professional experience, including experience serving in a senior leadership role (e.g. Manager and/or Director level) at a social justice organization; prior work in a legal setting a plus
- An authentic passion and commitment for PJC's mission with an ability to serve as an exemplar for PJC's values
- Outstanding organizational leadership skills, with an ability to articulate a clear and inspiring vision while managing, coaching, and developing a high-performing team
- Strong appetite to support fundraising efforts, ideally with prior experience fundraising and/or partnership development success in a nonprofit setting; experience with grant management and reporting a plus

- Experience overseeing the financial management and financial strategy of an organization (i.e. developing budgets, creating financial reports, reporting financial health to the board)
- Allocates resources (i.e. capital and people) strategically and cost-effectively while managing spending against the budget
- Brings a collaborative and empathetic approach to the work and a demonstrated capacity to partner well with others and influence leaders across sectors
- Public speaking and communication skills with the ability to serve as a strong external spokesperson for an organization

### **Compensation and Benefits:**

The PJC pays above median salary and benefits for all staff. The Executive Director will be paid competitively considering experience, region, and size of program. The Executive Director receives the same generous benefits as other staff. These benefits include: health, dental, disability and life insurance, and retirement options.

How to Apply:

Begin your online application [here](#).

*The Public Justice Center is an equal opportunity, affirmative action employer that encourages all interested persons to apply regardless of race, color, national origin, ancestry, ethnicity, citizenship, creed, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, physical or mental disability, marital status, or any other legally protected status. We strongly encourage Black, Latine, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the practice of law to apply.*

### **PRO BONO COORDINATOR** **AMERICAN IMMIGRATION COUNCIL**

#### **We are...**

The American Immigration Council (the "Council") works to strengthen America by shaping how America thinks about and acts towards immigrants and immigration and by working toward a more fair and just immigration system that opens its doors to those in need of protection and unleashes the energy and skills that immigrants bring.

We are seeking talent to join our team!

The Immigration Justice Campaign is a collaboration between the American Immigration Council and the American Immigration Lawyers Association. The Campaign is a broad-based project to activate a community of lawyers (and other volunteers with supporting skills) to defend detained immigrants facing removal and to advocate for due process and justice for noncitizens targeted for immigration enforcement. A primary goal of the Campaign is to rigorously test innovative, replicable models for scaling volunteer legal representation for immigrants, particularly in hard-to-reach detention centers. Our 13,000+ volunteer network includes attorneys from law firms around the country as well as solo practitioners, law students, interpreters, mental health professionals, social workers, and many others with skills that help support holistic pro bono representation.

#### **Your Role:**

The Pro Bono Coordinator's primary responsibility is to engage and retain pro bono law firms and attorney volunteers in the Justice Campaign network, with the principal goal of placing them into volunteer opportunities and keep them engaged as active participants in the Campaign. The Coordinator will be responsible for timely responses to volunteer inquiries, matching volunteers with appropriate opportunities, including both case work

and advocacy opportunities, and following through with Campaign placement protocols. The Coordinator will be the primary facilitator of case placement for law firm volunteers. The Coordinator will also take primary responsibility for recruiting and maintaining relationships with law firms around the country, and for coordinating trainings for law firms (which may require travel).

The position requires designing and executing a quarterly law firm recruitment plan and engagement ladder for volunteer lawyers who have different skills and interests, assessing ways to increase repeat volunteer engagement, and building out new opportunities for engagement for these volunteers. In addition, the Coordinator will be responsible for recruiting new volunteers to the Campaign community. Finally, the Coordinator is tasked with keeping track of data on volunteers (including logging interactions and assisting with the team's data tracking needs) and reporting out on volunteer engagement data.

As with all positions at the Council, this position requires commitment to the Council's mission.

### **Essential Job Functions will include:**

- Bring creativity and initiative to recruiting, building relationships with, and engaging pro bono law firms and their volunteers in the Campaign, maximizing the placement of referred cases with legal representation and ensuring that volunteer attorneys receive careful orientation and other support to set them up for success.
- Proactively interface with lawyers, referring Campaign partners' staff, and other volunteers (email, phone and online); regularly and timely respond to volunteer inquiries about volunteering with the Campaign and directing them to appropriate staff for questions beyond volunteering.
- Actively seek out law firm volunteers for cases awaiting placement and match with supporting non-attorney volunteers, when needed, and in coordination with Campaign Fellows and Pro Bono Placement team members.
- Properly orient placed volunteers and set expectations of their participation across Campaign partners.
- Work with Pro Bono Coordination team and Legal Support Team to ensure materials and placement processes are accurate and updated as needed.
- Create and execute quarterly law firm recruitment & engagement plans to a) keep firms actively working on cases engaged, b) encourage firms that are in our network but not actively working on cases to take cases, and c) add new firms to our network.
- Design, build out and manage special targeted pro bono projects for law firm volunteers.
- Take responsibility for building and maintaining relationships with law firms, and for helping to ensure that the Campaign meets its goals for volunteer engagement (including repeat engagement).
- As needed, support the rest of Pro Bono Placement team with non-law firm attorney recruitment and placement.
- Track and maintain active and current volunteer rosters in our database and provide input to the Campaign's Communication Specialist to communicate with firm and non-firm volunteers regularly in a targeted fashion.
- Perform administrative/clerical tasks, as needed, to help connect volunteers with the appropriate opportunities and resources.

### **Requirements:**

- 3-4 years of experience successfully building capacity through strategic volunteer engagement, ideally within the legal community, or working within the legal community.
- Experience working with corporate law firms strongly preferred.
- The ideal candidate will have familiarity with immigration detention and the immigration enforcement system, either through work or lived experience.
- J.D. or other advanced legal training preferred.
- Project management experience a plus.

- Experience using web-based volunteer management systems and online community platforms a plus.

### **Our Workplace ...**

We offer an extremely generous total compensation package (salary and benefits). Benefits include – medical, dental, vision, 401k with employer match, monthly transit subsidy, flexible work schedules, 3+ weeks' vacation, 11 Federal holidays, on-site fitness center and many more exciting benefit programs.

### **Your Colleagues ...**

- Dedicated, dynamic, collaborative and compassionate.
- A community of individuals passionate about their work.

### **How to Apply:**

Begin your application [here](#).

For consideration, qualified applicants are to submit cover letter, resume and salary requirement. cover letter should include a summary of how your background, knowledge, skills and abilities relate to the responsibilities and requirements of the position.

NOTE: Applications without cover letters and which do not indicate desired salary may not be considered.

The American Immigration Council ("Council") is an equal opportunity employer, and is committed to treating all applicants and employees without regard to unlawful considerations of race, religious creed, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (cancer or genetic characteristics), genetic information, military and veterans status, citizenship and immigration status, or any other classification protected by applicable local, state, or federal laws. This equal employment opportunity commitment applies to all aspects of employment, including but not limited to, advertising, recruiting, hiring, job assignment, compensation, promotion, demotion, benefits, training, discipline, and termination.

The Council believes that diversity is a strength. The Council is committed to being a safe, respectful and inclusive space, where a broad range of viewpoints and experiences are encouraged and every member of its staff and board is given the opportunity to thrive.

## **POLICY ANALYST INTERNATIONAL REFUGEE ASSISTANCE PROJECT**

### **About IRAP:**

The International Refugee Assistance Project ("IRAP") is a dynamic and growing legal and policy advocacy organization that works to develop and enforce a system of legal and human rights for refugees and displaced people around the world. We are the leading organization providing free and comprehensive legal services to people in need of a safe place to live and a safe way to get there.

IRAP operates offices in the U.S. (New York City, Washington, D.C.), Jordan (Amman), Lebanon (Beirut), and Germany (Berlin). Our legal teams work closely with a corps of pro bono lawyers from leading law firms and multi-national corporations, and law students who have created IRAP chapters across the United States and Canada. Through this work, we aim to assist refugees and other displaced people to find safe passage and to transform the landscape of refugee rights in the U.S. and internationally. IRAP has over 80 full-time staff members. We are a nimble organization staffed by an innovative and collaborative team that is committed to high standards of quality and close partnerships with our clients, peers, and colleagues.

IRAP believes that diversity is critical to fostering a strong workplace and serving our clients well. We strongly encourage applications from people with lived experiences in the communities that we serve, members of other marginalized communities, and individuals whose identities are underrepresented in the legal profession.

### **About the Department:**

IRAP's Policy Department consists of seven policy staff working out of the New York, NY and Washington, D.C. offices. The Policy Department utilizes lessons learned in direct legal aid casework and works with creative, non-partisan coalitions to advocate for systemic changes that benefit broader groups and communities on refugees and displaced populations. IRAP is a non-partisan 501(c)(3) nonprofit organization.

### **Opportunity:**

IRAP seeks to hire a Policy Analyst in its Washington, D.C. office to advance IRAP's systemic advocacy efforts. The Policy Analyst will assist IRAP in maintaining a regular presence on Capitol Hill, with administrative agency partners, with coalitions and organizational partners, and in relevant media.

### **Responsibilities:**

The Policy Analyst will:

- Work within IRAP's Policy Department, as well as in tandem with IRAP's other departments, including Communications, Legal Services, Litigation, Development, and Pro Bono, to advance IRAP's mission.
- Work with and provide support to other NGO advocates and coalition colleagues working on forced migration and refugee resettlement issues.
- Closely monitor developments in US refugee law and policy, including tracking federal agency policy changes and proposals as well as federal legislation, hearings, and briefings, while also highlighting implications, risks, and advantages; making recommendations; and seeking opportunities for technical support, strategic counsel, and ongoing engagement.
- Research and draft internally- and externally-facing materials, such as backgrounders, letters, reports, and memos.
- Provide responsive and non-partisan and technical expertise to legislators and legislative staff, federal agencies, NGO colleagues, and journalists.
- Build and manage campaigns focused on moving federal agencies and legislators towards systemic change through: (i) specific and actionable asks; (ii) balancing ideal policy outcomes with pragmatism; and (iii) being cognizant and frank about political/systemic/bureaucratic constraints.
- Other duties as assigned.

### **Qualifications:**

The successful candidate will have at least three years of experience in policy work on U.S. immigration issues; policy work on forced migration issues is preferred, but not required. Relevant policy experience includes work in federal government agencies, in advocacy organizations, and on immigration portfolios as legislative staff. This job does not require a JD.

The successful candidate will also:

- Demonstrate an ability to become a go-to policy expert on forced migration and refugee resettlement issues in the United States.
- Be able to frame humanitarian issues as priorities for national security, foreign policy, faith, or defense issues, or for promoting cost savings or efficiency, in addition to humanitarian priorities.

- Provide expertise firmly and persuasively, but diplomatically; be able to disagree, while maintaining working relationships.
- Be highly organized and flexible; multi-task and manage a high-volume workload; have excellent time management skills; effectively communicate takeaways; and deliver due-outs timely.
- Possess strong interpersonal and oral and written communications skills, and the ability to understand and handle sensitive and confidential information;
- Work collaboratively with a diverse set of partners and work independently to seek out and implement IRAP's priorities;
- Regular access to the Washington, D.C. Metropolitan Area with occasional travel to New York, NY.

### **Salary:**

This is a union position subject to a collective bargaining agreement. The salary range is \$75,854-\$99,194, with actual salary commensurate with relevant policy experience.

### **Application Instructions:**

Please submit a cover letter, resume, and a list of three references at this [link](#) Review of applications will start in July.

## **POLICY ANALYST (REMOTE)** **YOUNG CENTER FOR IMMIGRANT CHILDREN'S RIGHTS**

The Young Center for Immigrant Children's Rights invites applications for the position Policy Analyst, Disability Rights to join the Young Center's Policy Program in Washington, D.C. (The position will operate remotely until the Young Center returns to in-office work.)

The Young Center is seeking a Policy Analyst with expertise in disability rights to help the organization advocate for reforms in how the government serves unaccompanied and separated immigrant children with disabilities. Too often, immigrant children with disabilities—whether physical, developmental, psychosocial, or sensory—are subjected to treatment that does not comport with best practices for children with disabilities.

This position will be responsible for identifying opportunities to advocate for the best interests of unaccompanied and separated children with disabilities who are subjected to government custody and to adversarial immigration proceedings. The analyst will build connections between the fields of immigration, child welfare, and disability rights to provide support for both individual cases and for larger policy reform. The Policy Analyst will conduct research and help draft arguments to support Child Advocate staff advocating for children, and the policy team's work on impact litigation, legislative advocacy, and agency advocacy. The analyst will seek out opportunities to bring experts and directly impacted people across fields together to develop best practices for immigrant children with disabilities, provide expert support to case advocacy and litigation, and build a network of colleagues in peer organizations who can support advocacy at the individual, state and federal level.

### **About the Young Center:**

The Young Center advocates for the best interests of unaccompanied immigrant children in the United States through direct service, policy advocacy, and a newly created resource center. The Child Advocate program is the organization's flagship, direct service program, in which staff are appointed as Child Advocate (best interests guardian ad litem in immigration proceedings) for unaccompanied children pursuant to the Trafficking Victims Protection Reauthorization Act (TVPRA) and the 2013 Violence Against Women Act. The Young Center also conducts policy advocacy at the national level to promote the consideration of best interests in all decisions concerning immigrant children and to create an immigrant system that treats children as children.



The Young Center is also launching its Immigrant Child Resource Center to provide technical assistance and support for children caught between the immigration, child welfare, and juvenile justice systems.

### **Duties and Responsibilities:**

- Advance policies and practices by the Departments of Health and Human Services, Homeland Security, and Justice that protect the rights of children with disabilities
- Develop and draft policy briefings, comments, and memoranda for federal agencies and members of Congress on issues impacting unaccompanied and separated immigrant children with disabilities
- Meet regularly and collaborate with staff in the Child Advocate Program and Resource Center to identify opportunities to support their advocacy on behalf of children with disabilities and to expedite release to family and community integration and thereby decrease the time these children spend in government custody
- Seek out opportunities to integrate a disability rights perspective into impact litigation through research, memoranda, and consultation with internal and external stakeholders
- Organize Hill briefings, webinars, presentations, and other educational materials on the rights and needs of unaccompanied and separated immigrant children with disabilities
- Secure input from experts and directly impacted people on policies that would advance the rights and needs of unaccompanied and separated immigrant youth with disabilities who face government custody and adversarial immigration proceedings
- Develop internal guidance on advocacy for children with disabilities
- Other duties as assigned

### **Minimum Requirements:**

- Bachelors degree
- 3+ years experience advocating for the rights of people with psychosocial, sensory, or developmental disabilities
- Familiarity with federal disability rights law
- Excellent written and oral advocacy skills
- Strong creative thinking and problem-solving
- Ability to work collaboratively and demonstrated success building networks across fields to support case work and advocacy goals
- Willingness to travel (when it is safe to do so)
- Commitment to working specifically on children's rights

### **Preferred Qualifications:**

- J.D. or other graduate degree in a field of study related to legal compliance, federal disability rights law, or work with children with disabilities
- Lived experience that would lend insight into supporting individuals with disabilities, particularly psychosocial, sensory, or developmental disabilities
- Spanish language fluency or fluency in another language frequently spoken by children facing removal (e.g., Mandarin, Urdu, Arabic, French, or language indigenous to Central America)
- Experience in building coalitions and partnerships

The Young Center is an "at-will" and equal opportunity employer that does not discriminate in and affirmatively factors diversity into its hiring practices. Young Center encourages applications from all qualified individuals without regard to race, color, creed, religion, gender, sexual orientation, gender identity or expression, age, national origin, ancestry, marital or parental status, pregnancy, citizenship, non-disqualifying physical or mental disability, genetic information, or veterans' status. Reasonable accommodation will be made

so that qualified disabled applicants may participate in the application process; no application will be penalized for requesting an accommodation. Please advise in writing of special needs at the time of application.

### **Special Notes/Instructions:**

Review of candidates will begin immediately and continue until the position is filled. Please apply through our website at [theyoungcenter.org/careers](http://theyoungcenter.org/careers), including a cover letter, resume, three references, and a writing sample. Incomplete applications will not be reviewed.

### **To Apply:**

[Click Here](#)

## **GOVERNMENT AFFAIRS ASSOCIATE THE EDUCATION TRUST**

The Education Trust, one of one of the nation's premier advocacy organizations working to improve educational opportunities for low-income students and students of color, seeks a Government Affairs Associate.

Reporting to the Director of Government Affairs, the Government Affairs Associate will be a member of The Education Trust's Partnerships and Engagement Team. In that role, the Associate will be responsible for helping the Director of Government Affairs and other members of the Partnerships and Engagement Team develop and execute effective legislative strategies to advance Ed Trust priorities.

### **About the Organization:**

Ed Trust is comprised of fierce advocates for the high academic achievement of all students — pre-kindergarten through college, particularly those of color or living in poverty. Through research and advocacy, Ed Trust's goal is to close the gaps in opportunity and achievement that affect millions of young people across the U.S. — especially students of color and those from low-income families. We work alongside educators, policymakers, parents, and community and business leaders across the country to advocate transforming schools and colleges into institutions that serve all students well. Lessons learned in these efforts, together with unflinching data analyses, help shape our state and national policy agendas.

### **Major Responsibilities:**

Assist the Director of Government Affairs in the execution of effective legislative and regulatory strategies to advance P-12 and higher education priorities:

- Track, analyze, and communicate relevant legislative and regulatory activity
- Collaborate with the Director of Government Affairs, and Ed Trust's P-12 and higher education policy teams, to develop appropriate responses to legislative and regulatory proposals, and, working with the Communications team, produce collateral materials for a variety of audiences
- Represent The Education Trust's positions on Capitol Hill, with the administration, and in other professional venues
- Coordinate and advance legislative and regulatory work with partner organizations
- Support state and local equity advocates with whom The Education Trust is partnered
- Support and collaborate with colleagues at The Education Trust-West, The Education Trust-Midwest, The Education Trust-New York, The Education Trust-Southeast, as well as Partnerships and Engagement Team members who are working on Ed Trust priorities in other states

The Government Affairs and Communications Associate will take primary responsibility for the following areas:

Compiling and organizing information relevant to The Education Trust's advocacy efforts from a variety of sources, including media, legislation, reports from think tanks and advocacy organizations, and academic research.

- Drafting fact sheets and other collateral materials on key issues and proposals.
- Scheduling the Vice President and preparing materials in support of briefings, hearings, and other events.
- Providing editing and fact-checking support for a variety of materials.
- Assisting in other areas dedicated to short- and long-term outreach strategies, as needed.

### **Qualifications and Experience:**

- At least 4 years of experience in policy advocacy and a demonstrated track record of advocating for opportunity and achievement for low-income students and students of color
- At least 2 years of experience developing and implementing legislative and regulatory strategy
- Demonstrated ability to develop effective relationships with policymakers and their staff, particularly in the education policy and advocacy space, and to leverage those relationships to achieve policy priorities
- Significant experience working in partnership with diverse organizations, including business, civil rights, and education organizations, to accomplish shared policy objectives
- Demonstrated success in communicating to a range of audiences, including policymakers, the media, advocates, and funding partners
- Strong writing skills, including the ability to write about complex policy content and generate advocacy-relevant materials and collateral clearly, concisely, quickly, and accurately
- Experience working collaboratively across departments within an organization

### **Compensation:**

Salary is commensurate with experience and qualifications. The Education Trust offers a comprehensive benefits package.

### **Application Process:**

Inquiries, referrals, and resumes with a cover letter should be emailed to [GovAssociate@edtrust.org](mailto:GovAssociate@edtrust.org) or faxed to 202-293-2605, attention: HR, Government Affairs and Communications Associate.

*The Education Trust is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.*

[Apply Here](#)

## **LEGAL COUNSEL SENATE JUDICIARY COMMITTEE**

Republican member of the Senate Judiciary Committee seeking legal counsel, based in Washington, DC office. Duties will include providing legal analysis on legislative, nomination, and oversight matters within the jurisdiction of the Judiciary Committee. In addition, the successful candidate will analyze and propose creative policy solutions to legislative pathways for the Senator's priorities on a wide variety of interdisciplinary matters from a legal perspective.

Candidates should possess a strong work ethic; a “high-cause, low-ego” mindset; and the ability to ideate rapidly in a fast-paced professional environment. Additionally, candidates should possess several years of post-law school experience working in law and/or policy, as well as a strong intellectual background and professional network.

### **To Apply:**

Applicants should submit a resume and a cover letter detailing their involvement in the conservative legal movement and their motivations for seeking this position to [senate\\_employment@saa.senate.gov](mailto:senate_employment@saa.senate.gov).

## **POLICY COUNSEL** **DETENTION WATCH NETWORK**

### **Who We Are:**

Founded by a group of dedicated individuals in 1997, Detention Watch Network (DWN) is a national coalition building power through collective advocacy, grassroots organizing, and strategic communications to abolish immigration detention in the United States. DWN is staffed by a small and growing team, committed to a vision of a world where every individual lives and moves freely and a society in which racial equity is the norm and immigration is not criminalized.

### **Recent Accomplishments:**

- Since the launch of the Defund Hate campaign in 2017, have blocked \$12 billion in funding requested for ICE and CBP
- Coordinated the national Free Them All campaign in response to COVID-19;
- Supported the passage of anti-detention state laws in California and Illinois;
- Sub-granted over \$200,000 to grassroots members working to end detention locally.

