



## WASHINGTON COUNCIL OF LAWYERS PUBLIC INTEREST JOB CLEARINGHOUSE

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**APRIL 2015**

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## **LEGAL POSITIONS**

### **VISITING PROFESSOR AMERICAN UNIVERSITY WASHINGTON COLLEGE OF LAW**

American University, Washington College of Law is seeking applications for a Visiting Professor for Academic Year 2015-2016 in the International Human Rights Law Clinic. American University's in-house, "live-client" Clinical Program is respected for its leadership in scholarship, development of clinical methodology, contributions to increasing access to justice for under-served clients and breadth of offerings.

The Visiting Professor will supervise casework, co-teach the weekly seminar and case rounds, and engage in course planning and preparation. The Visiting Professor will also teach a course outside of the clinical curriculum.

Minimum qualifications include a JD degree, outstanding academic record, three years' experience as a lawyer and membership in a state bar. American University is an EEO\AA employer committed to a diverse faculty, staff and student body.

Applications that include a curriculum vitae and cover letter should be submitted online at <http://apply.interfolio.com/28919>.

Please contact Sarah Warren, Faculty Coordinator, at <mailto:swarren@wcl.american.edu> (202-274-4002) if you have any general questions regarding the application process and Professor Robert Dinerstein, Associate Dean for Experiential Education, <mailto:rdiners@wcl.american.edu> for any other questions about the position.

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

**PRACTITIONER-IN-RESIDENCE  
AMERICAN UNIVERSITY  
WASHINGTON COLLEGE OF LAW**

American University, Washington College of Law is seeking applications for Practitioners-in-Residence for academic year 2015-16 in the following in-house clinics: Disability Rights Law Clinic, Domestic Violence Clinic, and International Human Rights Law Clinic. American University's in-house, "live-client" Clinical Program, comprising ten (10) in-house clinics and serving approximately 240 students per year, is respected for its leadership in scholarship, development of clinical methodology, contributions to increasing access to justice for under-served clients and breadth of offerings.

The Practitioner-in-Residence Program, created in 1998, is a program designed to train lawyers or entry-level clinicians interested in becoming clinical teachers in the practice and theory of clinical legal education. Many graduates of the Practitioners-in-Residence program (over 20) have gone on to tenure-track teaching positions at other law schools. Practitioners supervise student casework, co-teach weekly clinic seminars and case rounds, and engage in course planning and preparation with the clinic's tenured faculty. They also teach a course outside of the clinical curriculum. The Practitioner-in-Residence Program provides full-year training in clinical theory and methodology and a writing workshop designed to assist Practitioners in the development of their clinical and doctrinal scholarship.

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

Applications that include a curriculum vitae and cover letter should be submitted online via the following links:

For the Disability Rights Clinic: <<http://apply.interfolio.com/28893>>

For the Domestic Violence Clinic: <<http://apply.interfolio.com/28914>>

For the International Human Rights Clinic: <<http://apply.interfolio.com/28913>>

Please contact Sarah Warren, Faculty Coordinator, at <<mailto:swarren@wcl.american.edu>> (202-274-4002) if you have any general questions regarding the application process and Professor Robert Dinerstein, Associate Dean for Experiential Education, <<mailto:rdiners@wcl.american.edu>> for any other questions about the position.

American University is an equal opportunity.

**ADVOCACY ATTORNEY**  
**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**

The Catholic Legal Immigration Network, Inc. (CLINIC), a nonprofit legal services and advocacy organization, has an immediate opening within its Advocacy Section for an experienced attorney to support advocacy efforts relating to implementing the President's Executive Orders for Administrative Relief.

The attorney will represent CLINIC's network as the Administration makes changes to immigration law and policy. The attorney will (1) engage with the federal agencies involved, including United States Citizenship and Immigration Services, Immigration and Customs Enforcement, and the Executive Office for Immigration Review; (2) represent CLINIC in national coalitions to advocate for policies and procedures that are fair, simple, effective, generous, and accessible; (3) engage with CLINIC affiliates and other partners; and (4) conduct other targeted projects that further CLINIC's administrative advocacy priorities. The attorney will also conduct research and develop tools such as talking points, op-eds, articles, and other materials that relate to states' and localities' responses to Executive Action as needed.

The position is based in Washington, D.C. and requires knowledge of immigration law, commitment to immigrants' rights and Catholic social teaching, and excellent oral and written communication skills. Three years experience working in immigration law and two years of prior advocacy experience preferred. This is a temporary full-time position within CLINIC, duration one year.

**Salary and Benefits:** Salary is commensurate with experience. Benefits include health, dental, vision, and life insurance, retirement plan, and generous leave benefits. CLINIC is an Equal Opportunity Employer; women, minorities, immigrants are encouraged to apply.

**Application:** Applicants should submit a resume, cover letter, and salary requirements. Submit materials to: CLINIC, Attn: Fanette Jones, by e-mail to [clinchr@cliniclegal.org](mailto:clinchr@cliniclegal.org), with "Advocacy Attorney" in the subject line. No phone calls please. Visit our webpage at: [www.cliniclegal.org](http://www.cliniclegal.org) to review other job openings. Only candidates selected for interview will be contacted directly.

**DIRECTOR, CIVIL LEGAL AID INITIATIVE**  
**NATIONAL LEGAL AID & DEFENDER ASSOCIATION**

The National Legal Aid & Defender Association (NLADA), founded in 1911, America's oldest and largest nonprofit association devoted to excellence in the delivery of legal services to those who cannot afford counsel, seeks a Director for its new Civil Legal Aid Initiative. This position reports to NLADA's Vice President for Civil Legal Services and is responsible for leading grant-funded work associated with the Initiative. The Director will be engaged in a wide range of activities, including but not limited to: gathering data to ascertain and measure the impact of legal services provided through federal (and other) programs; developing core curriculum and delivery plan for a total of six regional meetings aimed at improving the civil legal aid community's capacity to secure federal grants; researching new areas of potential federal funding and creating a sophisticated strategy to improve the capacity of civil legal aid programs to gain access to those funds; pursuing strategies to facilitate the active involvement of community partners in the regional trainings and in the full process of federal grantmaking with legal aid programs; developing baselines and methodologies to track the success of the initiative in terms of grants made, sub-grants received, and proposals submitted; creating and nurturing relationships; and helping the civil legal aid sector develop a culture of assessment and outcome measurement.

Qualified candidates will possess a Law Degree. A minimum of five to ten years of experience in civil legal aid, federal funding and/or grants management is preferred. A minimum of five to ten years

experience managing projects and supervising staff is preferred. The position requires excellent skills in written and oral communication, and research skills using both web-based and published materials. Must have the ability to think strategically, with a proven ability to translate strategies into program activities and trainings; ability to work independently and in teams is required. Candidates must have a strong commitment to the mission and goals of NLADA and a thorough understanding of its work.

NLADA has a collegial, highly collaborative, professional office environment where employees take pride in effectively leveraging resources and fully engaging to deliver excellent results. We value service, creativity, and thought-leadership. We are conveniently located near D.C.'s Metrorail (Red, Blue, and Orange lines).

To apply for this position send a resume, cover letter and writing sample to [hr@nlada.org](mailto:hr@nlada.org) with the subject line "NLADA JOBS: Civil Legal Aid Initiative Director."

NLADA is an equal opportunity employer. Position open until filled.

**ASSOCIATE**  
**MEHRI & SKALET, PLLC**

The law firm of Mehri & Skalet, PLLC (M&S) seeks an attorney with three to five years of experience for an associate position. M&S represents plaintiffs – primarily employees, consumers, and non-profits – in complex matters under federal and state law. The firm brings impact litigation challenging a variety of corporate and governmental abuses in the areas of civil rights, employment discrimination, wage and hour, employee benefits, fair housing, insurance, the Affordable Care Act, the False Claims Act, and consumer protection. The firm also provides counseling to several organizational clients to help them advance equal opportunity with innovative solutions.

M&S is dedicated to using the legal system to serve the public interest. Our mission is to bring individual and class cases that make a difference to our clients, to achieve significant results, and to develop systemic reforms that improve the workplace and the marketplace. Please see our website at [www.findjustice.com](http://www.findjustice.com) for more information about our work.

The associate will work on all aspects of our practice, including the investigation of new cases, client relations, discovery, motions, negotiations, litigation strategy, and court hearings. Among other cases, the associate will work on arbitrations on behalf of employees and unions against the federal government involving statutory wage and hour claims as well as other claims brought pursuant to a collective bargaining agreement. The position involves a significant amount of travel throughout the United States. The level of responsibility assigned to the associate will depend upon her/his experience and skills.

The ideal candidate can excel in a fast-paced environment, working both independently and collaboratively. The position requires strong research and writing skills, the ability to communicate effectively with clients, a creative approach to litigation, a commitment to social justice, and an interest in representing plaintiffs. Relevant prior work experience includes litigation, clerkship and public interest positions. Candidates must be licensed to practice law in the District of Columbia or eligible to become licensed.

An applicant must submit: (1) a cover letter highlighting her/his commitment to public interest law and/or plaintiff-side litigation; (2) a resume; (3) a list of three references; (4) a law school transcript; and (5) a relevant legal writing sample.

Please submit all materials to:

Mehri & Skalet, PLLC  
c/o Patricia Koff at [pkoff@findjustice.com](mailto:pkoff@findjustice.com)  
1250 Connecticut Ave. NW, Suite 300  
Washington, DC 20036

**BILINGUAL IMMIGRATION ATTORNEY  
LEGAL SERVICES AT THE MULTICULTURAL CENTER  
NORTHERN VIRGINIA FAMILY SERVICE**

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

The Immigration Attorney represents low-income, culturally-diverse clients in humanitarian and family-based immigration cases. Incumbent is expected to work compassionately, efficiently, and ethically as a member of the Legal Services team based in NVFS' Falls Church, VA office.

**Job responsibilities include:**

- Conduct initial phone intake and legal consultation to determine eligibility for program services
- Prepare and submit immigration applications for the following:
  - Asylum, withholding of removal, Convention Against Torture claims
  - VAWA petitions, removal of condition waivers, and cancellation of removal
  - U visas
  - T visas
  - Special Immigrant Juvenile Status
  - Naturalization
  - Adjustment of status
  - Family petitions
  - Consular processing
  - Temporary Protected Status/Deferred Enforced Departure
  - DACA/DAPA
  - Waivers of inadmissibility
  - Additional benefits such as employment authorization documents, travel documents, renewal of permanent resident cards, Certificates of Citizenship, FOIAs , etc.
  - Other types of immigration cases as necessary
- Represent clients before U.S. Citizenship and Immigration Services, the Executive Office for Immigration Review, and the Board of Immigration Appeals; includes attending immigration interviews, asylum interviews, immigration court hearings, and Infopass appointments
- Ensure client fees are assessed and collected per retainer agreements
- Make internal and external referrals to other services within the Agency and community, and work with other NVFS staff to provide collaborative services to clients
- Ensure delivery of legal services is effective, efficient, and in compliance with all external regulatory standards and professional code of ethics
- Assist in the development of grants or contract proposals and reporting

- Conduct outreach, lead trainings and participate in networking activities to promote services and to learn about available resources; collaborate with other agencies to complement services
- Maintain bar membership through continuing education

**Education and experience required:**

- JD required; must be a member of good standing of the **Virginia Bar**
- At least two (2) years of experience practicing immigration law; experience with asylum, SIJS, and domestic violence-related applications preferred.
- **Fluency in English and Spanish required**
- Experience working with survivors of trauma preferred
- Proficiency in Microsoft Office Suite
- Flexibility for some evening and community based work required
- Own transportation; ability to travel within Northern Virginia and Maryland
- Successful completion of background checks required upon hire

Northern Virginia Family Service is a private, non-profit human service organization with a \$33 million annual budget, 350 employees, 1,500 + volunteers, and offices located throughout northern Virginia. Serving nearly 36,000 children and families, our programs encompass eight core service areas: safe and stable housing, access to affordable health care, emergency services, workforce development, legal services, anti-hunger and early childhood and youth development. Northern Virginia Family Service is an Equal Opportunity Employer.

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

**This is a full-time, benefited position.**

Please send letter of intent and resume to [careers@nvfs.org](mailto:careers@nvfs.org).

**STAFF ATTORNEY  
U.S. COMMITTEE FOR REFUGEES AND IMMIGRANTS**

U.S. Committee for Refugees and Immigrants (USCRI), a nongovernmental, not-for-profit national organization dedicated to addressing the needs and rights of refugees and immigrants, is seeking a full-time Staff Attorney assigned to the agency's headquarters in Arlington, VA. The successful candidate must be committed to immigration and human rights issues and be committed to conducting advocacy, education, and other outreach activities.

**Duties and Responsibilities:** The Staff Attorney will be assigned to the USCRI Legal Services Program and participate in the following activities:

- Build capacity and train attorneys within the agency's pro bono network dedicated to direct representation of unaccompanied minors in removal proceedings and survivors of human trafficking;
- Provide technical assistance to attorneys and Board of Immigration Appeals accredited representatives within the USCRI Partner Agency network;
- Collaborate with USCRI Staff Attorneys assigned to the agency's field offices in Raleigh, NC, and Albany, NY;

- Under the direction of the USCRI Legal Services Program's Managing Attorney, coordinate a webinar series on various legal topics;
- Organize Continuing Legal Education conferences under the direction of the USCRI Legal Services Program's Managing Attorney,
- Serve as subject matter expert in topics ranging from asylum and Special Immigrant Juvenile Status to family-based immigration, removal defense, and immigrant victims of crime;
- Assist the Director and Managing Attorney of the Legal Services Program in the creation and monitoring of division budgets;
- Support the Associate Director and Managing Attorney of the Legal Services Program in the training of the legal services staffs within the USCRI Partner Agency Network;
- Assist in advocacy efforts with various governmental agencies, including the Executive Office for Immigration Review, U.S. Health and Human Services, and U.S. Citizenship and Immigration Services;
- Support activities of the agency's Central American office in San Salvador, El Salvador;
- Draft narratives for inclusion in grant funding proposals;
- Manage and update content of the USCRI Legal Services Program's web page;
- Maintain bar membership through continuing education; and
- Other responsibilities as assigned by the Associate Director, Legal Services Program.

**Requirements:**

- JD required;
- Must have valid license to practice law within the United States;
- At least two (2) years of experience practicing immigration law;
- Experience in removal defense and work with unaccompanied minors is preferred;
- Bilingual (Spanish and English) strongly preferred;
- Management and budget creation/monitoring experience preferred;
- Flexibility for some evening and community based work required; and
- Must have a demonstrated commitment to social and economic justice. Prior experience in a public interest setting is highly desirable.

**Physical Demands:**

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

**Salary:** Commensurate with experience

**Application Instructions:** Please submit via email a resume that includes salary history with a cover letter describing your interest and qualifications to **Human Resources** at [humanresources@uscrdc.org](mailto:humanresources@uscrdc.org) with your name and the position in the subject line. Qualified applicants will be contacted for an employment interview. References will be required at time of interview.

No telephone calls please.

U.S. Committee for Refugees and Immigrants is an equal opportunity employer.

**STAFF ATTORNEY**  
**AMERICAN IMMIGRATION COUNCIL**

**We are** - The American Immigration Council is a non-profit organization established to increase public understanding of immigration law and policy, advocate for the just and fair administration of our immigration laws, protect the legal rights of noncitizens and educate the public about the enduring contributions of America's immigrants.

The Council's legal team engages in impact litigation and appears as *amicus curiae* before administrative tribunals and federal courts to ensure that immigration law is interpreted and implemented in a manner that is sensible and humane. The legal team has established itself as a leader in litigation, information-sharing and collaboration among immigration litigators across the country. The legal team is also one of the leading providers of legal resources for immigration advocates, including in-depth practice advisories, trainings and litigation strategy meetings.

**Your role:** The staff attorney will work with the Legal Director, fellow attorneys, the Council's policy team and our legal assistant to:

- Pursue legal strategies and related advocacy efforts, as well as affirmative impact litigation to end family detention;
- Coordinate legal work nationally on family detention and other immigration law issues;
- Write and submit amicus briefs to federal courts and agencies;
- Provide practice materials and litigation resources to immigration practitioners;
- Help educate and mentor immigration practitioners;

**Your background:** Commitment to the Council's mission, and experience in immigration law is required. In order to perform successfully in this role incumbent must possess a JD and admission to a state bar; at least three (3) years immigration law practice, ideally including experience in removal defense and federal court litigation; strong interest in detention issues; demonstrated commitment to public interest work; working knowledge and proficiency in MSOffice Suite (specifically MSWord, MS Excel, MS Outlook, and PowerPoint); working knowledge of Internet research tools; and excellent legal research and writing skills.

**Our workplace:** We offer a dynamic, challenging, rewarding and collaborative work environment. We offer a competitive total compensation package (salary and benefits) - commensurate with experience.

**To apply:** We invite qualified applicants to submit **cover letter, resume and salary requirement** to: HR-AIC-LAC, [hr@immcouncil.org](mailto:hr@immcouncil.org), 202.783.7853, fax. Cover letter should include a summary of how your background, knowledge, skill and ability relate to the responsibilities and requirements of the position.

**NOTE:** Cover letter and resume will be used as writing samples! Cover letters without desired salary may not be considered.

**STAFF ATTORNEYS**  
**THE LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA**

The Legal Aid Society of the District of Columbia seeks two Staff Attorneys to work in the Housing Law Unit and to staff a new Housing Right to Counsel Pilot Project. Legal Aid was formed in 1932 to "provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by

which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is comprised of individual representation in housing, family law, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation.

**Tasks and Duties:** The Housing Right to Counsel Pilot Project seeks to reduce eviction of low-income tenants in the District of Columbia by significantly expanding their access to legal services. Using eviction cases against tenants in subsidized housing as a pilot group, the Project will combine intensive outreach, a continuum of limited through full-service representation, and a partnership collaboration between Legal Aid (and other legal services providers) and pro bono attorneys to provide income-eligible tenants who are part of the pilot group with access to counsel.

The Staff Attorneys will be integrated into Legal Aid’s Housing Law Unit, which is currently staffed by three supervising attorneys, six staff attorneys, a fellow, three “loaned associates” from law firms, and a legal assistant. They would be expected to handle a caseload of housing cases, perform intakes, work with and eventually mentor pro bono attorneys, and engage in policy advocacy and systemic reform efforts, as appropriate. They would also be expected to play a role in helping to launch the Project.

**Qualifications:** The ideal candidate will have the following:

- Experience in legal services, preferably with a background in housing law;
- Strong litigation, organizational, communication, and leadership skills;
- Interest in being a part of a new project;
- The ability to work collaboratively with other staff, pro bono attorneys, and Project partners;
- A demonstrated commitment to social and economic justice; and
- Bilingual skills strongly preferred but not required.

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

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

**To Apply:** Legal Aid encourages all interested persons regardless of race, ethnicity, sex, gender, sexual orientation, religion or disability to apply. Interested persons are encouraged to apply immediately and should email a letter of interest and resume to: [housingattorneysearch@legalaiddc.org](mailto:housingattorneysearch@legalaiddc.org). Applications will be reviewed as they are submitted. Position remains open until filled.

**LEGISLATIVE ASSISTANT/LEGISLATIVE COUNSEL**  
**OFFICE OF AT-LARGE D.C. COUNCILMEMBER ELISSA SILVERMAN**

The Office of At-Large D.C. Councilmember Elissa Silverman seeks a highly qualified Legislative Assistant or Legislative Counsel to join our fast-paced office and assist us in pursuing a progressive public policy agenda on behalf of all District residents.

We are particularly seeking candidates with knowledge and experience working on affordable housing issues, including familiarity with local and federal affordable housing programs and affordable housing production. D.C.-specific experience is a plus.

The Legislative Assistant/Counsel will provide legislative, research, and administrative support to Councilmember Silverman. This support may include monitoring, researching, and reviewing proposed

legislation, drafting legislation, preparing for oversight hearings, analyzing budget materials and relevant academic research, and writing memoranda documenting findings and recommendations. The Legislative Assistant/Counsel will also provide research support for complex constituent issues in consultation with the constituent services staff, respond to inquiries from the public, and prepare and organize informational materials, written remarks, talking points, briefing memoranda, reports and fact sheets. The Legislative Assistant/Counsel may also attend community meetings and engage stakeholders on policy issues and assist in the facilitation of meetings and planning sessions.

**Qualifications:** Applicants should have strong research and writing skills and a demonstrated interest in policy and public service. A law or other advanced degree, substantial housing policy expertise, and experience with legislative advocacy in D.C. are strong pluses.

**Application Procedure:** Please apply by sending a cover letter and resume to [silvermanjobapplications@gmail.com](mailto:silvermanjobapplications@gmail.com). Interviews will be conducted on a rolling basis. The position is open until filled.

**ATTORNEY  
PROFESSIONAL RESPONSIBILITY ADVISORY OFFICE  
U.S. DEPARTMENT OF JUSTICE**

**About the Office:** The United States Department of Justice is seeking an experienced attorney to work in the Professional Responsibility Advisory Office (PRAO), located in Washington, D.C. PRAO is responsible for providing advice and training to Department attorneys on how to perform their duties in compliance with the applicable rules of professional conduct. PRAO serves as a liaison with state and federal bar associations and coordinates with litigating components to defend Department attorneys in any disciplinary or other proceeding where their professional conduct is being challenged.

**Job Description:** The incumbent of this position will:

- respond to requests for advice, assistance or information from Department of Justice attorneys, including Assistant United States Attorneys, on issues relating to the rules of professional conduct;
- conduct research and draft legal memoranda concerning the application of the rules of professional conduct to the practice of law by Department of Justice lawyers;
- prepare training materials and conduct training nationwide both in person and on the Justice Television Network;
- develop, coordinate and execute special projects or studies as assigned.

**Qualifications:** Applicant must have a J.D. degree, be an active member of the bar (any U.S. jurisdiction), and have at least 1 year post-J.D. legal or other relevant experience.

**Preferred Qualification:** At least five years of legal experience and/or experience litigating civil or criminal cases on behalf of the United States. Working knowledge of the professional responsibility rules.

**Salary:** Salary and grade level determinations are made based on the number of years of qualifying experience and current salary level. The salary range for this position is \$107,325 - \$158,700 (GS-14/GS-15).

**Travel:** Limited travel to conduct training may be required.

**Application Process:** To apply, please submit a resume, cover letter and writing sample (a brief or comparable analytic legal exposition that is your work product) to:

Maria Henry  
1425 New York Avenue, NW, Suite 12000  
Washington, DC 20530

No telephone calls please. This vacancy will remain open until filled but not later than April 10, 2015.

**POLICY DEPUTY CHIEF  
CRIMINAL DIVISION  
U.S. DEPARTMENT OF JUSTICE  
15-CRM-FRD-019**

**About the Office:** The Fraud Section is a litigating unit that investigates and prosecutes complex, multi-district and international white-collar criminal cases throughout the country and implements and coordinates the Department's fraud enforcement policy. Fraud Section cases focus on corporate, securities and investment fraud, foreign bribery (Foreign Corrupt Practices Act), health care fraud, financial institution and insurance fraud, mortgage fraud, procurement and government program fraud (including fraud related to economic stimulus and recovery programs), mass marketing fraud and other complex criminal schemes.

**Job Description:** The Criminal Division, U.S. Department of Justice, is seeking a qualified, experienced trial/policy attorney for a permanent position in the Fraud Section located in Washington, DC.

The incumbent will serve as the Policy Deputy Chief, supervising the Section policy initiatives and attorneys, and assisting the Chief, Principal Deputy, Senior and Unit Deputies with national and international law enforcement efforts to combat white-collar crime. The Policy Deputy Chief will report to a Senior Deputy Chief, receiving guidance and direction to plan and accomplish the policy and training work of the Section.

