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JULY 2014

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LEGAL POSITIONS

**STAFF ATTORNEY
CHILDREN’S LAW CENTER**

Children’s Law Center works to give every child in the District of Columbia a solid foundation of family, health and education. The organization is the largest provider of free legal services in the District and the only to focus on children. Last year, its 90-person staff partnered with local pro bono attorneys to help more than 5,000 at-risk children and their families. Children’s Law Center also uses this experience to advocate for changes in the District’s laws, policies and programs to benefit all children. For more information, visit www.childrenslawcenter.org.

CLC’s Families First Program (FF) provides free, high-quality legal assistance to foster parents, grandparents, and other caregivers who wish to adopt or obtain guardianship or custody of children in the child welfare system or at risk of entering foster care. FF also represents children’s best interests in custody cases when their family stability is threatened by domestic violence, allegations of abuse or high conflict between their parents.

Responsibilities: The staff attorney will represent foster and kinship caregivers in adoption, guardianship and custody proceedings and also act as a court-appointed guardian *ad litem* for children in complex custody proceedings in DC Superior Court.

Specifically the attorney will:

- Carry a full caseload, serving as caretakers' counsel in adoption, guardianship and custody cases and as a guardian *ad litem* representing children's best interests in complex custody cases.
- Staff CLC Helpline and perform telephone intakes.
- Support FF's intake work by providing brief advice or service to potential clients.
- Participate in outreach and training activities to community members and service providers.
- Support pro bono attorneys through regular training sessions and mentoring.
- Perform other duties as assigned.

Requirements and Qualifications:

- At least **two** years of litigation and/or clerkship experience;
- Ability to handle diverse caseload, serving as a guardian ad litem and as an adult caregiver's attorney;
- Outstanding verbal and written communication skills;
- Excellent research and analytical skills;
- Demonstrated capacity to work independently and also collaboratively;
- Excellent interpersonal skills;
- Family law experience is a plus;
- Active member of the DC Bar or eligible to waive into the DC Bar; and
- Experience working directly with low-income children or adults.

To Apply: Applications should include a cover letter, resume, legal writing sample (no more than 10 pages), and three references and should be submitted by EMAIL to:

FF Staff Attorney Search Committee
Children's Law Center
616 H Street, NW, Suite 300
Washington, DC 20001
jobs@childrenslawcenter.org

Applications will NOT be accepted from applicants who are still in law school or who graduated in 2013 or 2014.

Position open until filled. Applications reviewed on a rolling basis. No telephone calls.

Children's Law Center is an equal opportunity employer. We provide equal opportunity without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, physical or mental disability, medication, status as a veteran, tobacco use, or other classification protected by law.

**STAFF ATTORNEY
LEGAL SERVICES PROGRAM
WHITMAN-WALKER LEGAL SERVICES**

Whitman-Walker Legal Services is seeking a full-time staff attorney to counsel and represent patients of our health center, and others in the Washington, DC metropolitan area who are living with HIV or who are members of the lesbian, gay, bisexual or transgender (LGBT) community, on a wide range of health-

related civil legal issues. *Note that this is a different position from the part-time Discrimination Attorney and full-time Max Robinson Center Attorney positions that we have previously advertised.*

About Whitman-Walker and our Legal Services Program. Whitman-Walker Health is a non-profit community health center serving greater Washington's diverse urban community, including individuals who face barriers to accessing health care and a special expertise in LGBT and HIV care.

Since 1986, Whitman-Walker's Legal Services Program has provided *pro bono* counseling and representation to persons living with HIV, of every sexual orientation and gender, on a variety of civil legal issues related to an HIV diagnosis. We also provide legal advice and representation to LGBT individuals and families, and Whitman-Walker health care patients, regardless of HIV status, on issues within our areas of expertise. Our primary areas of practice are: discrimination based on HIV, sexual orientation, or gender identity; Social Security disability, Medicaid, Medicare and other federal, state and local public benefits programs; private health and disability insurance; elder law; immigration; wills, powers of attorney, and advance health care directives; and name and gender marker changes on legal records for transgender persons. We have two offices: at the Clinic's Elizabeth Taylor Medical Center, located at 1701 14th Street, NW, and the Max Robinson Center, located at 2301 Martin Luther King, Jr. Avenue, SE, in the District of Columbia. Our staff attorneys provide direct counseling and representation and also recruit, train, and assist volunteer attorneys, public benefits volunteers, and community partners throughout the Washington region.

Whitman-Walker Health emphasizes holistic care and coordination of legal assistance with a client's health care needs and is proud to be one of the oldest medical-legal partnerships. The position offers a unique opportunity to work not only with other lawyers and paralegals in a collegial, committed law office, but also with medical and mental health providers and care coordinators to achieve more effective, longer-term benefits for our clients.