### **Position Summary:**

DWN’s Policy Counsel will work to advance policy related to DWN’s mission to abolish immigration detention, providing technical assistance and educating the public, lawmakers, DWN members, and other stakeholders. They will also play a role in strengthening DWN’s engagement with decision-makers and allies in DC as well as engaging with members across the country to incorporate their perspectives into DC-based advocacy. They will engage in legislative and other policy related advocacy, including working to promote local, state, and federal reforms, urging key decision makers and stakeholders to advance systemic change, and providing support and assistance to DWN members.

Detention Watch Network is committed to the recruitment and retention of staff that is reflective of the communities we work with. We strongly encourage applications from Black, Indigenous, people of color; immigrants; women; people with disabilities; members of the LGBTQ community; and other underrepresented and historically marginalized groups.

This position reports to DWN’s Advocacy Director. Some travel required (once it is safe to do so).

### **What You’ll Do:**

#### *Advance DWN’s Advocacy Strategy*

- Represent DWN in meetings with Congress and other decision-makers at senior levels of government.

- Develop relationships with key allies in Congress.
- Participate in and/or organize briefings with policymakers.
- Track, research, and prepare materials on state and federal legislation, regulations, and policies impacted immigration detention.
- Draft, amend, and analyze legislation, executive actions, regulatory comments, and other policy vehicles to advance the phasing out of immigration detention.
- Review and summarize proposed legislation and assist with drafting model legislation.
- Oversee DWN's lobbying tracking to ensure 501(c)3 compliance and serve as a resource to staff about lobbying guidelines.

#### *Provide Expertise on Detention*

- Develop rapid and in-depth policy analysis to Congress and the Network through policy briefs, one-pagers, conference calls and one-on-one meetings.
- Develop policy alternatives through discussion papers, white papers, talking points, testimony, fact sheets, coalition letters and related policy analysis.
- Develop and disseminate relevant information to members, policymakers, and within relevant coalitions
- Engage in public speaking and presentations to educate members and allies about detention and enforcement. Conduct research on immigration detention contracts.
- Support staff in work related to the organization's legislative advocacy, policy development, policy-related products, and technical assistance/advisory services.

#### *Build Coalition Power*

- Support the implementation of national campaign strategies including being a thought partner in developing strategy for the Defund Hate, Communities Not Cages and other campaigns.
- Develop and maintain relationships with allies and constituencies to develop creative and collaborative advocacy strategies to advance DWN's mission.
- Support DWN members with their federal efforts and offer technical assistance as needed.
- Participate in internal and coalition strategy meetings and develops and implements action plans.
- Collaborate with stakeholders in coalitions that are focused on issues related to immigration detention and incarceration.

#### **You'll Thrive In This Role If This Sounds Like You:**

\*While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren't sure but are excited about the position, we encourage you to apply!\*

- Demonstrated commitment to DWN's values
- Extensive knowledge of legislative and administrative processes especially at the federal level, including Hill experience
- Exceptional writing skills
- Experience writing and editing reports and other written materials
- Strong organizational skills and attention to detail
- Ability to work independently and collaboratively, work well under pressure and adhere to deadlines while balancing multiple projects
- Ability to analyze legal concepts and other complex issues and to communicate them to a variety of audiences Strategic thinker with an ability to anticipate challenges and address roadblocks as they arise.
- A demonstrated ability to develop and maintain strong relationships and partnerships with national and grassroots coalitions of organizations, community members/leaders, and public officials

- JD, MPA, MPP or other related graduate degree with at least four years of policy or legal advocacy experience preferred; responsibilities will be adjusted based on experience

### **We're Hoping You Bring 1-2 (Or More) Of These Bonus Skills:**

- Fluent in English and another language
- Demonstrated success in devising strategies that bring together organizing and advocacy approaches and deliver wins
- Experience conducting legislative analysis and policy advocacy, familiarity with political research
- Experience analyzing and interpreting legislative and regulatory language
- Experience with public speaking and facilitation
- Familiarity with social justice issues, particularly related to migrant justice, racial justice and ending mass incarceration
- Experience working alongside and honoring the leadership of frontline communities

### **Salary:**

Starting \$85,000

\*\*\*DWN employees are eligible for an additional \$2,000 on top of their annual salary for the following factors:

- Paying for educational loans (must show proof, including projected end date)
- Living in a major metropolitan city Why work for DWN?
- Paid Time Off: Staff are eligible for 15 vacation days their first year of employment; 20 vacation days during years two through seven; and 25 vacation days after eight years of employment; plus we are closed between December 25 and January 1.
- Commitment to our staff: DWN invests in staff growth and professional development opportunities and is committed to providing regular feedback and opportunities for advancement.
- Crystal clear focus: Our team gets to work with dedicated and growing membership committed to the abolition of immigration detention.
- Wellness Fund: We know that this work can be physically and emotionally taxing, so DWN offers a wellness fund to all staff: a stipend of \$500 per year to go towards personal health and self-care (yoga classes, therapy co-pays, massages, workout gear—whatever works for you!)
- Our team is awesome: You'll be working with a group of smart, dedicated, and caring people who know how to have fun while getting a lot done in a low-ego environment!
- Added perks: we offer generous benefits and salaries, a monthly cell phone stipend, plus eligibility for an eight-week sabbatical after three years on staff.

Detention Watch Network is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, marital status, veteran status, medical condition, or any other protected classification.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. While performing the responsibilities of the job, reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

### **To Apply:**

In lieu of a cover letter, please respond to these short-answer questions:

1. Why are you excited about working at Detention Watch Network?

2. What experience do you have with providing rapid policy analysis (through policy briefs, one-pagers, conference calls, and one-on-one meetings) to Congress, stakeholders, and coalition members?
3. What other relevant experience would you bring to this position?
4. Is there anything else you'd like to share with us? (optional)

Please send your responses, your resume, and writing sample to [jobs@detentionwatchnetwork.org](mailto:jobs@detentionwatchnetwork.org) with your first and last name followed by "Policy Counsel" in the subject line.

If selected for an initial screening interview, DWN's hiring consultant, Ebony Ross, will reach out to you. \*Please note: Submissions received without the required submission format will not be reviewed.

## **PRO BONO COORDINATOR** **HOGAN LOVELLS**

### **About The Job:**

Everyone deserves meaningful access to justice. Our U.S. lawyers provide more than 100,000 hours in free legal services each year to the people who need it most. We help those fleeing violence and persecution; the wrongfully convicted; the homeless and marginalized; victims of abuse and human trafficking; and other under-represented populations. Hogan Lovells has always looked for opportunities to make a bigger impact through our work. In 1970, we were the first law firm in the country to establish a dedicated Community Services Department. Known today as the Pro Bono Department, our team's primary function is to engage our more than 900 U.S. lawyers in meaningful pro bono opportunities.

### **Job Description:**

The individual in this role will work closely with the Pro Bono team on the following, along with other duties as assigned.

#### *Administrative Support*

- Assist with staffing requests for interpreters, translators, and other case support
- Prepare and execute closing letters
- Assist with department invoice and check requests
- Assist with event planning, coordination, and execution
- Assist with maintenance of/updates to intranet page
- Prepare PowerPoint and other internal/external pro bono presentations
- Case-related
- Request case materials as needed (including contacting courts/court reporters, etc.)
- Complete intakes for cold calls for pro bono assistance
- Data
- Assist with monthly and year-end data analysis reports for offices and practice groups
- Provide ad hoc data analysis requests (reviewing Fellowship hours data, etc.)
- Records maintenance
- Assist with transfer of case materials to departing lawyers who take matters with them
- Assist with organization and storage of inactive case files
- Work with other lines of Responsible Business function to encourage pro bono participation
- Work with Marketing & Business Development function on pitches, proposals, and recommendations for collaborative pro bono matters with firm clients
- Other duties as assigned

## *Conflicts Support*

- Submit conflicts check requests
- Draft pro bono engagement letters and send to the lawyer team
- Open pro bono matters and circulate client-matter numbers
- Update matter summaries document and send to the Pro Bono Partner

## **Qualifications:**

- College degree required
- Dependable and able to perform to a high standard under pressure
- Monitors and checks work product with a high attention to detail
- Strong project management skills; able to manage and execute a variety of projects simultaneously
- Engaged and self-motivated
- Flexible and creative; able to handle changing priorities
- Mastery of Microsoft Office suite (Excel, PowerPoint)
- Excellent written and oral communication skills
- Excellent organizational skills
- A strong team player
- Willingness to work overtime as needed

## **How to Apply:**

Begin your application [here](#).

### **POLICY DIRECTOR** **HOUSE COMMITTEE ON ECONOMIC DISPARITY AND FAIRNESS IN GROWTH**

The House Select Committee on Economic Disparity and Fairness in Growth seeks a policy director to oversee all policy work and Democratic committee staff. Previous experience working on economic policy is required and Congressional experience is a plus. Responsibilities include managing and mentoring policy staff, overseeing the Committee's policy agenda, conducting policy analysis, helping plan and conduct congressional hearings, drafting and editing Congressional reports, letters, Member briefing memos, and other material, and engaging with stakeholders. Successful candidates will think strategically and creatively, have an entrepreneurial attitude, be detail-oriented and possess strong communication and writing skills. Salary commensurate with skills and experience.

Please send resume and cover letter to [SCEDFG.Jobs@mail.house.gov](mailto:SCEDFG.Jobs@mail.house.gov). The Committee is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

### **EXECUTIVE DIRECTOR** **RETHINK**

ReThink is a 501(c)(3) community-based non-profit organization that works to prevent sexual violence, with a particular focus on working with adolescent boys. After six years of delivering quality, evidence-based, trauma-informed consent and healthy masculinity programming throughout the Northeast United States on a mostly part-time basis, ReThink is now seeking a first full-time Executive Director ("ED") to build and lead a team that can expand capacity and impact and help ReThink transition from a startup to a stable, non-profit organization and permanent resource in the Washington, DC area.



## **About ReThink:**

ReThink, a 501(c)(3) community-based non-profit organization, is working to build a world free of sexual violence. Founded in 2013, ReThink is now seeking its first full-time Executive Director ("ED") to build and lead a team that can expand capacity and impact and help ReThink transition from a startup to a stable, non-profit organization and permanent resource in the Washington, DC area.

Sexual violence--and the underlying cultural beliefs and norms that make it possible—are learned behaviors. With a focus on adolescence, ReThink helps communities recognize all of the various power dynamics that undermine the practice of consent and build cultural responses that advance healthy, safe relationships in their stead. After six years of delivering quality, evidence-based, trauma-informed consent and healthy masculinity programming throughout the Northeast United States on a mostly part-time basis, ReThink is excited to expand its mission with the guidance of new leadership.

We believe that marginalized communities are most likely to experience sexual violence, and they are at the center of ReThink's programming; our conversations about consent are just as likely to involve conversations about racism, homophobia, transphobia, class, ageism, and disability as they are to involve sex or romance. Recognizing that American prisons are some of the most sexually violent places on earth, ReThink advocates for an anti-carceral approach to sexual violence rooted in preventing it before the harm is done in the first place.

Though ReThink envisions providing long-term support to all individuals and institutions who work with adolescents, our early-stage development has been focused on delivering trainings in educational institutions, and ReThink has developed a reputation as providing thoughtful, trauma-informed facilitation and support. ReThink has reached thousands of adolescents and hundreds of adults in the Washington, DC area with trauma-informed workshops that build concrete consent skills, uplift healthy masculinities, and dismantle harmful social norms.

## **About the Position:**

ReThink's next ED must build on this foundation to help ReThink meet a growing demand for its services while also managing the day-to-day operations and all key aspects of the organization.

This is a great opportunity for someone who cares deeply about the mission, but also wants to grow and develop their skills as a leader. A successful ED will help expand ReThink's program and potentially its staff and support network. Individuals who thrive working independently and achieving tough goals are encouraged to apply.

In particular, the ED will:

### *Lead ReThink's Fundraising Efforts:*

- Build and sustain a strategy for new and existing donor revenue streams, including developing a powerful digital fundraising presence; identifying, cultivating, and soliciting major individual donors and institutional funders; and maintaining and improving relationships with relevant foundations
- Expand upon ReThink's self-sustaining, fee-for-service consent training program by identifying and cultivating new potential clients in line with ReThink's core mission

### *Facilitate, Train, and Organize:*

- Deliver and/or oversee the delivery of ReThink's core training curriculum both to adults who work with adolescents, and to adolescents themselves
- Provide ongoing support for client institutions and individuals as they implement the ReThink program
- Develop new, innovative curricula and programs
- Co-Lead and support the ReThinking Masculinity Program in cooperation with the Program's Partner Organizations

### *Strategize and Develop:*

- In consultation with the Board of Directors, build and execute medium and long-term strategies for organizational growth and development
- Lead ReThink's communications efforts, including placement of Op-Eds and speaking to media

The next ED absolutely must have:

- A personal commitment to the practice of enthusiastic consent in all of their relationships, professional and personal, romantic and platonic
- Demonstrated experience as well as a high degree of comfort building a non-foundation-based (i.e. digital, individual, and/or institutional) fundraising program from early-stage development
- A demonstrated ability to build meaningful relationships with a wide variety of people holding any number of intersecting marginalized identities; fluency in anti-oppressive theory, practice, and language, especially in regards to race, class, sex, and gender identity
- A high degree of comfort with facilitating and training diverse groups, both small and large
- The problem-solving and critical-thinking skills necessary to take on the various challenges of directing a small non-profit organization as the sole staffer; a happily self-starting and self-directing approach to their work

The ideal candidate will also have:

- Excellent writing and communicating skills
- Excellent organizational/administrative skills, with familiarity in maintaining operations and budgets
- Demonstrated experience and skill in community organizing
- Demonstrated leadership skills
- Experience providing trauma-informed trainings, facilitation, or counseling

### **Other Details:**

This position is located in the Washington, DC metropolitan area, but is open to applicants outside of this area as telework is standard. Work hours are generally flexible but will sometimes include some night and weekend work. Periodic travel may be required as in-person trainings are expected to resume in late 2021 or early 2022, depending on the progression of the COVID-19 pandemic.

### **Compensation:**

Salary: \$70,000/year. Health insurance provided, as well as paid vacation and paid sick leave.

Diverse candidates are encouraged to apply. ReThink is an equal opportunity employer and prohibits unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender

identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity or any other basis prohibited by law.

### **Apply Here:**

Begin your application [online](#).

## **MANAGER, PUBLIC POLICY & REGULATORY AFFAIRS** **AMERICAN SOCIETY OF ADDICTION MEDICINE**

### **About ASAM:**

The American Society of Addiction Medicine (ASAM) is a medical professional society of over 6,000 members with 50+ staff and a \$10M annual operating budget. It is an energetic, fast-paced organization with multi-faceted opportunities in the area of addiction medicine.

### **Position Summary:**

The Manager of Public Policy and Regulatory Affairs is responsible for public policy research, development and dissemination; tracking and keeping members apprised of federal regulatory developments related to the prevention and treatment of addiction and preparing comment letters related thereto; and providing counsel and technical assistance on addiction policy issues to ASAM members, policymakers, the media, and other stakeholder groups as needed.

### **Responsibilities/Duties:**

- Manages the development of public policy statements and policy position papers, and develops other policy documents (one-pagers, talking points, etc.) as needed.
- Manages ASAM's policy compendium. Oversees the review and revision of old policy statements to ensure ASAM's policies remain relevant and up to date.
- Tracks and keeps members apprised of federal regulatory developments related to the prevention and treatment of addiction and prepares comment letters related thereto.
- Assists with the development of other letters, comments, and testimony in response to federal, state, and private sector policies on behalf of the Society as needed.
- Provides counsel and technical assistance on addiction policy issues to ASAM members, policymakers, the media, and other stakeholder groups as needed.
- Helps to ensure that content on key advocacy sections of ASAM website are kept up to date.
- Serves as staff liaison for the Public Policy Committee and the Practice Management and Regulatory Affairs Committee.
- Supports ongoing activities of the ASAM Advocacy and Government Relations Department, including coordination of federal advocacy initiatives and assisting ASAM members with policy questions and concerns.

### **Required Qualifications:**

- Bachelor's degree
- At least three years government relations experience required
- Proven success with constituent outreach and coalition building
- Experience with MS Office products (MS Word, Excel, PowerPoint)
- Desired Qualifications:
- Bachelor's or Master's degree in Public Policy or a related field

- Experience working at a medical professional society
- Knowledge of addiction policy issues

### **Skills and Abilities:**

- Communicator. Has excellent written and verbal communication skills.
- Results-driven focus. Ability to manage through ambiguity and easily shift gears, reprioritize, and stay focused on outcomes to consistently achieve results, even under tough circumstances.
- Project manager. Effectively allocate and optimize resources, assign responsibility, manage timelines, reduce risks, and get the project done.
- Team builder. Strong commitment to working as both a leader and team player to motivate others to action to achieve common goals.
- Problem solver. Understands the big picture and can easily recognize challenges before they occur. Ability to make sense of complex, and sometimes contradictory, information to effectively solve problems.
- Collaborative approach. Work cooperatively, seeking to understand concerns and realistically manage expectations by finding common ground and building consensus for workable solutions.
- Travel. Able to travel occasionally with advanced notice

### **Works Closely With:**

- Advocacy and Government Relations staff
- Marketing and Engagement staff
- Professional Development staff
- ASAM members
- External communications consultants

### **Benefits of Working at ASAM:**

- ASAM's work with physicians and clinicians helps millions of patients, families, and communities impacted by addiction
- ASAM's work helps address the vast national crisis of opioids and addiction
- ASAM enjoys a strong organizational culture, living by values determined by staff of open collaboration, trust, courage, and connectedness
- ASAM is proud to have earned the Sloan Award for Excellence in Workplace Effectiveness and Flexibility
- ASAM offers competitive compensation (commensurate with experience) and benefits that include paid vacation and sick leave, transportation reimbursement, medical insurance, and 401k.
- ASAM's CEO/EVP has the discretion to allow employees to work away from the office on a fulltime or scheduled basis. At any time telecommuting or remote work arrangements can be rescinded if the needs of ASAM change.

### **To Apply:**

Please submit a resume, cover letter, and two writing samples to [hr@ASAM.org](mailto:hr@ASAM.org) explaining your interest in the position and how your skills match the position.

Recruiting Salary Range: Commensurate with experience (with a robust benefits package)

*ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal law or the laws of the state of Maryland.*

**DIRECTOR OF WORKER JUSTICE CAMPAIGNS**  
**THE CENTER FOR POPULAR DEMOCRACY**

**Position Location:**

CPD/A has offices in NYC and DC, but for this role, we will consider candidates who live outside our office areas but within the US.

**About CPD + CPDA:**

The Center for Popular Democracy and CPD Action (together, CPD/A) work to promote equity, opportunity, and a dynamic democracy in partnership with innovative base-building organizations, organizing networks and alliances, and progressive unions across the country. We currently work with more than 53 affiliates in 34 states and Puerto Rico to build the strength and capacity of democratic organizations to envision and advance a pro-worker, pro-immigrant, racial and economic justice agenda. We are a rapidly expanding, changing organization that partners with organizations across the country to build political power and win tangible victories that improve the lives of low-wage workers, immigrants, and communities of color.

**About the Position:**

The **Center for Popular Democracy/CPD Action (CPD/CPDA)** is seeking an experienced, campaign-oriented Director of its worker justice campaigns. A strong candidate will have significant grassroots campaign organizing experience and will have managed policy campaigns from start to finish, including experience engaging a broad base of impacted people to meaningfully participate in the campaign.

This role will lead state and national efforts to win pro-worker policies developed by CPD, including Fair Workweek and worker-driven enforcement mechanisms. The Campaign Director will lead the federal campaign to reform our broken Unemployment Insurance system and drive CPD's engagement in campaigns to raise minimum wage and win paid leave for all caregivers. This position will work with affiliates and partners to win policies that center racial justice and build power for low-wage workers and ensure effective coordination with our affiliates, state-based allies, and national partners.

**Primary Responsibilities:**

The Director of Worker Justice Campaigns will:

- Lead CPD's worker justice policy campaigning, including state campaigns to advance state and local labor standards including Fair Workweek, whistleblower enforcement, just cause termination, and other cutting edge policies, and federal campaigns to overhaul unemployment insurance, raise the wage to \$15, and win paid leave for all.
- Manage the development of campaign & policy tools, coordinate advocacy and research allies to focus and amplify research supporting our policy agenda, drive national public education strategies, and lead coalitions.
- Oversee scaled digital organizing strategies, including growing & developing the leadership of CPD/A's 16,000+ member Unemployed Action organizing project, with a focus on people of color and low-wage workers.
- Lead fundraising efforts for worker justice campaigns, manage budget and subgrant process
- Supervise the Worker Justice team.

- Support CPD affiliates to lead effective campaigns via coaching, technical assistance, and peer learning spaces.

### **The Ideal Candidate Will Have:**

- About 10-12 years of grassroots campaign organizing experience, including significant leadership roles, supervision experience, and at least 3 years of experience in policy campaigns;
- Experience with worker justice movements, including labor, community organizing, research, legal, or policy experience focused on worker power;
- Demonstrated ability to build coalitions and form strong, authentic, and collaborative relationships with allies;
- Experience managing large programs and projects and working across teams within an organization;
- Success as an independent, self-motivated, and strong leader that is able to drive projects and programs to completion in a fast-paced environment;
- Experience working in diverse communities and with grassroots organizations;
- Experience raising resources from foundations and/or individual donors strongly preferred;
- Excellent written and verbal communications; ability to convey and translate complex information for a variety of audiences and settings;
- Ability to travel occasionally (post-COVID);
- A demonstrated commitment to social, racial and economic justice and a deep understanding of the challenges facing low-wage workers, immigrant communities, and communities of color.