As a Policy Deputy Chief, the incumbent:

- Oversees the work of the Unit's policy attorneys and others responsible for policy aspects of the mission relating to combating violations of Health Care Fraud, the Foreign Corrupt Policies Act or Securities and Financial Fraud. Disaster fraud, financial institution fraud, identity theft, mass marketing fraud, securities and commodities fraud and attendant working groups for all of these topics are the incumbent's responsibility.
- Assists and supports the Principal Deputy Chief and Unit Deputy Chief in the day-to-day operations of the Section as needed, including but not limited to providing input on budget allocation, hiring, personnel disciplinary actions, and a wide variety of Department reporting responsibilities.
- In collaboration with Section managers, helps develop and maintain the Section's trial training effort to ensure ongoing individual and team development from a trial perspective, identifying and correcting deficiencies, and making recommendations on how to improve the Section's practice, working with Unit Deputies to execute that plan.
- Coordinates with Deputy Chiefs for the Fraud Section on cross-cutting programs, cases, policy and legislative development, and training initiatives, including recognizing opportunities for greater efficiency through combined efforts.

- Assists in various Section initiatives to prosecute HCF, FCPA or SFF, which includes investigations and prosecutions in partnership with U.S. Attorney's Offices, and coordinate with U.S. Attorneys' Offices, federal law enforcement agencies and foreign law enforcement officials in the development and management of international and multi-district prosecution or policy initiatives.
- Fosters effective national and global investigation and prosecution of HCF, FCPA or SFF, including developing litigation priorities, policy and legislative recommendations, and international efforts.

### **Qualifications:**

**Required Qualifications:** All applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and have at least seven (7) years of post J.D. legal experience. Applicants must be an active member of the bar in good standing.

Applicants must also have one year of specialized experience at a minimum of GS-14 grade level. Examples of specialized experience include: (a) working as a lead attorney on felony level cases or specialized criminal litigation (i.e. white collar, computer crime, racketeering); (b) supervising the work of attorneys or paralegals; or (c) leading the development of a policy initiative.

**Preferred Qualifications:** Qualifications will be further evaluated based upon the following:

- Experience as a criminal prosecutor.
- Knowledge of white collar criminal litigation.
- Experience in supporting, litigating, and supervising federal or state criminal cases.
- Experience drafting policy, conducting policy workshops, advising on policy related issues.
- Experience conducting investigations of organizations and entities, including corporations.

**Salary:** Compensation will be at the General Schedule (GS)-15 level, \$126,245.00 -- 158,700.00 per annum, which includes locality pay.

**Travel:** Domestic and international travel may be required.

**Application Process:** Applications will be reviewed on a rolling basis. A list of eligible candidates will be referred to the hiring managers every 14 days during the open period of the announcement. The announcement may be closed at any time once all selections are made. If you are interested in applying, it is recommended that you do so early.

The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

1. If you do not already have an account, please create a USAJobs account before applying [Create an Account](#). You will be able to upload your resume and supporting documents and complete your profile prior to applying.
2. Once you have an account, apply to the USAjobs vacancy: <https://www.usajobs.gov/GetJob/ViewDetails/395523000J>

**Application Deadline:** Friday, April 3, 2015

Equal Employment Opportunity.

**SECTION CHIEF  
SPECIAL LITIGATION SECTION  
U.S. DEPARTMENT OF JUSTICE  
15-SES-CRD-004**

The U.S. Department of Justice is the principal federal agency charged with enforcing federally protected civil and constitutional rights. The Civil Rights Division (CRT or Division) is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in education, employment, housing, police services, public accommodations and facilities, voting, and federally funded and conducted programs. The laws that the Division enforces also prohibit conduct by law enforcement agencies, as well as conditions of public residential institutions, such as health care and correctional facilities, that violate the constitution.

The Division is seeking a Section Chief to lead the Special Litigation Section in its work to protect civil rights in the following areas: 1) the rights of people who interact with state or local police or sheriffs' departments; 2) the rights of people in state or local institutions, including: jails, prisons, juvenile detention facilities, and health care facilities for persons with disabilities; 3) the rights of individuals with disabilities to receive services in their communities, rather than in institutions; 4) the rights of youth involved in the juvenile justice system; 5) the rights of people to have safe access to reproductive health care clinics; and 6) the rights of people to practice their religion while confined to state and local institutions. The Section can also act on behalf of people at risk of harm in these areas.

**Travel Required:**

- 50% or Greater
- This position requires significant travel.

**Relocation Authorized:** No

**Key Requirements:**

- You must submit your application by April 6, 2015 11:59 p.m., Eastern Time Zone.
- You must be a United States citizen.
- You must meet all of the minimum qualifications for the position.
- New SES appointees must successfully complete a 1-year probationary period.
- Resume & supporting documents must be submitted (See "Required Documents").
- You must possess a law degree and be an active member of a state bar.
- This position is not eligible for the Compressed Work Schedule (e.g., 5-4/9)

**Duties:** As Section Chief, responsibilities include:

- Managing directly and through subordinate supervisors, a staff of approximately 70 lawyers, non-lawyer professionals and support staff.
- Managing the development of the Section's enforcement strategy and implementation plan. Initiating, directing, and reviewing investigations that arise from complaints regarding violations

of the applicable federal statutes (42 U.S.C. §§ 1997, 14141, 12132, 3789d, 2000b, 2000cc and 18 U.S.C. § 248(c)).

- Overseeing the preparation, review, and editing of legal memoranda, complaints, other pleadings, discovery requests and responses, motions, briefs, proposed consent decrees and other legal documents. Overseeing all aspects of pretrial discovery and motion practices to ensure the development of testimonial and documentary evidence for trial. Personally handling the most sensitive and difficult cases. Intervening in significant cases brought by private litigants.
- Reviewing and evaluating the work of experts, consultants and court-imposed monitors.
- Meeting, coordinating, and fostering good working relationships with the United States Attorneys' Offices, other DOJ components, and other partner agencies.
- Consulting and advising the Assistant Attorney General for the Civil Rights Division and the Deputy Assistant Attorneys General. Coordinating with the Division's other litigation Section Chiefs and Deputy Chiefs as appropriate.
- Resolving cases through settlement agreements, consent decrees, or litigation.
- Speaking at meetings and conferences to educate other governmental agencies, industry, and/or the public about the work of the Section. Meeting and conducting outreach to community organizations and other interested parties.

### **Qualifications Required:**

The Office of Personnel Management (OPM) is required by law to review the executive qualifications of each new career appointee to the Senior Executive Service (SES) prior to appointment. **To be considered for this position, you must submit a written statement addressing the five (5) Executive Core Qualifications (ECQs) listed below at section 3. Failure to address both the mandatory technical/professional qualifications and the ECQs as set forth below will adversely affect your chances for selection.** Current members of the career SES, former career SES members with reinstatement eligibility, and OPM/QRB certified candidates need not address the ECQs.

**You must submit a separate narrative statement that addresses each of the Technical Qualifications (TQs) and Mandatory Technical Qualifications (MTQs) related to this position; limit your responses to no more than one page for each TQ/MTQ. Unless you are a current Senior Executive Service (SES) career appointee, a former SES member having reinstatement eligibility, or an OPM-certified graduate of an approved SES Candidate Development Program, you must also submit a separate narrative statement (10-page limit) addressing each of the Executive Core Qualifications (ECQs) related to all positions in the SES.** You must address how you have demonstrated progressively responsible leadership experience that is indicative of senior executive level managerial capability and directly related to the skills and abilities outlined in this job announcement. Qualified candidates typically gain experience of this nature at or above the GS-15 grade level in the Federal service or its equivalent with state or local government, the private sector, or nongovernmental organizations. For examples and guidance on writing effective ECQ narrative statements, you are strongly encouraged to review the Office of Personnel Management (OPM) Guide to Senior Executive Service Qualifications. **You must use the Challenge-Context- Action- Result (CCAR) model when describing your accomplishments.**

#### **(1) Technical Qualifications:**

- Ability to manage a complex organization and tackle challenging organizational issues.
- Ability to manage a diverse workforce that includes lawyers, non-lawyer professionals, and support staff.
- Ability to establish and implement an organizational vision, develop a strategic plan and implement strategic change, develop and advance policy initiatives, and build coalitions and

identify opportunities for collaboration, both within the organization and outside the organization, to enforce the applicable statutory provisions effectively.

- Ability to communicate effectively on complex legal and technical issues, both orally and in writing, including the ability to advocate successfully with diverse stakeholders, external partners and individuals or groups having differing and often conflicting interests, on matters related to the successful execution of a large-scale organization's mission, programs and projects.
- Demonstrated experience supervising, developing, or resolving issues through effective oral and written communication.
- Ability to consult and provide advice on complex legal and technical issues.
- Demonstrated experience in developing or litigating cases and negotiating settlements.

## **(2) Mandatory Technical Qualifications:**

- Must have significant experience working with two or more of the applicable statutory provisions (42 U.S.C §§ 1983, 1997, 14141, 12132, 3789d, 2000b, 2000cc and 18 U.S.C. § 248(c)).
- Must be a graduate of a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

## **(3) Executive Core Qualifications:**

- **Leading Change:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. Leadership Competencies for ECQ-1: creativity and innovation, external awareness, flexibility, resilience, strategic thinking, vision.
- **Leading People:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Leadership Competencies for ECQ-2: conflict management, leveraging diversity, developing others, team building.
- **Results Driven:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Leadership Competencies for ECQ-3: accountability, customer service, decisiveness, entrepreneurship, problem solving, technical credibility.
- **Business Acumen:** This core qualification involves the ability to manage human, financial, and information resources strategically. Leadership Competencies for ECQ-4: financial management, human capital management, technology management.
- **Building Coalitions:** This core qualification involves the ability to build coalitions internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. Leadership Competencies for ECQ-5: partnering, political savvy, influencing/negotiating.

The following fundamental competencies underlie the five ECQs, which should be incorporated into your responses to the ECQs and not as separate statements:

- **Interpersonal Skills:** Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.

- **Oral Communication:** Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
- **Integrity/Honesty:** Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
- **Written Communication:** Writes in a clear, concise, organized, and convincing manner for the intended audience.
- **Continual Learning:** Assesses and recognizes own strengths and weaknesses; pursues self-development.
- **Public Service Motivation:** Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

**Specialized Education and Licensing:** You must be a graduate of a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

**Required Documents:** Your application package must include your:

- resumé
- narrative statement addressing each of the TQs and MTQs (limit to one page per TQ/MTQ)
- narrative statement addressing each of the ECQs (10-page limit) (if required)
- current performance appraisal (if none exists, a statement to that effect)

In addition, current career SES members and former SES members who have reinstatement eligibility to the career SES should submit a Standard Form 50 showing career SES status; OPM-certified SES Candidate Development Program graduates should submit a copy of their Qualifications Review Board (QRB) certificate.

**How to Apply:** To apply for this position, you must provide a complete Application Package, which includes:

- Your résumé
- A complete Occupational Questionnaire
- Additional Required Documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 p.m. (Eastern Time Zone) on Monday, April 06, 2015.

To begin the process, create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

**Note:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **Application Status**, and click on the **more information** link under the application status for this position.

To fax supporting documents you are unable to upload, complete [this cover page](#) using the following Vacancy ID 1336419. Fax your documents to **1-478-757-3144**.

If you cannot apply online:

- Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#)
- Print this [1203FX form](#) to provide your response to the occupational questionnaire, and
- Fax the completed 1203FX form along with any supporting documents to **1-478-757-3144**. Your 1203FX will serve as a cover page for your fax transmission.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

**ATTORNEYS  
APPELLATE STAFF  
U.S. DEPARTMENT OF JUSTICE**

**About the Office:** The Civil Division, with more than 1,000 Attorneys and 14 litigating components, represents the United States, its departments and agencies, Members of Congress, Cabinet and other Federal employees.

The Appellate Staff is seeking experienced attorneys to represent the United States in a broad range of civil appellate litigation. More than one position may be filled from this announcement. Information about the Appellate Staff can be found at [http://www.justice.gov/civil/appellate/appellate\\_home.html](http://www.justice.gov/civil/appellate/appellate_home.html).

**Job Description:** The Appellate Staff of the Civil Division is seeking attorneys. Appellate represents the United States, its agencies, and its officers in civil cases in the federal courts of appeals. The Appellate Staff's portfolio includes many of the most difficult and controversial cases in which the Federal Government is involved. Typical cases include defending against constitutional challenges to Acts of Congress, Executive decisions, and national security programs; administrative challenges to agency programs, rules and adjudications; tort and commercial claims against the United States; employment discrimination claims against the government; and claims against federal officers in their individual capacities for the alleged violation of a person's constitutional rights. In addition, the Appellate Staff represents the United States in certain types of affirmative litigation, such as consumer protection cases and False Claims Act suits to recover money fraudulently obtained from the U.S. treasury. The staff handles appeals involving all of the subject-matter areas litigated by the Civil Division, including appeals arising out of the civil cases handled by the United States Attorneys nationwide. The Appellate Staff also works with the Solicitor General to prepare Supreme Court filings.

**Qualifications:** Applicants must be a graduate from a full course of study in a School of Law accredited by the American Bar Association and be a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), have at least two years of post J.D. experience to qualify at the GS-13 level; have at least three years of post J.D. experience to qualify at the GS-14 level; and four years of post J.D. experience to qualify at the GS-15 level. You must also be a U.S. citizen.

Applicants should have a demonstrated interest in appellate work, excellent writing skills, and an exceptional academic record. Federal judicial clerkship experience is highly desirable.

**Salary:** \$90,823.00 to \$158,700.00/Per Year

**Travel:** Occasional travel is required for short periods to present oral arguments.

**Application Process:** You must submit your application so that it will be RECEIVED by the closing date of the announcement, April 14, 2015, 11:59 pm (EST).

Applications must be Emailed to [CivilAppellate.Vacancies@usdoj.gov](mailto:CivilAppellate.Vacancies@usdoj.gov)

Please use Announcement '#TA-Appellate-2015-01' as your SUBJECT LINE.

**Application Deadline:** Tuesday, April 14, 2015

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

**ATTORNEY  
OFFICE OF SPECIAL COUNSEL FOR IMMIGRATION-  
REGLATED UNFAIR EMPLOYMENT  
CIVIL RIGHTS SECTION  
U.S. DEPARTMENT OF JUSTICE  
15-ATT-005**

**About the Office:** The [Civil Rights Division](#) (Division) of the Department of Justice, created by the enactment of the Civil Rights Act of 1957, works to uphold the civil and constitutional rights of all Americans, particularly some of the most vulnerable members of our society. The Division is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in education, employment, housing, police service, public accommodations and facilities, voting, and federally funded and conducted programs. The Division also has jurisdiction to enforce constitutional prohibitions on certain conduct by law enforcement agencies and public residential institutions, such as health care and correctional facilities.

The [Office of Special Counsel for Immigration-Related Unfair Employment Practices](#) (Section or OSC) enforces the anti-discrimination provision (§ 274B) of the Immigration and Nationality Act (INA), 8 U.S.C. § 1324b. This federal law prohibits: 1) citizenship status discrimination in hiring, firing, or recruiting; 2) national origin discrimination in hiring, firing, or recruiting; 3) document abuse (unfair documentary practices during the employment eligibility verification, or Form I-9, process); and 4) retaliation or intimidation.

Division offices are near metro transportation systems or other public transportation, and are conveniently accessible to restaurants, museums and other D.C. area attractions. Most jobs in the Division offer alternative work schedules and other family friendly opportunities are available. Most employees who commute by public transportation are provided transit subsidy benefits. Additional positions may be filled from this vacancy announcement.

**Job Description:** The incumbent of this position will be part of the OSC's management team and will report directly to the Deputy Special Counsel. The incumbent will be responsible for the following duties:

- supervise investigations, litigation, and negotiations, including helping staff strategize over cases;
- analyze legal issues and make enforcement-related recommendations, or guide others in making such recommendations;
- handle some of the Office's most difficult and complex cases, if necessary;

- help to develop the Office's policy on immigration-related employment issues and interact with officials within the Department and at other agencies regarding such issues; (5) draft and deliver outreach presentations;
- create and provide enforcement-related training;
- provide guidance and leadership to attorneys, equal opportunity specialists, paralegals, and support staff;
- assist the Deputy Special Counsel, in conjunction with other management team members, with budget reports, outreach strategies, case management systems, and other reports, as needed; (9) ensure that the staff knows, understands and complies with Department and Division priorities, objectives, and rules;
- participate in human capital decisions, including those regarding hiring, promotions, assignments, awards, and training;
- and handle special projects related to the mission of the Section as assigned by the Deputy Special Counsel.

### **Qualifications:**

**Required Qualifications:** Applicants must possess a J.D. degree from an American Bar Association accredited law school, be an active member of the bar in good standing (any jurisdiction), and have a minimum of eight (8) years of post-J.D. legal experience. Applicants should also possess strong organizational, writing, and oral communication skills; federal or administrative court litigation experience; demonstrated ability to work independently and cooperatively on investigation or litigation teams; demonstrated professional judgment; experience developing and conducting complicated investigations or cases involving violations of federal law; and experience supervising litigation teams.

**Preferred Qualifications:** The following qualifications are preferred but not required: Substantive expertise in employment discrimination law and/or immigration law; experience developing policies related to anti-discrimination or immigration issues; experience preparing and conducting training programs, particularly related to the enforcement of anti-discrimination or immigration laws; law review; and judicial clerkships.

**Salary:** GS - 15 \$126,245.00 to \$158,700.00.

**Travel:** Occasional Travel/Some travel may be required.

**Application Process:** The complete Application Package must be submitted by 11:59 p.m. (Eastern Time Zone) on Wednesday, April 08, 2015.

To apply for this position, you must provide a complete Application Package, which includes:

1. Cover Letter
2. Résumé
3. A complete Occupational Questionnaire
4. Writing sample of no more than ten pages (a brief or comparable analytic legal exposition that is your work product)
5. Veterans' Preference Documentation, if applicable
6. Sch A documentation, if applicable

To apply for this position, see page at <https://www.usajobs.gov/GetJob/PrintPreview/395437800>

**Relocation Expenses:** Relocation Expenses are not authorized.

**MANAGING ATTORNEY  
DISABILITY RIGHTS SECTION  
CIVIL RIGHTS DIVISION  
U.S. DEPARTMENT OF JUSTICE  
15-SES-CRD-003**

**About the Office:** The U.S. Department of Justice is the principal federal agency charged with enforcing federally protected civil and constitutional rights. The [Civil Rights Division](#) (CRT or Division) is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in education, employment, housing, police services, public accommodations and facilities, voting, and federally funded and conducted programs. The laws that the Division enforces also prohibit conduct by law enforcement agencies, as well as conditions of public residential institutions, such as health care and correctional facilities, that violate the constitution.

The Division is seeking a managing attorney to serve as the Principal Deputy Chief in the [Disability Rights Section](#) (DRS or Section). DRS enforces civil rights laws designed to protect persons with disabilities from illegal discrimination in employment, public services, and public accommodations and services operated by private entities. The Section conducts investigations, brings lawsuits, and monitors compliance with court orders and settlements. The Section also promulgates regulations to interpret and implement the requirements of the Americans with Disabilities Act (ADA) and develops sub-regulatory guidance explaining the requirements of the ADA. The Section provides technical assistance to the general public, to State and local governments, to private entities covered by Title III, and to persons with disabilities, and operates the ADA Information Line, the ADA Mediation Program, and the ADA website.

CRT offices are near the Metro transportation system or other public transportation, and are conveniently accessible to restaurants, museums and other Washington, D.C. area attractions. Most jobs in the Division offer alternative work schedules and other family friendly opportunities. Most employees who commute by public transportation are eligible for a transit subsidy benefit.

**Job Description:** As Principal Deputy Chief, the successful candidate will assist the Section Chief in planning and directing a nationwide program to enforce the federal civil rights laws prohibiting discrimination against people with disabilities, to promulgate regulations to interpret and implement the requirements of the ADA, and to provide technical assistance to the general public, to State and local governments, to private entities covered by Title III, and to people with disabilities.

**Responsibilities include:**

- Advising the Section Chief on personnel, overall management planning, litigative program development, budget, and other matters; and participating in the decisional process relating to these subjects. S/he supervises directly and through subordinate managers and supervisors, attorneys, investigators, and support personnel;
- Supervising various administrative tasks, including evaluating attorneys; Overseeing the preparation of, review, and editing of legal memoranda, complaints, other pleadings, discovery requests and responses, motions, briefs, proposed consent decrees and other legal and technical assistance documents. Overseeing all aspects of pretrial discovery and motion practices to ensure the development of testimonial and documentary evidence for trial. Personally handling the most sensitive and difficult cases;
- Meeting, coordinating, and fostering good working relationships with the United States Attorneys' Offices, other Department of Justice (DOJ or Department) components, federal regulatory agencies, and other partner agencies;

- Coordinating with counsel for private litigants in cases in which the Government intervenes; conferring with the United States Attorneys' Offices at all important stages of litigation; and meeting with the public (and their delegations), law enforcement entities, and others;
- Consulting with and advising DOJ officials at the highest echelon, reporting on the immediate status of civil rights matters that fall under the DRS Section's areas of responsibility;
- Consulting and advising the Assistant Attorney General for Civil Rights and the Deputy Assistant Attorneys General. Coordinating with the Division's other litigation Section Chiefs and Deputy Chiefs as appropriate; and
- Speaking at meetings and conferences to educate other governmental agencies, industry, and/or the public about the work of DRS. Meeting and conducting outreach to community organizations and other interested parties.

**Qualifications:** The Office of Personnel Management (OPM) is required by law to review the executive qualifications of each new career appointee to the Senior Executive Service (SES) prior to appointment. To be considered for this position, you must submit a written statement addressing the five (5) Executive Core Qualifications (ECQs) listed below at section (3). Failure to address both the mandatory technical/professional qualifications and the ECQs as set forth below will adversely affect your chances for selection. Current members of the career SES, former career SES members with reinstatement eligibility, and OPM/QRB certified candidates need not address the ECQs.

You must submit a separate narrative statement that addresses each of the Technical Qualifications (TQs) and Mandatory Technical Qualifications (MTQs) related to this position; limit your responses to no more than one page for each TQ/MTQ. Unless you are a current Senior Executive Service (SES) career appointee, a former SES member having reinstatement eligibility, or an OPM-certified graduate of an approved SES Candidate Development Program, you must also submit a separate narrative statement (10-page limit) addressing each of the Executive Core Qualifications (ECQs) related to all positions in the SES. You must address how you have demonstrated progressively responsible leadership experience that is indicative of senior executive level managerial capability and directly related to the skills and abilities outlined in this job announcement. Qualified candidates typically gain experience of this nature at or above the GS-15 grade level in the Federal service or its equivalent with state or local government, the private sector, or nongovernmental organizations. For examples and guidance on writing effective ECQ narrative statements, you are strongly encouraged to review the Office of Personnel Management (OPM) [Guide to Senior Executive Service Qualifications](#). You must use the Challenge- Context- Action-Result (CCAR) model when describing your accomplishments.

#### **(1) Technical Qualifications:**

- A proven ability to manage a complex organization and tackle challenging organizational issues.
- Ability to manage a diverse workforce that includes lawyers, non-lawyer professionals, and support staff.
- Ability to establish and implement an organizational vision, develop a strategic plan and implement strategic change, develop and advance policy initiatives, and build coalitions and identify opportunities for collaboration, both within the organization and outside the organization, to enforce the applicable statutory provisions effectively.
- Ability to communicate effectively on complex legal and technical issues, both orally and in writing, including the ability to advocate successfully with diverse stakeholders, external partners and individuals or groups having differing and often conflicting interests, on matters related to the successful execution of a large-scale organization's mission, programs and projects.
- Demonstrated experience supervising, developing, or resolving issues through effective oral and written communication.
- Ability to consult and provide advice on complex legal and technical issues.

- Demonstrated experience litigating cases and negotiating settlements.