Responsibilities of the Staff Attorney. The Staff Attorney will be based at our main office in Northwest D.C., but must be available and willing to rotate on an as-needed basis to our satellite office in Southeast D.C., and may also meet with clients in their homes, in hospitals, and long-term care facilities, as needed. In addition, the Staff Attorney will need to have the flexibility to travel throughout the greater Washington metropolitan area when needed.

The Staff Attorney will be responsible for assisting clients with a range of legal issues. A strong interest in working with transgender individuals, and addressing the legal issues they face, is a strong plus, as transgender law is one of our fastest-growing practice areas. The Staff Attorney will also assist clients with a number of public benefits programs, including Medicare, Medicaid, Social Security Retirement and Disability, and health insurance subsidies available through the Affordable Care Act. Prior experience with these areas of law is not required but would be a plus.

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

Qualifications. Applicants should have a law degree from an accredited law school, and be admitted to practice in the District of Columbia or eligible for immediate admission to become a member of the DC Bar. Admission to the Virginia and/or Maryland Bar is a strong plus.

We are not considering any candidates who would need to sit for the Bar exam in July 2014 – applicants must be licensed to practice law in DC or qualified to immediately waive into the DC Bar.

Although we will consider applicants who graduated from law school in May 2013, we are particularly interested in applicants with at least several years of prior experience practicing in relevant areas of law.

Applicants also should have a commitment to working with people living with HIV; persons of diverse sexual orientations, genders, racial and ethnic backgrounds; and indigent and low-income clients.

Hours and salary: Our standard work week is 37.5 hours, although attorneys frequently work additional hours. The flexibility to attend meetings and oversee legal service clinics on evenings and weekends is essential. The salary is up to the mid-\$50,000's, depending on experience. Whitman-Walker offers an excellent benefits package, including health, dental and vision insurance, life and disability insurance, and a generous 403(B) retirement plan. **This is a union position**

Application: Interested applicants should submit an electronic resume and cover letter through the Clinic's web site, <http://www.whitman-walker.org>. (Click on "About Us" and then on "Career Center".) Be sure and apply for the position with Job Code 248.

Applications will be accepted until the position is filled. EOE/AA.

**STAFF ATTORNEY
MAX ROBINSON CENTER IN SOUTHEAST DC
WHITMAN-WALKER LEGAL SERVICES**

Whitman-Walker Legal Services is seeking a full-time staff attorney to be based at our Max Robinson Center legal office, located in Southeast DC. The staff attorney will perform a variety of tasks, including client intake and counseling; investigation and analysis of cases; legal research; direct representation of clients in our practice areas; training and mentoring of volunteer attorneys; public speaking to client and provider groups and other community outreach activities; preparation of training and resource materials for volunteers; and assisting the Legal Services director and managing attorneys with various aspects of program administration. The job requires the flexibility to work several evenings per month.

While prior knowledge of our practice areas is not required, the ideal candidate will have experience with public benefits law. The attorney will be expected to develop proficiency in public benefits and debt law as well as working knowledge of all our practice areas. Applicants should have superior legal research and analysis, and oral and written advocacy skills. Prior experience with HIV/AIDS law, public benefits law, and/or debt law are all pluses for this position. Applicants should have a demonstrated, strong commitment to legal services/public interest law and social justice and must be committed to working with clients of diverse racial, ethnic and socioeconomic backgrounds, genders, and sexual orientations.

Applicants should have a law degree from an accredited law school, and be admitted to practice in the District of Columbia or eligible for immediate admission to become a member of the DC Bar. Admission to the Virginia and/or Maryland Bar is a strong plus.

* **Important Note:** We are not considering any candidates who would need to sit for the Bar exam in July 2014 – applicants must be licensed to practice law, ideally in DC, Maryland, or Virginia, or with ability to **immediately** waive into DC at the time of application.

Although we will consider applicants who graduated from law school in May 2013, or who are completing a post-graduate judicial clerkship, we are particularly interested in applicants with prior experience practicing in relevant areas of law.

This position is full-time and the attorney will be located primarily at our Max Robinson Center site in Southeast DC with regular scheduled days at our northwest location. Compensation is from \$50,000 to the mid-\$50's, depending on experience. Whitman-Walker offers an excellent package of fringe benefits.
Union Position.

About Whitman-Walker Health: 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. Our integrated model of care includes: (1) comprehensive outpatient offerings for medical and dental healthcare; (2) an on-site Pharmacy; (3) legal services 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 psychiatry, individual and group therapy, and intensive outpatient treatment services; and (5) confidential and anonymous HIV testing and counseling services. Whitman-Walker Health is proud to be one of the oldest medical-legal partnerships in the country.