### **Salary and Benefits:**

CPD/A is a unionized workplace. This is a supervisory position not included in our bargaining unit. Salary will be determined according to a salary scale which takes into account years of experience, location, job category, and other factors, but is expected to be \$95,000-\$110,000.

### **How to Apply:**

Begin your online application [here](#).

We have a generous benefits package, including health insurance, dental insurance, vision insurance, 15 vacation days per year, 10 sick days per year, 13 paid holidays per year, and contributions to individuals' 401K plans.

*CPD/A is an Equal Employment Opportunity employer and actively recruits people of color, womxn, individuals with disabilities and members of the LGBTQ community.*

## **POLICY DIRECTOR** **JUSTICE IN MOTION**

### **About Justice in Motion:**

Justice in Motion protects migrant rights by ensuring justice across borders.

In the face of overwhelming legal and practical barriers, many migrants who have suffered exploitation or abuse at the hands of employers or government officials give up their rights after leaving the United States. Other migrants who flee abuse, violence, and persecution are unable to remain in safety due to lack of evidence to support their claims.

These migrants need "portable justice" - the right and ability to access justice across borders. Justice in Motion is dedicated to ensuring portable justice through legal, educational, and policy initiatives in the U.S., Canada,

Mexico, and Central America. Essential to this transnational model is our Defender Network, a unique partnership of on-the-ground human rights organizations in Mexico and Central America. Justice in Motion makes sure that wherever migrants go, their rights will follow.

### **The Opportunity:**

Justice in Motion seeks a passionate and knowledgeable leader to serve as the organization's first Policy Director. Reporting to the Executive Director and serving as a key member of Justice in Motion's leadership team, the Policy Director understands the U.S. labor issues that connect with immigration, and regularly participates in groups that are working to effect change in transnational labor and immigration policy. The Policy Director manages the Policy and Advocacy Manager.

### **The Ideal Profile:**

The ideal candidate meets these requirements:

- Legal and policy expertise in immigrant rights. This is someone with experience litigating workers' rights cases (ideally including temporary foreign worker cases), representing immigrants in asylum or other forms of immigration relief, and advocating for federal policy changes on these topics. A J.D. from an accredited U.S. law school is strongly preferred to reflect deep knowledge of the technical, legal aspects of our work.
- A systems thinker. This is someone who understands the direct impact of policy decisions, and can zoom out to connect the dots, and find opportunities to fight for more effective and humane policies at the federal (and sometimes state) level.
- A natural builder. This person has gravitated toward roles that didn't exist before. They have a start-up mentality, creating things with minimal resources and direction, doing their own administrative tasks, and love change and taking action.
- Excels at management, both upward and team, especially in a remote environment. This is someone who understands the universe in which an Executive Director operates and how to maximize their time to get results. This person is both direct and respectful, and naturally gains the trust of leadership. They also have experience managing staff and know how to engage people's strengths toward the goals and give clear action steps and coaching so they can contribute effectively.
- An effective project manager. This is someone who regularly designs and runs several projects simultaneously and uses best practices and tools such as Asana to keep everything moving forward, and to involve the right people at the right times.
- A proactive communicator. This is a person who has excelled working on dispersed and remote teams before and understands the value of over-communicating. This person takes the lead in making conversations happen, and always strives to have the right people at the table to give input.
- Cross-cultural experience: This is someone who has spent significant time living, working, or studying with people from many cultures and within diverse communities, and thrives in those environments. They enjoy connecting with a wide variety of people, and easily demonstrate curiosity, empathy, and tact.
- Spanish fluency is strongly preferred, though not required.

### **Responsibilities:**

This is a new position, and the duties will evolve over time. The primary areas of responsibility include:

#### Federal Policy Strategy and Advocacy:

- Collaborate with the Executive Director and the Policy and Advocacy Manager to develop short- and long-term strategy for Policy work at JiM

- Advance U.S. federal policy that aligns with Justice in Motion's mission (e.g., labor, immigration, and civil rights with portable justice elements), such as:
- Representing the organization at the federal level to achieve increased transparency and improved governance of temporary foreign work visa programs through legislative and administrative efforts
- Representing the organization at the federal level to bring cross-border and country of origin perspective to U.S. immigration policy issues, such as asylum, into legislative and administrative efforts
- Develop and implement projects to advance our policy goals of portable justice, such as promoting a research agenda, drafting papers and reports, gathering evidence, and leading other initiatives to increase knowledge and understanding of temporary foreign worker issues
- Active engagement in coalitions in the U.S. and abroad, including regular participation in conferences, convenings, and similar gatherings
- Regular coordination and collaboration with the Communications Manager to take advantage of opportunities to deepen public awareness, through media exposure and op-eds

#### Defender Network Connections to Policy Efforts:

- Bring the Defender Network voice into conversations about U.S. foreign policy that has direct cross-border implications that impact the countries of origin
- Provide regular updates (trainings, blogs, etc.) to Defenders to keep them and other allies up to date on our relevant policy efforts
- Engage the Defender Network to influence U.S. policies that affect migrants, such as labor and asylum regulations

#### Country of Origin Policy:

- Develop country of origin policy strategy, in partnership with the Defender Network, and develop project plans
- Coordinate and drive occasional, mission-aligned policy work in countries of origin, in conjunction with the Defender Network (e.g. utilizing foreign laws or advancing country of origin policies to protect workers or increase access to portable justice)

#### Administration and Management:

- Supervise the Policy and Advocacy Manager and oversee growth and development
- Serve on the Management Team and participate actively in organizational strategy, planning, and decision-making
- Contribute to and participate in cross-functional activities and events

#### **Details:**

The Policy Director is a full-time, exempt position that reports to the Executive Director and begins as soon as possible. This is a management position with supervisory responsibilities for the Policy and Advocacy Manager.

#### **Location and Travel:**

This is a remote position and is ideally based in the Washington, DC area, but can be based anywhere in the U.S., with work hours aligned with the Eastern Time Zone. When safe to do so, this position will require travel up to 25% of the time (more if based outside of DC), primarily within the U.S., and occasionally to Central America and Mexico.



## **Salary and Benefits:**

Salary is competitive and negotiable depending on experience. Justice in Motion provides a comprehensive benefits package and a generous amount of leave.

## **How to Apply:**

Justice in Motion values diversity in our workforce and encourages candidates of diverse backgrounds to apply. Please email a resume and cover letter that describes how you meet the requirements of this position to [apply@justiceinmotion.org](mailto:apply@justiceinmotion.org); in the subject line, please write: "Policy Director -- [Your Name]."

Candidates will be considered on a rolling basis. No phone calls please.

*Justice in Motion is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability, age, marital status, or any other applicable status protected by state or local law.*

## **HEAD OF TALENT LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

### **About Legal Aid:**

As DC's oldest and largest civil legal services program, Legal Aid's mission is to make justice real—in individual and systemic ways—for persons living in poverty in the District of Columbia. Our clients are individuals and families, predominantly of color, in need of legal assistance in areas ranging from housing and domestic violence law to public benefits and consumer law. Legal Aid attorneys provide our clients with high-quality, zealous legal representation, while also seeking systemic solutions to the problems they face, through litigation, court reform, and legislative and agency advocacy.

### **Position Summary:**

Legal Aid is looking for a Head of Talent, Inclusion, and Equity to develop and enhance the organization's vision, strategy, and systems for talent management, and play a key role in advancing its commitment to inclusion, equity, and racial justice. Reporting directly to the Executive Director, serving on Legal Aid's senior leadership team, and working closely with staff across the organization, the Head of Talent, Inclusion, and Equity will coordinate all of Legal Aid's efforts to support our staff and their professional development. This individual will lead and help promote an organizational culture that embraces Legal Aid's mission and reflects its values. The individual will also be a critical member of Legal Aid's internal Racial Justice Working Group and LGBTQ+ Working Group and will provide strategic leadership in developing and implementing race equity, diversity, and inclusion strategies that enhance retention, recruitment, and overall inclusive office culture. Key qualities include experience implementing racial, social, or related justice issues into strategic actions, excellent writing skills, strong project management, organizational skills, and outstanding interpersonal and communication skills. *(Note: As a result of the public health emergency, Legal Aid is currently operating remotely, and, depending on current circumstances, the individual hired for the position may start their employment working remotely.)*

## **Key Responsibilities:**

- Develop and implement Legal Aid's talent, inclusion, and equity strategy through close collaboration with senior leadership and staff.
- Review, assess, and improve Legal Aid's personnel systems and processes (e.g., recruiting, hiring, professional development, performance evaluation, and compensation) through an equity lens; develop action plans that foster a mission-driven, high quality, inclusive, and racially diverse team.
- Provide strategic leadership on the organization's continued development and implementation of racial justice, equity, diversity, and inclusion policies and strategies that promote an environment of inclusiveness and belonging.
- Develop metrics and a tracking system to assess the effectiveness of racial justice, equity, diversity, and inclusion initiatives; report on progress and make recommendations for adjustments
- Participate in and facilitate Legal Aid's internal Racial Justice and LGBTQ+ Working Groups.
- Work closely with all programs to implement organization-wide racial justice and equity work; partner with communications on internal and external messaging using a racial justice and equity lens.
- Provide guidance, counsel, training, and resolution on personnel matters such as performance challenges and intra-staff or supervisor-supervisee conflicts.
- Develop, enhance, and administer human resources policies and procedures via systems to improve its overall operations and effectiveness.

## **Qualifications:**

- Strong commitment to social, economic, and racial justice.
- Significant experience and expertise working on racial justice, inclusion, equity, and diversity issues. An eagerness to challenge and influence peers to approach all work with an equity lens.
- Demonstrated leadership experience managing complex programs and projects and working with individuals across an organization.
- Proven ability to build consensus, influence change, and develop and maintain strong relationships at all levels across an organization.
- Exceptional listening, reasoning, and strategic thinking skills.
- Outstanding interpersonal and communication skills and a track record working with colleagues across departments to influence, execute, and direct a wide range of diverse stakeholders.
- Strong organizational and project management skills with attention to detail and the ability to manage and execute multiple projects on different timelines.

## **Salary and Benefits:**

The target salary is \$130,000. Generous benefits package includes fully paid health insurance (for the employee), annual discretionary retirement match, 12 days of vacation, 15 days of sick leave, ten paid federal/local holidays, and three personal days.

Legal Aid values an inclusive and diverse workplace. We encourage applications from interested persons from diverse backgrounds of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or lived experiences in the communities we serve. Interested persons are encouraged to apply immediately and should submit a letter of interest and resume. Applications will be reviewed as they are submitted. The position remains open until filled.

**To Apply:**

[Click here](#)

For more information about Legal Aid, please visit [www.LegalAidDC.org](http://www.LegalAidDC.org), and blog, [www.MakingJusticeReal.org](http://www.MakingJusticeReal.org).

**ASSISTANT PROFESSOR  
VIRGINIA TECH**

**Description:**

Virginia Tech invites applicants for one tenure-track faculty position at the assistant professor level in its Urban Affairs and Planning (UAP) program at the main campus in Blacksburg, Virginia. We seek candidates whose teaching and research examines the way in which laws, policies, and institutions intersect with environmental and social justice, with a focus on historically marginalized communities (e.g. Black, Latinx, Indigenous, LGBTQ+, immigrant, and other populations).

Potential topics include but are not limited to: environmental racism and injustice, policing/criminal justice, mental and physical health inequities, housing, economic, and educational inequities, immigration, critical race theory, pluriversal planning, and human and civil rights. The ideal candidate's work may draw on a range of disciplinary and methodological approaches.

Teaching responsibilities will include Land Use Law & Planning and Environmental Law and Justice in the undergraduate and graduate programs on the Blacksburg campus. These include the Smart and Sustainable Cities (SSC) and Environmental Policy and Planning (EPP) undergraduate majors, the Master of Urban and Regional Planning, and the Doctor of Philosophy in Planning, Governance and Globalization.

**Required Qualifications:**

A Ph.D. in urban planning or related disciplines or a J.D. is required by appointment start date.

**Preferred Qualifications:**

AICP certification is a plus, but not required.

Candidates who bring in aspects of social justice and equity into their teaching are especially encouraged to apply.

**Salary Information:** Commensurate with experience.

**Additional Information:**

The successful Candidate will be required to have a criminal conviction check.

Position requires occasional travel to attend conferences and meetings.

More information is available [here](#).

## How to Apply:

Applicants must submit all documents online at [www.jobs.vt.edu](http://www.jobs.vt.edu) (paper documents cannot be accepted).

Complete applications must include: a full curriculum vitae, two samples of written work, and names and contact information for three references. Applicants also must submit a cover letter that addresses your qualifications, a statement about your current and future research agendas, a personal diversity statement and an overview of your teaching experience and qualifications.

Questions about characteristics of the position should be directed to the search committee chair, Diane Zahm ([dzahm@vt.edu](mailto:dzahm@vt.edu)). The search will remain open until the position is filled, but to be assured full consideration, completed applications should be received by September 15, 2021.

Questions about the online application process should be directed to Ms. Kelly Crist, SPIA Faculty Search Assistant, [kcrist@vt.edu](mailto:kcrist@vt.edu), phone: 540-231-5133.

## FELLOWSHIP/INTERNSHIP/LAW CLERK POSITIONS

### LEGAL INTERNSHIP, FALL 2021 & SPRING 2022 ADVANCEMENT PROJECT

#### Who We Are:

Situated at the forefront of the national stage in the racial justice movement, Advancement Project National Office is a cutting edge, a no-holds-barred national nonprofit whose team members are dedicated to creating free and safe communities for people of color. From ending the school-to-prison pipeline to the fight to expand the right to vote, from calling for a complete overhaul of how we view the police and carceral state, to fighting for immigrant justice, Advancement Project National Office team members impact real change from the ground up. This moment demands alignment, sharp strategic thinking, and creativity to imagine a more just world in which racism no longer exists, and all people of color can be free and safe – and we are excited to bring on new talent to change our world.

#### Description of Role:

Advancement Project National Office is seeking candidates for legal internships for **Fall 2021** and **Spring 2022**. Legal interns will work closely with our staff of attorneys, organizers and communications strategists to support our grassroots-led campaign partners in cities across the United States. These positions operate under the direct supervision of our intern coordinators.

#### Qualifications:

We are seeking rising second- and third-year law students for our internship program. Candidates should possess excellent legal writing and research skills. Candidates must have a demonstrated commitment to racial justice, social movements and/or civil rights. Experience in policy advocacy and/or community organizing is a plus. We are looking for thoughtful, creative, and energetic candidates with a genuine desire to address and dismantle oppressive systems that impact the lives of Black, Brown and poor people.

Applications will be reviewed on a rolling basis.

**Compensation:**

Fall and spring semester internships are eligible for school credit.

**Application Deadline:**

August 15 for fall 2021 internships, and December 15 for spring 2022 internships.

**How to Apply:**

Interested applicants should submit a cover letter, resume, and one writing sample online [here](#).

PLEASE INCLUDE YOUR WRITING SAMPLE WITH YOUR COVER LETTER AS ONE DOCUMENT.

**FELLOWSHIP SPONSOR  
SCHOOL JUSTICE PROJECT**

School Justice Project (SJP) is seeking a candidate to sponsor for an Equal Justice Works and/or Skadden Fellowship to begin Fall 2022. SJP will work with the candidate to design a fellowship project that will increase access to special education legal services for court-involved students with disabilities, both during incarceration and throughout reentry. SJP, which originated as an expansion of a 2011 Equal Justice Works Fellowship Project, has served as a fellowship host organization in the past. Our team will work with the selected candidate to submit post-graduate legal fellowship applications in Fall 2021. If accepted to a fellowship program, the Fellow would start at SJP in September 2022.

**Fellowship Project:**

Candidates may apply for this position with or without a specific project in mind. SJP will work with its selected candidate to apply for a fellowship that will further SJP's work to increase educational equity and decrease mass incarceration. The project, which will be intentional in how it addresses systemic racism, will center around special education for court-involved students with disabilities, therefore involving work at the intersection of special education law and the juvenile/criminal legal systems. Potential projects may include COVID-19 recovery initiatives, innovative approaches to serving SJP's current client population, integrating access to other services into SJP's current model, or other ideas that will expand on or offer a new approach to SJP's current programming. Fellows will primarily represent clients, though they will also engage in systemic advocacy and legal training activities.

**Qualifications:**

Applicants must qualify for sponsorship by the Equal Justice Works and/or Skadden fellowship programs. Applicants should have a demonstrated commitment to social justice, racial justice, education, juvenile justice, & criminal justice. SJP values building a diverse and inclusive team, and individuals with personal or lived experience with the juvenile/criminal legal systems or with the communities SJP serves are encouraged to apply.

Other qualifications include:

- High degree of flexibility
- Keen problem-solving skills, ability to troubleshoot, and creative and analytical thinking

- Excellent research, writing, and oral communication skills
- Self-starter and ability to work independently
- Familiarity with special education law and/or D.C.'s justice systems is a plus
- Clinical experience is a plus

### **How to Apply:**

Applications will be reviewed as they are submitted, with the goal of selecting a fellowship candidate by August 27th. Applicants must submit a cover letter, resume, writing sample, and list of three references (with name, address, contact information, and a statement of relationship to the Applicant) to: Claire Blumenson, Executive Director & Co-Founder, at [jobs@sjpdc.org](mailto:jobs@sjpdc.org) AND [info@sjpdc.org](mailto:info@sjpdc.org), with the subject "2022 Post-Graduate Legal Fellowship."

### **GEORGETOWN STREET LAW GRADUATE TEACHING FELLOWSHIP GEORGETOWN UNIVERSITY LAW CENTER**

The Georgetown Street Law program seeks applicants for the Georgetown Street Law Teaching Fellowship starting in August 2021 and ending in July 2024. Upon completing the fellowship, the fellow will earn a Master of Laws in Advocacy (L.L.M). The fellowship program combines experiential legal education, implementation of interactive educational methodology, seminar instruction, field supervision of second-and third-year law students, program administration, curriculum development, and scholarly research.

Since 1972, the Georgetown University Law Center Street Law Program has provided law-related educational services in the District of Columbia public high schools, correctional facilities, and other community locations. Georgetown Street Law's purpose is: (1) supporting the professional development of the Georgetown law students who teach the Street Law classes and (2) providing law-focused education to laypersons using interactive educational methods. These methods develop academic, critical thinking, and civic skills. [See the Georgetown Street Law website here.](#)

The fellowship is ideal for someone interested in developing instructional, supervisory, and research abilities in a setting that combines public education, teaching, and public interest work. The fellows and the faculty jointly teach the weekly seminar, exploring many aspects of teaching, learning, and law. The fellowship prepares the candidate for a career in teaching, the practice of law, or both. The fellow will network with local school officials, practicing lawyers, and volunteers.

A demonstrated interest and experience in education and youth issues are preferred. The ideal candidate would have significant trial practice, classroom or alternative teaching experience, and knowledge of best practices in teaching, learning, and supervision.

Applications will be considered on a rolling basis, and the position will remain open until filled. Interviews will be conducted virtually.

### **Specific Responsibilities:**

- Supervise law students who teach courses in practical law in DC high schools and various community placements
- Develop legal curriculum appropriate for high school students and other laypeople
- Execute a district-wide mock trial competition
- Cultivate Street Law mentor attorney program and liaise with volunteers
- Meet regularly with high school administrators to coordinate Street Law classes
- Perform other instructional and administrative duties as needed

## **Qualifications:**

- Juris Doctorate
- Ability to communicate effectively with legal professionals, youth, and laypeople
- Demonstrated ability to work cooperatively on a variety of projects with lawyers, other staff members, and with community organizations and coalitions
- Exceptional organizational, time management, and research and writing skills
- Candidates with trial, classroom, or alternative teaching experience preferred
- Excellent interpersonal skills, flexibility, and demonstrated ability to work well independently and as part of a team.

## **Benefits:**

Teaching fellows receive an annual stipend of \$57,000 for the first year of the fellowship and \$60,000 for the second year. The fellow also receives health and dental benefits and all tuition and fees in the L.L.M program. As full-time students, fellows qualify for deferment of their student loans and may be eligible for loan repayment assistance from their law schools.

## **How to Apply:**

Applicants should submit the following application materials in a single PDF file attached to an email to [streetlaw@georgetown.edu](mailto:streetlaw@georgetown.edu). Address all materials to Professor Charisma Howell.

- - A brief statement explaining the applicant's interest in the position
  - A resume
  - A law school transcript
  - Three references, including contact information
  - A writing sample

Send application materials in a single PDF file attached to an email to [streetlaw@georgetown.edu](mailto:streetlaw@georgetown.edu). Please address all materials to Professor Charisma Howell.

## **FELLOWSHIP SPONSOR LAWYERS FOR GOOD GOVERNMENT FOUNDATION**

Lawyers for Good Government Foundation (L4GG) seeks applicants to host for projects through the Equal Justice Works, Skadden, Justice Catalyst, and other Fellowships.

Ideal candidates will be law students entering their third year, recent graduates who expect to complete a judicial clerkship in the summer of 2022, or lawyers who are otherwise eligible for these fellowships. The successful candidate will have a demonstrated commitment to providing high-quality legal services to low-income families, an excellent academic record, and a connection to the population or the issue in their proposed project. Fluency in Spanish or another critical-needs language is preferred, but not required. L4GG is a distributed organization with no central office. As such, we prefer a candidate who will live in work in DC or Texas depending on the nature of the project proposed, but it is not required.