**(2) Mandatory Technical Qualifications:**

- Must have extensive experience working with one or more of the applicable statutory provisions.
- Must be a graduate of a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

**(3) Executive Core Qualifications:**

- **Leading Change:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. **Leadership Competencies for ECQ-1:** creativity and innovation, external awareness, flexibility, resilience, strategic thinking, vision. **Leading People:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. **Leadership Competencies for ECQ-2:** conflict management, leveraging diversity, developing others, team building. **Results Driven:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. **Leadership Competencies for ECQ-3:** accountability, customer service, decisiveness, entrepreneurship, problem solving, technical credibility. **Business Acumen:** This core qualification involves the ability to manage human, financial, and information resources strategically. **Leadership Competencies for ECQ-4:** financial management, human capital management, technology management. **Building Coalitions:** This core qualification involves the ability to build coalitions internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. **Leadership Competencies for ECQ-5:** partnering, political savvy, influencing/negotiating.

The following fundamental competencies underlie the five ECQs, which should be incorporated into your responses to the ECQs and not as separate statements:

**Interpersonal Skills:** Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations. **Oral Communication:** Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed. **Integrity/Honesty:** Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics. **Written Communication:** Writes in a clear, concise, organized, and convincing manner for the intended audience. **Continual Learning:** Assesses and recognizes own strengths and weaknesses; pursues self-development. **Public Service Motivation:** Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

**Specialized Education and Licensing:** You must be a graduate of a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

**Salary:** \$121,956.00 to \$183,300.00 / Per Year

**Travel:** The position requires occasional travel.

**Application Process:** You must submit your application so that it will be received by 11:59 p.m. Eastern Time Zone on Thursday, April 9, 2015.

Please refer to this link: <https://www.usajobs.gov/GetJob/ViewDetails/395366800> and review the "How To Apply" section and vacancy announcement in its entirety to ensure proper application procedures are followed.

Questions about this position may be directed to Harry Vickers at 202-514-3934 or [Harry.Vickers@usdoj.gov](mailto:Harry.Vickers@usdoj.gov)

United States

**Relocation Expenses:** Relocation expenses are not authorized.

Equal Employment Opportunity.

**ATTORNEY  
DISABILITY RIGHTS SECTION  
CIVIL RIGHTS DIVISION  
U.S. DEPARTMENT OF JUSTICE  
15-ATT-008**

**About the Office:** The [Civil Rights Division](#) (Division) of the Department of Justice, created by the enactment of the Civil Rights Act of 1957, works to uphold the civil and constitutional rights of all Americans, particularly some of the most vulnerable members of our society. The Division is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in education, employment, housing, police service, public accommodations and facilities, voting, and federally funded and conducted programs. The Division also has jurisdiction to enforce constitutional prohibitions on certain conduct by law enforcement agencies and public residential institutions, such as health care and correctional facilities.

The [Disability Rights Section](#) (Section or DRS) works to achieve equal opportunity for people with disabilities in the United States by implementing the Americans with Disabilities Act (ADA). Through its multi-faceted approach toward achieving compliance with the ADA, this Section works to make this goal a reality. The Section's enforcement, certification, regulatory, coordination, and technical assistance activities, required by the ADA, combined with an innovative mediation program and a technical assistance program, provide a cost-effective and dynamic approach for carrying out the ADA's mandates. The Section also enforces the Genetic Information Nondiscrimination Act (GINA) and carries out responsibilities under Sections 504 and 508 of the Rehabilitation Act, the Small Business Regulatory Enforcement Fairness Act, and Executive Order 12250.

Division offices are near metro transportation systems or other public transportation, and are conveniently accessible to restaurants, museums and other D.C. area attractions. Most jobs in the Division offer alternative work schedules and other family friendly opportunities are available. Most employees who commute by public transportation are provided transit subsidy benefits.

**Job Description:** The incumbent selected for this position will participate as a member of a primarily non-litigating team in DRS with responsibility for the following:

- drafting, developing and publishing regulations that implement the disability nondiscrimination obligations of title II (State and local government programs and services) and title III (public accommodations) of the ADA, including assisting with the development of accessibility guidelines promulgated by the U.S. Architectural and Transportation Barriers Compliance Board (Access Board);
- providing legal and policy guidance to other federal officials within the Department and other federal agencies about the nondiscrimination requirements of the ADA and Section 504 of the Rehabilitation Act (Section 504);
- coordinating the other federal agencies' promulgation of regulations that implement Section 504; preparing biennial reports to the President and Congress on the status of the federal government's implementation of Section 508 of the Rehabilitation Act concerning accessible electronic and information technology;
- responding to requests from State and local governments to certify the equivalency of submitted accessibility codes to the ADA Standards for Accessible Design (ADA Standards) and providing technical assistance to private sector organizations that develop model accessibility codes and standards;
- assisting with the provision of technical assistance about the ADA to State and local governments, businesses and other public accommodations, and to members of the public; and
- providing disability rights training to other federal agencies.

#### **Qualifications:**

**Required Qualifications:** Applicants must possess a J.D. degree from an American Bar Association accredited law school, be an active member of the bar in good standing (any jurisdiction), and possess the minimum years of post-J.D. legal or other relevant experience commensurate to the grade level of eligibility, as shown below. Applicants must possess strong interpersonal, communication and legal writing skills, sound professional judgment, the ability to work independently and as an active participant on project-focused teams, and be able to excel and produce a sound work product in a highly demanding environment. Given the nature and volume of the work of DRS, applicants must be knowledgeable of titles II and III of the ADA, including the ADA implementing regulations, and Section 504 of the Rehabilitation Act. The applicant must also be knowledgeable of, and have experience applying, the Administrative Procedure Act in the context of the federal rulemaking process.

At least 1.5 years - GS-13 (\$90,823 to \$118,069 per annum)

At least 2.5 years - GS-14 (\$107,325 to \$139,523 per annum)

**Preferred Qualifications:** The following qualifications are preferred, but not required: (1) expertise drafting and developing federal regulations for notice-and-comment rulemaking; (2) experience analyzing and interpreting regulations that implement nondiscrimination obligations on the basis of disability and preparing technical assistance materials, policy documents and training programs about these obligations; and (3) knowledge of, and familiarity with, the ADA Accessible.

**Salary:** GS - 13/14 Promotion Potential: 15 \$90,823.00 to \$139,523.00.

**Travel:** Occasional Travel/Some travel may be required.

**Application Process:** The complete Application Package must be submitted by 11:59 p.m. (Eastern Time Zone) on Friday, April 10, 2015.

To apply for this position, you must provide a complete Application Package, which includes:

1. Cover Letter
2. Résumé
3. A complete Occupational Questionnaire
4. Writing sample of no more than ten pages (a brief or comparable analytic legal exposition that is your work product)
5. Veterans' Preference Documentation, if applicable
6. Sch A documentation, if applicable

To apply for this position, see page at <https://www.usajobs.gov/GetJob/ViewDetails/397624000>

**Relocation Expenses:** Relocation Expenses are not authorized.

Equal Employment Opportunity.

**DIRECTOR**  
**CENTER ON CHILDREN AND THE LAW**  
**AMERICAN BAR ASSOCIATION**

**Organization:** The American Bar Association Center on Children and the Law (Center) strives to advance access to justice for children and families, through advocating for law reform and supporting court and legal practice improvement. The Center, established in 1978, is a program of the American Bar Association. As part of the preeminent national association of nearly 400,000 lawyers, judges, legal educators, and law students, the ABA provides the Center a unique platform to accomplish this mission.

**Job Summary:** The ABA Center on Children and the Law seeks a Director. The position is responsible for the leadership and management of the Center. This includes leadership in identifying, establishing and implementing Center priorities, fund raising to sustain and grow the Center, supervising staff (14-18), conceptualizing and helping implement new projects, liaising with internal and external collaborators and entities, supporting ABA-wide initiatives and leadership, and speaking and writing on substantive legal matters involving children and the law. The Director is or will become a nationally recognized child law authority, representing both the Association and this specialized field of legal practice, and will possess a vision for, and demonstrated career commitment to, how the legal system interfaces with children and families.

**Responsibilities:**

- Support and strengthen fund raising initiatives, including for including grants, contracts, sponsorship and donations
- Represent the Center at meetings and conferences, and collaborate with other organizations in the child welfare field, both governmental and non-governmental
- Make substantive presentations at judicial and legal trainings and programs of allied professionals
- Work to ensure grant funded activities achieve their goals and objectives and within budget and programmatic guidelines and authorities
- Keep up to date on substantive law and policy developments related to children
- Assist in development of law-related policies and best practices, many for consideration by the ABA House of Delegates to become ABA supported policies
- Advocate, as appropriate, through training, writing, speaking, and providing technical assistance, for these policy reforms and best practices

- Undertake publishable legal writing, especially on emerging child law-related issues
- Integrate Center programs and activities within the larger ABA structure and networks
- Liaise with other ABA departments, both substantive and administrative such as Human Resources, Financial Services, and General Counsel as well as ABA sections, divisions, and committees/commissions
- Lead strategic planning and visioning for the Center's future

**Qualifications:**

- Possession of a JD degree from an accredited law school and admission to the bar in at least one jurisdiction
- At least ten (10) years' experience in the field of child law related matters, especially child welfare
- Experience in resource development and fund raising, program conception and supervision, project budgeting, personnel management, law and policy research and analysis, and legal training
- Strong communication, public speaking, and organizational skills, ability to exercise independent judgment, and ability to work well with a variety of constituencies
- Experience in a not-for-profit or volunteer member setting desirable

All applications must be submitted online. To apply for this position please [click here](#).

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.

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

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

Bread for the City's Legal Clinic seeks to ensure better access to justice for low-income individuals in our nation's capital. The Legal Clinic provides front-line civil legal services primarily in the areas of housing, family, and public benefits law.

**Position Description:** Bread for the City's Legal Clinic is seeking a full-time attorney with 0-3 years' experience for our Housing Law practice. Specifically, the attorney will work in our Housing Right to Counsel Pilot Project, a new joint initiative with two other local legal services providers. The project will focus on expanding access to representation to tenants in subsidized housing at risk of eviction. The attorney will work several days per week in a court-based office at the Landlord/Tenant Branch of D.C. Superior Court, providing representation to tenants referred for emergency matters and to tenants identified ahead of time through a targeted outreach effort. The attorney will also conduct advocacy, education and other outreach activities.

**Qualifications:**

- Member of the D.C. Bar or eligible to waive in (no 2015 law school graduates will be considered);
- Strong organizational, research, and oral and written communication skills; • Litigation experience;
- Ability to proceed effectively in court with little time for preparation;
- Adept at working collaboratively with other staff and interacting with a wide variety of people;
- Comfortable working in an open work environment, with no private offices for staff;
- Self-motivated;
- High degree of flexibility;
- Sense of humor;
- Demonstrated commitment to social and economic justice;
- Prior experience in a legal services or other public interest setting highly desirable;
- Some knowledge or experience in housing law a plus;
- Bilingual (Spanish/English) skills preferred but not required.

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

**To Apply:** Please email a cover letter that speaks to your interest and qualifications, as well as a resume, to: [work@breadforthecity.org](mailto:work@breadforthecity.org) with ***“Housing Attorney”*** in the subject line. No phone calls, please

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

### **SUPERVISING ATTORNEY (FULL-TIME AND PART-TIME) DC VOLUNTEER LAWYERS PROJECT**

The DC Volunteer Lawyers Project seeks attorneys to fill two grant-funded positions, one full-time and one part-time.

DCVLP is a 501(c)(3) organization whose mission is to create, support and utilize a network of volunteer lawyers to provide high-quality, pro bono legal services to low-income individuals in the District of Columbia who are domestic violence victims, at-risk children, or have other urgent family law needs. DCVLP attorneys represent domestic violence victims in civil protection order, divorce, custody and child support cases, and serve as Guardians *ad litem* for at-risk children in disputed custody cases. In addition, DCVLP operates a walk-in clinic for domestic violence survivors in Southwest, DC.

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

1. Oversee volunteer attorneys working in the domestic violence practice area, including some or all of the following:
  - a. Work with Case Manager to review referrals, select cases and assign volunteers.
  - b. Supervise volunteer attorneys and law fellows assigned to Civil Protection Order (CPO), Custody and/or Divorce, and domestic violence-related Immigration cases (U-Visas and VAWA Self-Petitions) from start of case to final disposition.

- c. Review all written attorney work product, including correspondence and court documents, prior to filing.
  - d. Supervise CPO, Custody, and/or Divorce hearings in court.
  - e. Report case outcomes; evaluate and report volunteer performance.
  - f. Supervise attorneys at walk-in domestic violence clinic.
- 2. Work with Domestic Violence Managing Attorney to design and implement training programs for volunteers preparing to take CPO cases, Divorce and Custody, and/or Immigration cases representing victims of domestic violence:
  - a. Deliver introductory trainings and recruit expert trainers in specific subject areas.
  - b. Assist Domestic Violence Managing Attorney in assessing training needs.
  - c. Assist in evaluation of each training session.
- 3. Represent DCVLP in meetings of local legal services providers and keep Management Team and volunteers apprised of relevant information arising from such meetings through memoranda, weekly updates, and other communications as needed.
- 4. Monitor changes to relevant judicial processes and legal precedent and ensure that changes are communicated to attorney volunteers.
- 5. Assist Management Team with recruitment of volunteer attorneys, including participation in meetings and conferences for this purpose.
- 6. Assist Management Team with special projects as necessary.
- 7. Other duties as assigned.

#### **Minimum Qualifications:**

- 1. A J.D. degree from an accredited law school.
- 2. Active DC Bar membership or ability to become an active DC Bar member prior to first day of employment.
- 3. Minimum 2-3 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.
- 4. Excellent verbal and written communication skills.
- 5. Excellent organizational skills, ability to manage multiple priorities at once, and ability to work independently.
- 6. Excellent 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.
- 7. Ability to meet deadlines and work well with minimal supervision.
- 8. Competence in MS Word, and online legal research tools and willingness to become competent using DCVLP's case management system and online pleadings library.
- 9. Ability to handle and maintain confidential and sensitive information in accordance with attorney-client privilege requirements and accepted standards for domestic violence service providers.

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.

**Salary** is commensurate with professional experience.

**To Apply:** Interested applicants should send a letter of intent and a resume, and should indicate if they are interested in a part-time or full-time position, to Virginia Kling at [jobs@dcvlp.org](mailto:jobs@dcvlp.org).

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.

**ATTORNEY  
OFFICE OF THE GENERAL COUNSEL/CIVIL LITIGATION II  
FEDERAL BUREAU OF INVESTIGATION**

**About the Office:** The Civil Litigation Units (CLU) act as legal counsel to the FBI and its employees in regard to a wide array of civil lawsuits, administrative claims, requests for testimony and/or documents, representation matters, and related areas. The CLU units coordinate the defense of civil actions filed against the FBI and its employees under the United States Constitution and a variety of statutes including the Administrative Procedures Act (APA), the Federal Tort Claims Act (FTCA), and the U.S. Patriot Act. The CLU units work closely on these cases with the Civil Division of the United States Department of Justice and U.S. Attorney's Offices around the country. The CLU units' primary responsibilities include assisting FBI employees in obtaining Department of Justice representation in personal-liability suits, representing FBI employees in depositions, preparing affidavits and declarations in support of motions, and providing the full range of assistance at administrative, trial and in post-trial proceedings. Finally, the units handle the FBI's response to civil subpoena matters and provide legal advice concerning a variety of civil litigation matters to include scope determinations and FBI potential liability for investigative operations.

The FBI must ensure our workforce is fully staffed to continue protecting our nation and combating crime. As a result, the FBI is committed to achieving FY 2014 hiring goals. Effective, May 5, 2014, FBI employees will be precluded from moving to another position within the Bureau by means of promotion, reassignment or change to lower grade unless the new position is career enhancing (Headquarters to Field Offices or Field Offices to Headquarters) or offers a greater promotional potential than the position in which they are currently serving.

Questions or requests for further information may be referred to Justin Schoolmaster, Chief of Staff, at (202) 324-6774.

**Job Description:**

**Major Duties - GS-15**

- The CLU II Unit Chief, in conjunction with the CLU I Unit Chief, manages and directs the defense of civil actions brought against the FBI and its employees, policy development as it relates to civil litigation to ensure consistency in the FBI's legal position and maintains oversight of administrative records relating to the CLU Units.
- The Unit Chief will be responsible for supervising attorneys and other professionals handling matters, including administrative tasking related to all aspects of civil litigation. The Unit Chief is responsible for completing the full range of personnel actions for these employees, including performance appraisals, recommendations for within-grade and quality step increases, promotions and reassignments. The Unit Chief takes corrective actions to resolve grievances and complaints, supports and promotes the FBI's and DOJ's equal opportunity program.

- The Unit Chief will manage the unit's resources, and will plan, organize, and direct the unit's activities. The Unit Chief as appropriate will interact with and provide support to the General Counsel, the Deputy General Counsel for the Litigation Branch, and other FBI and Department of Justice (DOJ) officials.
- Both CLU Unit Chiefs will represent, the Litigation Branch and OGC with respect to FBI and DOJ officials and representatives from other agencies.
- The Unit Chief will establish and maintain effective relationships with the FBI's partners and the IC community in the civil litigation arena, including DOJ, U.S. Attorneys' Offices, and other federal agencies with an interest in civil litigation issues that may impact the government, and specifically the FBI and/or FBI information.

### **Qualifications:**

**Education:** Applicant must possess a J.D. degree from an accredited law school (or have an LLM degree or other graduate law degree in addition to a J.D.).

### **Requirements**

**Positive Education Requirement:** This position has a specific education requirement; all applicants must verify completion of this basic education requirement by submitting a copy of college transcripts by the closing date of the vacancy announcement. Please see the "Required Documents" section of this announcement for additional information.

Please be advised candidates that are selected for this position, must be approved by the Department of Justice, before they can complete the FBI's background process.

Selectee(s) will be required to complete a Confidential Financial Disclosure Report, OGE-450, prior to entering on duty and annually thereafter.

**Required Leadership Training:** This position aligns to the front line manager career level. All new FBI supervisors are required to attend and complete the Leadership Development Program's front line school before the expiration of their probationary period. This five-day, instructor-led classroom course, located in the Washington, D.C. area, will teach FBI core competencies and will prepare new front line supervisors for the leadership challenges specific to their roles. Upon selection, candidates will be automatically enrolled in the course. Additional information regarding this training will be provided at the time of selection by a Leadership Development Program representative.

**Evaluations:** Your application will be evaluated and rated under the FBI's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses on the online assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. Your application will then be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified. Names of candidates in the best qualified category will be sent to the hiring official for employment consideration. Candidates within the best qualified category who are eligible for veteran preference will receive selection priority over non-veteran preference eligibles.

**All applicants will be rated on the following Competencies:**

- Leadership
- Governance and Legal Jurisprudence
- Research
- Oral/Written Communication
- Analysis
- Collaboration
- Problem-Solving Skills

High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

Additional details on the application process can be found at the "How To Apply" section of this announcement.

Please make sure your specialized experience/requirement(s) can be identified in your resume.

**Basic Requirement:** All Applicants must possess a law degree from a law school accredited by the American Bar Association, and be an active member of the bar (any US jurisdiction). Applicants applying for the GS 15 must also have 4 or more years of post J.D. legal experience.

Applicants must meet the qualification requirements by the closing date of this announcement.

**Salary:** GS-15: \$126,245.00- \$158,700.00

**Travel:** Not Required.

**Application Process:** Go to [WWW.USAJOBS.GOV](http://WWW.USAJOBS.GOV) or more information.

**Application Deadline:** Wednesday, April 1, 2015

**Relocation Expenses:** Not authorized.

Equal Employment Opportunity.

**ATTORNEY  
OFFICE OF THE GENERAL COUNSEL/FISCAL AND CONTRACT LAW UNIT  
FEDERAL BUREAU OF INVESTIGATION**

**About the Office:** Fiscal and Contract Law Unit: This Unit handles all aspects of the federal procurement process, including acquisition planning, award determinations, protests, contract administration, and claims resolution. It also provides comprehensive fiscal law advice, to include issues related to bona fide need requirements, augmentation, interagency financing arrangements, authorization concerns, and legislative drafting. The unit further advises on facilities/ real estate issues, including the acquisition of a New FBI Headquarters, and environmental concerns, as well as many other areas of federal regulatory practice. FCLU is seeking attorneys with experience in these areas; experience in the following forums would also be helpful: the Court of Federal Claims, the Government Accountability Office (GAO), the Civilian Board of Contract Appeals, or the Armed Services Board of Contract Appeals.

**Job Description:**

**Major Duties - GS-14:**

- Conduct legal research and prepare written analyses on relevant topics.
- Assist in the FBI's response to bid protests before the GAO.
- Advise clients verbally and in writing on legal issues relating to subject matter covered by unit.
- GS-15: In addition to the above duties:
- Briefs executive management on legal conclusions derived from comprehensive legal research.
- Serve as lead attorney in GAO protests by acting as counsel of record and leading development of strategy in bid protests.

The ideal candidate will possess three years of substantive experience in fiscal/appropriations law and/or procurement/government contracts law.

### **Qualifications:**

**Education:** Applicant must possess a J.D. degree from an accredited law school (or have an LLM degree or other graduate law degree in addition to a J.D.).

### **Requirements:**

**Positive Education Requirement:** This position has a specific education requirement; all applicants must verify completion of this basic education requirement by submitting a copy of college transcripts by the closing date of the vacancy announcement. Please see the "Required Documents" section of this announcement for additional information.

Extensive travel may be required to provide legal instruction at various conferences, case support, and for on-site team reviews of FBI Field Office forfeiture operations.

Please be advised candidates that are selected for this position, must be approved by the Department of Justice, before they can complete the FBI's background process.

**Evaluations:** Your application will be evaluated and rated under the FBI's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses on the online assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. Your application will then be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified. Names of candidates in the best qualified category will be sent to the hiring official for employment consideration. Candidates within the best qualified category who are eligible for veteran preference will receive selection priority over non-veteran preference eligibles.

### **All applicants will be rated on the following Competencies:**

- Leadership
- Governance and Legal Jurisprudence
- Research
- Oral/Written Communication
- Analysis
- Collaboration
- Problem-Solving Skills

High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

Additional details on the application process can be found at the "How To Apply" section of this announcement.

Questions or requests for further information may be referred Justin Schoolmaster, Chief of Staff, at (202) 324-6774.

Please make sure your specialized experience/requirement(s) can be identified in your resume.

**Basic Requirement:** All Applicants must possess a law degree from a law school accredited by the American Bar Association, and be an active member of the bar (any US jurisdiction).

GS-14: Applicants applying for the GS 14 must also have 2.5 years or more post J.D. legal experience.

GS-15: Applicants applying for the GS 15 must also have 4 or more years of post J.D. legal experience.

Applicants must meet the qualification requirements by the closing date of this announcement.

**Salary:** GS-14: \$107,325.00- \$139,523.00

**Travel:** Not Required.\

**Application Process:** Go to [WWW.USAJOBS.GOV](http://WWW.USAJOBS.GOV) or more information.

**Application Deadline:** Monday, July 20, 2015

**Relocation Expenses:** Not authorized.

Equal Employment Opportunity.

**ATTORNEY  
OFFICE OF THE GENERAL COUNSEL/NATIONAL SECURITY LAW BRANCH  
FEDERAL BUREAU OF INVESTIGATION**

**About the Office:** National Security Law Branch: NSLB provides legal advice and guidance on all aspects of the FBI's national security mission to the FBI's National Security Branch, Counterterrorism and Counterintelligence Divisions, Weapons of Mass Destruction Directorate, Directorate of Intelligence and Counter proliferation Section. In particular, NSLB provides guidance regarding Foreign Intelligence Surveillance Act (FISA) matters, including emergency authorizations, compliance, minimization procedures, and matters related to FISA use and FISA litigation. NSLB also provides legal guidance on Otherwise Illegal Activities, Attorney General Exemptions, matters related to the Domestic Investigations and Operations Guide, Human Source operations, information sharing, national security letters, classified litigation, and issues related to interviews. NSLB is also responsible for protecting FBI and community equities in the context of discovery and declassification of sensitive national security information, search warrants, and requests for assistance to other government agencies and foreign partners. NSLB supports the Office of Congressional Affairs on national security-related matters by reviewing and commenting on draft legislation, drafting statutory language for legislative proposals, and assisting with the disclosure of information requested by Congress. NSLB manages the legal, policy, legislative, compliance, oversight

and training aspects of the following national security legal programs: Foreign Intelligence Surveillance Act (FISA), cyber and operational technology matters, domestic and foreign information sharing and access matters.