Application Process: Applicants seeking to apply for this position should go to our website: www.whitman-walker.org and go to Career Center. Within that section, use the 'Apply for this Position' button following the Staff Attorney posting. New users will be asked then set up an account through the organization's applicant tracking system. Returning users may use the 'Previous Applicants' access also below. **The submission of interest to a position with Whitman-Walker Health will require each applicant to upload and submit a cover letter and resume through the Employment Opportunities online application.** Only those applicants who submit a cover letter with a resume will be considered. A valid email address is required to apply.

Whitman-Walker Health 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.

MAGISTRATE JUDGE
SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Salary: \$157,100

Tour of Duty: Full-time

Location: Moultrie Courthouse

Brief Description of Duties: A vacancy is anticipated in the Office of the Magistrate Judges in the Superior Court of the District of Columbia. The new Magistrate Judge will be appointed to serve a four-year term in the Superior Court of the District of Columbia. The successful applicant for this position will be assigned to the Family Court or to other Divisions of the Superior Court based on the needs of the Court at the time the position is filled. The duties for a Magistrate Judge assigned to the Family Court will include the following: conducting hearings, making findings and entering interim and final orders or judgments in uncontested or contested proceedings within the jurisdiction of the Family Court and the Domestic Violence Unit of the Superior Court. The duties of a Magistrate judge assigned to other Divisions of the Superior Court will include the following: conducting preliminary proceedings in criminal cases (e.g., bond hearings, initial probation revocation hearings, and preliminary hearings) and presiding over certain criminal and civil non-jury trials, excluding jury trials and trials of felony cases.

Minimum Qualifications: An applicant must (1) be a member in good standing of the unified District of Columbia Bar; (2) for five (5) years immediately preceding appointment, have been engaged in the active practice of law in the District of Columbia, on the faculty of a law school in the District of Columbia, or employed as a lawyer by the District of Columbia or United States Government, or any combination of the foregoing, and for applicants to the Family Court, at least three (3) years of training or experience in the practice of family law as a lawyer or judicial officer; (3) be a citizen of the United States and "be a bona fide resident of the District of Columbia and have maintained an actual place of abode in the District for at least 90 days immediately prior to appointment, and retain such residency during service as magistrate judge" *D.C. Code* *if* *11-17320(3)*; **OR, in the alternative, for Family Court applicants:** "be a bona fide resident of the areas consisting of Montgomery and Prince George's Counties in Maryland, Arlington and Fairfax counties, and the City of Alexandria in Virginia, have maintained an actual place of abode in such area, areas, or the District of Columbia for at least 5 years prior to appointment, and certify that the individual will become a bona fide resident of the District of Columbia not later than 90 days after appointment." *DC Code* *s* *11-732 A (9(5)(A,B))*; (4) be competent to perform the duties of the office and be of good moral character; and (5) make formal application to the court for the position.

Selection: An Advisory Merit Selection Panel ("Panel") composed of lawyers and other members of the community has been established by the Court to assist the Board of judges in identifying and recommending persons who are best qualified to fill the position of Magistrate Judge. The Committee on the Selection and Tenure of Magistrate Judges ("Committee"), comprised of Associate judges of the Superior Court, will also recommend persons who are best qualified to serve as a Magistrate Judge. The Chief judge shall consider all persons recommended by the Panel and the Committee and may consider other qualified applicants. After the closing date for submitting applications and completion of background investigations, the Chief judge shall nominate and, with the approval of a majority of the sitting judges of the Court, appoint a new Magistrate Judge.

Application: Application forms for the position may be obtained from the D.C. Courts Human Resources Division, 616 I-1 Street, NW, Suite 606, Washington, DC 20001. Twenty (20) copies of the completed application must be submitted — thirteen (13) for the Committee and seven (7) for the Panel.

Click on below to copy application forms:

<http://www.dccourts.gov/internet/documents/Magistrate-Judge-Announcement-2014.pdf>

The application must be accompanied by the applicant's resume, a signed and notarized statement certifying that the applicant has paid his or her taxes for the preceding five (5) years, a signed and notarized "Authorization to **Release** Information," and a photograph, 2 x 2 inches in size, showing a full front view of the face. The entire application package (the application form, the tax certification, the resume, the Authorization to Release Information, and photograph) must be submitted to The Honorable Russell F. Canan, Chairperson, Committee on the Selection and Tenure of Magistrate judges, **H. Carl Moultrie I** Courthouse, 500 Indiana Avenue, NW, Chambers 3420, Washington, D.C. 20001.

Only the originals of the tax certifications and Authorization to Release Information are required. Copies of these documents, therefore, should not be submitted. The application packet must be submitted to the Chambers of Judge Canan by the CLOSE OF BUSINESS on July 11, 2014.