The fellowship, if awarded, will begin in the fall of 2022 and is anticipated to last two years. The fellow will work closely with experienced attorneys. If awarded, the starting annual salary for this position is \$60,000.

## Potential Projects:

L4GG will consider well-researched and impactful projects touching on any areas of L4GG's focus, including rapid response delivery of legal services, immigrants rights, climate justice, racial justice, and supporting small businesses. We are open to both local, regional, or national projects. We are especially interested in the following types of projects:

- Projects that provide direct assistance to cities and other municipalities seeking to switch to renewable energy and lower their greenhouse gas emissions.
- Projects that provide legal assistance to historically excluded communities impacted by climate change.
- Projects that support systemic racial justice policy change.
- Projects that mitigate direct harms stemming from racially discriminatory policies.
- Projects that support immigrants' rights and the rights of asylum seekers, both at our southern border (Brownsville Port of Entry) and within the US. If a Fellow would like to support our work at the southern border, they would likely need to be located near or in Brownsville, TX, or make frequent travel to the region.
- Projects that support small businesses and nonprofits in historically excluded communities.

One of L4GG's key strategies is mobilizing remote pro bono attorneys from our network of more than 100 law firms and corporate legal departments and 125,000+ interested attorneys. As such, successful projects will include pro bono mobilization as a strategy.

## About L4GG:

Founded in 2016, L4GG coordinates large-scale pro bono programs and issue advocacy efforts, seeking not only to establish and enforce equality under the law, but to also create the social and economic conditions that lead to true equity. With innovative uses of technology and a focus on remote programs, we are able to overcome legal deserts and turn more lawyers across the country into change agents for equity. We currently run programs in the following areas: immigration, climate change, racial justice, small business support, and responding to emergent legal needs. In all our programs, we work on two fronts:

- Creating systemic change by identifying and promoting policies at the state, local, and federal level that foster equal rights, opportunities, and justice under the law; and
- Running impactful pro bono programs to mitigate the harmful effects of unfair or unjust policies currently in place.

For additional information about L4GG, please visit our website at [www.lawyersforgoodgovernment.org](http://www.lawyersforgoodgovernment.org).

## Application Process:

Interested persons should apply at <https://lawyersforgoodgovernment.org/fellowship-opportunity-application> your earliest convenience, as L4GG will consider proposals on a rolling basis. If L4GG agrees to host a candidate, L4GG and the candidate will work together to apply for funding and develop a proposal to present to fellowship programs in fall 2021.

L4GG is proud to be an Equal Opportunity Employer and provides equal opportunity for all employees or prospective employees without regard to race, color, religion, national origin, age, sexual orientation, gender identity, marital status, veteran status, disability, medical condition, and any other categories protected by applicable federal, state, or local law. L4GG's mission is to achieve "good government" that respects the rights and acknowledges the dignity of all persons regardless of their membership in a protected class. To achieve that goal, L4GG strongly encourages applications from people of color, women, and LGBTQ+, and other applicants from underrepresented communities.



**INTERNSHIP**  
**HOUSE FOREIGN AFFAIRS SUBCOMMITTEE ON THE WESTERN HEMISPHERE,  
CIVILIAN SECURITY, MIGRATION AND INTERNATIONAL ECONOMIC POLICY**

The House Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, Migration and International Economic Policy – chaired by Congressman Albio Sires (D-NJ) – is seeking one full-time intern for Fall 2021. The legislative intern will work closely with subcommittee staff while learning the inner workings of Congress and the legislative process. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and an ability to thrive in a fast-paced work environment. The internship is a U.S. based remote eligible position beginning the week of August 30. Undergraduate or graduate school students and recent alumni interested in foreign affairs and Western Hemisphere policy are encouraged to apply. Responsibilities include, but are not limited to: providing administrative and research support to staff, assisting with subcommittee hearings and briefings, attending virtual events and writing memorandum for staff, among other administrative and research assignments. Spanish, French or Portuguese proficiency preferred but not required.

**To Apply:**

Qualified applicants should send a one-page resume and cover letter to [WHEMjobs@gmail.com](mailto:WHEMjobs@gmail.com) with the subject line "Fall 2021 Internship Application." Minorities, women, and LGBTQIA+ individuals and those with disabilities are strongly encouraged to apply. Please be sure to include your preferred start and end date. No calls or drop-ins.

**LAW CLERK**  
**SENATE COMMITTEE ON HOMELAND SECURITY AND GOVERNMENTAL AFFAIRS**

The Senate Committee on Homeland Security and Governmental Affairs, Office of Chairman Senator Gary Peters, is accepting applications for its Fall 2021 Law Clerk program. The law clerk program will offer students the opportunity to gain substantive legal experience while participating in the oversight, investigations, and legislative processes. Law Clerks will assist Committee staff in conducting policy and legal research, reviewing documents, preparing for hearings and markups, and drafting letters, memoranda, and other written products. Applicants must be current law students with a demonstrated interest in public service and the legislative process. Qualified candidates will possess strong writing skills, be able to excel in a fast-paced environment, and have a basic understanding of the legislative process. Law Clerks will work under the direction of Committee staff. Law Clerks will: Participate in Congressional oversight and investigations; Conduct research on topics within the Committee's jurisdiction; Provide technical and legal analysis of pending legislation; Assist with hearing preparation, including drafting witness letters, witness lists, materials for briefing books for the Member, and pre- and post-hearing questions. The Committee 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 Committee strongly encourages candidates of diverse backgrounds to apply.

**To Apply:**

Please submit your application along with a resume, writing sample, and transcript to this [link](#).

## **FELLOWSHIP SPONSOR**

### **NATIONAL EMPLOYMENT LAW PROJECT**

The National Employment Law Project (NELP) invites rising third-year law students, judicial clerks, or other qualified recent law graduates to apply for NELP sponsorship for public interest fellowship projects to begin in Fall 2022. Sponsorship will enable the applicant to submit proposals for consideration to the Skadden Fellowship Foundation, Equal Justice Works Fellowship Program, and similar programs, including fellowships offered by the applicant's law school. The legal fellow would be based in NELP's offices in New York City. This position offers an opportunity to join a committed and high-impact team at NELP that, in partnership with national and grassroots advocates, is working to end structural racism, reduce inequality and build worker power by improving economic opportunity and security for low-wage and unemployed workers, especially workers of color, immigrants and women.

#### **About National Employment Law Project:**

Founded in 1969, the nonprofit National Employment Law Project (NELP) is a leading advocacy organization with the mission to build a just and inclusive economy where all workers have expansive rights and thrive in good jobs. Together with local, state, and national partners, NELP advances its mission through transformative legal and policy solutions, research, capacity building, and communications. Our victories over the last decade have impacted the lives of an estimated 100 million workers and their families. We lead and collaborate in fights for higher pay and just benefits, secure and safe jobs, and support at each stage in a worker's life. We build worker power and we challenge rules that allow corporate harm and undue power. We are transforming precarious work by raising the floor so that every job is a good job and everyone who wants a job can have one. Together over the next decade, we will build Black, immigrant worker power and advance transformative solutions to achieve racial and economic justice. For more information, read our [annual reports](#) and explore our website: [www.nelp.org](http://www.nelp.org).

NELP has a team of 45 staff people based across offices in New York City, Washington D.C., and Berkeley, CA, with a 12-person Board of Directors, an annual budget of \$14M, and hundreds of partners in the field with whom we work to further our mission.

#### **What You will Do:**

NELP will work with the aspiring legal fellow to develop a project that supports NELP's legal campaign work in a number of possible program areas, listed below. NELP would consider a project that advances NELP's worker health and safety agenda, supports the burgeoning movements for "just cause" employment protections, or one that promotes the inclusion of historically-excluded groups of workers due to racism, including home care workers, tipped workers, those misclassified as "independent contractors," and workers currently working for zero-to-subminimum-pay due to their incarceration or detention, participation in a rehabilitation or homelessness assistance program.

The fellow's project may employ a variety of strategies, including:

- Providing legal, policy, and strategic assistance for campaigns, including drafting legislation, legal analyses, and policy briefs;
- Participating in strategic litigation, including with amicus support, related to wage and hour, other labor standards issues, or federal administrative actions;
- Drafting reports, op-eds, and educational materials and engaging in strategic communications;
- Coordinating networks of advocates to develop and advance policy campaigns.

## Who You Are:

- You have (or will have, before the start of the fellowship) a J.D. degree and relevant bar admission.
- You are committed to building your racial equity competencies and centering your role in an analysis and understanding of how race and power shape systems in our society and culture and are continuously learning, reflecting, and growing.
- You are a skilled written and oral communicator and have enthusiasm for learning how to engage with the media.
- You build relationships that foster trust and transparency across lines of difference by listening deeply, and receive and offer direct, honest feedback with compassion and clarity of purpose.
- You are self-aware, curious, respectful, and relational and have strong interpersonal skills fostering a sense of purpose and community and have high standards for holding yourself and others accountable.
- You operate with a commitment to excellence, integrity, diplomacy, and camaraderie.
- You have demonstrated commitment to workers' rights, economic justice, and race equity and in particular to the issues of the project's identified community.

## Start Date, Location, Compensation and Benefits:

This position will be based in our New York City office. This position is in NELP's bargaining unit, represented by National Organization of Legal Service Workers, UAW Local 2320. NELP will supplement the fellowship award according to the fellow's placement on NELP's collective bargaining scale. Classification and compensation for NELP bargaining unit positions is commensurate with relevant experience and education and based on NELP's collectively bargained scales. Based on our Union scale, the salary range for a legal fellow with 0-3 years of relevant experience is \$75,500 to \$80,900. Compensation also includes an excellent comprehensive benefits package, including full-coverage family health insurance, a medical reimbursement plan, generous vacation and sick leave, contribution from employer to a retirement plan, and a student loan repayment assistance for qualifying participants.

## To Apply:

Through our online database, submit a resume, a cover letter explaining your interest and project ideas, reference list, and a writing sample to <http://bit.ly/WorkWithNelp>, choosing the "Legal Fellow" position. If you have questions regarding this announcement, please forward those to [nelp@nelp.org](mailto:nelp@nelp.org), noting "Legal Fellow Application 2022" in the subject line. No phone calls or other email inquiries please. If chosen, candidates will be required to seek their own funding by preparing and submitting proposals to relevant fellowship programs, with guidance from NELP staff. The Fellow's work may involve any of the issue areas addressed above, or a more specific area, depending upon the nature of the fellowship proposal. **Deadline for initial applications seeking sponsorship by NELP is August 15, 2021.** We will consider applications on a rolling basis.

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

## **LEGAL INTERN** **HOUSE FOREIGN AFFAIRS COMMITTEE MAJORITY STAFF**

The House Foreign Affairs Committee Majority Staff is currently looking for one legal intern for the Fall 2021 semester. In addition to providing administrative and operations support to the committee as needed, the legal intern will work closely with the Counsels team with research projects, drafting legislation, providing support for

full committee markups and hearings, and attending meetings and briefings. Candidates should be current law students and require little supervision. Minorities, women, and LGBTQ persons are strongly encouraged to apply. If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to [hcfa.democrat@mail.house.gov](mailto:hcfa.democrat@mail.house.gov) and include "Fall 2021 Legal Internship Application" in the subject line of the email.

**FELLOWSHIP SPONSOR**  
**LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia seeks a candidate to sponsor for an Equal Justice Works and/or Skadden Fellowship to commence in the fall of 2022. Legal Aid has successfully sponsored both Equal Justice Works and Skadden Fellows in the past, and our staff includes numerous current and former fellows. Legal Aid will assist the applicant we select in developing a project proposal to present to the fellowship programs.

As the District's oldest and largest civil legal services program, Legal Aid's mission is to make justice real—in individual and systemic ways—for persons living in poverty in the District of Columbia. Our clients are individuals and families, predominantly of color, in need of legal assistance in areas ranging from housing and domestic violence law to public benefits and consumer law. Legal Aid attorneys provide our clients with high-quality, zealous legal representation, while also seeking systemic solutions to the problems they face, through litigation, court reform, and legislative and agency advocacy.

**Project (or Issue Area) Proposal:**

Legal Aid is seeking proposals for projects based in one of our four existing practice areas or a proposal seeking innovative ways to address client needs across all of our issue areas. If the candidate does not have a proposal, they should indicate which unit(s) they would like to work with in developing a proposal. Successful proposals will address the continuing racially disparate impact of the COVID-19 pandemic on the District's Black and Brown communities as well as underlying racial disparities in income, wealth, and/or access to health care.

**Qualifications:**

Applicants must qualify for sponsorship by the Skadden and/or Equal Justice Works fellowship programs, which generally require that applicants be law students entering their third year or recent graduates who expect to complete a judicial clerkship in the summer of 2022. Applicants should have a commitment to a career in the public interest and a desire to work in a collaborative work environment. Additional qualifications include:

- Strong commitment to social, economic, and racial justice.
- Excellent legal research and writing skills.
- Strong interpersonal and communication skills, and comfort working with colleagues across departments.
- Strong organizational skills with excellent attention to detail, and ability to manage multiple assignments on different timelines.
- Ability to work skillfully, both independently and collaboratively with teams.

Membership or eligibility for membership in the D.C. Bar is required.

## **To Apply:**

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons from diverse backgrounds of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. We strongly encourage applications from people with personal experience with the criminal justice system and/or with lived experiences in the communities we serve. Interested persons are encouraged to apply immediately and should submit a letter of interest and resume through our [online portal](#). Applications will be reviewed as they are submitted.

The selected candidate will work with Legal Aid on fellowship applications to be submitted to the Skadden Foundation and/or Equal Justice Works in the fall of 2020. The fellowship, if awarded, will begin in the fall of 2022 and is anticipated to last two years.

## **More about the Legal Aid Society of the District of Columbia:**

Legal Aid, founded in 1932, provides free civil legal services to persons living in poverty in the District of Columbia. The largest part of our work is composed of direct representation in housing, family/domestic violence, public benefits, and consumer law. We also work on immigration law matters and help individuals with the collateral consequences of their involvement with the criminal justice system. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. We have grown to a staff of more than 90 attorneys and staff, serving some 10,000 DC residents annually through direct legal services, and tens of thousands more through systemic advocacy and litigation. For more information about Legal Aid please visit our website, [www.legalaiddc.org](http://www.legalaiddc.org), and our blog, [www.MakingJusticeReal.Org](http://www.MakingJusticeReal.Org).

## **FELLOWSHIP SPONSOR TZEDEK DC**

Tzedek DC is seeking a law student or recent law school graduate to sponsor for a post-graduate legal fellowship—such as Skadden, Equal Justice Works, Gallogly, or similar fellowship, or law school-funded fellowships—to start in fall 2022. The application will be in summer 2021.

## **About Tzedek DC:**

Tzedek DC's mission is to safeguard the legal rights of low-income DC residents dealing with often unjust, abusive, and illegal debt collection practices, as well as other consumer protection problems like credit reporting issues, identity theft, and predatory lending. Tzedek DC provides direct legal services for DC residents with debt issues, advocates for fairer policies nationally and in the District of Columbia and conducts community-based financial literacy programs. Launched in 2017 as a full-time public interest center at the UDC David A. Clarke School of Law, Tzedek DC's name is inspired by the ancient Hebrew teaching "Tzedek, Tzedek tirdof", i.e., "justice, justice you shall pursue." Tzedek DC was recognized as "one of the best" nonprofits in the Greater Washington region in the 2018-2021 editions of the Catalogue for Philanthropy.

## **Proposal:**

Americans today owe over \$75 million in overdue medical bills and over a third of American workers are in medical debt. This is an issue of racial justice: 10 percent of DC residents from communities of color have a medical debt in collections, more than triple the percentage for white DC residents. Tzedek DC seeks a Fellow to partner with on a proposal to address the medical debt issue through three different means—direct legal services, policy reform, and community education. This should include representing individual households in

and on the brink of poverty who are sued for medical debt, or who have a medical debt entry that is harming their credit report and engaging in systemic policy reform to mitigate systems that allow the crisis to persist. Tzedek DC will partner with the selected candidate to develop application materials to fellowships.

### **Preferred Qualifications:**

The ideal candidate will possess the following qualifications:

- A demonstrated commitment to public interest work, particularly for civil legal services, including but not limited to, consumer matters, debt matters, or issues relating to victims of crime
- A commitment to serving low-income clients
- Strong academic performance, including excellent research and writing skills
- Strong communication (written and oral), interpersonal, and organizational skills
- An ability to provide culturally competent legal assistance clients
- An ability to work collaboratively in a variety of contexts and with multiple organizations to facilitate comprehensive services to clients, but also an ability to work independently
- Law school clinic, externship, summer, or other relevant practice experience a plus
- A combination of organizational, substantive and relationship-building skills, flexibility, and a sense of humor to thrive in a fluid environment
- Spanish and/or Amharic skills preferred (but not required)

### **Application Instructions:**

The application should include:

1. Cover letter
2. Resume
3. Name and contact information for two references
4. A relevant and substantive writing sample of original work product of no more than 5 pages in length

**Applications will be reviewed on a rolling basis and applicants are encouraged to apply as soon as possible.**

**Application materials and any questions should be directed by email only to:** Margo Schwartz, Intake Specialist & Avodah Service Corps Fellow, Tzedek DC, [ms@tzedekdc.org](mailto:ms@tzedekdc.org).

TZEDEK DC IS AN EQUAL OPPORTUNITY EMPLOYER

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

### **PICKERING FUND FELLOWSHIP LEGAL COUNSEL FOR THE ELDERLY**

AARP's Legal Counsel for the Elderly champions the dignity and rights of vulnerable Washington, D.C. seniors 60+, providing free legal and social work services to those in need — empowering, defending, protecting, and helping more than 6,000 clients each year in many areas of civil law.



## **Summary:**

Conducts legal research and writes legal memoranda. Interviews clients, evaluates their legal problems, and determines appropriate assistance required. Provides additional litigation support, as required. Incumbent(s) in this position may perform all or a significant combination of duties depending on designated operational assignment. The fellowship will last from Fall, 2021 through Spring, 2022.

## **Responsibilities:**

- Performs case work under the supervision of an attorney including gathering facts and evidence, searching records and documents, conducting research, and/or contacting potential clients and witnesses to gather information.
- Conducts legal research, writes legal memoranda, and assists with client work related to individual case representation, systemic issues, or special projects.
- Maintains accurate, contemporaneous, and complete records and notes in the case management system concerning cases handled.
- Prepares educational materials and participates in community outreach and workshops as requested.
- Assists with the provision of legal information through speaking engagements, workshops, self-help seminars, and other ways to inform the public of our services.

## **Requirements:**

- A demonstrated interest in public interest law.
- BA plus a minimum of 1 year completed at an accredited law school.

## **Compensation and Benefits:**

Internships are non-exempt positions and are not eligible for employee benefits.

As a result of the COVID pandemic, all interviews will be held virtually, and all non-essential employees will continue to work remotely until further notice.

## **To Apply:**

[Click here](#)

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

## **DC FALL LAW CLERKS NATIONAL CENTER FOR YOUTH LAW**

## **Position:**

NCYL seeks 2-4 law students to support its Washington, DC office during Fall 2021.

Law clerks in the DC office will work with a highly experienced group of litigators with strong civil rights backgrounds. Working seamlessly together with our litigators and subject-matter experts across the country, the DC office works on impact litigation projects intended to improve the lives of low-income children.

**Essential Functions:**

- Research novel issues within youth law
- Write legal memoranda
- Assist in ongoing impact litigation efforts

**Qualifications:**

- Current law student
- Knowledge and understanding of NCYL's mission
- 1 year experience with and or exposure to at least one of the following:
  - Communities of Color
  - Low Income Communities
  - Child or Youth Centered Activities
- Ability to commit at least 10 hours per week for at least 10 weeks
- Demonstrated ability to meet goals and deadlines while working independently
- Understanding of and commitment to addressing systemic barriers to diversity, equity and inclusion

**How to Apply:**

Applications will be reviewed until the positions are filled or until August 20, 2021. Applicants must submit the following [online](#):

Resume (not including GPA)

Cover letter describing your particular interest in working for NCYL and understanding of NCYL's mission

5-7 page writing sample that demonstrates legal analytical skills

All students are encouraged to apply as early as they are permitted to do so by their schools.

Applicants with personal experience within a public system such as foster care and applicants of Color are strongly encouraged to apply.

NCYL is an equal opportunity employer and does not discriminate on the basis of race, religion, age, ethnic background, sex, disability, size, sexual orientation, gender identity, gender expression, color, marital status, personal appearance, family responsibilities, matriculation, or genetic information.? Applicants who will increase the diversity of NCYL are strongly encouraged to apply.

**OUT OF TOWN (LEGAL AND FELLOWSHIP POSITIONS)****EDUCATION LAW STAFF ATTORNEY  
COMMUNITY LEGAL AID  
WORCESTER, MASSACHUSETTS**

Community Legal Aid (CLA) is the non-profit legal services program providing free civil legal assistance to low-income and elderly residents of central and western Massachusetts. CLA has over 140 dedicated, talented staff working across multiple offices. Our core work includes effective client-centered advocacy and robust outreach to and partnerships with our client communities.



CLA seeks an attorney to join an enthusiastic, skillful team to work in its Education Law Unit. The attorney will be based in CLA's Worcester (central Mass.) office and will assist students in matters involving Individualized Education Programs, school discipline (including suspensions and expulsions), language access, and other issues specifically affecting low-income students, students with disabilities, and students of color. The attorney will conduct community outreach and education to inform parents, students, and other stakeholders about education-related legal rights and responsibilities. The attorney will also assist in the preparation of periodic grant reports and may attend visits with funders.