**Job Description:**

**Major Duties - GS-14:**

- Assist both domestic and foreign prosecutions involving terrorism subjects, including classification issues, discovery, trial and post-trial proceedings.
- Review and provide guidance on FBI national security operations, including review of Foreign Intelligence Surveillance Act applications and renewals prior to Director Certification, undercover operation proposals and declarations in support of Immigration and Customs Enforcement hearings.
- Liaise with other Intelligence Community agencies on legal and policy issues.
- Respond orally or in writing to the most complex requests for legal advice involving interpretation of legislation, case law, Federal regulations, and other legal authorities received from the Director, high-level and field FBI personnel, legal counsel of other Federal and state agencies, and members of Congress.

**GS-15: In addition to the above duties:**

- Provide expert-level legal advice and guidance in multiple areas in support of international terrorism investigations.
- Demonstrate exceptional skill and is actively sought out for expertise
- Brief executive management on complex legal issues related to matters that fall within the purview of the National Security Law Branch.
- Represent the FBI at inter-agency meetings.

**Qualifications:**

**Education:** Applicant must possess a J.D. degree from an accredited law school (or have an LLM degree or other graduate law degree in addition to a J.D.).

**Requirements:**

**Positive Education Requirement:** This position has a specific education requirement; all applicants must verify completion of this basic education requirement by submitting a copy of college transcripts by the closing date of the vacancy announcement. Please see the "Required Documents" section of this announcement for additional information.

Extensive travel may be required to provide legal instruction at various conferences, case support, and for on-site team reviews of FBI Field Office forfeiture operations.

Please be advised candidates that are selected for this position, must be approved by the Department of Justice, before they can complete the FBI's background process.

**Evaluations:** Your application will be evaluated and rated under the FBI's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. If you are basically qualified for this job, your resume and

supporting documentation will be compared to your responses on the online assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. Your application will then be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified. Names of candidates in the best qualified category will be sent to the hiring official for employment consideration. Candidates within the best qualified category who are eligible for veteran preference will receive selection priority over non-veteran preference eligibles.

**All applicants will be rated on the following Competencies:**

- Leadership
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High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

Additional details on the application process can be found at the "How To Apply" section of this announcement.

Questions or requests for further information may be referred Justin Schoolmaster, Chief of Staff, at (202) 324-6774.

Please make sure your specialized experience/requirement(s) can be identified in your resume.

**Basic Requirement:** All Applicants must possess a law degree from a law school accredited by the American Bar Association, and be an active member of the bar (any US jurisdiction).

GS-14: Applicants applying for the GS 14 must also have 2.5 years or more post J.D. legal experience.

GS-15: Applicants applying for the GS 15 must also have 4 or more years of post J.D. legal experience.

Applicants must meet the qualification requirements by the closing date of this announcement.

**Salary:** GS-14: \$107,325.00- \$139,523.00

**Travel:** Not Required.

**Application Process:** Go to [WWW.USAJOBS.GOV](http://WWW.USAJOBS.GOV) for more information.

**Application Deadline:** Thursday, July 16, 2015

**Relocation Expenses:** Not authorized.

**ATTORNEY  
GENERAL COUNSEL OFFICE  
EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS  
U.S. DEPARTMENT OF JUSTICE**

**About the Office:** The Executive Office for United States Attorneys (EOUSA) was rated in the top 55 of 300 agency sub-components and deemed one of the best places to work. For more information, visit <http://data.bestplacetowork.org/bptw/index> [\[external link\]](#).

The General Counsel's Office (GCO) is a component of the EOUSA in the Department of Justice and is responsible for providing a full range of legal advice and services to the 94 United States Attorneys' Offices (USAOs) throughout the United States, Guam, Puerto Rico, and the Virgin Islands. If you are looking for an exciting and challenging career, this is the position for you.

GCO provides timely and accurate legal advice and litigation support to USAOs and EOUSA on a wide range of legal issues including disciplinary or adverse actions, performance management issues, and any other employment-related issues; litigation before various administrative tribunals; government ethics matters, such as conflicts of interest, recusals, outside activities, and financial disclosure reports; questions concerning recusals of USAOs from pending cases or matters; property damage claims filed by Federal employees; and procurement and fiscal law issues.

GCO is a very dynamic and fast paced office. The individual selected can expect a challenging and demanding environment and will be exposed to management concerns and top management officials within EOUSA and throughout the entire Department of Justice.

The office is ideally situated among three Metro stations, one block from the Verizon Center, a short walk to the Smithsonian museums on the National Mall, and is surrounded by numerous restaurants and shops. In addition, we offer creative work solutions in which we provide compressed work schedules and flexible work schedules, along with transit subsidy.

**Job Description:** If selected for this position you will serve as an Attorney Advisor (Assistant General Counsel) and will be responsible for:

- Providing expert advice to the United States Attorneys and their staff in the interpretation, intent, and applicability of Federal laws, regulations, and programs in the assigned area(s) of law.
- Drafting interpretative and administrative rules, regulations and other guidance in assigned area(s) of law
- Responsibility for advising on questions of law involved in the operations of the organization and its contacts with industry, State, local or foreign governments, or other similar organizational entities.
- Initiating and maintaining liaison and effective communications with EOUSA management, United States Attorneys and their staff, Department officials and other federal agencies.
- Representing the agency in administrative litigation and other proceedings and assist in Federal court proceedings.

**Qualifications:** Applicants MUST possess a J.D. Degree and be an active member of the bar\* (any jurisdiction).

\*You must include your bar membership information in your application package to be considered.

To qualify at the GS-15 grade level applicants must have at least 5 years post J.D. legal or other relevant experience to qualify. Qualifying experience is defined as experience with at least three of the following areas: Standards of Conduct and Ethics, Federal Employment Law, Equal Employment Law, and/or Administrative Law.

**Salary:** \$126,245.00 - \$158,700.00

**Travel:** 1-2 Weeks Per Year.

**Application Process:** You must apply on-line on USAJOBS at the following link:  
<https://www.usajobs.gov/GetJob/PrintPreview/398436200>

**Application Deadline:** Tuesday, April 7, 2015

**Relocation Expenses:** Relocation expenses will not be paid.

**GENERAL ATTORNEY  
DEPARTMENT OF EDUCATION  
OFFICE OF CIVIL RIGHTS**

This position is located in the Department of Education, Office for Civil Rights (OCR). The position is responsible for participating on a civil rights compliance and enforcement team that supports the mission of the Department and OCR's Strategic Plan. The position is located in a Regional civil rights office. The office operates under the jurisdiction of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act, and their implementing regulations

**Key Requirements:**

- Must be a U.S. Citizen.
- You must successfully complete a background security investigation.
- Relocation expenses will not be paid.
- This position requires admission to the Bar.

**Duties:**

**GS-11 level:** The incumbent makes civil rights compliance determinations and ensures that complaints and proactive enforcement activities are processed in accordance with the Assistant Secretary's directives, regulations, policies, case law and conform to established case-processing procedures; participates in most aspects of complaint and proactive enforcement investigations (evaluating complaints, planning investigations, determining legal issues, determining investigation and legal strategy, conducting legal research, providing legal/policy advice, collecting/analyzing/interpreting investigation data/information and conducting interviews.

**GS-12 level** Makes civil rights compliance determinations and ensures that complaints and proactive enforcement activities are processed in accordance with the Assistant Secretary's directives, regulations, policies, case law and conform to established case-processing procedures. Ensures that appropriate remedies, including systemic remedies where necessary, are obtained. Participates in all aspects of complaint and proactive enforcement investigations including on-site investigations. Duties include:

evaluating complaints; planning investigations; determining legal issues; determining investigation and legal strategy; conducting legal research; providing legal/policy advice; collecting/analyzing/interpreting investigation data/information and conducting necessary interviews; implementing approaches to organizing and conducting evaluation, planning, investigation, resolution and/or enforcement activities; drafting letters (e.g., dismissal letters, notification letters, administrative closures data requests, letters of finding) and other documents (e.g. statements of the case, legal memoranda, resolution agreements); negotiating resolution agreements and/or conducting early complaint resolution; monitoring implementation of resolutions agreements; assisting supervisors/managers with case work; and ; maintaining a caseload of appropriate size and complexity.

Conducts legal research and serves as a legal and policy advisor to team members on complex factual and legal issues related to the investigation, negotiation, resolution of complaints, and compliance reviews and directed investigations, the acceptance and monitoring of resolution agreements. Assists in the conduct of enforcement actions through judicial or administrative litigation. Where compliance is sought through a referral to the Department of Justice for the initiation of court litigation, or through the initiation of administrative enforcement proceedings, participates in the development of the agency's legal position, formulates supporting legal theories, prepares evidentiary materials and witnesses. Assists with the development of technical assistance materials (i.e., responses to recipient inquiries) and reviews such materials to ensure conformity with established legal and policy standards. Provides technical assistance to stakeholders

The position is excerpted from the competitive service.

**Qualifications:** You must be a graduate from a law school accredited by the American Bar Association. Proof of admission to the Bar of the highest court of a state, territory, the District of Columbia, or the Commonwealth of Puerto Rico; and current membership in such Bar as would permit the practice of law. You must be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar. You must have one year of specialized experience at a level closest to the work of the job that has given you the particular knowledge, skills, and abilities, required to successfully perform. Typically, we would find this experience must have been at a level of difficulty equal to that of an attorney at the grade level immediately below that being filled.

**For more information about this position and to apply. Please go to:**

<https://www.usajobs.gov/GetJob/ViewDetails/398312200>

### **EXECUTIVE DIRECTOR** **VETERANS CONSORTIUM PRO BONO PROGRAM**

The Veterans Consortium Pro Bono Program has begun a search for an Executive Director.

Created by an act of the U.S. Congress, the Veterans Consortium Pro Bono Program ([www.vetsprobono.org](http://www.vetsprobono.org)) is an ongoing cooperative effort by four national veteran's service organizations – the American Legion, Disabled American Veterans, National Veterans Legal Services Program, Paralyzed Veterans of America, and representatives from the private bar. The Veterans Consortium, Inc. is a 501 (c)(3) nonprofit corporation based in Washington, D.C., with a current budget of \$2.36M and an 11 person staff.

The Veterans Consortium Pro Bono Program recruits, trains, and supports volunteer lawyers to represent, free of charge, veterans and their dependents or survivors who are *pro se* appellants at the U.S. Court of Appeals for Veterans' Claims (Court).

The Executive Director reports to the Consortium board of directors, implements and carries forth policy set by the board. The Executive Director will create an environment of expectations and accountability to provide leadership and direction for the Consortium staff and will ensure that the integrity of the organization is maintained.

The Executive Director will continue to foster the relationships with and between the 4 national veteran's service organizations and other stakeholders, understanding and considering the motivations of the individual organizations and their passion and commitment to veteran's issues in the context of providing representation at the Court.

The Executive Director will provide leadership in developing a strategic plan to capture the board's future vision for the Consortium. The plan will incorporate metrics needed to evaluate the Consortium's success in executing the plan and fulfilling the organization's mission.

The Executive Director will identify and implement strategies in order for more veterans and their qualifying family members to take advantage of the Consortium's services. In addition, the Executive Director will develop and implement a robust marketing and communications program to expand the organization's reach and utilization.

While assuring the Consortium's continued high quality of service, the Executive Director will consider the potential for developing new programs within the organization's charter that would provide additional benefits for veterans and their families.

The Executive Director candidate for the Consortium may come from business, the nonprofit sector, or government. While substantive knowledge of veteran's law is not required, the position demands a personal passion and commitment to the veterans and families served by the Consortium.

Please forward confidential expressions of interest or referrals to The McCormick Group at [veteransconsortium@tmg-dc.com](mailto:veteransconsortium@tmg-dc.com).

**SUPERVISORY ATTORNEY-ADVISOR (EXECUTIVE DIRECTOR)**  
**DEPARTMENT OF THE NAVY, NAVY VICTIM'S LEGAL COUNSEL PROGRAM**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses-the careers and opportunities to make a difference are endless. Civilian careers-where purpose and patriotism unite!

This position is located in the Navy Victim's Legal Counsel Program (VLCP), Office of the Judge Advocate General (OJAG) of the Navy working under the general supervision of the VLCP Chief of Staff and Commander, Naval Legal Service Command (NLSC). This position is physically located in Washington D.C. The incumbent will serve as Executive Director for the VLCP. The VLCP provides legal advice, assistance, and when appropriate, advocacy for eligible victim's rights, victim advocacy, and execution of Navy policies and practices regarding legal support to victims. The Executive Director leads, manages and supervises Victim's Legal Counsel and administrative staff and is senior supervising counsel of military attorneys serving as Navy Victims Legal Counsel (VLC) in the delivery of specialized legal services, advice and representation to Navy victims of sexual offenses.

Incumbent will provide legal briefings, data analysis, program analysis, and policy development related to VLCP operations, as required.

Incumbent will develop, plan, write, and implement policy to administer and manage improved processes and procedures to enhance and streamline the delivery of legal services to eligible victims, to include the drafting and updating of relevant Department of the Navy (DON) and Judge Advocate General (JAG) instructions and manuals.

Incumbent will provide legal liaison with the Victims' Counsel Organizations of other Department of Defense (DoD) agencies to leverage best practices, joint training, and policy collaboration to improve services for Navy victims.

Incumbent will evaluate proposed Victim's Rights legislation in terms of its foreseeable effect on VLCP operations, policies, procedures, regulations, and delivery of VLCP services, and make appropriate recommendations and provides valuable input for current and future Victim's Rights legislation.

Incumbent will develop policies, procedures, and methods for applying legislative changes and implementing DoD and SECNAV directives.

#### TRAVEL REQUIRED

- Occasional Travel
- Occasional Travel may be required

#### RELOCATION AUTHORIZED

- No

#### KEY REQUIREMENTS

- You must be a US Citizen.
- You must obtain and maintain a security clearance.

**For more information about this position and to apply, please go to:**

<https://www.usajobs.gov/GetJob/ViewDetails/399038800>.

### NON-LEGAL POSITIONS

#### **WAGE JUSTICE CAMPAIGN STRATEGIST / SENIOR CAMPAIGN STRATEGIST NATIONAL EMPLOYMENT LAW PROJECT**

The National Employment Law Project is hiring a Campaign Strategist or Senior Campaign Strategist to help lead NELP's work to raise the minimum wage and to support other low-wage worker policy and organizing campaigns. With wages falling, income inequality at record levels, and workers demanding an end to poverty pay, there is unprecedented national momentum for a more realistic minimum wage. NELP is at the center of this movement, serving as coordinator of the federal minimum wage campaign and providing extensive support to minimum wage and other wage justice campaigns at the state and local levels. The Campaign Strategist will join NELP's team supporting these efforts. The position offers a rewarding opportunity to help improve the lives of millions of workers and collaborate with a great group of colleagues and coalition partners.

**About NELP:** For 45 years, NELP has fought to restore the promise of economic opportunity through work to America's working families. NELP is one of the country's leading workers' rights organizations, developing innovative policy models, conducting research and education, supporting worker organizing through tailored technical assistance and legal support, and engaging in strategic communications. We work from the ground up to build change, in close partnership with community groups, unions, faith-based organizations, legal services program and policymakers.

**Responsibilities:**

- Developing and executing campaign strategy for the federal minimum wage campaign - including leveraging grassroots energy and the approaching elections to achieve policy traction, developing online and social media strategy, linking the federal and state/local campaigns, etc. - in collaboration with a range of allies.
- Supporting the state and local campaigns and building the field by producing campaign materials including fact sheets, mini-reports, testimony, earned media content, newsletters and web content.
- Producing and supervising production of policy documents that will advance the issue and the campaigns.
- Coordinating media strategy, together with communications staff, and engaging with media through op-ed writing, and through radio, print and television appearances.
- Organizing campaign events including press conferences, briefings, and meetings with policymakers.
- Coordinating campaign coalitions.

**Qualifications:**

- Three to five years of relevant experience (or, for the Senior Campaign Strategist position, eight or more years) leading public policy or organizing campaigns.
- Demonstrated success in implementing effective campaign strategies, producing written policy products and achieving results.
- Background in economic policy, workers' rights or other relevant social justice work.
- Bachelor's degree or equivalent.

**Compensation and Benefits:** Salary will be competitive and depends on experience. It comes with an excellent benefits package and will be based in NELP's Washington, D.C. office.

**To Apply:** Please send a cover letter detailing your relevant experience and a resume to [jobs@nelp.org](mailto:jobs@nelp.org) with the word CAMPAIGN STRATEGIST/SENIOR CAMPAIGN STRATEGIST in the subject line.

**SENIOR PROGRAM ASSOCIATE, CIVIL  
NATIONAL LEGAL AID & DEFENDER ASSOCIATION**

The National Legal Aid & Defender Association (NLADA), founded in 1911, America's oldest and largest nonprofit association devoted to excellence in the delivery of legal services to those who cannot afford counsel, seeks an experienced, results-driven individual to serve in the full-time position of Senior Program Associate, Civil. This position reports to NLADA's Vice President for Civil Legal Services and supports the project needs of the Civil Legal Aid Initiative. The Senior Program Associate, Civil will be engaged in a wide range of activities, including but not limited to: overseeing and maintaining content on NLADA's research and funding web sites; using multi-media techniques to implement an effective communications strategy with the field; developing peer-to-peer capacities for technical assistance in the

field on federal grantmaking; maintaining, moderating and creating appropriate listservs and other forms of peer communication for specific grant sources; establishing an archive of actual proposals for key grants; staffing the Legal Aid Interagency Roundtable advisory committee of the Civil Policy Group; managing a calendar of webinars focused on grant opportunities and federal grant-making skills; and staffing a helpdesk.

Qualified candidates will possess a Bachelor's degree in economics, social sciences, public administration or related field, with a minimum of two to five years of experience in the non-profit sector, legal field or public policy sector. Experience collecting, analyzing, and organizing data, and producing reports is required. The ideal candidate will have demonstrated strong qualitative and analytic skills with a keen attention to detail and data accuracy and the ability to translate information into reports. Excellent research skills using both web-based and published materials required. Significant knowledge of civil legal aid programs is preferred. The ideal candidate will have knowledge of survey and research design methods and the ability to verify the accuracy of data sets and computer generated reports. The ability to work independently and in teams is required. The position requires excellent skills in written and oral communication. Computer proficiency utilizing Microsoft Office Suite (Word, Excel, PowerPoint), internet and E-mail; database proficiency and desktop publishing skills along with a willingness to learn HTML required. Candidates must have a strong commitment to the mission and goals of NLADA and a thorough understanding of its work.

NLADA has a collegial, highly collaborative, professional office environment where employees take pride in effectively leveraging resources and fully engaging to deliver excellent results. We value service, creativity, and thought-leadership. We are conveniently located near D.C.'s Metro Rail (Red, Blue, and Orange lines).

To apply for this position send a resume, cover letter and writing sample to [hr@nlada.org](mailto:hr@nlada.org) with the subject line "NLADA JOBS: Senior Program Associate, Civil."

NLADA is an equal opportunity employer. Position open until filled.

### **PUBLIC BENEFITS AND INSURANCE NAVIGATOR WHITMAN WALKER HEALTH**

At Whitman-Walker, our commitment to "Community, Caring and Quality" really shines through! Our mission is to be the highest quality, culturally competent community health center serving greater Washington's diverse urban community, including individuals who face barriers to accessing care, and with a special expertise in LGBT and HIV care. We offer a full line of healthcare services including: (1) comprehensive outpatient offerings for medical and dental healthcare; (2) an on-site Pharmacy; (3) legal support in the areas of access to health care, public benefits and private insurance, discrimination and workplace rights, immigration, transgender rights and others; (4) behavioral healthcare provided through individual and group therapy; and (5) confidential and anonymous HIV testing and counseling services.

**Job Summary:** Whitman-Walker Health (WWH) is seeking one in-person assister/Navigator (also called Public Benefits and Insurance Navigator at WWH), to work primarily at its Elizabeth Taylor Medical Center in Northwest DC and its Max Robinson Center in Southeast DC. This is a legal assistant/paralegal-level positions. While the navigators/in-person assisters will be trained and supervised by the Legal Services Department, they are part of a specialized Insurance Navigator Team that, since 2007, has worked closely with reception staff as well as medical, behavioral, and dental staff to ensure health insurance coverage for our patients. As part of WWH's health reform implementation work, the Navigation Team has expanding to conduct outreach to uninsured and under-insured DC residents in

order to educate them on their full range of health insurance options under the new law and enroll them in insurance plans that meet their needs.

**Primary Essential Duties:** We are seeking one certified DC Health Link in-person Assister (IPA)/Navigator to join our team to be a part of our outreach efforts to connect uninsured DC residents to insurance options. The assister/Navigator will provide critical outreach, education, and counseling for consumers/patients seeking insurance. The assister/Navigator will screen for insurance options and assist eligible clients to apply for insurance through the DC Health Benefit Exchange or other relevant options. The assister/Navigator will assist with both Qualified Health Plan options as well as public insurance options, including but not limited to Medicaid, Medicare, Medicare Savings Programs, the DC Healthcare Alliance, HIV/AIDS-specific public benefits (including AIDS Drug Assistance Programs and AIDS Insurance Assistance Programs), and any other public health insurance options for our clients. They will explain the different options available through the Exchange or public insurance, the plan's affordability and cost-sharing structure, and the consumer rights available under these options. The individual hired for this position will join the Navigation Team at our main facility in Northwest DC, and will cover our site in Southeast DC. The assister/Navigator will conduct outreach into the community to help DC reduce the overall uninsured rate, especially in target populations where WWH has strong connections. The assister/Navigator will assist eligible clients in completing relevant applications, securing necessary supporting documentation, and filing the applications with the appropriate agencies. They track the status of pending applications, advocate for clients with government offices as necessary, and identify matters that should be referred to Whitman-Walker staff attorneys for further action. They also are responsible for cultivating good relationships with staff at the government offices where applications will be filed, and for troubleshooting and advocating on behalf of clients with those offices.

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

- Certified DC Health Link in-Person Assister, preferred
- A college degree from an accredited school.
- A graduate degree in Public Health or Community Social Work considered a plus.
- The ability to converse well in Spanish (or alternatively Amharic), and to understand written Spanish (or Amharic) required.
- A passion for assisting others and strong interest in health reform implementation required.
- The ability to quickly learn and stay on top of updates to insurance options for commercial and public benefits programs, specifically eligibility criteria, benefits, application procedures, and how to troubleshoot problems as they arise.
- The ability to recognize cultural, language, and learning differences and be able to assist individuals in an affirming and culturally and linguistically appropriate manner.
- The ability to work on multiple tasks simultaneously and to handle a large case load of public benefits applications before multiple government agencies in several jurisdictions.
- The ability to grasp complex facts, procedures, and laws.
- The ability to work quickly, independently, and responsibly.
- Strong organizational, record-keeping, and writing skills, and attention to detail.
- Strong interpersonal and customer service skills; the ability to work comfortably with clients, volunteers and staff of diverse backgrounds; and a high level of comfort with HIV/AIDS and with persons of different sexual orientations and gender identities.
- Strong team player required.
- Strong computer skills, including knowledge of Microsoft Office tools and the ability to quickly learn new programs, including electronic medical record and insurance related web programs.