**Requirements:**

Admission to Massachusetts Bar, or eligible to sit for next Massachusetts Bar examination, or entitled to practice under a Massachusetts practice rule required. Fluency or advanced proficiency in Spanish preferred, as is prior education law experience. We seek someone with excellent oral and written communication skills, the ability to engage in effective community outreach, and a demonstrated dedication to social justice and commitment to working with low-income communities.

**To Apply:**

Please submit cover letter and resumes to: [avaughan@cla-ma.org](mailto:avaughan@cla-ma.org), or mail to Alicia Vaughan, Human Resources Director, Community Legal Aid, 405 Main Street, Worcester, Mass. 01608. CLA is an Equal Opportunity Employer and strives to ensure that our staff members reflect the diversity of the communities we serve. CLA encourages applicants from a broad range of backgrounds and experiences.

For more information, or to apply online, click [here](#).

**STAFF ATTORNEY, LEGAL ASSISTANCE TO OLDER ADULTS PROGRAM  
PRAIRIE STATE LEGAL SERVICES  
WAUKEGAN, ILLINOIS**

**Position Description:**

Every day, people across Illinois are denied the basic rights to which they are entitled under the law simply because they can't afford a lawyer. It's our mission to change that.

Prairie State Legal Services, Inc. is seeking a Staff Attorney to join our team in the Waukegan Office which serves Lake County. Staff attorneys at PSLS provide a wide-range of legal services to some of the most vulnerable members of our communities, including low-income individuals, older adults, veterans, and people with disabilities. We focus services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and financial stability. Prairie State is the only legal aid organization in the majority of our area and we pride ourselves on providing high quality legal services to our clients while fostering a work environment that is motivating, collaborative, and rewarding, with plenty of opportunities for professional growth.

**Responsibilities:**

This position will focus primarily on serving older adults, including those requiring long term care via nursing home, supportive living, assisted housing or in-home care and those who are victims of elder abuse, but will have the opportunity to handle a variety of other types of cases as well. Among other duties as assigned, the

Staff Attorney will:

- Provide legal services to low-income individuals covering a wide-range of legal issues, including housing, family, public benefits, consumer, health, education, and other areas
- Interview applicants for legal services and assess their legal issues with a focus on assisting older adults and low-income individuals with public benefits issues such as loss or denial of medical or nursing home care, and loss or denial of medical benefits (Medicaid, Medicare)
- Provide legal services including legal research and factual investigation, counsel and advice, brief services and document preparation, dispute resolution, and representation of clients in administrative and judicial proceedings
- Develop and maintain networking relationships with local bar associations and with local, state, and federal governments and community agencies that serve our client population
- Conduct outreach events with client communities, including client education and intake events at community partner locations
- Provide accurate and complete information for grant reporting to grant funders including documenting services in the case record
- Actively participate in an internal task force related to one or more areas of our practice
- Exhibit a high level of personal energy, organization, and commitment to the position and the PSLS mission

### **Salary and Benefits:**

The Staff Attorney position is a full-time position at 37.5 hours per week. PSLS offers a salary competitive with similar organizations. Our Staff Attorney salary scale starts at \$50,000 per year for candidates who meet the minimum qualifications and increases with each year of relevant experience. PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

- Health insurance, including the opportunity to qualify for a wellness credit
- Dental insurance
- Vision insurance
- 403b retirement plan including employer contributions
- Extensive training and education program
- Flex schedule and partial remote work
- PTO that starts at over 3 weeks/year and increases with additional years worked at PSLS
- Paid sick leave
- 6 weeks of paid parental leave after one year of employment
- 12 paid holidays

### **The Organization:**

Prairie State Legal Services is a not-for-profit civil legal aid organization that has served northern and central Illinois for more than 40 years, maintains 11 office locations, and has a staff of over 175 employees including training and litigation staff with extensive experience. Our 36-county service area includes rural communities, suburban areas, and mid-size urban cities which necessitates the development of diverse strategies and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. Employees of PSLS benefit from the expertise and community connections of their local office staff along with robust program-wide resources. We strive to provide an array of services responsive to the needs of our clients and therefore have developed several specialized projects and maintain one of the most productive pro bono programs in the nation. PSLS has excellent fiscal controls and upholds the highest rating from Charity Navigator and Guidestar. For more information regarding PSLS services and operations, please visit our website at [www.pslegal.org](http://www.pslegal.org).

## Requirements:

- Candidates who are currently admitted to the practice of law in the State of Illinois, or admitted in another state and eligible for reciprocity in Illinois are preferred. Consideration will be given to law graduates who will be sitting for the July 2021 bar exam.
- Experience in trial advocacy and negotiation preferred
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management proficiency
- Ability to work effectively as a team member
- Spanish language proficiency is preferred, but not required
- Some travel is required; applicant must have a valid driver's license and/or reliable transportation

We will give preference to candidates who have experience providing services to low-income individuals

## To Apply:

Please indicate "Staff Attorney – Waukegan" in the subject line and email a letter explaining your interest and experience, resume, three references, and a short writing sample (no more than 10 pages) to [careers@pslegal.org](mailto:careers@pslegal.org).

Resumes accepted until position is filled.

Prairie State Legal Services is committed to creating a diverse and inclusive working environment and is proud to be an equal opportunity employer. We recruit, employ, pay, and promote qualified applicants and employees without regard to race, ethnicity, color, religion, gender, gender identity, expression, or presentation, sexual orientation, national origin, genetics, disability, age, or any other legally protected status.

### **CONSUMER LAW PROJECT STAFF ATTORNEY NEVADA LEGAL SERVICES RENO, NEVADA**

Nevada Legal Services (NLS) strengthens communities across Nevada by ensuring fairness and providing equal access to justice. We are a non-profit legal aid organization providing free legal services to low income people in every county in Nevada and have a staff attorney opening in our Rural Consumer Law Project. The position is located in our Reno office. Our Rural Consumer Law Project is funded through the Nevada Attorney General's Office to assist seniors, veterans and Nevadans in our rural populations across northern Nevada with housing and consumer matters including representing tenants in eviction cases, assistance with debt collection, bankruptcy and foreclosure, as well as counseling veterans and seniors on issues of elder abuse, housing and consumer matters. This position will require frequent travel to outlying counties to meet with clients, conduct outreach and education and appear in courts across the state. Overnight stays may be required.

We provide paid sick and vacation time, medical, dental, vision and life insurance. Full-time (34 hours per week) Salary depends on experience.

Visit our website at [www.nlslaw.net](http://www.nlslaw.net) and follow us on Twitter, Facebook and YouTube.

## Requirements:

- Applicants should be licensed to practice in Nevada or in another state and eligible for admission pursuant to Supreme Court Rule 49.1. Recent graduates will be considered but continued employment will be contingent on passing the bar examination.
- J.D. from ABA accredited law school.
- Applicants must have an interest and passion for helping low-income Nevadans, seniors and veterans.
- Strong interpersonal skills and an ability to work collaboratively with a diverse team.
- Excellent communication skills and experience addressing a variety of audiences.
- Ability to work independently, handle changes or unexpected events, and establish cordial working relationships with court and administrative personnel, coworkers, service providers, and clients.
- Excellent oral and written advocacy, analytical and organizational skills.
- Capability to work with low-income clients from diverse backgrounds, including clients with physical and mental disabilities and clients with limited English proficiency.
- Follow all requirements of the personnel and case management manuals regarding timely completion of timesheets, mileage reimbursements, and other administratively required documents as well as maintaining cases in accordance with our case handling standards.
- Travel across northern Nevada to appear in court, meet with clients or conduct community outreach and education.

## To Apply:

Applications will be reviewed on a rolling basis until the position is filled. Provide cover letter explaining interest, resume, references, and writing sample to [careers@nlslaw.net](mailto:careers@nlslaw.net), and reference "RCLP Attorney" in the subject line.

Nevada Legal Services (NLS) is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NLS actively promotes mutual respect, acceptance, teamwork and productivity. NLS is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application, interview process or for more information about the program may send a request to the email address provided.

### **MANAGING ATTORNEY NORTHWEST JUSTICE PROJECT VANCOUVER, WASHINGTON**

## Position Description:

NJP is seeking qualified Managing Attorney candidates for its regional service office located in Vancouver. NJP's Vancouver office serves Clark, Klickitat and Skamania Counties. Vancouver affords rich cultural and recreational opportunities and the job offers significant opportunity for professional growth and development within a larger statewide legal aid program.

Northwest Justice Project's Managing Attorneys play a critical role in the statewide delivery of civil legal assistance to low-income communities across Washington State. They are responsible for the overall management of regional offices and specialized units comprising Northwest Justice Project's (NJP) statewide law firm and supports carrying out the program's vision, mission, Strategic Plan and other initiatives and goals.

The Managing Attorney reports to the Senior Managing Attorney of their assigned region. The Managing Attorney represents the office/unit as part of the larger NJP leadership team.

The Managing Attorney provides direct supervision and management of office/unit legal and support staff of the assigned office/unit.

### **Responsibilities:**

Managing Attorneys manage the law practice office/units that make up NJP's comprehensive legal aid delivery system and work with the statewide team of Managing Attorneys as a critical part of the larger NJP leadership team. Specifically, Managing Attorney responsibilities include:

- Operating their assigned office/unit to ensure that staff act in pursuit of NJP's mission and vision and consistent with NJP policies and procedures.
- Providing direct supervision of advocate and support staff, implementation of program policy and compliance requirements, and development and maintenance of local, client, community and public relations.
- Engaging with client communities and groups to identify and facilitate local/regional response to client legal needs, including direct service to clients and engagement in systemic advocacy.
- Serving as the face of NJP within the service area (including with local stakeholders, governmental contacts, and media), including serving as liaison between the local community and NJP's Executive Director as needed.
- Ensuring NJP provides the training and resources necessary to support the office and its work.
- Serving as an advocate for local staff, client and community needs in the development and implementation of NJP's statewide strategic plans, goals and initiatives.
- The Managing Attorney makes attorney hiring recommendations, hires non-attorney staff, and provides ongoing coaching and support to their assigned office/unit staff; takes corrective action to address any performance issues; and, in consultation with the Senior Managing Attorney, Human Resources Director, and Senior Management as appropriate under the circumstances, recommends and implements disciplinary decisions, including termination of employment. The Managing Attorney has final authority over the work assignments and performance of non-exempt office staff, Assistant Managing Attorneys or Lead Attorneys as relevant to the office/unit.
- The Managing Attorney is expected to provide direct client representation as appropriate within the framework of their duties, including as needed, serving as lead counsel or co-counsel on cases to train new advocates or to expand the substantive expertise of advocates and/or provide needed support on systemically important or sensitive cases.
- Equity and Inclusion  
NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area. The Managing Attorney is expected to act as a leader in these efforts with a willingness to identify, address and combat personal and organizational shortcomings.

### **Salary Range:**

The salary range begins at \$95,000 annually. Specific salary offered will be based upon relevant experience.

### **Qualifications:**

- Minimum five years' legal experience with strong litigation skills required
- Prior experience successfully managing or supervising others in a professional environment preferred

- Experience in a formal or informal leadership role helpful
- History of successfully mentoring other attorneys and/or law students required
- Leadership of, involvement in, or demonstrated ability to identify and successfully pursue strategic, systemic, and affirmative advocacy
- Commitment to advancing racial equity and experience with incorporating racial equity principles into advocacy and leadership
- Appreciation of the differing strengths, skills, and styles of those supervised
- Good judgment, ability to handle stress, initiative, and willingness to work as a team
- Strong oral and written communication skills
- Demonstrated exceptional relevant work experience as well as a commitment to serving low-income persons
- Willingness and ability to engage with the communities to be served
- Washington State Bar Association membership in good standing or active license in another state with the ability to obtain WSBA membership by motion is required
- Language proficiency in a language spoken by our client communities, especially Spanish, is a plus.
- If unable to meet all criteria, NJP will consider the full breadth of experience in order to determine if an applicant is deemed qualified.

### **To Apply:**

Please apply here: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=9878...>

Please submit a letter of interest, current resume and writing sample. Application Deadline: August 16, 2021

NJP is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious preference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should contact Human Resources at (206) 464-1519.

### **VOCA STAFF ATTORNEY APPALRED LEGAL AID HAZARD, KENTUCKY**

### **Position Description:**

AppalReD Legal Aid is recruiting for a VOCA staff attorney in its Hazard office located at 600 High Street, Hazard, KY. This well-established civil legal services program is in its 50th year of serving low-income and other vulnerable clients in a 37-county area, which includes the Appalachian Mountains of eastern Kentucky and rolling hills of south-central Kentucky. AppalReD Legal Aid operates a network of five field offices with a staff of 25 attorneys, 3 paralegals, and supporting personnel. Each branch office has excellent facilities and the necessary equipment to permit the staff to function as a first-class law firm.

AppalReD Legal Aid receives grant funding from the Kentucky Justice & Public Safety Cabinet under the federal Victims of Crime Act (VOCA) to provide legal services to victims of crime including victims of domestic violence, dating violence, sexual assault, stalking, fraud, and elder abuse. This full-time VOCA staff attorney position will address victims' legal needs in the areas of family law, housing, consumer, and public benefits.

**Requirements:**

Applicants should have a strong interest in serving the legal needs of low-income people and crime victims, a special desire to work in a rural area, and a particular interest in the problems of Appalachia. Admission to practice law in Kentucky or eligibility for limited admission under Kentucky Supreme Court Rule 2.112 if admitted in another state is preferred, but May 2021 law school graduates will be considered. Salary ranges from \$41,108 to \$61,535 depending on experience with generous benefits and leave time.

**Salary:**

Salary ranges from \$41,108 to \$61,535 depending on experience with generous benefits and leave time.

**To Apply:**

Interested applicants should apply to Robert C. Johns, Executive Director, AppalReD Legal Aid, 120 N. Front Avenue, Prestonsburg, KY 41653 or via email at [robertj@ardfky.org](mailto:robertj@ardfky.org). Applicants should send a resume under a cover letter indicating the specific nature of their interest in the position. Applicants should also enclose a writing sample and list of references. Selected applicants will be asked to visit the Somerset office. For further information and questions, interested applicants may email or call Robert C. Johns at (606) 889-1984. Submission Deadline: **Friday, August 13, 2021**

Equal Opportunity Employer

**STAFF ATTORNEY, IMPACT LITIGATION  
TEXAS LEGAL SERVICES CENTER  
AUSTIN, TEXAS**

**Description:**

The Impact Litigation Team uses legal action and advocacy to fight race, sex, LGBTQIA+, and disability discrimination as well as police brutality and official misconduct while defending consumers, free speech, privacy, and more. The Impact Litigation program utilizes the legal system, media, and the clients' voices to bring about systemic change. The program has a proven track record of high-profile successes that have improved the lives of many low-income individuals and led to systemic improvements in services to low-income individuals.

This position will be involved in all aspects of the Impact Litigation program while providing civil legal representation to low-income individuals in Texas. The incumbent in this position exercises patience in slowly playing out long term strategies to effect change while representing a relatively small number of actual clients.

This attorney in this position is expected to:

Maintain the highest ethical and professional standards as a member of the State Bar; adhere to the American Bar Association Standards for the Provision of Civil Legal Aid; embrace and support Texas Legal Service Center's (TLSC) overall mission; and comply with all grant requirements, regulations, standards, policies, and confidentiality requirements.

This is a grant funded position.

**Requirements:****Essential Functions:**

- Provide high quality legal assistance to eligible clients, including in-depth counseling and advice throughout the course of complex litigation.
- Analyze legal and societal problems and devise savvy strategic plans to eliminate social injustices while often utilizing outside-the-box thinking.
- Execute intake interviews, confirm eligibility for services and check for conflicts of interest according to TLSC policy.
- Write sophisticated complaints, petitions, motions, memos, and briefs on behalf of clients as well as respond to discovery to fully extract information from defendants and prepare for dispositive motions and trial.
- Communicate with third parties, media, and public on behalf of clients to resolve legal problems and to advocate on behalf of clients and the TLSC mission.
- Prepare for, attend, assist, argue, and conduct depositions, hearings, trials, and appeals.
- Perform high-level legal research and factual investigation to provide superior representation to eligible clients.
- Travel to locations outside of Austin, Texas.

**Other Functions:**

- Perform other duties as assigned.

**Education/Licensure (Required):**

- J.D. Degree.
- Licensure in Texas state or federal court within 6 months of hire.

**Education/Licensure (Preferred):**

- Current bar license in Texas state and/or federal courts.

**Experience (Required):**

- Experience working in at least one of the following areas: Civil Rights, Civil Liberties, Consumer Law, Constitutional Law or Civil Litigation.
- Experience working in a public interest legal setting and working with low-income audiences.
- Experience speaking with the public or media.

**Knowledge / Skills (Required):**

- Readiness to litigate in at least one of the following areas: Civil Rights, Civil Liberties, Consumer Law, Constitutional Law, or Civil Litigation.
- Current knowledge and expertise of the law and legal system, especially in areas that impact low-income individuals.
- Excellent legal research and advocacy skills.
- Strong analytical and attention to detail skills.
- Exceptional listening, written and oral communications skills.
- Proficiency with Adobe, social media tools, and Microsoft Office products.
- Proficiency with or ability to learn LegalServer (TLSC's case management system).



- Understanding of grant requirements and associated reporting needs.
- Ability to communicate with high proficiency in Spanish.
- Ability to learn new technologies to carry out job functions.
- Ability to work with clients in a patient, trauma-informed, and non-judgmental manner.
- Ability to travel to out-of-town locations.

### **Knowledge/Skills (Preferred):**

- Bilingual in oral and written Spanish.
- Familiarity with civil discovery.

### **Physical Requirements:**

- Sedentary work that involves sitting most of the time.
- Occasional bending, squatting, and kneeling.
- Exerting up to 10 pounds of force occasionally, and a negligible amount of force as needed, at times to lift, carry, push, pull, or otherwise move objects.

### **How to Apply:**

Begin your online application [here](#). Submission deadline September 22, 2021.

## **FEDERAL PUBLIC DEFENDER SOUTHERN DISTRICT OF TEXAS HOUSTON, TEXAS**

### **Position Description:**

The Federal Public Defender, Southern District of Texas, is accepting applications for the position of Assistant Federal Public Defender to be stationed in the McAllen office in the trial division. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court.

The assistant federal public defender will represent clients charged with federal criminal offenses and clients involved in other matters covered under the Criminal Justice Act. The position requires travel for investigation, litigation, and training. Federal public defender attorneys may not engage in the private practice of law. The successful applicant will have an established capacity or clearly demonstrated aptitude for excellence in criminal defense practice, a commitment to the representation of indigent accused persons, and a reputation for personal and professional integrity. Applicants must also possess the ability to communicate effectively with clients, witnesses, colleagues, staff, and court and agency personnel as part of their employment. Experience in handling federal criminal cases is preferred.

### **Requirements:**

An Assistant Federal Public Defender must be: (1) a graduate of an accredited law school and admitted to practice in good standing before the highest court of a state; and (2) licensed to practice in the U.S. District Court for the Southern District of Texas by the time of entrance on duty. Trial experience preferred. Spanish language proficiency is required for this position. Appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check and an IRS tax check.

**To Apply:**

Qualified persons may apply by forwarding a letter of interest (mentioning announcement number 21-08M), résumé, and representative writing sample. Legal experience should be described in detail. Send completed application to: Marjorie A. Meyers, Federal Public Defender, Southern District of Texas, 440 Louisiana St., Suite 1350, Houston, Texas 77002 or email in PDF format to [TXS\\_Employment@FD.ORG](mailto:TXS_Employment@FD.ORG). For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, please contact Administrative Officer Laura Dusthimer at (713) 718-4600. More than one position may be filled with this announcement. Position announced July 22, 2021; open until filled.

**Salary:**

The salary of an assistant federal public defender is commensurate with that of an assistant U.S. attorney with similar qualifications and experience. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). Equal Opportunity Employer

**HOUSING PRACTICE STAFF ATTORNEY/CLINICAL SUPERVISOR  
EAST BAY COMMUNITY LAW CENTER  
BERKELEY, CALIFORNIA**

**Position Description:**

East Bay Community Law Center (EBCLC) is a non-profit legal services organization, the community-based clinical program for U.C. Berkeley Law School, and one of the Bay Area's largest and most effective systems disrupters. With a dual service and teaching mission, EBCLC is a racial justice organization committed to building a culturally diverse workplace, centered on equity. With about 80 staff, 150 law students a year, and a nearly \$10 million annual budget, EBCLC is the largest provider of free legal services in Alameda County, providing multimodal, collaborative, and holistic legal services to over 8,000 clients annually and engaging in legislative and policy advocacy at the state and local level.

The Housing Practice Staff Attorney/Clinical Supervisor represents low-income tenants in eviction lawsuits, advocates for tenants encountering a broad range of housing-related legal problems, and contributes to the creation of more just and humane housing policies for Alameda County tenants, while simultaneously supervising and training law students. This position requires an excellent advocate with strong writing and organizational skills who has the ability to work well in a fast-paced, high-volume litigation setting, has experience providing direct legal services to low-income people and is committed to mentoring the next generation of legal advocates.