- 40-hour per week position with requirement for Monday through Friday schedule, though early and late coverage is required. Flexibility with regard to hours and work sites. Some weekend hours will be required.

**Education and Experience Required:** This position requires a Bachelor's Degree from an accredited college or university. 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 be flexible to staff outreach events.

**Physical Demands:**

- Lifting: No more than 20 lbs. and infrequently.
- Movement: Standing and sitting for long periods.
- Visual: Long periods on computer.
- Communication: Direct and indirect communication. Written and verbal acuity.

**To Apply:** Click on below:

[Apply for this Position](#)

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.

**LIAISON COORDINATOR**  
**AMERICAN IMMIGRATION LAWYERS ASSOCIATION**

Headquartered in downtown, Washington, DC, the American Immigration Lawyers Association (AILA) is an organization with over 13,500 individual attorney members who practice and teach immigration law. For our members, we provide continuing legal education, information, advocacy, professional services and expertise.

Founded in 1946, AILA's mission is to promote justice, advocate for fair and reasonable immigration law and policy, advance the quality of immigration and nationality law and practice, and enhance the professional development of its members.

Our Liaison team provides direction and coordination to AILA's administrative advocacy and government liaison efforts. Staff within the Liaison Department work with member-based liaison committees, the AILA executive committee, and the AILA board of governors to set and achieve liaison and policy goals; work with government agencies to achieve AILA goals; accept and process requests for individual case liaison assistance; coordinate with the AILA Advocacy Department on participation in coalition activities; respond to member questions; and contribute content to AILA's website.

**Your Role -** As Liaison Coordinator, you will be accountable for: 1) receiving, vetting, and processing requests from members for individual case liaison assistance; 2) providing extensive service support to

AILA members seeking information relating to AILA liaison activities; and 3) providing overall and general administrative support to the liaison department.

Responsibilities include, but are not limited to, providing exceptional customer and member service support regarding all aspects of AILA liaison activities; responding to e-mail and phone inquiries from members; processing requests for individual case liaison assistance through the liaison database; managing case reports and identifying problem trends in immigration adjudications; coordinating the annual committee selection process; maintaining the department calendar of liaison meetings, activities and deadlines; and contributing content to the AILA website.

**Your Background** – To perform successfully in this role, our ideal candidate will have an undergraduate degree and basic training in immigration law, policy and procedures, with a focus on family-based immigration, humanitarian relief, and removal defense. 1-2 years work experience as a paralegal or legal assistant (immigration law office experience in a family-based/removal defense practice setting) is strongly preferred. Prior experience in an association, member-service or customer service environment is helpful.

Candidates must have a demonstrated proficiency in MS Office (Word, Excel, PowerPoint). Database experience is a plus. Excellent writing, editing, proofreading and organizational skills; an ability to communicate effectively, both verbally and/or in writing; and the capacity to handle multiple competing priorities – including ability to work under pressure and meet deadlines also are requirements for the position.

**Our Workplace** – We offer a dynamic, challenging, rewarding, and collaborative work environment. AILA was named one of the 50 Best Places to Work by the Washingtonian Magazine, and received recognition as being one of the Principal 10 Best for Employee Financial Security.

We offer a competitive total compensation package (salary and benefits) - commensurate with experience.

**To Apply** – We invite qualified applicants to submit cover letter, resume and salary requirement to: HR-LiaisonCoordinator, [hr@aila.org](mailto:hr@aila.org), 202.783.7853, fax.

**NOTE:** Cover letter should include a summary of how your background, knowledge, skill and ability relate to the responsibilities and requirements of the position. Cover letter and resume will be used as writing samples! Cover letters without desired salary may not be considered.

Direct hire only – NO recruiters (mail, email, fax or phone).

**RESEARCH ASSOCIATE**  
**AMERICAN BRIDGE 21ST CENTURY FOUNDATION**

**Position Summary:** American Bridge 21st Century Foundation, a progressive research organization, is seeking a full-time staff member to join its research team. The staffer will be responsible for conducting research on a variety of topics, including domestic and foreign policy, state issues, and key players and organizations in the conservative movement.

**Responsibilities Include:**

- Working as part of team to produce comprehensive research products;
- Collecting information from legislative votes, news clips, campaign finance reports, financial and legal records, and research databases;

- Reporting results and findings to senior staff;
- Other duties as needed

**Qualifications and Requirements:**

- Excellent written and verbal communications skills
- Self-motivation, the ability to work independently
- Organizational skills and ability to meet strict deadlines a must
- Strong commitment to teamwork
- Experience with research databases such as lexis-nexis is preferred.
- Previous campaign and opposition research experience is preferred.
- Spanish fluency is a bonus.

American Bridge offers a competitive salary and a strong benefits package.

American Bridge 21<sup>st</sup> Century Foundation is dedicated to exposing and opposing the conservative movement's dishonest policies and tactics. Utilizing our rapid response war room, research and tracking we rebut and dismantle their extreme ideology while shining a light on the moneyed special interests funding it. For more information -<http://www.bridgeproject.com/>

**Apply for this position:** Click on [See other jobs at American Bridge 21st Centu](#)

American Bridge is an Equal Opportunity Employer. Applicants of diverse backgrounds are welcomed and encouraged to apply.

**EXECUTIVE DIRECTOR  
ARTWORKS FOR FREEDOM**

**The Organization:** ArtWorks for Freedom (ArtWorks) uses the transformative power of art to engage local communities in the global fight against modern slavery and human trafficking. By harnessing varied forms of artistic expression, ArtWorks inspires action and shapes local solutions that give voice to survivors and empower communities. ArtWorks for Freedom, a 501(c)(3) organization, accomplishes this work through diverse partnerships with human rights organizations, community groups, educational institutions, direct service providers, survivor---advocates, artists, governments and the private sector. While based in the Washington, DC area, ArtWorks has directed campaigns and managed partnerships internationally and domestically, from The Netherlands and Singapore to Florida and New York City.

**Position Summary:** The Executive Director (ED) of ArtWorks for Freedom will work with the President to lead the organization to a new stage of sustainability and growth. She/he is a highly organized self---starter, detail oriented and a strategic thinker, with practical, measured acumen and an in---depth understanding of human rights.

Working closely with and under the supervision of the organization's President and Board of Directors, the ED provides the primary day---to---day management of ArtWorks, implements and shapes the organizational strategy set by the President and Board, builds partnerships, initiates the development of direct grants and fundraising activity, and takes primary responsibility for relations and follow up with the Board and volunteers.

The position will be full time and may require occasional domestic and international travel.

**Key Responsibilities:****Management and Leadership:**

- Carry out executive and administrative duties, including budget and financial management, as well as strengthening organizational systems.
- Design, implement and oversee annual operating plan, ensuring alignment with strategy • Actively engage and energize volunteers, board members, campaign committees, alumni, partnering organizations, and funders.
- Ensure ongoing programmatic and campaign excellence. Manage multiple, complex projects, logistics and relationships simultaneously.
- Work with the President and Board on strategic planning. Develop, monitor, and review long-term strategies to ensure the organization achieves its mission. Set strategic goals and recommend timelines and resources needed to achieve them
- Work with the President to develop, maintain, and support a strong Board of Directors. Seek and build board involvement with strategic direction for current and future programs and campaigns.

**Fundraising & Communications:**

- Develop new and diverse sources of funding to enable sustainable growth and financial stability. Ensure support of current programs and campaigns and expand fundraising to support new programs and campaigns.
- Oversee communications strategy and supervise all communications staff/consultants. Deepen and refine all aspects of communications—from web presence to external relations—with the goal of creating a stronger brand.
- Raise visibility of ArtWorks through networking with donor stakeholders, including individual philanthropists, foundations, community activists, corporations, and universities. Maintain strong relations with existing supporters.
- Research and track grant opportunities and apply for grants.

**Anti-human trafficking expertise:**

- Maintain a strong working knowledge of significant players, trends and best practices in the counter---trafficking space.

**Qualifications:**

- BA Degree
- Passion for human rights, especially anti---human trafficking, and a belief in the role that art can play in promoting meaningful social change.
- Five to ten years of relevant experience.
- Strong fundraising and project management track record, preferably in a leadership role within a nonprofit organization, or as a consultant.
- Excellent oral and written communications skills.
- Ability to apply creative thinking and a strategic approach to problem solving.
- Flexibility and sense of humor.

**Compensation:** Salary Range: \$50,000 --- \$60,000

**How to Apply:** Send cover letter and resume as attached Word or PDF documents to courtney@artworksforfreedom.org with "Executive Director Search" in the subject line.

## **EXECUTIVE DIRECTOR** **THURGOOD MARSHALL ACADEMY**

Thurgood Marshall Academy seeks an Executive Director to lead the school into the next phase of its development and growth while building upon the successes of the past fourteen years.

The successful candidate will be a proven leader with a commitment to Thurgood Marshall Academy's mission and to advancing educational opportunities for youth in under-served communities. This candidate will be an accomplished manager and fundraiser with an entrepreneurial spirit and a true collaborator committed to leading the high performing staff of a school with an excellent reputation.

The Executive Director reports to the Board of Trustees and is responsible for the entire operation of the school. The Executive Director will directly manage a leadership team comprised of academic, operations, programs, and fundraising administrators, but s/he is ultimately responsible for the 70 person staff.

The Executive Director will work with the administrative team and broader Thurgood Marshall Academy community in the following areas:

### **Leadership, Management, and Operations:**

- Manage and support a team of 70 high performing staff spread across academics, programs, operations, and finance.
- Oversee and manage an \$8.5 million operating budget and a facility serving 400 students.
- Attract diverse teachers and staff who are passionate about the school and its students.
- Develop and retain high-performing individuals to ensure long-term staffing and sustainability, ensuring that an effective performance management system is in place for all faculty and staff.
- Facilitate strategic planning with the Board of Trustees for future growth options.
- Diagnose the gaps between where the school is versus where it aspires to be, and ensure that strategies and practices are implemented to continually understand and close these gaps.
- Honor the legacies of the founding vision while articulating a strategic vision that brings the school to the next level of success.

### **Fundraising and Relationship Management:**

- Ensure that the annual \$1.5+ million fundraising target is met to fund expanded operations as well as additional funds to ensure long-term financial sustainability.
- Develop and maintain relationships with philanthropic, business, and public sectors to increase awareness of the school and increase its donor base within a competitive nonprofit (specifically charter school) funding environment.

### **Academics and Content Knowledge:**

- Ensure the school remains among the highest performing high schools in Washington, DC across numerous student outcome metrics.
- Partner with instructional leaders to lead the transition to the Common Core assessments in school year 2014-15.

- Ensure that the school meets federal and state requirements, all applicable charter laws, regulatory reporting, contractual obligations, and donor restrictions and, specifically, retains its Reward Status as part of the Elementary Secondary Education Act (ESEA) waiver.
- Improve the school's performance on the authorizer's Performance Management Framework (PMF) to ensure the school retains a Tier 1 status and the overall metric score continues to increase.
- Inspire and nurture a "no excuses" culture that embraces accountability and results.
- Strengthen and expand the school's law theme throughout the curriculum and program.

**Desired Skills and Experience:** The ideal candidate will possess the following qualifications:

- Extensive management experience with a record of success in leading and sustaining a reputable organization
- A Master's degree and seven to ten years of relevant management experience preferred
- Experience forming, cultivating, and expanding partnerships with the public and private sectors, foundations, individuals, and government grant makers.
- Passion for educational equality and knowledge of the Washington, DC, education, government, and nonprofit funding environment preferred
- A strong passion for advancing educational achievement in low-income communities as well as embodying the mission/vision of Thurgood Marshall Academy
- The humility to honor the school's successes to date and to look outside of him/herself for answers from other high performing institutions
- Business-savvy and strong strategic thinking/planning skills
- Perseverance and an entrepreneurial spirit
- A team-building, facilitative rapport with peers and staff and a problem-solving approach to obstacles
- Exceptional oral, written, listening, and interpersonal skills.

To Apply: [Sign in to apply](#). Apply today by signing in to LinkedIn!

**DEPUTY DIRECTOR  
MIDDLE EAST AND NORTH AFRICA DIVISION  
HUMAN RIGHTS WATCH  
(WASHINGTON, DC, BEIRUT, AMMAN, TUNIS, OR LONDON OFFICE)**

Human Rights Watch ("HRW") is seeking highly qualified applicants for the position of Deputy Director in the Middle East and North Africa ("MENA") Division. This position, one of three deputies for the Division, reports to the Executive Director of the Division and assists the Director in setting strategic goals and priorities for the Division.

**Essential Responsibilities:**

**Strategic**

- Assist the Director in developing and executing effective research, advocacy, and communications strategies for the MENA division; if based in Washington, DC, the preferred location, the Deputy will have primary responsibility for developing and executing MENA's advocacy strategy and plans with policy-makers in Washington, DC;
- Assist the Director in overseeing both the day-to-day and longer-term research on human rights issues in MENA. Facilitate the response to emergencies, the publication of analytical and credible reports, the development of advocacy materials, and the use of these products to generate domestic and international pressure to curb human rights violations;

- Assist the Director in supervising the work of MENA Division researchers, including supporting the advocacy and communications efforts of researchers in MENA countries;
- Edit the work produced by researchers, including press releases, op-eds and reports; and
- Respond to and/or anticipate new events and developments in order to press human rights issues and advise HRW's senior management in the effective response and advocacy strategy.

### **Representational**

- Represent HRW with international, regional, national, and local media through interviews and the writing of editorials or other advocacy materials;
- Interact regularly with HRW staff across all departments to ensure effective coordination and delivery of program activities, in keeping with the organization's focus;
- Conduct advocacy with high-level officials from governments, with a primary focus on Washington, DC, but also including the UN, EU, Arab League, and other international and regional organizations to effect policy change;
- Coordinate with key colleagues in allied organizations and NGOs; and
- Assist the Director in achieving fundraising goals, recruiting new donors, and reporting back to donors in a timely manner.

### **Managerial**

- Manage and guide staff under his/her supervision. Mentor staff by providing practical and innovative ideas on research, writing, advocacy, communications, and outreach;
- Assist the Director in editing the program output and managing staff ;
- Ensure the security of the HRW staff and offices within the region;
- Assist the Director in regularly monitoring the budget and ensure that resources are allocated appropriately; and
- Assist the Director to establish clear work plans and manageable workload for staff and communicate priorities clearly and effectively. Provide oversight and take responsibility for delegated assignments.

**Salary and Benefits:** HRW seeks exceptional applicants and offers competitive compensation and employer-paid benefits. HRW will pay reasonable relocation expenses and will assist employees in obtaining necessary work authorization, if required; citizens of all nationalities are encouraged to apply.

**Contact:** Please submit a cover letter explaining your interest in and qualifications for the position, curriculum vitae, a brief writing sample (unedited by others), and contact information for three references to [menajobs@hrw.org](mailto:menajobs@hrw.org) by April 15, 2015. Please use "Deputy Director Ref MENA-15-1015" in the subject line of your email. Only complete applications will be reviewed and only shortlisted candidates will be contacted.

Human Rights Watch is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

## **OFFICE ADMINISTRATOR CAIR COALITION**

CAIR Coalition has an immediate opening for a full-time Office Administrator (OA) to manage and coordinate the day-to-day operations of the organization, including managing and coordinating the administrative, personnel, facilities, and information technology needs of the office. The OA provides other support and reports to the executive director.

## **Essential Duties and Responsibilities:**

### **Human Resources:**

- Assists with all aspects of staff recruitment, new hire orientation and administration, and staff exit administration.
- Assists in the administration and evaluation of benefits programs, including health and dental insurance, and professional liability insurance.
- Oversees, evaluates, and makes recommendations for updates to the employee manual and administrative handbook.
- Oversees, evaluates, and makes recommendations for updates to file/document retention policies.
- Provides assistance and support for employee evaluation processes.

### **Information Technology:**

- Oversees all information technology needs, including computer hardware and software, software licenses, client and volunteer data management system, phone system, photocopier, and other technology.
- Works with information technology vendors to address technology issues.
- Oversees, evaluates, and makes recommendations for updates to the client and volunteer data management system, phone system, photocopier, and other technology.
- Enters data into the client and volunteer data management system and generates reports as needed.

### **Facilities and Administrative Support:**

- Oversees all facilities management and space needs in concert with the executive director.
- Manages existing and develops new relationships with vendors and consultants.
- Maintains, updates, and secures hard copy and electronic filing systems, implements efficient and effective filing procedures, and observes all confidentiality restrictions.
- Ensures that all required government registrations, licenses, and/or other approvals are current.
- Performs all aspects of administrative support, including but not limited to: managing the mail and postage meter; maintaining office supply inventories; managing Zip Car account; coordinating staff and board meetings; composing, editing and sending correspondence; organizing, redacting, and posting archived documents; responding to requests for information; word processing; filing; copying; faxing; scanning; answering phones; and greeting visitors.

### **Other General Support:**

- Provides assistance to the development program including data entry, preparing budgets, reporting, donor mailings, and event planning.
- Provides assistance to the communications program, including updating the website, preparing the newsletter, and posting on Facebook and Twitter.
- Greets clients and other visitors to the office.
- Provides other support to the executive director.
- Other tasks as assigned.

### **Requirements:**

- Bachelor's degree strongly preferred or equivalent combination of education and experience.
- Office management experience preferred.

- Excellent written and oral communication skills.
- Strong ability to exercise independent judgment.
- Outstanding interpersonal skills.
- Very detail-oriented with excellent problem-solving, organizational, and time-management skills.
- Strong ability to plan and prioritize tasks.
- Competency in Microsoft Office (Word, Excel, PowerPoint) and database management.

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

**Application Process:** Please submit a cover letter, resume, and writing sample to [hr@caircoalition.org](mailto:hr@caircoalition.org). No phone calls please. Applicants will be considered and interviewed as their applications are received.

### **GRANTS MANAGER** **BREAD FOR THE CITY**

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

#### **The Grants Manager will have:**

- 3-5 years of proposal research and writing experience;
- Outstanding written and oral communication skills;
- Excellent attention to detail and organization skills;
- Ability to think strategically, meet deadlines, and to work within a team;
- A clear, intelligent voice able to convey our vision and culture;
- A demonstrated commitment to social justice.

#### **1. Grants:**

- Secure \$2,800,000 in grant dollars (federal, local, corporate and private)
- Research potential funders (government, corporate and foundation)
- Manage grant calendar (proposals and reports)
- Compose funding proposals
- Acknowledge dollars received
- Submit timely grant reports in partnership with program managers
- Attend relevant meetings
- Work with finance department to properly track awarded dollars
- Work with finance department to ensure proper invoicing for awarded dollars
- Work with program managers to ensure quarterly goals are met, as stipulated in mutually agreed upon proposals
- Update Raiser's Edge regularly with relevant data

#### **2. Relationship Building:**

- Work with CEO and Board of Directors to secure face time for CEO with appropriate foundation leaders

- Regularly communicate with key partners, outside assigned reporting deadlines
- Secure a minimum of \$20,000 annually from new grant prospects

### 3. Professional Development:

- Be a member of and actively participate with the Association of Fundraising Professionals
- Uphold AFP's Code of Ethical Principles and Standards
- Work with Associate Director of Development to set annual professional goals/milestones

### 4. Miscellaneous:

- Attend United Way/CFC Fairs
- Conduct Donor Thank You Calls/Emails
- Assist with event implementation
- Assist with corporate sponsorship requests (AWH, Holiday Helpings, etc.)
- Assist with donation acknowledgements
- Compose four blog posts
- Assist with website and social media updates
- Conduct donor tours
- Work with development office and finance office to forecast revenue and track cash
- Demonstrate a commitment to social justice through daily work
- Other tasks as assigned by Associate Director of Development and Chief Development Officer

**Compensation:** Salary will be commensurate with experience and overall qualifications and competitive in the non-profit sector of Washington, DC. Bread for the City offers full benefits, health & dental insurance, 403(b) plan, 15 paid vacation days, 10 sick days, 2 personal days, and federal holidays.

**Qualifications:** Bread for the City seeks candidates who are creative, results-oriented, and have strong project management skills. The primary responsibility of the Grants Manager is to oversee the government (local and federal), foundation and corporate grants funding program of Bread for the City, a nonprofit organization serving low-income residents of Washington, DC.

**To Apply:** Please email a cover letter that speaks to your interest and qualifications as well as a resume to [work@breadforthecity.org](mailto:work@breadforthecity.org) with **"Grants Manager"** in the subject line. No phone calls, please.

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

## FELLOWSHIP/INTERN POSITIONS

### MASTER OF LAWS (LL.M.) CLINICAL TEACHING FELLOWSHIP PROGRAM UNIVERSITY OF DENVER COLLEGE

The University of Denver College of Law announces our new Master of Laws (LL.M.) Clinical Teaching Fellowship Program, which offers attorneys the opportunity to gain extensive practice in law school clinical teaching under the supervision of experienced clinical faculty. Fellows also learn about academic legal scholarship and, with the assistance of a faculty mentor, produce publishable-quality scholarship during their residence. Fellows receive an annual stipend and are awarded an LL.M. upon their successful completion of the fellowship. It is the explicit goal of the fellowship to prepare Fellows for a career in clinical legal education.

Fellows enroll in a three-year program during which they are in residence at one of Denver Law's five in-house clinics, including the Community Economic Development Clinic<<http://www.law.du.edu/index.php/law-school-clinical-program/clinical-programs/community-economic-development-clinic>>. The Community Economic Development (CED) Clinic teaches transactional practice skills to students through the representation of nonprofit corporations, community-based associations and enterprises, small businesses, and artists. The clinic provides both challenging client work and a rigorous classroom component to expose students to substantive legal concepts related to community economic development and business law. In addition, students may research issues related to public policies that affect clinic clients and provide community education workshops on substantive law issues pertinent to the clinic's practice areas. Students also learn practice skills, including client counseling, negotiation, research and planning, drafting, advocacy, and understanding the role of culture and group dynamics. Through both client work and the seminar component, students are exposed to a variety of social systems that impact their clients and are encouraged to think reflectively about the nature of transactional advocacy in the public's interest.

The CED Fellow will directly supervise J.D. students enrolled in the clinic, assist in teaching the clinic seminar, and perform work on client matters not assigned to students. Additionally, the Fellow will participate in a clinical pedagogy seminar and other activities designed to support an interest in clinical teaching and legal education. In addition to the above requirements, to complete the degree, the Fellow must write a law review article of publishable quality.

The fellowship will commence in the summer of 2015. Clinical Fellows receive an annual stipend of \$45,000, health and dental benefits, and all tuition and fees in the LL.M. program. As full-time students, teaching fellows also may qualify for deferment of their student loans. In addition, teaching fellows may be eligible for loan repayment assistance from their law schools. Fellows will be integrated into the intellectual life of the law school and the larger University. They are invited to attend faculty workshops and participate in mentoring sessions.

**Qualifications:** J.D. or equivalent; minimum 3 years of practice experience in the relevant area of law; excellent written and oral communication skills; strong interest in clinical teaching. Fellows must be members of the Colorado Bar or willing to petition for admission prior to the start date of the fellowship (Colorado permits lawyers teaching in a clinical program to waive into the Bar).

**How to apply:** To apply for a fellowship, please submit the following:

- Resume
- List of references
- Statement of interest of no more than two pages. The statement should address a) why you are interested in this fellowship; b) what you can contribute to the clinic; c) your experience with the area(s) of law in which the clinic practices and with public interest/social justice work; d) your professional or career goals for the next five or ten years; and e) anything else you consider pertinent.

Please send all application materials via email to Laurie Saraceno at [lsaraceno@law.du.edu](mailto:lsaraceno@law.du.edu)<<mailto:lsaraceno@law.du.edu>>. Please use “LL.M. Application” as the subject line.

**Deadline:** Applications will be considered on a rolling basis.

Additional information can be found at the link below.

<http://www.law.du.edu/index.php/law-school-clinical-program/the-clinic/clinical-teaching-fellowship-ll.m>.