**Primary Responsibilities:**

- Represent low-income tenants in unlawful detainer cases, subsidized housing hearings, rent board hearings, and other civil proceedings
- Supervise weekly evening Tenants' Rights Workshops, advising and advocating for tenants regarding a broad range of housing-related legal problems, including eviction defense, code enforcement, rent control, public housing (conventional and section 8), and fair housing
- Assist pro per tenants in mediation and settlement negotiations at our virtual courthouse clinic
- Conduct outreach and provide pro per assistance to tenants at self-help and community sites

- Teach, train, and supervise law students, including substantive law and skills trainings, individual and group case reviews, day-to-day monitoring of individual work, mentoring, and student recruitment
- Work collaboratively with other staff at EBCLC to provide holistic, wrap-around services
- Participate in collaborative partnerships with other community and legal services organizations providing similar services
- Complete administrative tasks, such as those related to grant management and reporting
- Participate in ongoing professional development to improve client services and student supervision
- Additional tasks as assigned by Supervisor

### **Minimum Qualifications:**

- J.D. required, member of the California State Bar in good standing
- Ability to manage a demanding caseload; excellent time management, priority-setting, and organizational skills
- Excellent written and oral advocacy skills
- Ability to work effectively with a diverse range of groups, including people of color, immigrants, non-English speakers, people with mental disabilities, law students, service providers, government employees, community partners, elected officials, and law school faculty
- Strong interpersonal skills, flexibility, and demonstrated ability to work well independently and as part of a team
- Ability to work successfully in a high-volume, dynamic environment
- Experience with, or strong interest in, law student supervision and training

### **Salary and Benefits:**

Starting salary for this exempt position is \$68,000 – \$90,000 based on the law school graduation date, as dictated by the EBCLC salary scale.

Benefits include fully paid health insurance (medical, dental, and vision) for employees and their dependents, life and disability insurance, and generous paid leave (vacation, sick, and holidays); EBCLC also offers flexible spending accounts for qualified health, dependent care, and commute expenditures; and retirement options.

### **Workplace Expectations:**

Due to COVID-19, all EBCLC employees are currently working remotely. Please note, however, that the Housing Staff Attorney/Clinical Supervisor may need to attend in-person court proceedings when required by the court. Any necessary use of the office must be pre-approved. The expectation is that the Staff Attorney will work in our office in Berkeley, California when it is safe to do. EBCLC will provide the necessary equipment to fulfill the job responsibilities of working from home.

### **Working at EBCLC:**

EBCLC is strongly committed to advancing justice through education and advocacy, and the need to transform legal services and legal education. Please take time to review EBCLC's mission, vision, programs, and website, and ensure that your cover letter reflects how your background, experience, and expertise have prepared you to be successful in performing the responsibilities of the position.

Additionally, EBCLC is committed to building a culturally diverse workplace centered on equity and providing an inclusive, welcoming, and culturally responsive environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

To achieve this goal, EBCLC works actively to improve our office climate, systems and structures, communications, and community engagement to create an inclusive and respectful workplace where differences are acknowledged and valued. In your cover letter, please address how your personal background and experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural responsiveness and diversity amongst our staff.

We strongly encourage individuals from traditionally underrepresented communities to apply. EBCLC does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal legal system, or any other basis prohibited by law.

### **Application Process:**

Interested applicants should submit an application by visiting <https://eastbaycommunitylawcenter.easyapply.co/>. EBCLC will review applications on a rolling basis. Application materials should include a cover letter, resume, short writing sample, and names/contact information for two professional references. Submission deadline is **Tuesday, August 31, 2021**.

### **STAFF ATTORNEY, JUSTICE IN THE HALLS LEGAL AID OF WESTERN MISSOURI KANSAS CITY, MISSOURI**

Legal Aid seeks a full-time staff attorney for its Justice in the Halls project in the Kansas City Housing Unit. This project is funded by the City of Kansas City, Missouri.

The attorney will be providing free civil legal services for qualifying clients appearing at the eviction docket at the Jackson County Courthouse. Legal services will include counseling and defending tenants in unlawful eviction cases. This position will also recruit volunteer attorneys, social workers and law students and train them in tenant outreach, intake and eviction defense.

The staff attorney will be responsible for doing outreach presentations to educate landlords and tenants about their rights and responsibilities.

The qualified candidate must have the following: a Missouri law license; excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low-income people. Experience in housing law is a plus. Flexibility and the ability to work independently and as a member of a team are necessary.

Legal Aid of Western Missouri offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce. As with all job openings at Legal Aid, second language proficiency in a language commonly spoken by Legal Aid's clients or potential clients, including but not limited to Spanish, Arabic, Vietnamese, Somali or Dinka will be viewed favorably in our hiring decision for this job. The ability to speak in a second language, however, is not a requirement for this job.

**Salary:** \$48,204 + DOE

**Benefits:** Medical & dental, life, vision, long & short-term disability insurances; 401K/match and retirement plans, paid vacation, sick & holidays; flexible spending account, parking reimbursement; paid CLE and Bar

dues and professional development; qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation's Loan Repayment Assistance Program.

Please submit resume, three professional references, and cover letter [on-line](#).

*LAWMO is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. Those applicants requiring accommodation to the interview/application process should contact the Human Resources Department at [HR@lawmo.org](mailto:HR@lawmo.org).*

**ASSISTANT PUBLIC ADVOCATE  
OFFICE OF PUBLIC ADVOCACY  
PALMER, ALASKA**

The Office of Public Advocacy, Palmer Criminal Section is looking for an experienced criminal defense attorney. The office has six attorneys who represent indigent clients in criminal defense, juvenile delinquency and Child in Need of Aid matters (both parent and child representation). The vacant position has historically only handled criminal matters but there would be the opportunity to handle other matters as well.

The Palmer office handles Glennallen, Valdez and Cordova, and is quite often appointed to matters around the state. Travel within the state would be expected from time to time. A minimum of three years' experience is preferred. Depending on experience, the selected candidate would be hired at an Attorney III or IV level. Please email inquiries to [olivia.mackin@alaska.gov](mailto:olivia.mackin@alaska.gov).

The Office of Public Advocacy is an Equal Opportunity Employer.

**STAFF ATTORNEY, FARMWORKER PROJECT  
LEGAL ACTION OF WISCONSIN, INC.  
MADISON, WISCONSIN**

**Position Description:**

Legal Action of Wisconsin, Inc. is hiring a full-time bilingual (Spanish and English) staff attorney to work with the Farmworker Project. The attorney will join other Farmworker Project staff to provide representation to agricultural worker clients in civil matters, with a focus on worker rights. The Farmworker Project attorneys frequently litigate cases in federal court and represent clients in administrative agency matters. We seek both developing (0+ years) and more experienced candidates. All interested applicants who meet the qualifications are encouraged to apply.

Preferred home office location is Legal Action's Madison office, but we may also consider candidates who wish to be based in any of Legal Action's other five offices (Milwaukee, Racine, Green Bay, Oshkosh or La Crosse). Telecommuting arrangements within the state of Wisconsin may be considered. Applicants should specify their location preference in their cover letter.

Currently, many of Legal Action's operations and services continue to be delivered remotely because of the COVID-19 pandemic. When safe to do so, a new hire will be required to work from a physical Legal Action office but may also request telecommuting and flexible scheduling. A new hire may receive some training in a physical office which will require some in-office time. We require face masks and social distancing in all Legal Action offices.

## **Legal Action of Wisconsin:**

Legal Action is a civil legal aid firm that provides free legal services to low income people who would be otherwise denied access to legal justice. Legal Action is one of Wisconsin's largest law firms, with six offices in Milwaukee, Madison, Green Bay, Oshkosh, La Crosse, and Racine. Legal Action represents clients in five core practice areas: public benefits, housing, family, barriers to employment, and consumer law. Some of our special projects focus on representing farmworkers, veterans, elders, victims of crime, and victims of human trafficking. Our staff have a commitment to legal aid work and providing high-quality and aggressive representation to change our clients' lives and impact the law for everyone.

Legal Action believes that equal justice under law can only be achieved through the collaboration of a diverse staff. We strongly encourage applications from women, people of color, people who identify as LGBTQIA+, people with disabilities, and people with life experiences or educational backgrounds that add to the firm's diversity and our capacity to provide high-quality legal aid.

## **Farmworker Project:**

The Farmworker Project is Legal Action of Wisconsin's statewide initiative to ensure that migrant, seasonal, and year-round agricultural workers receive the wages they have earned, live and work in a safe environment, are recruited lawfully and fairly, and have access to public benefit programs. Potential clients include: a migrant worker who travels to Wisconsin from another state to work in food processing, a seasonal worker who does corn detasseling in July and August, or a year-round worker who milks cows at a Wisconsin dairy farm. Farmworker Project staff currently consists of a non-attorney project manager, two attorneys, and a paralegal scheduled to begin in September of 2021. Summer staff and interns are also an integral part of our team.

Farmworkers face historical and structural barriers that make it difficult for them to access legal and community services. Additionally, these barriers lead to unique legal problems that agricultural workers must confront, including:

- Failure to be paid minimum wage for their work or not being paid at all, among other worker rights issues.
- Recruitment abuses and unexpected changes in the employment contract.
- Substandard health and safety conditions in workplace and employer-provided housing.
- Confusion about immigration status, immigration laws, and governmental procedures.
- Denial of equal access to public benefits, services, and accommodations.

Alongside legal representation, the Farmworker Project conducts extensive outreach to agricultural workers throughout Wisconsin. Outreach is the primary way that the Farmworker Project gets in contact with agricultural workers. Outreach may take place at farmworker housing, in community education presentations, through social media and radio, and includes the development of outreach materials like flyers and videos.

## **Key Responsibilities:**

- Farmworker Project attorneys are responsible to provide high quality, zealous representation of agricultural worker clients in individual service cases, and in high-impact litigation cases on systemic issues affecting farmworkers. Areas of focus are employment law, particularly enforcement of rights under the Fair Labor Standards Act, the Migrant and Seasonal Agricultural Worker Protection Act, and other state and federal laws providing specific protections for agricultural workers.
- Additionally, a Farmworker Project staff attorney will represent agricultural workers in Administrative Law matters, in areas such as employment law, public benefit eligibility, worker's compensation, and immigration law.

- Farmworker Project staff attorneys respond to initial intakes, and where necessary, make appropriate referrals to other agencies.
- Experienced Farmworker attorneys may mentor other Farmworker attorneys, interns, volunteers or other advocates.
- Staff attorneys must stay current with the areas of law that pertain to the agricultural worker community as the law changes and develops.
- Staff attorneys are expected to share responsibility for the development and maintenance of good working relationships with community groups, as well as with state and local bar associations.
- Staff attorneys will be called upon to provide training and other assistance to members of Legal Action's Volunteer Lawyer Project.
- Staff attorneys are responsible for serving on at least one of our Priority Committees: Housing; Employment; Consumer; Public Benefits; and Family.
- On occasion, approximately 1 time per month during the summer months, a Farmworker Project staff attorney may be required to travel to conduct outreach to clients and community partners. For attorneys without prior experience representing farmworkers, additional outreach may be required during the training period. In addition to outreach, occasional evening and weekend work may be required. All outreach visits will follow strict COVID-19 protocols.
- Staff attorneys may be assigned additional duties from occasionally, as the needs of agricultural worker clients vary.

### **Salary:**

Starting salary depends upon experience and qualifications and is determined by Legal Action's attorney salary scale. (In our Madison office, the salary is determined by the United Legal Workers' collective bargaining agreement.) Currently, under our attorney salary scale, an attorney with 0-1 years of experience would receive an annual salary of \$45,727 for a 100% full-time position. An attorney with 5 years of experience practicing law would earn a salary of \$52,347. An attorney with 10 years of experience would earn a salary of \$58,967. Salaries are not negotiable and will follow this scale. In addition, the position generally receives an annual step increase, subject to approval of the Board of Directors. Legal Action offers opportunities for advancement and attorneys with supervisory responsibilities receive a management stipend.

### **Fringe Benefits:**

Legal Action provides a generous fringe benefits package, including fully employer-paid health and dental insurance for employees and eligible dependents. Some employees are required to contribute to the health insurance premium for their spouse, if the spouse has group health insurance provided by their employer. Legal Action also provides life and long-term disability insurance, a profit-sharing retirement plan, salary deferral options for retirement planning, low-cost employee-paid vision coverage, fifteen days of vacation per year, four days of personal leave, a generous sick leave benefit, and four weeks of paid parental leave for eligible employees.

### **Governance:**

The position is subject to a probationary period of twelve months. There is no guaranteed period of employment and employment is at will, subject to termination at any time.

If located in Madison office, the position is governed by the terms and conditions of the collective bargaining agreement between Legal Action and the United Legal Workers. Legal Action's personnel policies govern where no provision is covered by the collective bargaining agreement. The personnel policies are subject to unilateral change by the Legal Action Board of Directors.

If located in another Legal Action office, the position is governed by Legal Action's personnel policies which are subject to unilateral change by the Board of Directors.

This position is supervised by Mariah Hennen, Farmworker Project Program Manager and Attorney Erica Sweitzer-Beckman, Farmworker Project Legal Director.

### **Requirements:**

- Juris Doctorate Degree;
- Be licensed to practice law in Wisconsin, be licensed in a state with which Wisconsin could grant reciprocal admission or be willing to take the next available Wisconsin bar exam, in that order of preference;
- Demonstrated commitment to social, economic, and racial justice, especially in the areas of worker and/or immigrant rights;
- Passionate about civil legal aid work and providing high quality, zealous representation to agricultural worker clients in both individual service and impact work;
- Strong language skills (oral and written) in Spanish. Candidates selected for an interview should expect a portion of the interview to be conducted in Spanish;
- Ability to express oneself clearly in both oral and written communication, and willingness to continue to develop these skills;
- Ability to manage and prioritize many pressing matters happening in various locations;
- Strong engagement and interest in developing creative and new ideas to solve problems, achieve goals, and collaborate;
- Available to work flexible hours that will occasionally include evenings and weekends. Out of state or overnight travel for outreach or training is rare but may occur 1-2 times per year;
- Possess and maintain a valid driver's license during employment (car not required).

The following qualifications are valued:

- Prior experience in farmworker law, employment law, immigration law, or other civil legal aid experience.
- Familiarity with courtroom procedure (federal and state) and administrative law hearings.
- Strong technology skills and willingness to further develop skills in technology such as: internet, email, web-based activities, Microsoft Word, Excel, Outlook, Adobe, Social Media Apps, Google Apps, texting applications, and phone data preservation.
- Prior knowledge and understanding of the complexity of farmworker experiences, the unique barriers to accessing justice, and the intricacies and multiple dimensions to providing legal aid and representation to farmworker communities.
- Affinity with farmworker communities.

Training will be provided. Upon hire, training needs will be assessed, and a plan will be developed to ensure that training is provided to the new hire. The Farmworker Project team conducts weekly Project case reviews. Additionally, Farmworker Project staff participates in regular national farmworker law training calls, multi-state case reviews, and co-counsel cases with other legal aid programs.

### **Physical Demands and Work Environment:**

This position involves sedentary work, remaining stationary and operating a computer for an extended period; frequently moving objects such as files and office equipment, weighing up to 10 pounds. Communicate with clients in English and Spanish via telephone. Transmit written information using a computer and a cellular phone. Occasionally drives a motor vehicle while remaining stationary for extended periods of time. Occasionally positions self near floor or low shelf positions to retrieve various items and materials. During occasional outreach and field visits, will need to transverse uneven ground and ascend and descending stairs to provide information to workers or interview potential clients. The work environment can vary from a



controlled office environment with moderate noise from phones, printers and light office traffic to an outdoors environment in an agricultural or farm setting.

### **To Apply:**

Applicants must submit the following application materials via Legal Action of Wisconsin's online applicant portal by using this link: <https://secure.entertimeonline.com/ta/7988.careers?ApplyToJob=386020165>

- Cover letter that summarizes interest, qualifications, skills, and experiences. Letter should specify which office location applicant would prefer;
- Resume;
- A legal writing sample;
- Law school transcript (only required for applicants who graduated 2018 or later)
- Provide the names and reliable contact information for three professional references (current Legal Action staff members are not required to include references).

Please submit and upload all the documents required. If the required documents are not submitted on or before the deadline, your application will be considered incomplete and we will not be able to consider you for this position.

Mariah Hennen, Farmworker Project Program Manager, will be the hiring manager for this position.

### **Deadline For Applications:**

This position will be open until filled, with an anticipated start date in the Fall 2021. Legal Action will begin review of application materials on Wednesday, September 8, 2021. Interviews will be conducted virtually.

Legal Action of Wisconsin, Inc. is an Equal Opportunity/Affirmative Action Employer

### **MEDIAL LEGAL PARTNERSHIP ATTORNEY MONTANA LEGAL SERVICES ASSOCIATION HELENA, MONTANA**

Join Montana Legal Services Association and make a difference. You'll enjoy Montana's outdoor lifestyle while representing those without a voice in our legal system.

MLSA is a progressive Montana non-profit law firm. We offer our attorneys challenging and fulfilling litigation work, a supportive and collegial work environment, a healthy work-life balance, and a generous benefits package.

### **Who We Are:**

MLSA is committed to the idea that equal justice under the law is a right, not a privilege. We are zealous advocates for Montanans who struggle to make ends meet and deserve their day in court.

- Our attorneys have pursued impact litigation all the way to Montana's Supreme Court, helping to level the playing field for all Montanans.  
We are nationally recognized for our forward-thinking approach to civil legal aid and for our use of technology to advance the cause of justice for all in Montana.

## **The Position:**

We're looking for a Staff Attorney to be based in MLSA's Helena office, serving clients through the Montana Health Justice Partnership. This attorney works with healthcare teams at Community Health centers across Montana to screen for health-harming legal needs. The pay range we're offering is \$55,000 to \$65,000, depending on experience.

MLSA offers company-paid health, dental, vision and life insurance; an educational loan repayment assistance program; a 403(b) retirement plan; and eligibility for a health reimbursement or health savings account. We also offer a generous paid leave package, including annual, personal and sick leave, 12 holidays, and a wellness leave program.

And if you move from another town in Montana to join us, we offer up to \$500 for relocation reimbursement (or \$1,000 if you move from out of state).

## **Requirements:**

- A law degree and current license to practice law in Montana is preferred. We will consider applicants with the ability to waive in with a qualifying UBE score, or a willingness to take and pass the next Montana Bar Exam.
- Prior legal services experience is preferred, but a demonstrated commitment to social justice through volunteer activities and internships is valued.
- Overnight and day travel to surrounding communities is required as needed.
- Travel to partner Community Health Centers to conduct training, hold regular office hours, and provide legal services to address patients' needs.
- Provide orientation and training activities for Health Center partners, including how to make appropriate referrals.
- Provide legal services ranging from brief counsel and advice, to full-scale representation and litigation.
- Participate in MLSA's statewide initiatives and impact work, and implement grant and contract requirements through casework.

You'll be based in Helena, Montana's capital city, centrally located for a wide variety of outdoor adventures. Helena offers over 80 miles of hiking trails accessible from downtown and its nationally recognized mountain biking trail system offers a full range of expert to family-friendly rides. Cross-country ski trails abound and the local downhill ski area is just 23 miles from Helena and boasts affordable lift tickets, short lift lines, and night skiing on Fridays. And our office is a short walk to Downtown Helena and the Great Northern Town Center featuring great local coffee shops, eateries, craft breweries, a wine bar, a distillery, and handmade ice cream.

## **Why Should You Apply?**

- Live your values and put your law degree to work by representing people who deserve a voice in our legal system.
- Great benefits, generous leave, and competitive pay.
- Access to free CLE seminars and opportunities to attend national conferences and trainings.
- The chance to hone your litigation skills in a friendly and supportive work environment.

## **To Apply:**

Email a cover letter, resume, writing sample, and three professional references to [hiring@mtlsa.org](mailto:hiring@mtlsa.org). The priority deadline for applications is August 14, 2021. The position will remain open until filled.

Visit our [website](#) to download a detailed job description and to learn more about MLSA, our staff, and the work we do.

**DEFENSE COUNSEL  
OKLAHOMA INDIGENT DEFENSE SYSTEM  
VARIOUS LOCATIONS, OKLAHOMA**

The Oklahoma Indigent Defense System (OIDS) has DEFENSE COUNSEL positions open in the Non-Capital Trial Division – locations include Lawton, Mangum, Norman, and Okmulgee. Please note, applicants will be applying to a pool of locations – location determination will be based on the needs of the Division. Applicants must be licensed to practice law in Oklahoma or expected to be licensed upon passage of bar exam in July. Defense Counsel represent indigent individuals in state court at the trial level in felony, misdemeanor, juvenile delinquency, traffic and wildlife cases; Counsel also responsible for providing clients with competent legal advice and zealous advocacy at every phase of the criminal trial process. Salary for this position is commensurate with qualifications and within agency salary schedule range. Excellent benefits.

Any interested applicant should submit a letter of interest and resume by August 11, 2021 to:

Lisa Vegh, Personnel Officer Oklahoma Indigent Defense System  
P.O. Box 926 Norman, OK 73070  
or [Jobs@oids.ok.gov](mailto:Jobs@oids.ok.gov).

OIDS is an Equal Opportunity Employer.