**LEGAL INTERNSHIP  
POLICY DEPARTMENT  
AMERICAN IMMIGRATION COUNCIL**

The American Immigration Council (“Council”) is looking for first or second-year law students to join the policy department as interns for summer 2015. Interns must be dynamic self-starters with strong research and writing skills and a commitment to the Council’s mission. Intern projects may include:

- Legal and factual research to help draft cutting-edge reports on issues involving the President’s executive actions on immigration, immigration enforcement (Border Patrol and ICE programs), family detention and alternatives to detention, children’s protections, asylum, right to counsel, state and local initiatives (e.g. detainers, integration, economic development, etc.), and others;
- Rapid-response research on immigration laws, new legislation or appropriations bills, or court decisions;
- Attending and reporting on congressional hearings and meetings with executive branch policymakers;
- Monitoring and analyzing immigration decisions and policy releases; and
- Legal research, memo writing, and blog post writing.

The Council’s policy department advocates for fundamental fairness in U.S. immigration law. It is staffed by experienced lawyers and social scientists that play a leading role in developing research to support fair and humane immigration reform. The policy department:

- Provides policymakers, the media, and the general public with accurate information about the role of immigrants and immigration policy in U.S. society.
- Produces reports and materials, internally and with outside professors and experts, widely disseminated and relied upon by policy makers and press.
- Serves as experts to leaders on Capitol Hill, opinion-makers and the media.

For more information about the American Immigration Council, please see <http://www.americanimmigrationcouncil.org/>.

Please e-mail your resume, cover letter, and a writing sample to:

Amy Grenier  
E-mail: [agrenier@immcouncil.org](mailto:agrenier@immcouncil.org)

We will be reviewing applications on an ongoing basis. Experience with immigration law and/or legislative and policy research is helpful.

Although legal internships are unpaid, the Council is happy to work with students to secure academic credit.

**HOUSING LAW CLERK, SUMMER 2015**  
**HOMELESS PERSONS REPRESENTATION PROJECT**

The Homeless Persons Representation Project (HPRP) is seeking to hire a full-time law clerk for Summer 2015 to assist its housing attorneys. HPRP's housing casework focuses on subsidized housing programs, including public housing, housing choice vouchers, transitional and emergency shelter, and other subsidized housing programs.

HPRP is a non-profit organization that provides free legal services and advocacy to maximize our clients' ability to gain and maintain stable income, healthcare, housing, education and employment. HPRP primarily works with clients located in Baltimore City when providing direct services. The direct representation provided by HPRP informs the organization's policy work, which deals with complex legal and systemic issues facing people struggling with homelessness in Baltimore City and around Maryland. Therefore, HPRP provides both direct legal representation and corresponding client and community education in order to foster and promote the public interest.

**Responsibilities include:**

- Legal research and writing, including assisting with motions practice and discovery in District and Circuit Courts
- Client interviews
- Assisting with client outreach and legal rights presentations (may include visiting homeless shelters, homeless encampments and soup kitchens)
- Maintaining client files
- Communication with clients, courts, landlords, and housing agencies
- Assisting attorneys with hearing/trial prep

**Qualifications:**

- Excellent research, writing, and communication skills required
- Experience and/or interest in working with low income clients

**To Apply:** Applicants should submit cover letter, resume, writing sample and list of two (2) law-related or law school references to Karen Wabeke, Staff Attorney, via email at [jobs@hprplaw.org](mailto:jobs@hprplaw.org).

Position is open until filled.

HPRP is an equal opportunity employer. All interested persons are encouraged to apply regardless of race, ethnicity, national origin, age, gender, disability, sexual orientation, gender identity, HIV status or religious affiliation.

**RELIGIOUS IMMIGRATION LEGAL INTERN  
CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**

The Religious Immigration Section, a section of the Catholic Legal Immigration Network, Inc. (CLINIC), is seeking legal interns to assist its immigration attorneys. We represent Catholic Dioceses and Religious Orders in bringing foreign-born religious workers into the U.S. to work for the Catholic Church. The legal intern will:

- Receive diverse immigration law assignments
- Be a part of a busy non-profit organization, with five attorneys on the Section's staff
- Engage in case work including:
  - applications for nonimmigrant visas at U.S. consulates abroad;
  - applications for change of status or extension of status in the U.S.;
  - applications for legal permanent residence;
  - case management and client contact;
  - legal research opportunities.
- Training on each aspect of immigration law will be provided
- The intern should be available to work 20 hours a week and may be eligible to receive a small stipend.
- The location is metro accessible.

If interested, please e-mail resume, writing sample, and references by April 15, 2015 to:

Attn: Kate Kuznetsova  
[kkuznetsvova@cliniclegal.org](mailto:kkuznetsvova@cliniclegal.org).

**GENERAL & COMMUNICATIONS INTERNS  
THE CAMPAIGN FOR THE FAIR SENTENCING OF YOUTH**

**To apply:** Email a letter of interest, your resume, two references, and a transcript (unofficial is okay) to [info@fairsentencingofyouth.org](mailto:info@fairsentencingofyouth.org). Use "Intern" as the subject of your email, and include your availability and where you saw this posting. Only complete applications will be reviewed.

We will review all intern applications for both the general intern and the communications intern positions. We will offer interviews based on application strength, including demonstrated interest, extracurriculars, transcript/coursework, cover letter writing, and any work experience, and will clarify applicant preferences for general or communications at the time of the interview.

The intern(s) will become familiar with national and state efforts to end juvenile life without parole sentencing. The intern(s) will assist the CFSY staff by undertaking research projects of varied materials and complexities, attending local juvenile justice meetings, assisting with communications related activities, and performing program support and administrative tasks. College credit eligibility and letters of recommendation provided upon successful completion of the internship. Part-time.

**Duties:**

- Perform administrative tasks such as filing, data entry, working within Salesforce, Microsoft Word & Excel, Constant Contact, and WordPress
- Assist with event planning
- Research, collect, and compile data on relevant legislation and individuals serving juvenile life without parole around the country
- Respond to mail from individuals in prison
- Represent the Campaign at various juvenile and criminal justice meetings in the DC area
- Participate in team meetings and state advocacy calls
- Assist with the collection and distribution of relevant news stories
- Assist in the implementation of new media strategy
- Assist in the maintenance of organization's social networking sites
- Perform other duties as assigned

#### **Qualifications:**

- Commitment to criminal and juvenile justice issues, particularly reform to harsh juvenile sentencing practices in the United States, racial discrimination in juvenile justice, and /or human rights in the United States.
- Some experience working with Microsoft Office applications. Salesforce and WordPress experience a plus.
- Well developed organization skills with attention to detail.
- Mature and reliable.
- Strong communication, interpersonal, and listening skills.
- Willingness to take direction and work as a team – friendly and courteous, willing to work as part of the larger community efforts to end juvenile life without parole.
- Excellent writing abilities.
- Prefer upperclass standing, graduate students welcome to apply.

The CFSY is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

### **LEGAL INTERNS** **THE CAMPAIGN FOR THE FAIR SENTENCING OF YOUTH**

**To apply:** Email a letter of interest, your resume, two references, and a transcript (unofficial is sufficient) to [info@fairsentencingofyouth.org](mailto:info@fairsentencingofyouth.org). Use "Legal Intern" as the subject of your email, and include your availability and where you saw this posting. Please specify if you are interested in the Legal Advocacy Internship or the Litigation Internship. Only complete applications will be reviewed.

**Background:** The legal internships at the Campaign for the Fair Sentencing of Youth will give law students an opportunity to work on the cutting edge of constitutional and human rights law. The United States is the only country in the world that sentences children to life without the possibility of parole and is one of only three countries that has failed to ratify the UN Convention on the Rights of the Child which expressly forbids this practice. There are more than 2,500 individuals currently serving life without parole sentences that they received as juveniles. The goal of the campaign is to support litigation and legislative strategies to abolish life-without-parole sentences for juveniles in the United States and ensure that all children have a meaningful opportunity to obtain release once they have been rehabilitated.

**Legal Advocacy Intern:** The legal advocacy intern's work may include researching and writing legal memos analyzing potential priority states for the future legislative sessions, aiding in the drafting of state level legislation, anticipating and researching implementation challenges of proposed legislation, and exploring potential partnerships with state-based community groups. During the legislative session, this work will be dynamic based on the advocacy team's needs.

**Litigation Intern:** The litigation intern will help support CFSY by drafting legal memos for the litigation team, including analysis of state laws relating to extreme sentences for youth, parole and review eligibility for youth, and mitigating sentencing factors for courts to consider once a juvenile has been tried and convicted in adult court. The work of the litigation intern will be integral toward our broader strategy of eliminating life without parole as a sentencing option for juveniles.

The Campaign for the Fair Sentencing of Youth is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

### **STUDENT VOLUNTEER INTERNSHIP PROGRAM** **U.S. DEPARTMENT OF JUSTICE**

The Community Relations Service offers unpaid Summer, Fall and Spring internships to undergraduate and graduate school students in its 15 offices across the country.

#### **Headquarters Office** **Washington, D.C.**

Headquarters' Interns gain a unique and exciting view of the work and mission of CRS. Interns will assist senior leaders, including the Director, Deputy Director, Associate Director and Legal Counsel, in a variety of assignments. Intern tasks may involve conducting research related to Department initiatives and Director's projects, evaluating current CRS programs, reviewing regional casework summaries, participating in weekly operational meetings, analyzing various mediation strategies and community dispute resolution techniques and attending meetings on behalf of the Agency. Law students will have the additional opportunity to work with CRS Legal Counsel on drafting legal memoranda, reviewing Memoranda of Understanding and drafting Freedom of Information Act responses. Communications and Public Affairs students will be able to create website content, draft talking points for senior management and write press releases on CRS initiatives and activities. All interns will have the ability to attend events in the Department to expand their knowledge of the government and the field of conflict resolution.

**Additional Requirements:** Applicants must be currently enrolled undergraduate or graduate students and submit a current official college or university transcript. Although all applicants will be considered, competitive candidates will have a cumulative grade point average of at least 3.0, completed their sophomore year of college and exhibit excellent communication skills, computer proficiency and professionalism. Students should demonstrate an interest in alternative dispute resolution and mediation or conflict resolution studies, as well as civil rights issues. Law students must demonstrate skills in legal research and the use of Westlaw and/or LexisNexis.

#### **Regional and Field**

**Boston | New York | Philadelphia | Atlanta | Chicago | Dallas | Kansas City Denver | Los Angeles | Seattle | Miami | Detroit | Houston | San Francisco**

The 10 regional offices and four field offices across the country work with diverse communities to prevent and resolve community conflicts. Regional teams deliver four services: mediation, facilitated dialogues, training, and consultation. Interns in regional and field offices work alongside regional staff to plan and deliver these services to impacted communities. The duties of Regional and Field Office Interns will vary by location, but all interns will have the opportunity to participate in CRS casework in their area. Regional and Field Office Interns will leave their internship with a greater understanding of how the CRS Conciliation Specialists and Regional Directors provide dispute resolution services and how CRS successfully prevents, responds to and/or addresses difficulties and conflict relating to allegations of discrimination or hate crimes in inter-community conflicts.

**Additional Requirements:** Applicants must be currently enrolled undergraduate or graduate students, and they must submit a current official college or university transcript. Although all applicants will be considered, competitive candidates will have a cumulative grade point average of at least 3.0, completed their sophomore year in college and exhibit excellent communication skills, computer proficiency, professionalism and dependability.

#### **Requirements for All Internships Qualifications and Additional Information**

- U.S. Citizen
- 18 years of age or older
- Currently enrolled as an undergraduate or post-graduate student
- Competitive candidates hold at least a 3.0 cumulative GPA
- Must pass a security background check before final approval (security checks can take up to 6 months)
- Nominal fee may be required for fingerprints
- Relocation, housing, and transportation assistance not included; public transit subsidies may be available.

**How to Apply:** Send a resume and brief cover letter explaining your interest, background, and dates of availability, as well as a current college or university transcript, to Melody Caprio at [crsinterncoordinator@usdoj.gov](mailto:crsinterncoordinator@usdoj.gov)

Applications are accepted on a rolling basis, however due to the security clearance process, we strongly suggest that you submit your application four months prior to your anticipated start date and follow the deadline schedule below in order to receive school credit. Applicants who are accepted into the program must immediately complete and return a security packet in order to expedite the background clearance process and ensure a timely start date.

#### **Suggested Deadline Schedule:**

**Fall: April 1**

**Spring: August 1**

**Summer: January 1**

#### **DISABILITY BENEFITS SPECIALIST**

**UNIVERSITY LEGAL SERVICES**  
**ONE YEAR FELLOWSHIP BEGINNING AUGUST 2015**

University Legal Services (ULS), a nonprofit protection and advocacy agency that advances the rights of DC residents with disabilities, seeks a recent law school graduate for a one-year fellowship focusing on securing timely Social Security disability benefits for incarcerated women with mental illness who are preparing to return to the community. Our goal is to promote the successful integration into the community of DC residents with mental illness.

As part of the Women's Resiliency and Reentry Project, the Benefits Specialist will assist women with mental illness at Federal Bureau of Prisons (FBOP) facilities, including halfway houses, and the DC Correctional Treatment Facility with prerelease applications for SSI and SSDI in preparation for their reentry. Responsibilities include:

- Conduct outreach to identified FBOP facilities and the DC Department of Corrections (DOC) to identify women who might qualify for disability benefits.
- Develop outreach and promotional materials about the Women's Resiliency and Reentry Project.
- Conduct trainings for returning citizens, criminal justice professionals and others on disability benefits eligibility, and evidence-based practices for completion of prerelease applications.
- Provide technical assistance to correctional staff and others who are assisting incarcerated women with SSI/SSDI applications.
- Identify and collect or develop medical evidence in support of claims for disability benefits.
- Prepare and submit memoranda to the Social Security Administration in support of claims for disability benefits.
- Act as liaison with the Social Security Administration to follow up benefits applications and advocate for applicants.
- Track project outcomes and produce regular reports for both internal and external use.
- Coordinate with ULS staff and partners to implement other aspects of the Women's Resiliency and Reentry Project.

**Compensation:** The Fellow will work full-time and earn a stipend of \$40,000 plus benefits, which include full medical insurance, vacation, sick leave and other benefits.

**Qualifications:**

- Required: JD degree
- Required: Either bar membership -or- take a bar examination by July 2015. Applicants who are not members of the DC Bar or are not sitting for the DC Bar in July 2015 must be willing to apply to waive into the DC Bar in Fall 2015.
- Required: Complete MPRE exam no later than August 2015.
- Required: Ability to communicate and build rapport with women who have extensive trauma histories, serious and persistent mental illness, and criminal justice involvement, and who are predominantly low-income and women of color.
- Required: Ability to communicate and work effectively as a proactive member of interdisciplinary team. Demonstrated competence in verbal, written, organizational and prioritization skills. Strong problem-solving skills and ability to troubleshoot challenging situations and creatively advance civil rights protections.
- Required: Ability to pass criminal background check required by the FBOP and DOC.
- Driver's license for travel locally and to FBOP facilities in the region.

- Preferred: Experience working within a social justice or civil rights organization, or for a criminal defense law office, particularly one that serves homeless or incarcerated individuals.
- Preferred: Familiarity and/or experience with SSI/SSDI eligibility and application process.

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

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

Please send your responses together with a resume, writing sample, and list of references electronically no later than April 20, 2015 to:

Tammy Seltzer, Director  
DC Jail & Prison Advocacy Project  
University Legal Services  
[tseltzer@uls-dc.org](mailto:tseltzer@uls-dc.org)  
No calls please

Applications will be considered as soon as they are received.

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

For more information please visit our website at [www.uls-dc.org](http://www.uls-dc.org).

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

**LEGAL DIRECTOR  
PASO DEL NORTE CIVIL RIGHTS PROJECT  
EL PASO, TEXAS**

Once-in-a-lifetime opportunity to do groundbreaking labor and civil rights work on the border in El Paso with people who need help the most. Paso del Norte Civil Rights Project (PCRP) is the El Paso office of the Texas Civil Rights Project (TCRP).

**Primary Duties:**

- Serve as staff attorney to support the robust legal docket at PCRP
- Litigate civil rights cases in such diverse practice areas as Constitutional, Disability and Labor rights

- Provide legal support and advice for community-based organization, Labor Justice Committee, on wage theft advocacy
- Work in collaboration with legal staff from other TCRP offices and local El Paso attorneys
- Collaborate with and support community organizations and advocates on labor and employment campaigns
- Supervise and conduct community outreach related to litigation programs
- Supervise support staff and community coordinators
- Coordinate and participate in public relations (press conferences, public speaking, television/radio interviews, etc.)
- Assist with fundraising, grant solicitation, and regional advisory board
- Qualifications:
- Demonstrated commitment to social justice
- Licensed attorney in Texas or the federal Western District of Texas – or willing to be admitted to both as soon as possible
- Legal/litigation experience, preferably in the field of wage and hour litigation and/or civil rights
- Ability to speak Spanish very helpful

**Compensation:** \$40,000-45,000 annually, depending on experience.

**Benefits:** medical, retirement, casual work environment, great co-workers, and knowledge you're making a difference.

**To Apply:** Please send a cover letter, résumé, writing sample, and three work references via email, fax or regular mail to:

Sandra Arzate  
 Paso del Norte Civil Rights Project  
 1317 East Rio Grande Avenue  
 El Paso, Texas 79902  
 Fax: 915-532-8892  
[sarzate38@yahoo.com](mailto:sarzate38@yahoo.com)

The Texas Civil Rights Project, a nonprofit foundation, promotes civil rights and economic and racial justice throughout Texas, for poor and low-income people.

TCRP is an equal opportunity employer. People of color, people with disabilities, women, and LGBTQ are encouraged to apply.

**DIRECTOR**  
**ABA RESOURCE CENTER FOR ACCESS TO JUSTICE INITIATIVES**  
**AMERICAN BAR ASSOCIATION**  
**CHICAGO, ILLINOIS**

**Generic ABA position description:** Undertake high level substantive legal work. Provide substantive support and expertise, and manage an ABA project(s) or ABA committee/commission. Conducts in-depth legal research, writes, publishes, speaks - providing technical assistance, directs educational activities, and engages in grant development and fund raising. Also is an expert in his/her specific field; often considered a national expert.

**More detailed description:** This position serves as the Director of the ABA Resource Center for Access to Justice Initiatives. The Resource Center, operating under the auspices and oversight of ABA Standing Committee on Legal Aid and Indigent Defendants, provides support to state supreme courts, state bar leaders and state civil legal aid leaders, to nurture the creation and expansion of state blue-ribbon commissions on access to civil justice. The position provides support for 38 state blue-ribbon commissions, and their chairs, members and staff. This position is responsible for an annual national meeting of state access to justice commissions, and for providing ongoing counsel and technical assistance to commissions on strategies for expanding access to legal services, including through pro bono, delivery collaborations and others. This position also provides research and analysis on pro bono issues for the Standing Committee on Pro Bono and Public Service and assists that Committee's technical assistance and programmatic development efforts. The position undertakes high level substantive legal work, conducts in-depth legal research, writes, publishes, provides technical assistance, directs educational activities, and engages in grant development and fund raising. Candidates should have strong familiarity with systems for delivery of civil legal services to the poor, including relevant law and regulation.

Candidates should have strong familiarity with systems for delivery of civil legal services to the poor, including relevant law and regulation.

**Hiring range:** \$85,900- \$96,000

**Position duties:**

1. Provide information, analysis, advice and materials to members of the bar and legal aid communities, and to the Standing Committee on Legal Aid and Indigent Defendants, in support of the goals and objectives of the ABA Resource Center for Access to Justice Initiatives. In general, support the creation and expansion of a durable infrastructure of state access to justice commissions, and a network connecting such commissions.
2. Gather data from state and national legal services providers, funders and other entities promoting access to justice. Prepare and update blogs, web pages, reports, articles, analyses, and other documents/publications about access to justice initiatives, including a state-by-state report on Access to Justice structures and initiatives. Manage consultants assisting in this work.
3. Identify the most important issues relating to access to civil justice in each state; collaborate with state leaders and others in developing tailored strategic responses. Work with state-level coalitions to develop long-range access to justice plans.
4. Operate a clearinghouse on access to justice initiatives by collecting, cataloging, analyzing and disseminating data and information pertaining to such initiatives. Maintain an on-line library of appropriate materials and information to support access to justice initiatives.
5. Respond to requests for research, information and technical assistance from state bar associations, access to justice commissions, the judiciary, legal aid providers and others involved in efforts to expand access to justice. Collaborate with key national legal aid stakeholders.
6. Develop substantive focus and lead logistical planning for an annual national meeting of state Access to Justice Commissions. Compile and/or create educational materials for this event. Conduct outreach to state leaders to foster attendance.
7. Conduct research on state and national rules and policies affecting judicial participation in promotion of pro bono. Compile and analyze such rules and policies, and prepare descriptive materials for web-based and other distribution. Speak and write on this topic as appropriate.
8. Conduct and/or supervise empirical research on the extent and types of pro bono activities by U.S. lawyers. Compile and analyze results. Provide written and oral presentations as appropriate.
9. Compile and analyze state policies and rules on pro bono service, including requirements that pro bono service be performed, requirements that pro bono service be reported, provision of CLE

credit for pro bono service and other policies providing incentives or regulation of pro bono activity.

10. Publish articles as appropriate on access to justice or pro bono.
11. Develop or assist others including state leaders and ABA staff to develop regional meetings and conferences seeking to catalyze new access to justice activity.
12. As assigned, prepare workshop presentations for the ABA Equal Justice Conference or for other national, state or regional gatherings focused on access to justice and pro bono service issues. This includes developing topics, identifying and procuring speakers, developing presentation outlines and preparing session materials.
13. Initiate and maintain regular contact with state leaders involved in access to justice through list serves, conference calls, and individual communication with liaisons and key contacts.
14. Assist in developing tools for use by state and national leaders to effectively communicate the need for civil legal services and for resources to support such services. Such tools may include guides, templates, comparative charts, presentation tools, videos and other products.

**Education:** JD

**Experience:** Substantial experience and high level of skills in policy analysis and scholarly writing, public speaking, other professional legal writing. Grant administration and supplemental subject matter experience may be required.

**To Apply:** Visit the link below and search for Requisition Number PK11402. Position open until filled.  
[http://www.americanbar.org/about\\_the\\_aba/employment\\_at\\_the\\_aba/aba\\_job\\_search.html](http://www.americanbar.org/about_the_aba/employment_at_the_aba/aba_job_search.html)

The ABA is an EEO/AA employer.

**ATTORNEY COORDINATOR  
AMERICAN BAR ASSOCIATION  
CHICAGO, ILLINOIS**

**Position Description:** Under the supervision of the ABA Center for Pro Bono Director, this individual will support the Working Group on Unaccompanied Minor Immigrants (Working Group) in its programmatic initiatives to support the delivery of pro bono legal services to unaccompanied immigrant minors. The primary initiative to be supported by this individual is the recruitment and matching of volunteer attorneys with programs serving unaccompanied minor immigrants and ensuring that volunteers have support with their volunteer efforts. Position responsibilities include:

- Administration of the Working Group's pro bono recruitment strategies, and coordination of referrals, including updating volunteer lists and conducting outreach and recruitment; conducting outreach to provider programs and matching providers with volunteers; managing correspondence, and compiling reports on activities; and completing other tasks as directed;
- Identifying areas/issues of pro bono management in which providers require assistance in technical assistance and providing such assistance;
- Supporting the efforts of ABA Sections, Divisions and other entities to assist them with recruitment and training of their lawyer members to represent unaccompanied minor immigrants;
- Participating in national conference calls around the topic of assisting unaccompanied minor immigrants;
- Assuming primary responsibility for updating, enhancing, and maintaining initiative websites;
- Conducting outreach to other key stakeholders and coordinating the Working Group's efforts with other national efforts.