**SENIOR STAFF ATTORNEY  
SANCTUARY FOR FAMILIES  
NEW YORK, NEW YORK**

**About Us:**

Sanctuary for Families is New York's leading service provider and advocate for survivors of domestic violence, sex trafficking, and related forms of gender violence. Every year, Sanctuary empowers thousands of adults and children to move from fear and abuse to safety and stability, transforming lives through a comprehensive range of services. We provide a range of wrap-around services to help survivors rebuild their lives in the aftermath of abuse, and work to end gender violence through three key strategies: direct services, outreach and training, and systems-change advocacy. Our services are available in 11 locations throughout New York City.

**Position Overview:**

The Senior Staff Attorney is a key position on the EMPOWER Center and Anti-Trafficking Initiative programs that provides and supervises the legal services for survivors of human trafficking in immigration, criminal justice advocacy, and vacatur cases. The Senior Staff Attorney works with the EMPOWER Center team to provide comprehensive, trauma-informed, holistic, and survivor-centered services for our clients of commercial sexual exploitation and/or human trafficking, through legal consultations, direct representation, case management assistance, and community education and outreach. The Senior Staff Attorney uses a trauma-informed approach to promote clients' right to self-determination and provide services in a manner that emphasizes safety, respect, and dignity. The Senior Staff Attorney conducts trainings and community outreach and collaborates with other agencies to advocate for systematic change.

## **Responsibilities:**

- Screens, advises, and advocates for clients who are survivors of commercial sexual exploitation in legal and non-legal forums.
- Provides criminal justice advocacy, victim rights advocacy, and criminal representation in post-conviction relief cases.
- Provides legal representation or appropriate referrals to other civil legal services (as needed)
- Coordinates and supervises pro bono attorneys, staff attorney(s), and legal volunteers to conduct legal consultations, victim identification, and referral for free legal representation of clients referred to the EMPOWER Center.
- Supervises and mentors pro bono attorneys, staff attorney(s), and legal volunteers on legal matters presented by EMPOWER Center clients.
- Advocates for clients in a wide variety of legal and social systems, including criminal justice, immigration, landlord/tenant, consumer credit, public benefits, etc.
- Develops and conducts trainings and outreach to judges, law enforcement agencies, social service providers, health care professionals, and community organizations on the dynamics of human trafficking, commercial exploitation, and possible legal remedies.
- Facilitates clients' access to intra-agency and external resources.
- Collaborates with EMPOWER Case Manager and the ATI Case Management team to administer the provision of direct financial assistance and donations to clients.
- Participates in interagency conferences to keep abreast of developments in the areas related to the position.
- Represents Sanctuary for Families and the EMPOWER Center at community events.
- Represents Sanctuary for Families on task forces and other political and advocacy committees outside the agency.
- Maintains data relating to client services for grant reporting purposes.
- Collaborates with clinicians, attorneys, health care providers, local, state, and federal law enforcement agencies, and district attorney's offices, and any other organization, to secure the best results for our clients.
- Together with the Director of the Anti-Trafficking Initiative, support relevant grant reporting efforts.
- Performs any other Legal Department or agency-related duties or special projects as directed by the Co-Directors of the EMPOWER Center, and the Director and Deputy Director of the Anti-Trafficking Initiative.

## **Requirements:**

- JD Degree Required;
- Admission to the New York State Bar;
- Minimum of 5 years of experience practicing criminal and/or immigration law, preferably in the public interest sector;
- Extensive knowledge of federal and state laws that pertain to human trafficking, especially immigration, criminal, and/or family law;
- Experience practicing criminal, immigration, and/or family law strongly preferred;
- Experience working in the fields of human trafficking, domestic violence, and immigration preferred;
- Strong interpersonal, organizational, public speaking, and leadership skills;
- Excellent writing, research, and analytical skills
- Excellent verbal/written communication and interpersonal skills;
- Excellent judgment;
- Bilingual English and a relevant community language (e.g Spanish, Mandarin);
- Ability to work independently and under pressure;
- Ability to multi-task, set priorities and navigate complex legal cases.
- Ability to work well with people of diverse educational, cultural, and professional backgrounds;

- Knowledge of the dynamics of gender-based oppression and a strong motivation to combat gender-based violence;
- Sensitive to issues of cultural, ethnic, and racial diversity with strong lawyering, advocacy, and leadership skills, to provide zealous, skilled, and empathic legal advocacy to survivors of commercial sexual exploitation;
- Deep understanding of and ability to work well with people of diverse national, ethnic, cultural, religious, and socioeconomic backgrounds; and
- Energetic and passionate about Sanctuary's mission of ending gender violence and human trafficking.

### **How to Apply:**

Begin your application online [here](#).

*All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.*

*D.E.I Commitment: Diversity, Equity, and Inclusion are core values at Sanctuary for Families that represent our dedication to fostering a safe, respectful, responsive, and fair work environment. We recognize the value diversity holds in embracing all employees, clients, and volunteers regardless of gender, race, ethnicity, national origin, age, sexual orientation, disability, or professional level.*

## **ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE EASTERN DISTRICT OF CALIFORNIA SACRAMENTO, CALIFORNIA**

### **About the Office:**

The United States Attorney's Office for the Eastern District of California represents the Federal government in virtually all litigation involving the United States in the Eastern District of California. This includes all criminal prosecutions for violations of Federal law, civil lawsuits by and against the government, and actions to collect judgments and restitution on behalf of victims and taxpayers.

The Eastern District of California is headquartered in Sacramento. The District includes the Central Valley and Sierra Nevada Mountains and encompasses most of the land mass of California – from the Coastal Mountain Range to the Nevada border, and from Bakersfield in the south to the Oregon border. The Sacramento office serves the northern counties of the District: Alpine, Amador, Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sutter, Trinity, Tehama, Yolo, and Yuba.

Sacramento, the state capital, is located in the heart of California. The city has been on the move since it became the capital in 1854 and is now one of the fastest growing regions in the United States. Sacramento is home to professional ballet, opera, and theatre companies, including the Sacramento Music Circus, providing a wide range of cultural activities and events. Professional sports are represented by the Sacramento Kings of the NBA, the Sacramento River Cats, a Triple-A baseball team, and the Sacramento Republic FC, a professional soccer team. Bound by two rivers, water recreation tops the list for outdoor activities such as salmon fishing, river rafting, and boating. Nearby Folsom Lake and Lake Natoma offer sailing and windsurfing. Sacramento is located 90 miles northeast of San Francisco and approximately 90 miles west of Lake Tahoe and the Sierra Nevada mountain range, providing numerous recreational opportunities for skiing and boating enthusiasts.

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

### **Job Description:**

The United States Attorney is seeking an experienced attorney to serve as an Assistant U.S. Attorney in the Civil Division, Defense Litigation Unit of the Sacramento Office. The mission of the Defense Litigation Unit is to represent the United States and its agencies and employees in a wide variety of trial and appellate cases. The Assistant U.S. Attorney will be responsible for handling a case load which could include defense of employment discrimination cases; medical malpractice, premises liability and other tort litigation; statutory and constitutional challenges to government programs; land management decisions challenged under NEPA and other environmental statutes; Administrative Procedure Act cases; FOIA and Privacy Act cases; and Bivens civil rights suits.

Following appointment, Assistant U.S. Attorneys generally must reside in the district to which they are appointed. See 28 U.S.C. § 545 for district-specific information.

This is a permanent position; however, all initial attorney appointments to the Department of Justice are made on a 14 month (temporary) basis pending favorable adjudication of a background investigation.

This position is open to any U.S. Citizen to apply.

### **Qualifications:**

**Required Qualifications:** Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory, or the District of Columbia, and have at least one year of post-J.D. experience. Applicants must be active members in good standing of the bar (any jurisdiction). Ideal qualifications include at least five years of experience litigating cases in federal courts, with substantial responsibility for all aspects of discovery, trial, and appeals.

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

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

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

### **Salary:**

Assistant U.S. Attorneys' pay is administratively determined, based in part on the number of years of professional attorney experience. The current recruiting range of pay is \$70,459 to \$165,322 (which includes 26.37% locality pay for Sacramento area).

**Travel:** The position is based in Sacramento. Travel will occasionally be required.

**Application Process:**

Interested applicants should send a complete application package which should include a resume, cover letter, and recent writing sample via email to [USACAE.AUSAHiring@usdoj.gov](mailto:USACAE.AUSAHiring@usdoj.gov). The cover letter should be addressed to: United States Attorney's Office, ATTN: Phillip A. Talbert, Acting U.S. Attorney, 501 I Street, Suite 10-100, Sacramento, CA 95814.

Resumes should include a detailed description of employment history, to include dates of employment (month/year). **This announcement is open until filled but no later than Friday, September 10, 2021. Applications must be received by email (USACAE.AUSAHiring@usdoj.gov) no later than 11:59pm Pacific Time on the closing date to be considered. Please include the vacancy announcement number listed at the top of this announcement (21-EDCA-18A) on your resume and cover letter.**

Applications must be received via the email address indicated above and applications received by mail will not be accepted.

No telephone calls please.

This and other attorney vacancy announcements can be found at <http://www.justice.gov/careers/legal/attvacancies.html> and <http://www.usdoj.gov/usao/cae>.

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

**Application Deadline:** Friday, September 10, 2021

**Relocation Expenses:** Relocation expenses are not authorized.

**Number of Positions:** This announcement is to fill one position; however, depending on the needs of the office, additional positions may be filled using this announcement.

**Department Policies:**

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, protected genetic information, pregnancy, status as a parent, or any other non merit-based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full [EEO Statement](#).

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring



process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of [DPOCs](#).

Suitability and Citizenship: It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

**Veterans:** There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, [www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

**STAFF ATTORNEY  
HUMAN RIGHTS INITIATIVE OF NORTH TEXAS  
DALLAS, TEXAS**

HRI seeks a passionate human rights advocate to join our team as Staff Attorney. The Staff Attorney will provide legal representation through mentoring HRI pro bono attorneys and through direct legal representation for HRI



clients seeking the following relief: asylum, VAWA for survivors of domestic violence, Special Immigrant Juvenile Status (SIJS), U or T visas, Temporary Protected Status (TPS), Deferred Action for Childhood Arrivals (DACA), permanent residence, and/or naturalization.

The Staff Attorney will display competency and sensitivity in representing low socioeconomic and limited-English-proficient clients and in providing trauma-informed services.

### **About HRI:**

For the past 20 years, HRI has provided legal and critical social services for courageous and resilient immigrant survivors of human rights abuses from all over the world. HRI has a budget of approximately \$1.475M, funded primarily through private sector giving. We use the [Consultation and Proximity \(CAP\)](#) and [MOCHA](#) models for individual and programmatic decision-making. We conduct much of our organizational decision-making through staff-led committee recommendations and consensus processes, which often include thinking periods, opportunity for written comment, anonymous polling, and facilitated discussion. HRI is in the midst of an organizational transformation and growth process, which began this spring with an all-staff participatory budgeting process and staff-led development of a transparent, equitable compensation structure, and continues in coming months as a strategic planning process and internally focused race equity work.

HRI is currently following a safety protocol due to COVID-19. For more information about how this impacts HRI staff, please [click here](#).

### **Staff Attorney Responsibilities:**

#### *Pro Bono Program Support (70%)*

- Conduct consultations and evaluation of new cases for pro bono placement.
- Provide mentorship on cases that have been assigned to pro bono attorneys:
- Develop case strategy and conduct legal research on cases assigned to pro bono attorneys.
- Provide guidance to pro bono attorneys throughout preparation of filings.
- Review all filings prior to submission to the Immigration Court, USCIS, or Texas state courts.
- Assist in preparing pro bono attorneys and clients for hearings and interviews before the Immigration Court, USCIS, and Texas state courts.
- Assist with developing and updating training materials and samples for HRI pro bono attorneys.
- With supervision, assist with recruitment and training of pro bono attorneys.
- Maintain case files both in physical files and HRI's online database.
- Complete administrative tasks associated with cases.

#### *Direct Representation (25%)*

- Conduct consultations and evaluation of new cases for direct representation.
- Complete typical steps of direct legal representation including developing case strategy, conducting legal research, working with clients to prepare case filings, preparing for and representing clients in hearings and interviews before the Immigration Court, USCIS, and Texas state courts.
- Maintain case files both in physical files and HRI's online database.
- Complete administrative tasks associated with cases.

#### *Legal Outreach (5%)*

- Maintain and enhance legal expertise through participation in and presentation of educational programs and CLEs.
- Assist with HRI's Advocacy Program and other outreach efforts.

- Attend mandatory trainings and conference calls related to work with the Vera Institute of Justice.
- Maintain alliances with education entities, community groups, and other organizations.
- Participate in HRI's fundraising efforts.
- Speak to various groups about HRI.

## **Qualifications:**

### *Essential Job Qualifications:*

- Juris Doctor and licensed to practice law in Texas is required before hiring.
- Bilingual language skills are required:
- Preferred: Spanish
- Also considered: French, Arabic or Amharic
- 1-2 years of experience in immigration law and/or removal defense.
- Organized, flexible, able to multi-task, and ability to manage a high case load with time-management skills.
- Ability to address complex legal problems strategically utilizing a variety of approaches, including litigation, policy advocacy, and communications.
- Strong research, writing, and analytical skills.
- Strong public speaking skills.
- Ability to work independently and as part of a team.
- Proficiency using Microsoft suite products and willingness to learn and use cloud-based case management software.

### **Preferred Job Qualifications:**

- Appellate litigation experience.
- Experience with Texas family law.
- Experience working with survivors of trauma.
- Experience working with children.

## **Salary and Benefits:**

The position is a full-time exempt position. Salary range is \$53,000 – \$68,000, commensurate with experience and in accordance with HRI's salary scale. Benefits include employer-paid health care, 17 days of paid time off, and other benefits.

## **Physical Demands:**

Able to work on a computer, including sitting at a desk, for extended periods of time. Able to read a computer screen. Manual dexterity to operate a keyboard.

Able to speak clearly on the phone and in person.

Able to occasionally lift objects weighing up to 10 pounds.

## **Application Instructions:**

To apply, please send a cover letter, resume, and a list of at least three professional references to Pilar Ferguson at [pferguson@hrionline.org](mailto:pferguson@hrionline.org).

Human Rights Initiative of North Texas is an Equal Employment Opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, socioeconomic status, sex, sexual orientation, gender

identity and expression, age, disability, marital status, or veteran status. Candidates from diverse backgrounds, including candidates from immigrant backgrounds, are strongly encouraged to apply.

**FAMILY DEFENSE PROGRAM DIRECTOR  
AMERICANS FOR IMMIGRANT JUSTICE  
MIAMI, FLORIDA**

**The Agency:**

Americans for Immigrant Justice (AI Justice), an award-winning not-for-profit legal services organization founded in 1996 to protect and promote the basic human rights of immigrants, has a multicultural and a multilingual staff. AI Justice has represented clients from around the world and is recognized as a powerful advocate and national leader for immigrants' rights. AI Justice works closely with traditional civil rights groups as well as grassroots organizations and local, state, and national government officials to affect positive change in immigration policies.

**The Family Defense Program:**

The Family Defense Program (FDP) informs and empowers mixed-status families and long-time residents whose futures are uncertain due to the erosion of protections for Dreamers, TPS recipients, and immigrants in general.

With its signature combination of community outreach and direct representation, FDP staff fight to keep Florida families safe and together.

Through legal screening clinics and Know Your Rights presentations, the FDP team bridges gaps in access to legal services and dispels rampant misinformation. FDP staff and volunteers travel to communities throughout South Florida so immigrants can receive trustworthy one-on-one legal assistance without having to travel long distances, take time off work or arrange childcare.

With help from our network of pro bono attorneys and interpreters, staff have served thousands of immigrants, often helping them on their pathway to permanent residency and citizenship through direct representation.

Even those who are not eligible for immigration relief under current laws receive critical information about how to protect themselves against fraud, better understand their rights, and monitor policy changes that could impact their case for relief.

**General Responsibilities:**

Under the supervision of the Deputy Director, the Family Defense Program Director supervises attorneys, a DOJ Accredited Representative, and a Legal Administrative Assistant rendering legal services to indigent clients according to their needs, funding, and consistent with applicable law. The position also involves organizing community education and group processing programs, engaging with media and elected officials, executing grant deliverables, participating in policy and advocacy work, and supervising law students and volunteers.

**Specific Duties:** The Family Defense Program Director shall:

- Determine case acceptance by reviewing intakes and interview notes, considering grant requirements, case acceptance priorities, and attorney/DOJ representative caseloads;
- Manage the caseloads and supervise the work of attorneys and DOJ Accredited Representative through weekly case review meetings;

- Interview, advise and represent income eligible clients before the Immigration Court and the USCIS in immigration matters;
- Make appropriate referrals to assist clients in obtaining legal representation in nonimmigration areas, such as public benefits, health, housing, employment and education;
- Work closely with the Deputy Director, Grant Coordinator, and development staff to prepare grant applications; ensure compliance with grant requirements and county, state, and federal contracts; and prepare narrative and other reports as required by funding agencies;
- Participate in community education programs and Know Your Rights presentations regarding rights, responsibilities, and immigration updates;
- Plan and assist partners with execution of group processing clinics and events;
- Establish contacts and relationships with courts, bar, associations, other legal services programs, legislative bodies, governmental agencies, community organizations, and low income groups;
- Identify laws, policies, and practices which adversely affect and diminish the rights and benefits of immigrants, and work with others to devise creative strategies for addressing these problems;
- Supervise, delegate, and review the work of law students, interns and volunteers so that their work is helpful to AI Justice and results in a beneficial learning experience for them; and
- Perform other job-related duties as assigned.

### **Qualifications:**

- Minimum 5 years of experience representing low-income immigrants before USCIS, EOIR, and the BIA, including extensive experience in removal defense and appeals.
- Licensed to practice law in any state – Florida Bar membership preferred.
- Fluent in Spanish or Haitian Creole.
- Strong writing, research and analytical skills; strong communication and group leadership skills
- Interest in policy advocacy at the national level.
- Excellent presentation skills for community outreach, education, and training.
- Experience managing and mentoring volunteers and pro bono attorneys.
- Enthusiastic about and committed to working alongside people from diverse cultural, educational, professional, and socioeconomic backgrounds. A demonstrated belief in diversity, inclusion, and equity for all individuals.
- Comfortable working in a collaborative environment that values giving and receiving feedback.
- Must have own transportation.
- Must be willing to submit to an extensive background check, including FBI, statewide repository, and sex offender registry checks.

### **Salary & Benefits:**

- Salary commensurate with experience.
- AI Justice offers a comprehensive benefits package, including excellent health, vision, and dental coverage; 15 paid days of vacation leave; 13 paid holidays; 10 paid sick days; and 3% employer contribution to 403(b) retirement plan after 1 year of employment.

### **How to Apply:**

AI Justice is an EOE/AA employer and we strongly encourage applications from people of color, immigrants, women, members of the LGBTQIA+ community, people with disabilities, and other historically underrepresented groups. We value strength in diversity and inclusion within our office and are actively working towards providing an inclusive, equitable, and welcoming environment free from discrimination for all.

Please submit cover letter, resume, and 3 references to [info@aijustice.org](mailto:info@aijustice.org), with subject line "FDP Program Director"

Interviews: Top candidates will be invited to interview and submit references.

APPLICATION DEADLINE: OPEN UNTIL FILLED

**IMMIGRATION ATTORNEY  
DOMESTIC VIOLENCE, URBAN JUSTICE PROJECT  
NEW YORK, NEW YORK**

The Urban Justice Center's Domestic Violence Project is seeking an immigration attorney with 0-2 years' experience to work within a legal-psychosocial framework with survivors of intimate partner violence to provide legal representation and advocacy on immigration matters including U and T visas, SIJS, adjustment of status, VAWA Self-Petitions, Battered Spouse Waivers, naturalization, and removal defense. The ideal candidate will be community-oriented with a proven ability to work with teammates and clients of diverse backgrounds.

**Job Summary & Qualifications:**

- Admission to US State or DC bar mandatory.
- Fluency in Spanish or another community language required.
- Knowledge and understanding of domestic violence and trauma.
- Deep experience working with individuals of diverse backgrounds and lifestyles.
- Comfortable with public speaking and highly motivated to cultivate new linkages.
- Strong organizational and administrative skills.
- Aptitude for intense and thorough negotiation and advocacy.
- Ability to respond sensitively to clients' urgent needs.
- Exceptional interpersonal, speaking, and writing skills and the ability to apply these skills in diverse situations.
- Demonstrated ability to be flexible and work as a team member.
- Demonstrated ability to work independently.
- Interest and proclivity in working within a multi-disciplinary framework.
- Able to travel between boroughs.
- Able to work evenings if necessary

**Responsibilities:**

The immigration staff attorney, who reports to the supervising immigration attorney, is responsible for the following:

- Zealously representing non-citizen survivors in their immigration matters
- Outreach, education, and know-your-rights through New York City
- Building and fostering collaborative relationships with other CBOs
- Training and oversight of interns and volunteers
- Mentorship of pro bono attorneys on immigration matters and relief
- Maintaining statistics and funding requirements as needed

**Benefits/Compensation:**

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

**How to Apply:**

Please submit a cover letter, resume, writing sample and references via email to Joy Ziegeweid, Esq., Supervising Immigration Attorney at [jziegeweid@urbanjustice.org](mailto:jziegeweid@urbanjustice.org). Please write "IMMIGRATION ATTORNEY" in the subject heading. Please do not contact us via telephone or fax. People of color, LGBTQ individuals, and individuals with disabilities are encouraged to apply. The Urban Justice Center is an equal opportunity employer.

**Project Description:**

Our mission at the Domestic Violence Project (DVP) is to help victims of domestic violence and their children live free of violence and abuse. We consider domestic violence in any type of relationship, regardless of gender or sexual identity, to be a human rights violation.