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

The preferred candidate will have experience working in a non-profit environment engaged in program support. Strong computer and website management skills and experience are required. Must be able to work independently and handle multiple projects. Candidates with a background in legal assistance to underserved populations and/or expertise in immigration law is preferred.

**How to Apply:** For additional information and a link to apply online, visit: [http://www.americanbar.org/about\\_the\\_aba/employment\\_at\\_the\\_aba/aba\\_job\\_search.html](http://www.americanbar.org/about_the_aba/employment_at_the_aba/aba_job_search.html)

**DOMESTIC VIOLENCE CIVIL CLINIC SUPERVISOR  
UNIVERSITY OF OREGON SCHOOL OF LAW  
EUGENE, OREGON**

**Term:** 1.0 FTE funding contingent position renewable each year based on funding and performance.  
**Start date May 1 or before.**

**Rank:** Assistant Clinical Professor

**Salary Range:** 40-50 K (based on 1.0 FTE) To be determined based on experience and qualifications.

**General Responsibilities:** As the state's only public law school, the University of Oregon School of Law is charged with providing an exemplary, accredited legal education in a cost effective manner. The School of Law provides a broad-based legal education to approximately 400 students, supported by over 35 faculty and 25+ other administrative personnel. The law school is an integral part of the University of Oregon and the Eugene-Springfield community.

The University of Oregon is located in Eugene, Oregon, home to more than 145,000 people and Oregon's third largest city. Within only a few hours' drive are the ocean beaches, lakes, rivers, forests, high desert, and the Cascade and Coast mountain ranges. The Willamette River runs through the heart of the city and joins the McKenzie River north of town. Mild winters, long growing seasons and few drastic weather changes are characteristic.

The Domestic Violence Clinic is a program of the University of Oregon School of Law. The DV Clinic serves low-income victims of domestic violence, sexual assault, and stalking from throughout Lane County. Law students, under the supervision of a licensed attorney (the Clinic Supervisor), represent clients as part of their coursework. The Clinic Supervisor handles cases when the students are not in session.

This Attorney position will be part of the domestic violence clinic program, overseeing the Domestic Violence Civil Clinic component, focusing on a wide-range of survivors' civil legal needs. This position is primarily dedicated to the educational component although the Clinic Supervisor also provides an important service to the community. This position reports to the Faculty Director and will work in coordination with the Supervisor of the Domestic Violence Protective Order Clinic and the Staff Attorney. **The person in this position must have a J.D., an Oregon Bar license, a passion for helping survivors of domestic violence, sexual assault, and stalking, an interest in working with volunteers and clients, the ability to be an outstanding educator of law students, and a desire to be part of a top-flight legal clinic.** The position requires excellent communication and lawyering skills and an ability

to establish and maintain productive, collaborative relationships with students and University of Oregon colleagues.

The Domestic Violence Civil Clinic Supervisor is an non-tenure track assistant clinical professor position funded through a three-year federal grant. The DV Clinic intends to pursue ongoing funding but cannot guarantee the long term existence of this position.

### **Major Duties:**

#### **70% Supervision of the Domestic Violence Civil Clinic”**

Train law students in providing a full range of non-tort civil legal advice, assistance, or full representational to low-income survivors for civil and criminal legal matters related to the abuse or violence as follows:

Approximately 70% of survivors will receive legal advice, assistance, or representation in dissolution, custody, or other family law matters.

Approximately 30% of survivors will receive legal advice, assistance, or representation in housing, benefits, employment (including unemployment compensation), consumer credit and’ or privacy matters, crime victim compensation matters, or for related criminal proceedings against their perpetrators in order to protect their privacy or safety.

#### **20% Legal Counsel**

Provide a full range of non-tort civil legal advice, assistance, or full representation to low-income survivors when students are not in session and supervise the provision of the same by students when law school is in session.

Attend OVW trainings and Womenspace trainings to hone skills.

Develop, implement, monitor, and revise, as necessary, a specific service design plan for victims who are members of the LGBT community.

#### **10% Administrative Duties**

Provide or coordinate the provision of annual free CLE training for Oregon attorneys and annual lecture to community to increase awareness of civil legal needs of survivors.

### **Minimum Required Qualifications:**

- J.D., licensed in Oregon
- Three years of experience in a general practice setting, with an emphasis on family law
- Experience with, or knowledge of, the legal remedies that survivors may seek in the areas of housing, benefits, employment (including unemployment compensation), consumer credit and’ or privacy matters, and crime victim compensation
- Understand the dynamics of domestic violence, sexual assault and/or stalking, have a sensitivity and capacity to work with survivors
- Demonstrated experience and/or commitment to working effectively with individuals from diverse backgrounds, in support of an inclusive and welcoming environment

- Excellent communication and lawyering skills and an ability and desire to establish and maintain productive, collaborative relationships with students and University of Oregon colleagues

**Preferred Qualifications:**

Interest and/or experience in improving the law for survivors of domestic violence, sexual assault, and stalking through appellate litigation

**Application Procedures:** To apply, submit a cover letter stating your interest in the position which clearly addresses how you meet the required and preferred qualifications, resume, and contact information for three professional references to: Jill Elizabeth, Personnel & Academic Support Coordinator, Attention: DV Civil Clinic Supervisor, [LawHR@uoregon.edu](mailto:LawHR@uoregon.edu).

Open Until Filled: To ensure consideration, please submit all requested documents **by April 2, 2015**.

For more information about University of Oregon School of Law, please visit our website at [www.law.uoregon.edu](http://www.law.uoregon.edu). **Note: Final candidate must successfully complete a civil records and a criminal background check.**

The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the ADA. The University encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including veteran and disability status.

**STAFF ATTORNEY  
IMMIGRATION COUNSELING SERVICE  
PORTLAND, OREGON**

For more than 30 years Immigration Counseling Service (ICS) has been dedicated to improving the lives of Oregon's immigrant communities through access to affordable legal services. Our client base is quite large and our staff is not. If you like to handle a variety of cases, then please consider our very fast paced, not-for-profit immigration law firm. We are located in downtown Portland, Oregon.

ICS has an immediate opening for a Staff Attorney who is bilingual and has considerable experience practicing family related immigration law. We are looking for an individual who is committed to immigration and human rights issues and who works best in a collaborative work environment.

**Qualifications and Experience:**

- J.D. and state Bar membership, preferably Oregon;
- At least three + years of immigration legal practice experience, preferably in family law;
- Fluent in written and spoken Spanish.

**Salary:** Commensurate with experience, plus benefits that include medical and dental insurance, 401 K, ongoing educational opportunities and a very generous paid time off policy.

Please email your cover letter and resume to Barbara B. Babcock, Executive Director, [bbabcock@ics-law.org](mailto:bbabcock@ics-law.org).

**LEGAL PROGRAM DIRECTOR  
FAITHACTION INTERNATIONAL HOUSE  
GREENSBORO, NORTH CAROLINA**

**Organization:** FaithAction is a 501c3 nonprofit located in downtown Greensboro, North Carolina that serves and accompanies thousands of new immigrants each year, while educating and connecting our diverse community across lines of culture and faith – turning strangers into neighbors! For more on our extensive and impactful services, education and bridge-building programs visit – [www.faithaction.org](http://www.faithaction.org)<<http://www.faithaction.org>>.

**Purpose:** To oversee and provide professional, low-cost immigration legal services to our diverse immigrant clients, and participate in FaithAction’s education, bridge-building, and advocacy work toward needed reforms and a better, more united community.

**Qualifications:** The candidate must be licensed to practice federal immigration law, and have extensive experience with immigration cases including: DACA, Relative Petitions, U Visas, FOIAs, Provisional Waivers, Renewal of Green Cards, Consular Process, and Citizenship. We are seeking a professional, detail-oriented, and compassionate individual who has a passion for working with new, low-income immigrants and values multicultural and interfaith cooperation. Fluency in Spanish and English is strongly preferred, and experience working with Law Logix, Salesforce, and Microsoft Excel a plus. Additional qualifications include: strong written and communication skills, administrative skills, and excellent relationship building skills to work effectively with staff, volunteers, clients, and community partners.

**Type:** Full time (40 hours per week) salaried position.

**Benefits:** Determined in the contract between the Immigration Legal Program Director and FaithAction.

**Application Process:** To apply, please email a resume and cover letter to Executive Director, David Fraccaro at [dfraccaro@faihouse.org](mailto:dfraccaro@faihouse.org)<<mailto:dfraccaro@faihouse.org>>. FaithAction International House values a diverse workplace, and encourages people of color, persons with disabilities, and members of under-represented communities to apply. Applications will be reviewed on a rolling basis, and candidates are encouraged to apply early on. Only those selected for an interview will be contacted.

**STAFF ATTORNEY  
IMMIGRATION DEFENSE PRACTICE GROUP  
NEIGHBORHOOD DEFENDER SERVICE  
HARLEM, NEW YORK**

The Neighborhood Defender Service is a community-based, holistic public defense practice. NDS’s Immigration Defense Practice Group is a critical part of our holistic approach to public defense. NDS is seeking a lawyer with one to three years of experience to join the Immigration Defense Practice Group under the Civil Legal Services Team.

**Overview:** The Immigration Defense Practice Group provides consultation services, advice and legal representation to NDS clients who are non-citizens, and to immigrant communities throughout Harlem and Washington Heights. For a significant percentage of our clients, a prior criminal conviction or an ongoing criminal case often results in a serious risk of immigration detention and/or deportation.

**Role and Responsibilities:**

- The attorney filling this position will advise non-citizen clients regarding the full range of immigration consequences associated with their criminal cases and will work with criminal defense attorneys to mitigate the negative immigration consequences of open criminal cases.
- The attorney will manage a caseload of detained and non-detained immigrants facing removal proceedings before the Immigration Court and the Board of Immigration Appeals.
- The position will also involve filing applications and representing clients before the U.S. Citizenship and Immigration Services (USCIS), including applications for adjustment of status, naturalization, Special Immigrant Juvenile Status, and other benefits with USCIS.
- S/he will conduct immigration law trainings for new criminal defense attorneys and keep current attorneys up to date with changes in the law.
- The attorney will be expected to represent NDS at local coalition meetings and occasional meetings with local and federal government officials. S/he will also participate in advocacy efforts for legal and policy changes.
- S/he will help coordinate and participate in community outreach events in Upper Manhattan.

**Desired Capabilities and Qualifications:**

- The ideal candidate will have one to three years of experience practicing immigration law, particularly in criminal immigration matters.
- Demonstrated commitment to immigrant rights, criminal justice, and social justice issues.
- Excellent written and oral communication skills.
- Excellent organizational skills
- Ability to manage a diverse, high volume caseload and keep track of numerous deadlines
- Admitted to practice law in any state, preferably New York.
- Ability to travel throughout New York City and New Jersey to various courts and detention facilities. A valid driver's license is required.
- Experience working with diverse and indigent individuals
- Fluency in Spanish is strongly preferred.

**How to Apply:** Applicants should email a cover letter, resume, and one writing sample as one document (preferably PDF) to Mary Clare Patterson by email at [mcpatterson@ndsny.org](mailto:mcpatterson@ndsny.org), with the subject line, "Immigration Defense Staff Attorney." Applications will be accepted on a rolling basis until the position is filled.

Neighborhood Defender Service is an Equal Opportunity Employer.

**IMMIGRATION EXECUTIVE ACTION PROGRAM DIRECTOR  
CENTER FOR POPULAR DEMOCRACY  
BROOKLYN, NEW YORK**

The Center for Popular Democracy (CPD) builds organizing power to transform the local, state, and national policy landscape through deep, long-term partnerships with leading community organizing groups and progressive labor unions nationwide. CPD has offices in New York City and Washington, DC with other staff working throughout the country.

We seek an experienced and energetic professional to lead a new initiative to build power and seize opportunities presented by President Obama's Executive Action on immigration – for which some five million immigrants will be eligible. The Immigration Executive Action Program Director will engage some of the most effective community organizations in the country to respond to executive action (now known as Deferred Action for Parental Accountability and Expanded Deferred Action for Childhood

Arrivals – DAPA/Expanded DACA). The initiative will help organizations upgrade their infrastructure to reach 400,000 immigrant households, build direct services capacity, and leverage technology to make the most of Executive Action. This is an opportunity to be part of history and participate in the largest immigrant legalization effort in United States history, and help to lay the groundwork for the political power needed for more comprehensive immigration reform.

The Director will lead a team of up to eight national staff - including capacity builders, a canvass director, and database and app developers - to implement the goals of the program.

**Primary Responsibilities:** The Director will report to the Co-Executive Director and will oversee a team of CPD staff charged with building the capacity, and coordinating the efforts of CPD partner organizations across twelve states to:

- Launch a massive community outreach effort, using the latest technology to reach and educate 400,000 immigrants, sign up new members, and connect immigrants to high-quality legal services to complete their DACA/DAPA their applications.
- Implement high-quality community-based legal service programs that can assist over 40,000 eligible applicants to complete their DACA/DAPA applications.
- Engage 100,000 contacts as new members of their organizations.

The Executive Action Team will work under the leadership of the Director to:

#### **Reach & Engage 400,000 Immigrants in Social Change Work**

- Oversee the field canvass in 12 states and oversee provision of technology support in 20+ states.
- Implement a digital engagement plan that will move new contacts through a ladder of engagement, use videos and web-based popular education materials, including infographics and comics, to keep new contacts connected and engaged.

#### **Build Direct Services & Referral Capacity**

- Provide technical assistance to CPD partners in twelve states to enable them to establish a service operation, some for the first time. Activities will include developing program models and working with partners to map out their implementation; developing and leading trainings for staff and volunteers; assisting with hiring lawyers, paralegals, organizers and others to conduct mass outreach and mass application processing; establishing case management systems and integrating technology to support case management.
- Provide technical assistance to additional partners in 20 states on technology.

#### **Leverage Technology**

- Oversee the development and roll out of technology to manage a sophisticated field outreach operation, streamline direct service intake processes, manage immigration application processing to optimize the use of scarce legal resources, engage community members online and offline, and facilitate data analysis and research on effective outreach models, the demand for, and impact of particular services.
- Monitor data reports from the field and make adjustments as suggested by the data.

#### **Engage Funders and Allies**

- Coordinate collaboration with national community organizing networks, labor unions, legal service providers, technology partners, and other allies to ensure success of the initiative.
- Prepare and submit reports to funders and allies as needed.

#### **Job Requirements:**

- A demonstrated commitment to social and racial justice issues and understanding of challenges facing immigrant communities, communities of color, and low-and moderate income families;
- At least five years' experience in direct services, base building, electoral, civic engagement, union or community organizing, or political campaigns; at least two years' experience managing or directing full time staff;
- Experience developing and managing programs;
- Ability to work within a coalition of diverse organizations and partners;
- Highly analytical and detail-oriented;
- Results-focused and organized;
- Experience with immigrant rights a plus;
- Experience leading projects with technology components a plus.
- Spanish language proficiency a plus.

Position preferably will be based in Brooklyn, NY.

Generous salary and benefits package, depending on experience.

**How to apply:** Please apply submit resume and cover letter through our hiring portal:  
<https://cpd.hiringthing.com/job/20861/immigration-executive-action-progr...>

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

**TEACHING/SUPERVISING FACULTY POSITION  
 STARTUP LEGAL GARAGE PROGRAM  
 UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW  
SAN FRANCISCO, CALIFORNIA**

The University of California Hastings College of the Law is recruiting for a teaching/supervising faculty position. This is a Long Term Contract Faculty position with an initial three-year contract period beginning July 1, 2015. Salary is commensurate with law school teaching experience.

The successful applicant's teaching responsibilities will include acting as Director for the Startup Legal Garage program. In this program, students do corporate and intellectual property work for early stage Tech and BioTech companies, supervised for free by outside law firms. The students bring redacted versions of the deals they are working on into the accompanying doctrinal classroom, to give life to the legal cases they are studying. The Startup Legal Garage has been named one of the most innovative law school programs in the country.

This Director of the Startup Legal Garage will work with the Director of the Institute for Innovation Law and will have year-round responsibility for managing a program that, as part of doctrinal courses, creates and oversees dozens of fieldwork projects each semester. Each project is comprised of two to three students, a supervising attorney from a leading law firm, and an early-stage tech or biotech company. The Director is responsible for managing relationships with students, practicing attorneys and members of the startup community as well as helping to develop the day-to-day activities of the Startup Legal Garage curricular program.

Experience in at least one major law firm and with start-ups and entrepreneurship is required, along with superb communication and organizational skills. A JD degree and admission to the California State Bar

are required. Experience in or aptitude for law teaching and student supervision, relevant legal practice experience, and subject matter expertise will be central considerations in the selection process.

Long Term Contract Faculty are considered faculty and are involved in institutional governance including serving on faculty committees. Successful candidates will have demonstrated excellence in teaching and in supportive, mentoring supervision, have meaningful hands-on lawyering experience from which they can articulate lessons and approaches, and have demonstrated a commitment to public and professional service.

To apply, please submit a cover letter, CV, and references to Katey Mason at [masonk@uchastings.edu](mailto:masonk@uchastings.edu) by **April 3, 2015**. Please address any questions to the chair of the LTCF appointments committee, Prof. Ascanio Piomelli, at [piomelli@uchastings.edu](mailto:piomelli@uchastings.edu).

UC Hastings is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply.

**TEACHING/SUPERVISING CLINICAL FACULTY POSITION  
INDIVIDUAL REPRESENTATION CLINIC  
UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW  
SAN FRANCISCO, CALIFORNIA**

The University of California Hastings College of the Law is recruiting for a teaching/supervising clinical faculty position. This is a Long Term Contract Faculty position with an initial three-year contract period beginning July 1, 2015. Salary is commensurate with law school teaching experience.

The successful applicant's teaching responsibilities will involve teaching and supervising students in the Individual Representation Clinic (IR), the Lawyers for America (LfA) program, and other externships. The IR Clinic is an in-house litigation-based clinic serving low-income clients in wage and hour employment cases, unemployment insurance appeals, social security disability administrative hearings, in-home supportive services appeals, and other practice areas at the discretion of the faculty teaching in this clinic. All cases within IR have the potential to expose the students to the full-range of client representation skills in a litigation context, including client interviewing and counseling, factual investigation, legal research, legal drafting, and hearing and trial preparation. LfA offers UC Hastings students a full-year externship in an approved governmental or non-profit law office, followed by one year of post-graduate employment in the same placement. Responsibilities for LfA include curricular counseling, teaching a seminar, and supervising LfA students' third-year externship placements.

Under the general direction of the Associate Dean for Experiential Learning and the Provost and Academic Dean, the Long Term Contract Faculty has both classroom teaching and student casework supervision responsibilities. Typical duties consist of, but are not necessarily limited to: collaborating with co-teachers in the development and revisions of a syllabus for the accompanying seminar; preparing teaching, substantive legal training, and case-related materials; screening and selecting cases; leading and facilitating twice-weekly seminar sessions; as well as teaching, supervising, and mentoring students in aspects of legal practice. Areas of focus include the role responsibilities and ethical obligations of lawyers, applicable law relevant fields of practice, training and intensive supervision in the lawyering skills mentioned above, in addition to the skill of introspective reflection on practice experience. The Long Term Contract Faculty also assumes direct responsibility for representing clients when students are not available, serves as coordinating or lead counsel on long-term projects, and is responsible for developing and managing the client caseload, planning the educational curriculum, and operating the on-clinical office.

Experience in or aptitude for clinical law teaching and student supervision, relevant legal practice experience, and subject matter expertise will be central considerations in the selection process. Relevant subject matter expertise can include employment/wage and hour law, public benefits, and poverty law. Familiarity with local non-profit and governmental law offices and the ability to effectively work with supervising attorneys in these offices to ensure a meaningful externship experience for students is a plus.

The position requires membership in the California State Bar. Long Term Contract Faculty are considered faculty and are involved in institutional governance including serving on faculty committees. Successful candidates will have demonstrated excellence in clinical teaching and in supportive, mentoring supervision, have at least five years of meaningful hands-on lawyering experience from which they can articulate lessons and approaches, and have demonstrated a commitment to public and professional service.

To apply, please submit a cover letter, CV, and references to Katey Mason at [masonk@uchastings.edu](mailto:masonk@uchastings.edu) by **April 3, 2015**. Please address any questions to the chair of the LTCF appointments committee, Prof. Ascanio Piomelli, at [piomelli@uchastings.edu](mailto:piomelli@uchastings.edu).

UC Hastings is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply.

**ATTORNEY  
JAMES E. ROGERS SCHOOL OF LAW  
UNIVERSITY OF ARIZONA  
TUCSON, ARIZONA**

The James E. Rogers School of Law at the University of Arizona is hiring an experienced attorney to join the clinical faculty in the Wrongful Conviction Clinic. In collaboration with the Arizona Justice Project, the Clinic accepts cases involving claims of actual innocence or other manifest injustice. Under the supervision of clinic faculty, students provide pro bono investigative and legal assistance in both post-conviction and clemency proceedings.

Through a unique partnership with the Arizona Justice Project and Arizona State University's Post Conviction Clinic, the Wrongful Conviction Clinic is the recipient of grant funds targeted at cases where there is a possibility that post-conviction DNA testing could be dispositive of innocence. The staff attorney's primary role will be evaluating potential innocence cases and helping to secure post conviction DNA testing. The staff attorney will work closely with the Clinic Director and law students in the Clinic.

The position is for one year, with the possibility of renewal for a second year.

**Responsibilities:**

- Supervise law students' case work
- Review trial and post conviction records
- Litigate motions for discovery and access to evidence
- Conduct evidence searches
- Litigate motions for DNA testing
- Consult with DNA labs regarding testing procedures

**Qualifications:**

**Minimum**

- Admission to the bar in at least one state
- Demonstrated commitment to representing indigent clients
- Excellent legal research, writing, and presentation skills

**Preferred**

- The ideal candidate will possess at least five years litigation, appellate, or clerkship experience.
- Criminal defense experience preferred

**Salary:** \$45,000-\$60,000 DOE, plus benefits through the University of Arizona

**To apply:** Please include the following: letter of interest, resume, 5-10 page writing sample, law school transcript (unofficial copy is fine), and contact information for three references. Applications may be submitted through the University of Arizona's online system at [www.uacareertrack.com](http://www.uacareertrack.com) using job code #57462, or sent directly to Vanessa Buch at [vbuch@email.arizona.edu](mailto:vbuch@email.arizona.edu).

**STAFF ATTORNEY  
JUSTICE FOR OUR NEIGHBORS  
GRAND RAPIDS, MICHIGAN**

Justice for Our Neighbors-West Michigan ("JFON-WM") seeks a committed, self-motivated immigration law attorney to work in our site headquarters in Grand Rapids, Michigan. Ideal candidates should have a strong commitment to public interest law and to the enfranchisement and empowerment of immigrant communities.

- The attorney will be primarily responsible for providing immigration legal services to low-income clients and for the supervision and training of volunteers who run monthly client intake immigration clinics.
- This position is well-suited for both experienced and more recently established attorneys.
- Benefits include membership in the American Immigration Lawyer Association and a dedicated support network of experienced immigration law attorneys.
- The attorney will support the mission of JFON and Central United Methodist Church to respond to the immigration needs of the "sojourner in our midst." Such responses include educational outreach and immigrant rights advocacy primarily directed to established congregations and to the new immigrant community.

JFON-WM is part of a national network of clinics, currently numbering 42 clinics nationwide. The attorney will work under the direction of JFON-WM Site Attorney and Site Director, both located in Grand Rapids, Michigan. JFON-WM is more than a legal service program. It is a faith-based ministry of the United Methodist Church and United Methodist Committee on Relief, which serves a diversity of individuals, cultures and faiths who come together to welcome immigrants to our community. As such, the attorney should have an appreciation of the spiritual principles of this work and an ability to work sensitively with numerous volunteers and clients having diverse personalities, lifestyles, cultures, political orientations and various faiths. The JFON-WM Regional Advisory Board provides direction and guidance for local program initiatives.

**Duties:** The attorney is responsible for the following:

- Providing legal advice, representation and assistance to clients with preparing immigration petitions and applications. Occasional travel to Chicago or Detroit for appearances before the USCIS and/or Immigration Court may be required for some clients.

- Training and supervising volunteers who may provide a variety of services including translation-interpretation, intake and helping the attorney to complete immigration forms.
- Conducting educational presentations about immigration laws and policies to local churches and the general public.
- Providing guidance to JFON-WM staff and volunteers during clinics to ensure that management practices comply with the rules of professional responsibility for legal service providers and non-attorneys.
- Coordinating local legal services and advocacy with the national JFON network to ensure common standards on matters affecting the JFON network as a whole.
- Maintaining local caseload on a web-based case-management system, participating in case review meetings via telephone conference call and in-person meetings with other JFON attorneys.
- Attending conferences of the local UMC congregations, UMC Conference and the national JFON network, as required.

**General Requirements:** General knowledge of immigration law is required and at least one year of legal practice in this field is preferred.

**Special Requirements:** Foreign language ability, in particular Spanish, is a plus.

**Work Hours:** Part-time (30 hours per week)

Position available immediately. Please submit resumes by April 8, 2015.

**Submit Resume to:**

Laura Rampersad, Site Director  
207 Fulton East  
Grand Rapids, MI 49546  
**Email** L.Rampersad@jfonwestmichigan.org  
**Phone** (616) 451-8145 **Fax** (616) 451-4893

**STAFF ATTORNEY  
SATELLITE CLINIC  
JUST FOR OUR NEIGHBORS  
TRAVERSE CITY, MICHIGAN**

Justice for Our Neighbors-West Michigan (“JFON-WM”) seeks a committed, self-motivated immigration law attorney to manage its newly-established satellite office in Traverse City, Michigan. Ideal candidates should have a strong commitment to public interest law and to the enfranchisement and empowerment of immigrant communities.

- The attorney will be primarily responsible for providing immigration legal services to low-income clients and for the supervision and training of volunteers who run monthly client intake immigration clinics.
- This position is well-suited for both experienced and more recently established attorneys.
- Benefits include membership in the American Immigration Lawyer Association and a dedicated support network of experienced immigration law attorneys.
- The attorney will support the mission of JFON and Central United Methodist Church to respond to the immigration needs of the “sojourner in our midst.” Such responses include educational

outreach and immigrant rights advocacy primarily directed to established congregations and to the new immigrant community.

JFON-WM is part of a national network of clinics, currently numbering 42 clinics nationwide. The attorney will work under the direction of JFON-WM Site Attorney and Site Director, both located in Grand Rapids, Michigan. JFON-WM is more than a legal service program. It is a faith-based ministry of the United Methodist Church and United Methodist Committee on Relief, which serves a diversity of individuals, cultures and faiths who come together to welcome immigrants to our community. As such, the attorney should have an appreciation of the spiritual principles of this work and an ability to work sensitively with numerous volunteers and clients having diverse personalities, lifestyles, cultures, political orientations and various faiths. The JFON-WM Regional Advisory Board provides direction and guidance for local program initiatives.

**Duties:** The attorney is responsible for the following:

- Providing legal advice, representation and assistance to clients with preparing immigration petitions and applications. Occasional travel to Chicago or Detroit for appearances before the USCIS and/or Immigration Court may be required for some clients.
- Training and supervising volunteers who may provide a variety of services including translation-interpretation, intake and helping the attorney to complete immigration forms.
- Conducting educational presentations about immigration laws and policies to local churches and the general public.
- Providing guidance to JFON-WM staff and volunteers during clinics to ensure that management practices comply with the rules of professional responsibility for legal service providers and non-attorneys.
- Coordinating local legal services and advocacy with the national JFON network to ensure common standards on matters affecting the JFON network as a whole.
- Maintaining local caseload on a web-based case-management system, participating in case review meetings via telephone conference call and in-person meetings with other JFON attorneys.
- Attending conferences of the local UMC congregations, UMC Conference and the national JFON network, as required.

**General Requirements:** General knowledge of immigration law is required and at least one year of legal practice in this field is preferred.

**Special Requirements:** Foreign language ability, in particular Spanish, is a plus.

**Work Hours:** Part-time (15 hours per week)

**Clinic Location**

Central United Methodist Church  
222 Cass Street, Traverse City, Michigan 49684  
Local Contact: Alline Beutler  
Phone: (231) 620-1100

**To Apply:** Submit resume by April 8, 2015 to:

Laura Rampersad, Site Director  
207 Fulton East  
Grand Rapids, MI 49546

**Email** L.Rampersad@jfonwestmichigan.org  
**Phone** (616) 451-8145 **Fax** (616) 451-4893

**STAFF ATTORNEY  
SAN MATEO COUNTY OFFICE OF BAY AREA LEGAL AID  
REDWOOD CITY, CALIFORNIA**

**The San Mateo County Office** of Bay Area Legal Aid (BayLegal) is currently accepting applications for a full time, (however we will consider less than full time for the right candidate), litigation staff attorney who will focus on the civil legal needs of domestic violence and sexual assault survivors primarily in family law and immigration matters.

**The Organization:** Bay Legal ([www.baylegal.org](http://www.baylegal.org)) is the largest legal services provider in the Bay Area, serving Alameda, Contra Costa, Marin, Napa, San Mateo, San Francisco and Santa Clara counties. Its mission is to provide high quality legal assistance to clients, regardless of their location, language or disability. Although grounded in local communities, BayLegal's vision is to serve the entire region. BayLegal operates six regional offices and has nearly 100 staff members. BayLegal assists clients primarily in housing, family law/domestic violence, access to healthcare, public benefits matters, youth advocacy and consumer rights.

**Job Description:** The litigation attorney position is primarily focused on representing the family and immigration law needs of domestic violence and sexual assault survivors though may also be called upon to address their housing and economic justice legal needs. The position also involves running weekly clinics assisting self-represented litigants seeking Domestic Violence Prevention Act restraining orders. The attorney will engage in community outreach and collaborations, particularly geared towards reaching identified underserved populations, such as African-American, non-English speaking, or LGBT domestic violence survivors. The position will also work in collaboration with the court, local government, and community agencies to address systemic barriers affecting domestic violence and sexual assault survivors. We seek attorney candidates who are adept working in a litigation-rich practice, will be self-directed, and are comfortable working in a fast paced environment.

**Requirements:**

- Membership in good standing of any state bar including the California State Bar;
- At least one (1) year of relevant substantive experience and experience representing clients at hearing/trial;
- Excellence in oral and written communication;
- Strong organizational skills;
- Ability to work independently and as part of a dynamic team;
- Ability to work with low-income clients and clients with disabilities.
- Also highly valued is professional fluency in Spanish, Tagalog, or Chinese, and the ability to provide culturally appropriate services to diverse communities.

**Compensation and Benefits:** Compensation is based upon experience. Generous benefits package includes medical, dental and life insurance, long term disability, a 401k plan, loan repayment and bilingual differential.

**Applications:** *We encourage applicants who will contribute to our diversity to apply.* Review of applications will begin immediately and continue until filled. Applicants are encouraged to apply as soon

as possible. Please send cover letter, resume, references, and writing sample to: David McGee, Director of Human Resources at [dmcgee@baylegal.org](mailto:dmcgee@baylegal.org) and include SM Attorney in the subject line no later than April 10, 2015.

**ASSOCIATE ATTORNEY  
END DOMESTIC ABUSE WISCONSIN – RISE LAW CENTER  
MADISON, WISCONSIN**

RISE Law Center of End Domestic Abuse Wisconsin is seeking an associate attorney to provide direct legal services to underrepresented populations, particularly immigrant and refugee survivors of domestic violence and/or sexual assault. Using a trauma informed approach, the attorney will provide legal representation in immigration matters, protection orders and family law as well as provide legal training and technical assistance to partner agencies.

**Primary Responsibilities:**

**A. Legal representation of victims and survivors of domestic and/or sexual violence**

- Provide representation to clients in immigration applications, interviews and court proceedings including, but not limited to: U & T Visa Petitions, VAWA & Family Based Petitions, Deferred Action for Childhood Arrivals, Asylum, Adjustment of Status and other related immigration matters
- Provide representation to clients in family law matters, including, but not limited to: divorce, legal separation, annulment, custody and placement, paternity, child support, property division and other related matters
- Provide representation to clients in domestic abuse injunction hearings and other protection orders, as well as coordinate appropriate safety measures with the court
- Perform client intakes, assess client's legal issues, provide informed legal advice and recommendations to client and identify differing strategies based on client's specific circumstances and needs
- Research and prepare legal documents, including pleadings, motions, orders, stipulations, legal memoranda, briefs, and immigration forms
- Understand and keep current with courtroom decorum and policies as well as local court rules
- Represent clients in court appearances, including evidentiary hearings, status conferences and trials, in order to advocate for clients' best interests, telephonically and in person both in immigration proceedings and circuit courts in varying counties
- Collaborate with other attorneys, interns, and staff at RISE and End Abuse
- Train and coordinate interns, volunteer attorneys and law students providing case management and client representation

**B. Commitment to Domestic Violence and Sexual Assault Agencies (Project Partners)**

- Receive and process referrals from/to project partner agencies
- Provide training and legal technical assistance to advocates
- Organize, attend and support RISE training sessions and events
- Collaborate with culturally specific programs to provide cultural awareness and competency trainings to project partners
- Maintain and develop skills and knowledge by attending training; especially as it relates to victimization and trauma, intimate partner violence and sexual violence
- Promote and maintain professional relationships with partner agencies
- Attend RISE and End Abuse meetings

### **C. Administrative**

- Perform conflicts checks, open and close files, keep electronic and paper files organized
- Keep track of deadlines, time and billable hours
- Organize and build case load as well as maintain client base
- Maintain accurate and up to date client, program and agency records, including statistics and case tracking, and assist with grant writing and reporting as needed
- Answer phones, take messages, mail, copy, scan, fax, and perform other office administrative duties as needed

**Education/Experience/Qualifications:** An ideal candidate will have a passion for social justice work particularly empowering survivors and ensuring meaningful access to the legal system for immigrants and refugees. This person should be cognizant of the needs of victims and have the ability to work closely with others to provide holistic supportive services to clients. The strongest candidate for this position would be someone who is driven, responsible, empathetic, supportive, encouraging and enthusiastic about the goals and success of RISE Law Center.

### **Required Qualifications:**

- Juris Doctorate from an accredited law school
- Licensed, active and in good standing, by the Wisconsin State Bar
- Valid driver's license and insurance and/or access to reliable transportation
- Ability to assimilate and analyze facts and build legal strategies on a case-by-case basis
- Excellent written and verbal communication and advocacy skills
- Adept in Microsoft Office products including Word, Excel, Outlook

### **Preferred Qualifications:**

- Experience working with survivors or with a demonstrated understanding of dynamics of sexual assault and domestic violence is preferred
- Experience working with traditionally underserved populations is a plus
- Must be comfortable working with individuals with limited English proficiency
- Spanish or Hmong language fluency is preferred

We encourage applications from all qualified individuals and value a diverse workforce and an inclusive environment.

**Salary Range:** \$36,000- \$38,000 (or commensurate with experience)

**Other Compensation:** End Domestic Abuse Wisconsin offers an extensive compensation package including salary, paid time off (3 weeks vacation, sick time, personal time, and holidays), short and long term disability, life insurance, 401k with company match, and flexible benefit (currently 10K for 40 hr/week employees) to be applied toward health, dental, vision, 401k and/or salary.

**Application Due Date:** Applications received by **April 10, 2015** will be given full consideration. The position will remain open until filled. Interviews will be conducted on a rolling basis starting mid-April until the position is filled. Apply early for full consideration.

**If you wish to apply for this position,** [review the application and process here](http://wcadv.org/content/resources/jobs/associate-attorney) or use this URL <http://wcadv.org/content/resources/jobs/associate-attorney>

**Please submit a complete application package, including:**

- The END ABUSE application form;
- A current resume;
- A cover letter;
- A one-page essay describing your understanding of domestic violence;
- Information about how to contact you for an interview.

**To be considered for this position, you must include all of the above listed information.**

Please send your complete application to: End Domestic Abuse Wisconsin/HIRING COMMITTEE - 1245 E Washington Ave, Suite 150, Madison, WI 53703 OR Email to: [apply@wcadv.org](mailto:apply@wcadv.org) OR Fax to: 608.255.3560

End Domestic Abuse Wisconsin is an equal opportunity/affirmative action employer committed to diversity, empowerment and social justice.

**PRO BONO CONSULTANT  
(6 Month Engagement)  
AMERICAN IMMIGRATION COUNCIL  
DILLEY, TEXAS**

The **American Immigration Council** is a non-profit organization established to increase public understanding of immigration law and policy, advocate for the just and fair administration of our immigration laws, protect the legal rights of noncitizens, and educate the public about the enduring contributions of America's immigrants.

The Council has significant experience leading advocacy and litigation efforts to challenge unlawful asylum, detention, and deportation policies, including its most recent collaborative work at the Artesia, New Mexico family detention facility, which was closed in late 2014.

The Pro Bono Consultant will support volunteer attorneys representing women and children detained in Dilley, Texas and assist in compilation of data to end family detention.

Scope of work is inclusive of the following:

- Case management assistance
- Document management
- Meeting coordination
- Volunteer management
- Project office management
- Data compilation
- Scheduling

Law school, legal assistant or paralegal experience helpful. Knowledge of immigration law a plus. Spanish proficiency is required for project.

Target start date is April 1, 2015. Please forward resume and letter of interest to [hr@immcouncil.org](mailto:hr@immcouncil.org).

**ATTORNEY  
DEPARTMENT OF EDUCATION  
OFFICE FOR CIVIL RIGHTS  
BOSTON, MASSACHUSETTS**

This position is located in the Department of Education, Office for Civil Rights (OCR). The position is responsible for participating on a civil rights compliance and enforcement team that supports the mission of the Department and OCR's Strategic Plan. The position is located in a Regional civil rights office. The office operates under the jurisdiction of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act, and their implementing regulations.

**Key Requirements:**

- Must be a U.S. Citizen.
- You must successfully complete a background security investigation.
- Relocation expenses will not be paid.
- This position requires admission to the Bar.

**Duties:**

**GS-11 level:** The incumbent makes civil rights compliance determinations and ensures that complaints and proactive enforcement activities are processed in accordance with the Assistant Secretary's directives, regulations, policies, case law and conform to established case-processing procedures; participates in most aspects of complaint and proactive enforcement investigations (evaluating complaints, planning investigations, determining legal issues, determining investigation and legal strategy, conducting legal research, providing legal/policy advice, collecting/analyzing/interpreting investigation data/information and conducting interviews.

**GS-12 level:** Makes civil rights compliance determinations and ensures that complaints and proactive enforcement activities are processed in accordance with the Assistant Secretary's directives, regulations, policies, case law and conform to established case-processing procedures. Ensures that appropriate remedies, including systemic remedies where necessary, are obtained. Participates in all aspects of complaint and proactive enforcement investigations including on-site investigations. Duties include: evaluating complaints; planning investigations; determining legal issues; determining investigation and legal strategy; conducting legal research; providing legal/policy advice; collecting/analyzing/interpreting investigation data/information and conducting necessary interviews; implementing approaches to organizing and conducting evaluation, planning, investigation, resolution and/or enforcement activities; drafting letters (e.g., dismissal letters, notification letters, administrative closures data requests, letters of finding) and other documents (e.g. statements of the case, legal memoranda, resolution agreements); negotiating resolution agreements and/or conducting early complaint resolution; monitoring implementation of resolutions agreements; assisting supervisors/managers with case work; and maintaining a caseload of appropriate size and complexity.

Conducts legal research and serves as a legal and policy advisor to team members on complex factual and legal issues related to the investigation, negotiation, resolution of complaints, and compliance reviews and directed investigations, the acceptance and monitoring of resolution agreements. Assists in the conduct of enforcement actions through judicial or administrative litigation. Where compliance is sought through a referral to the Department of Justice for the initiation of court litigation, or through the initiation of

administrative enforcement proceedings, participates in the development of the agency's legal position, formulates supporting legal theories, prepares evidentiary materials and witnesses. Assists with the development of technical assistance materials (i.e., responses to recipient inquiries) and reviews such materials to ensure conformity with established legal and policy standards. Provides technical assistance to stakeholders

The position is excepted from the competitive service.

**Qualifications:** You must be a graduate from a law school accredited by the American Bar Association. Proof of admission to the Bar of the highest court of a state, territory, the District of Columbia, or the Commonwealth of Puerto Rico; and current membership in such Bar as would permit the practice of law. You must be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar. You must have one year of specialized experience at a level closest to the work of the job that has given you the particular knowledge, skills, and abilities, required to successfully perform. Typically, we would find this experience must have been at a level of difficulty equal to that of an attorney at the grade level immediately below that being filled.

**For more information about this position and to apply. Please go to:**  
<https://www.usajobs.gov/GetJob/ViewDetails/398315000>

**ATTORNEY  
DEPARTMENT OF EDUCATION  
OFFICE FOR CIVIL RIGHTS  
KANSAS CITY, MISSOURI**

This position is located in the Department of Education, Office for Civil Rights (OCR). The position is responsible for participating on a civil rights compliance and enforcement team that supports the mission of the Department and OCR's Strategic Plan. The position is located in a Regional civil rights office. The office operates under the jurisdiction of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act, and their implementing regulations.

**Key Requirements:**

- Must be a U.S. Citizen.
- You must successfully complete a background security investigation.
- Relocation expenses will not be paid.
- This position requires admission to the Bar.

**Duties:**

**GS-11 level:** The incumbent makes civil rights compliance determinations and ensures that complaints and proactive enforcement activities are processed in accordance with the Assistant Secretary's directives, regulations, policies, case law and conform to established case-processing procedures; participates in most aspects of complaint and proactive enforcement investigations (evaluating complaints, planning investigations, determining legal issues, determining investigation and legal strategy, conducting legal research, providing legal/policy advice, collecting/analyzing/interpreting investigation data/information and conducting interviews.

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Conducts legal research and serves as a legal and policy advisor to team members on complex factual and legal issues related to the investigation, negotiation, resolution of complaints, and compliance reviews and directed investigations, the acceptance and monitoring of resolution agreements. Assists in the conduct of enforcement actions through judicial or administrative litigation. Where compliance is sought through a referral to the Department of Justice for the initiation of court litigation, or through the initiation of administrative enforcement proceedings, participates in the development of the agency's legal position, formulates supporting legal theories, prepares evidentiary materials and witnesses. Assists with the development of technical assistance materials (i.e., responses to recipient inquiries) and reviews such materials to ensure conformity with established legal and policy standards. Provides technical assistance to stakeholders.

The position is excepted from the competitive service.

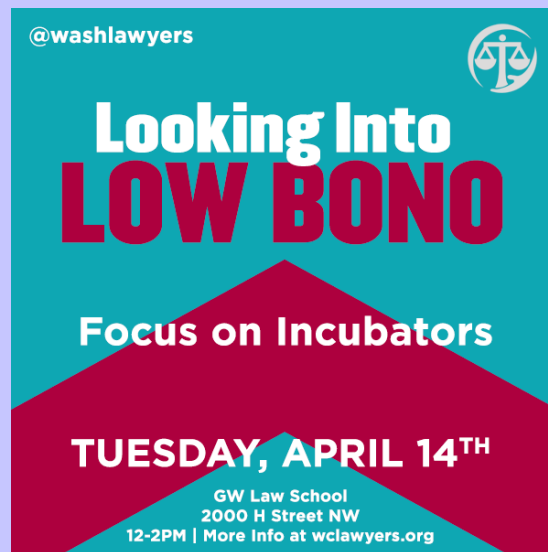
**Qualifications:** You must be a graduate from a law school accredited by the American Bar Association. Proof of admission to the Bar of the highest court of a state, territory, the District of Columbia, or the Commonwealth of Puerto Rico; and current membership in such Bar as would permit the practice of law. You must be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar. You must have one year of specialized experience at a level closest to the work of the job that has given you the particular knowledge, skills, and abilities, required to successfully perform. Typically, we would find this experience must have been at a level of difficulty equal to that of an attorney at the grade level immediately below that being filled.

**For more information about this position and to apply. Please go to:**

<https://www.usajobs.gov/GetJob/ViewDetails/398450900>

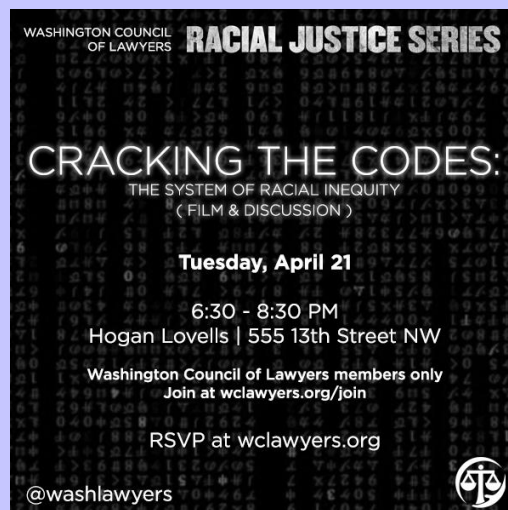
## ***Looking into Low Bono: Focus on Incubators***

Tuesday, April 14<sup>th</sup>, noon to 2:00 pm  
GW Law School, Faculty Conference Center  
2000 H Street, NW, 5<sup>th</sup> Floor  
[Click here to RSVP.](#)



## ***Racial Justice Series - Cracking the Codes: The System of Racial Inequity (film & discussion)***

Tuesday, April 21<sup>st</sup>, 6:30-8:30 pm  
Hogan Lovells, 555 13<sup>th</sup> Street NW  
[Click here to RSVP.](#)

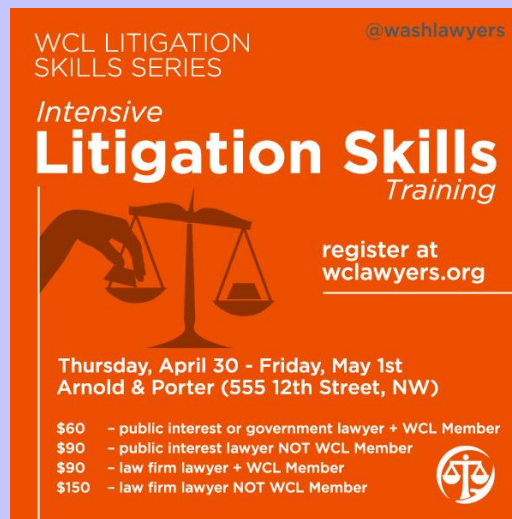


## ***Intensive Litigation Skills Training***

Thursday, April 30<sup>th</sup>-Friday, May 1<sup>st</sup>, 9 am-5 pm both days

Arnold & Porter LLP 555 12th Street NW

[Click here](#) to RSVP.



## ***Summer Pro Bono & Public Interest Forum***

Thursday, June 11<sup>th</sup>, 12-2:30 pm

Arnold & Porter LLP 555 12th Street NW

*With Keynote Speaker, Stephen Bright, Southern Center for Human Rights*

[Click here](#) to RSVP.



For information about all of the upcoming trainings and programs offered by the Washington Council of Lawyers, please visit [www.wclawyers.org](http://www.wclawyers.org).



# WASHINGTON COUNCIL OF LAWYERS

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*Promoting the practice of pro bono and public interest law.*

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Name: \_\_\_\_\_ Daytime Phone No.: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

**If you do NOT want us to include your contact information in our WCL directory, please check here:** \_\_\_\_

Status:	Category:		I am interested in participating on the following committee(s):
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	( ) Regular / Law Firm	\$75	_____ Membership
	( ) Contributing	\$100	_____ Special Events
	( ) Supporting	\$150	_____ Pro Bono/Public Interest Promotion
	( ) Sustaining	\$200	_____ Other _____

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