Be heard. Be free.

**CARE PROGRAM MANAGING ATTORNEY  
IMMIGRATION PROJECT  
CHAMPAIGN, ILLINOIS**

The Immigration Project (serving Central and Southern Illinois) is accepting applications for the position of Managing Attorney to work within our new CARE Program.

The Immigration Project is a small, dynamic, immigration legal aid organization located in Normal, Illinois with a satellite office in Champaign, Illinois. The agency is the largest non-profit immigration legal services agency located in downstate Illinois with immigration attorneys on staff. Serving clients in 86 counties outside of the Chicago/Cook County area, The Immigration Project has an impact on communities across central and southern Illinois and believes in securing access to justice alongside our immigrant neighbors. More information on the organization can be found at <http://www.immigrationproject.org>.

The CARE (Children's Access to Removal Expertise) Program is new to The Immigration Project and provides legal services to a detention center for unaccompanied children opened in April 2021. It is funded through a partnership with the Vera Institute of Justice. Although The Immigration Project does not support the detention of children, it is our priority to ensure that every child in detention receives high quality legal representation to assist them in their immigration journey. This new CARE Program will meet with every child within the detention center to provide Know Your Rights presentations, give legal consultations, represent children in immigration court, and file for immigration relief for the children (and their families) when deemed necessary. Staff will also be responsible for accepting cases for full immigration legal representation to children who are released within our services area, which may include defensive and affirmative filings.

**Duties:**

- Must be an inspiring and inclusive leader of the CARE Team which currently includes two staff attorneys, a paralegal, and a portion of the time of a data entry specialist. Staff program size may vary in the future
- Work collaboratively with and mentor administrative staff, volunteers, Community Navigators, and both college and legal interns.

- Establish and maintain productive relationships with the Vera Institute of Justice, the detention center facility, Office of Refugee Resettlement staff, Immigration and Customs Enforcement, other legal service providers, and court staff in immigration and family courts.
- Maintain reporting and case management systems as required by internal policies and grant requirements.
- Directly represent children while they remain in the detention center as well as those released within our geographic zone; this may include regular visits to the Chicago Immigration Court.
- Maintain a caseload of affirmative and defensive cases of the children and their families under the supervision and mentorship of the Legal Director and/or Executive Director.
- Prepare immigration applications, attend USCIS interviews, make appearances before the EOIR, research applicable law, compose memoranda, write client affidavits, and draft motions and briefs as needed.
- Assist unrepresented children with requests for release on recognizance and/or custody redeterminations.
- Represent The Immigration Project in meetings, press related events, regional/state associations, and other public forums as needed.
- Participate in grassroots organizing and advocacy efforts based on expressed community needs under the direction of the Legal Director or Executive Director.
- Participate in program development and strategic planning.
- In accordance with the ethical standards required of the legal profession and the Code of Professional Responsibility, preserve client confidentiality, account for client monies and avoid conflicts of interest.
- Other job duties may be assigned.

### **Qualifications:**

#### **Required:**

- License to practice law with membership in good standing to any state bar
- 3-5 years immigration law experience with at least 2 years' experience working with unaccompanied minors in removal proceedings
- Passion for working in partnership with clients to achieve justice for underserved communities
- Demonstrated ability to serve clients in a professional, welcoming, and efficient manner
- Fluency in Spanish is strictly required - Please indicate in a resume or cover letter the level of Spanish fluency and years of Spanish language experience.
- Ability and willingness to travel throughout Illinois regularly
- An intended minimum two-year commitment to the position
- Strong organizational ability; attention to detail and accuracy, and demonstrated ability to learn technical and legal information
- Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a cooperative, friendly, and helpful attitude with clients and co-workers
- Ability to take and pass various background checks to meet grant requirements ○ Sufficient computer and internet skills

#### **Strongly preferred:**

- Membership in good standing in the IL state bar and/or willingness to sit for the IL bar exam or seek reciprocity in Illinois within 6 months of starting employment.
- Previous experience working with indigenous communities, survivors of domestic violence, and/or low-income Individuals
- Previous experience supervising attorneys, volunteers and/or administrative staff

Salary: \$57,500. Generous benefits package including flex time, vacation, personal, and sick days, full medical insurance and contributions to Health Savings Account, optional participation in dental and vision insurance. Retirement benefits available after two years.

### **Application Instructions:**

Please email a letter of interest, resume, and references to: Legal Director Danielle DeWinter, Esq. [ddewinter@immigrationproject.org](mailto:ddewinter@immigrationproject.org). Application Deadline: Rolling basis until position filled The Immigration Project is an equal opportunity employer.

### **STAFF ATTORNEY IMMIGRATION PROJECT NORMAL, ILLINOIS**

The Immigration Project (serving Central and Southern Illinois) is accepting applications for the position of Staff Attorney.

### **Immigration and Refugee Agency Information:**

The Immigration Project is a small, dynamic, immigration legal aid organization located in Normal, Illinois with a satellite office in Champaign, Illinois. The agency is the largest non-profit immigration legal services agency located in downstate Illinois with immigration attorneys on staff. Serving clients in 86 counties outside of the Chicago/Cook County area, The Immigration Project has an impact on communities across central and southern Illinois and believes in securing access to justice alongside our immigrant neighbors. More information on the organization can be found at <http://www.immigrationproject.org>.

### **Duties:**

- Maintain a diverse client caseload of family-based immigration, VAWA/U Visa, SIJS, complex naturalization, asylum, and removal defense cases under the supervision and mentorship of the Legal Director and/or Executive Director.
- Prepare immigration applications, attend USCIS interviews, make appearances before the EOIR, research applicable law, compose memoranda, write client affidavits, and draft motions and briefs as needed.
- Counsel immigrants and their families regarding immigration legal remedies virtually or by traveling to regional clinic locations and workshops throughout downstate Illinois.
- Connect clients with social services resources and opportunities presented by other Immigration Project programs as appropriate.
- Represent The Immigration Project in meetings, press related events, regional/state associations, and other public forums as needed.
- Participate in grassroots organizing and advocacy efforts based on expressed community needs under the direction of the Executive Director.
- Present to the public on citizenship, Know Your Rights, recent executive orders, and other immigration matters. Work collaboratively with and mentor administrative staff, volunteers, Community Navigators, and both college and legal interns.
- Maintain reporting and case management systems as required by internal policies.
- In accordance with the ethical standards required of the legal profession and the Code of Professional Responsibility, preserve client confidentiality, account for client monies and avoid conflicts of interest.
- Other job duties may be assigned.



## **Qualifications:**

### **Required:**

- License to practice law with membership in good standing to any state bar - Individuals planning on taking the bar exam within 6 months will also be considered.
- Passion for working in partnership with clients to achieve justice for underserved communities
- Demonstrated ability to serve clients in a professional, welcoming, and efficient manner
- Ability and willingness to travel throughout Illinois regularly
- An intended minimum two-year commitment to the position
- Strong organizational ability; attention to detail and accuracy, and demonstrated ability to learn technical and legal information
- Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a cooperative, friendly, and helpful attitude with clients and co-workers
- Sufficient computer and internet skills

### **Strongly preferred:**

- Membership in good standing in the IL state bar
- Some immigration law experience, though entry level candidates will be considered and provided appropriate training and mentorship
- Previous experience working with immigrant communities, indigenous communities, survivors of domestic violence, low-income individuals, and/or individuals facing removal
- Fluency in Spanish or French - Please indicate in a resume or cover letter the level of Spanish/French fluency and years of Spanish/French language experience.
- Previous experience supervising volunteers and/or administrative staff

### **Salary:**

Dependent upon experience. Generous benefits package including flex time, some remote work, vacation, personal, and sick days, full medical insurance and contributions to Health Savings Account, optional participation in dental and vision insurance. Retirement benefits available after two years.

### **Application Instructions:**

Please email a letter of interest, resume, and references to: Executive Director Charlotte Alvarez, Esq. [calvarez@immigrationproject.org](mailto:calvarez@immigrationproject.org). Application Deadline: Rolling basis until position filled. The Immigration Project is an equal opportunity organization.

**UNIVERSAL REPRESENTATION STAFF ATTORNEY,  
ROCKY MOUNTAIN IMMIGRANT ADVOCACY NETWORK  
WESTMINSTER, COLORADO**

The Rocky Mountain Immigrant Advocacy Network (RMIAN) is a nonprofit organization that provides free immigration legal services to individuals in immigration detention and to children and their families throughout Colorado. RMIAN's Detention Program provides legal and social service support to individuals held at the privately-owned civil immigration detention facility located in Aurora, Colorado. RMIAN's Children's Program provides free legal representation to immigrant children and their families who have been victims of abuse, neglect, abandonment, trafficking and violence through in-house representation and referral to our network of volunteer attorneys. While housed within RMIAN's Detention Program, this position will accept referrals from RMIAN's Children's Program in order to serve Denver residents subjected to immigration removal proceedings.

RMIAN has an immediate opening for a full-time Universal Representation Staff Attorney to represent clients detained at the [Aurora Contract Detention Facility](#), as well as non-detained children and families before the Denver Immigration Court. This attorney will join RMIAN's team of attorneys, social workers, and paralegals devoted to supporting people ensnared in the immigration system who, without this program, would otherwise face the immigration court without legal counsel.

The Universal Representation Staff Attorney will provide direct representation to individuals in immigration proceedings in Colorado. The majority of this attorney's caseload will involve Denver residents detained at the Aurora detention center, through funding provided by the [Denver Immigrant Legal Services Fund](#). However, this attorney also will represent non-detained individuals in immigration proceedings as well. In 2017, Denver Mayor Michael B. Hancock signed an executive order allocating funding to support noncitizens detained by ICE at the Aurora facility who are residents of the City and County of Denver whose incomes are 200% or less of the federal poverty guidelines. The program is part of a national movement called the [SAFE Initiative](#) (Safety & Fairness for Everyone), which is an innovative collaboration between governments, advocates, and legal service providers working in unison to create a public defender system for immigrants facing deportation. This position is meant for a dedicated advocate – someone who has expertise in immigration law, particularly removal defense (preferably in a detained setting), and who wishes to engage in broader policy and advocacy efforts to expand universal representation across the State of Colorado. This work is particularly exciting given Colorado just became one of the first states in the nation to create a state-wide immigrant legal defense fund.

### **Ideal Candidate:**

- Is an attorney who has a solid base of substantive legal knowledge of immigration law with a focus on removal defense and a strong commitment to immigrant justice – this person knows
- how to run an immigration removal case in a detained setting, enjoys creative lawyering, can explain the complicated process in an easily digestible manner to clients and community members and is passionate about RMIAN's work and mission.
- Understands how to prioritize tasks with little guidance. The ideal candidate is organized, efficient, and has a keen eye for detail. This person enjoys handling multiple cases running in parallel and is able to triage in order to meet time-sensitive deadlines.
- Has excellent legal research and writing skills.
- Is team-oriented and works in collaboration with RMIAN staff members with a focus on advancing universal representation throughout Colorado.
- Is skilled at building rapport with clients and their support networks. Demonstrated cultural competency is essential for serving RMIAN's diverse client population.
- Easily forms trusting relationships with RMIAN staff members. Has the ability to comfortably and appropriately maintain and navigate relationships with governmental agencies, nonprofit providers, community partners and other stakeholders. The ideal candidate acts with courtesy, patience and poise, is confident speaking to groups, and is excited to share RMIAN's mission with others.

### **Responsibilities:**

#### **Direct Representation (90%)**

- Maintain a robust caseload in support of detained clients seeking relief from removal and/or release from immigration detention (including representation before the Immigration Court, Board of Immigration Appeals, U.S. Citizenship and Immigration Services (USCIS), and other federal agencies)
- Create and implement systems to enhance efficiency of legal services specific to RMIAN's universal representation program

## Outreach, Community Education, and Development Efforts (10%)

- Participate in RMIAN's outreach, community education, and development efforts
- Engage in broader advocacy efforts, working with RMIAN staff and partners to highlight the positive impact of universal representation on our communities
- Foster strong relationships with clients willing to engage in campaigns to promote public awareness of RMIAN's work and its impact on people who seek lasting protection from deportation in the United States
- Possible supervision of attorneys and/or law student interns
- Required skills and experience:
  - Admission to any state bar
  - Experience representing clients in immigration proceedings, ideally before the Executive Office for Immigration Review and in detained settings
  - Professional-level English & Spanish fluency – both oral and written
  - Deep dedication to immigration legal services, universal representation, and commitment to working with vulnerable populations, in particular individuals in detention and children/families

### **Location:**

This position is based out of RMIAN's office located in Westminster, Colorado but requires frequent travel to the Aurora Contract Detention Facility in Aurora, Colorado. Clients are represented before the Aurora Immigration Court, Denver Immigration Court, USCIS office located in Centennial, and possibly before state courts in the Denver metro-region.

RMIAN's operations are primarily remote during the COVID-19 pandemic, but subject to change.

### **Compensation:**

This is a full-time, salaried, exempt position. Salary is commensurate with experience; for less experienced attorneys, the salary range is \$50,000–\$56,000, and for attorneys with experience, the range is between \$56,000–\$62,000. Salary includes a generous benefits package, including excellent health insurance (100% covered by RMIAN), life insurance, professional liability insurance, short-term disability insurance, eligibility to participate in RMIAN's Simple IRA retirement plan (RMIAN matches 3%), and flexible spending plan. RMIAN provides professional development opportunities and paid vacation time and sick leave. RMIAN also provides a sabbatical policy after five years of employment.

### **How to Apply:**

If this profile calls to you, please send a tailored, authentic cover letter that explains (1) why this mission excites you; and (2) why this particular role is a great fit for you – along with your resume, writing sample, and list of references - to [hr@rmian.org](mailto:hr@rmian.org).

Applicants are encouraged to apply as early as possible. Interviews will be conducted on a rolling basis until the position is filled.

RMIAN is an equal opportunity employer and recognizes the importance of diversity in the workplace. We encourage applications from people of color, immigrants, women, members of the LGBTQ community, and other underrepresented and marginalized groups. RMIAN does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, or veteran status. We are committed to providing an inclusive and welcoming environment free from discrimination. Visit us at [www.rmian.org](http://www.rmian.org)

**SENIOR LITIGATION ATTORNEY  
NATIONAL IMMIGRANT JUSTICE CENTER  
CHICAGO, ILLINOIS**

NIJC seeks an attorney with litigation experience, including federal litigation, for a full-time federal-court litigation position. We invite applications from attorneys who have a demonstrated commitment to immigrant and civil rights, and who would be interested in, and capable of, contributing to innovative litigation and policy advocacy in the federal courts, both at the district court and in the courts of appeal. Litigation tasks include legal research, drafting of pleadings and briefs, discovery, motion practice, and trials and appeals in both state and federal courts. The litigation attorney will work to develop and implement advocacy strategies in identified areas. The litigation attorney may also be called upon to provide immigration-court level representation for clients in litigation matters (e.g. representing a named-plaintiff in a district court action in his related immigration case). The litigator will collaborate with the NIJC direct service, policy and communications teams. The litigator will work with *pro bono* attorneys.

**Duties and Responsibilities:**

- Identify litigation issues and collaborate with NIJC's communication, policy, and litigation teams
- Develop legal strategies
- Provide legal representation and/or lead or participate in litigation efforts through all phases of litigation, including motions practice, discovery, trial, brief writing, and oral argument (as appropriate)
- Conduct legal research and draft pleadings and briefs
- Collaborate with community-based organizations to identify cases/plaintiffs
- Work with *pro bono* partners
- Communicate via the media regarding legal advocacy and policy efforts
- Identify trends and emerging issues

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Juris Doctorate Degree required; at least two years practicing law is required, four years is preferred. Preferred experience is in immigration and/or human rights law.
- Candidates with at least two years of litigation experience preferred.
- Spanish fluency strongly preferred. However, speakers of other languages are encouraged to apply.
- Self-motivated and committed to civil liberties advocacy
- Excellent writing and analytical skills
- Ability to work cooperatively on a variety of projects with lawyers, other staff members, and diverse community organizations and coalitions
- Ability to communicate effectively in legal and non-legal settings with a wide range of individuals and organizations.
- Ability to represent individuals in complex cases and to formulate and implement sophisticated legal strategies

**How to Apply:**

Begin your online application [here](#).

**IMMIGRANTS' RIGHTS MANAGING ATTORNEY  
CENTRO LEGAL DE LA RAZA  
OAKLAND, CALIFORNIA**

**Position Summary:**

Centro Legal's immigration practice encompasses full-scope direct representation before the Executive Office for Immigration Review (EOIR), including the Immigration Courts and the Board of Immigration Appeals (BIA); in affirmative applications filed with US Citizenship and Immigration Services (USCIS); in federal district court (e.g., in habeas corpus actions); and before the federal courts of appeals. Centro Legal has served as both class counsel and organizational plaintiffs in impact litigation mounting constitutional, statutory and administrative law challenges to immigration policies.

Centro Legal's Abolishing Immigration Detention ("AID") team, which sits within the Immigrants' Rights Project, primarily specializes in detained removal defense, the intersection of immigration and criminal law, and immigration detention issues. We work to dismantle racist and inequitable policies at the intersection of the criminal and immigration legal systems through high-quality direct legal services, community empowerment and know-your-rights education, litigation, and state, local and national advocacy. We believe that working to uplift the demands of the highly marginalized and criminalized people in detention—including Black migrants, people with disabilities, and queer and transgender individuals—holds the key to our collective liberation. Finally, we are committed to building a diverse team that reflects the values and experiences of the communities we serve. We strive to create an inclusive and supportive work environment that rejects the same harmful dynamics of power oppression we fight in the immigration system. We operate using collective decision making and collaborate heavily with one another in both our casework and advocacy efforts.

**Primary Responsibilities:**

Centro Legal is seeking an attorney with significant experience in detained removal defense to lead the AID team. Primary duties will include:

- Facilitate team discussions to periodically revisit programmatic goals to ensure all representation, litigation, advocacy, and community empowerment efforts connect to broader goal of abolishing immigration detention;
- Assist with identifying new funding opportunities and develop relationships with current funders; Work with management and development teams to educate funders about the impact of our detention-related work; Advocate for funding that supports the on-the-grounds needs of people in detention and allows us to respond in real time to changes in immigration law and policy;
- Help hold team accountable to principles of collective decision-making, community and movement lawyering;
- Directly represent individuals—primarily detained—in bond, removal, credible fear review, and reasonable fear review proceedings before the San Francisco, N. Los Angeles, and Van Nuys Immigration Courts (and other Immigration Courts as necessary); Litigate appeals before the BIA, Petitions for Review before the Ninth Circuit Court of Appeals, and habeas corpus proceedings in federal district court.
- Supervise, mentor, and support the ongoing professional development for attorneys and non-attorney advocates;
- Conduct telephonic (and, as the COVID-19 pandemic permits, in-person) intakes with detained individuals, principally at the Mesa Verde ICE Processing Facility, the Golden State Annex, and Yuba County Jail, and possibly other detention centers; Working with the team, propose and assess cases for possible representation.
- Develop and deliver virtual (and, as the COVID-19 pandemic permits, in-person) Know-Your-Rights presentations to detained and non-detained community members; Participate in remote (and, as the

COVID-19 pandemic permits, on-site) legal clinics offering legal consultations for non-detained community members.

- In collaboration with local, regional, and national partners, work with team to develop strategy for public advocacy and media campaigns to advance clients' interests and national, state and local policy changes that advance our abolitionist vision.
- Together with team, identify, vet and propose potential federal litigation opportunities; assist in impact litigation efforts in federal courts as necessary.
- Assist in determining appropriate case stories for use in reports, advocacy materials, and public education; provide 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. Qualifications include:

- J.D; admitted and in good standing with a State bar;
- Working proficiency in Spanish;
- Minimum of 5 years of experience in removal defense, including 3 on behalf of detained individuals and/or individuals with criminal convictions;
- Strong leadership skills and experience managing other attorneys and staff;
- Excellent writing, research, analytical, and verbal communication skills;
- A demonstrated commitment to civil liberties, immigrant justice, and public interest law;
- Demonstrated ability to work cooperatively on projects with other lawyers, advocates, and diverse community organizations;
- Demonstrated commitment to diversity within the office, 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. We would also prefer:
- Experience with circuit court appeals and federal habeas litigation;
- Experience working with individuals suffering from mental illness; and/or
- Experience with post-conviction relief.

### **Compensation:**

Salary is competitive and commensurate with experience. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

### **Applications:**

To apply, please submit via email to [jobs@centrolegal.org](mailto:jobs@centrolegal.org), with the subject line of "Immigrants' Rights Managing Attorney - AID": 1) a cover letter that sets forth the reasons you want to work at Centro Legal and believe you are a good fit for the position, 2) resume, and 3) a list of three professional references. We will review applications until the position is filled.

POSITION OPEN UNTIL FILLED

### **About Centro Legal de la Raza:**

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (“Centro Legal”) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant and low-income communities of color through multilingual representation, education, and advocacy. We envision a world where all people enjoy dignity, respect and the freedom to move; where the most marginalized voices lead movements for change; where migration builds bridges; where communities remain together; where all families and youth find safety; and where racist carceral systems are abolished. We ground our work in principles of anti-racism, community and movement lawyering, and intersectionality. For more information, visit our website: <https://centrolegal.org/>.

### **Diversity Statement:**

Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization’s success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDS status, or any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.

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We hope to see you soon!

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