DEPUTY DIRECTOR
TAHIRIH JUSTICE CENTER

The Tahirih Justice Center (Tahirih) is a growing national non-profit organization that protects courageous immigrant women and girls who refuse to be victims of violence, elevating their voices in communities, courts and Congress. Through pro bono holistic legal services, community outreach and education and nonpartisan public policy advocacy, Tahirih empowers and supports women and girls seeking protection from gender-based human rights abuses such as domestic violence, sexual assault, human trafficking, female genital mutilation, “honor” crimes, and forced marriage. Tahirih is a Bahá’í-inspired organization and works to create a world where women and girls enjoy equality and live in safety and with dignity. Winner of the 2010 Meyer Exponent Award which recognizes outstanding nonprofit executive directors and the 2007 Washington Post Award for Excellence in Nonprofit Management, Tahirih has a staff of 48 with offices in Falls Church, VA; Houston, TX; and Baltimore, MD.

Position Summary: Tahirih is seeking an experienced attorney with deep management expertise to serve as its Deputy Director with accountability for delivery of holistic legal services and community education nationally. S/he will directly manage local office directors, promote and cultivate local office growth; ensure programmatic consistency and quality nationally; support legal staff nationwide regarding key ethical and strategic legal services questions that arise; publicly represent the organization; and lead Tahirih’s expansion to two additional sites within the next three years. S/he will look for strategic legal impact opportunities and support the drafting of amicus briefs, impact litigation, and public policy advocacy where appropriate.

Based at Tahirih’s national headquarters office in Falls Church, VA, the Deputy Director will report to the Executive Director and will be a key player on the senior leadership team, participating in strategic decision making as Tahirih builds capacity and expands nationally. This position will require regular travel to Tahirih’s current (Houston and Baltimore) and future (two cities yet unidentified) local offices.

Primary Responsibilities

Programmatic:

- Lead a high performing team of local directors who manage all aspects of local service delivery, community education and outreach, financial and operational sustainability of their offices.
- Institute a consistent monitoring, evaluation, and learning plan across local offices, including establishing qualitative and quantitative performance measurements.
- Ensure that all program activities maintain a high level of quality and ethics, supporting the mission and values of Tahirih.
- Provide technical assistance to local Directors and staff attorneys on matters related to relevant substantive areas of law, professional responsibility, and legal ethics.
- Ensure social services staff and their local Directors receive quality technical assistance on complex social services situations, professional responsibility and ethics.
- Serve as the “go to” person for programmatic trouble shooting and relationship management.
- Ensure high quality and consistent legal and social services throughout the organization, particularly supporting “best practices” knowledge sharing across offices.
- Ensure the quality, efficiency, and consistency of Tahirih’s pro bono legal program, including national-level training materials, retainer agreements, pro bono attorney engagement protocols, metrics, and key law firm relationships.
- Champion technologies to support national-level pro bono legal and social services’ program (e.g., pro bono attorney web-portal, brief bank, online training, etc.).

- Identify local and national trends and challenges facing Tahirih's clients with a view to informing public policy advocacy.
- Strategize with public policy team regarding opportunities for initiating or contributing to impact litigation and amicus briefs.

Outreach and Development

- Coordinate with Communications Team to publicize Tahirih's legal victories, briefs, practice-oriented guides and observation of trends with the larger legal community.
- Represent Tahirih with external constituency groups, including community, governmental, and private organizations.
- Cultivate relationships with corporations, individual donors and foundations to support the organization.

Finance and Administration

- Lead local Directors in developing annual local office budgets in conjunction with the Director of Finance and Executive Director
- Oversee all personnel, budget and contract decisions for the five offices, ensuring sound fiscal management and continued financial viability of each office
- Work with the Operations Team to ensure Tahirih's services are in compliance with all federal, state, and city regulations, certifications, and licensing requirements, including valid solicitations permits, current business registration, current insurance coverage, timely tax filings etc.

Required Qualifications

- An experienced manager with at least 15 years of work experience and a track record of strategic and supportive management of high performing legal teams.
- A law degree, with a demonstrated commitment to public interest law
- Law firm experience or an informed understanding of how law firms function
- Exceptional legal and analytical skills
- Experience with impact litigation and appellate law
- Strong relationship-building skills
- Donor and volunteer service mindset
- A keen interest in systems and processes with practical experience in monitoring, evaluation, learning and planning
- A strong advocate and compelling public speaker
- Energetic, positive leader and supportive team player
- Sharp attention to detail as well as an appreciation for the big picture
- A sincere commitment to nonpartisanship and a demonstrated ability to collaborate with individuals, groups and policymakers with opposing points of view and diverse political perspectives
- Ability to travel and provide on-site support to manage multiple offices.

Annual salary and benefits: Annual salary is competitive and depends on experience. Generous benefits including: 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), additional week of vacation between Christmas and New Year's, flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, in-house training programs, staff enrichment retreats and other professional development opportunities.

Submissions: Please email a cover letter, resume, and a list of three references to:

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

*In the subject line, note: Application for Deputy Director
Please note: Candidates applying must have work authorization in the United States.

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

LITIGATION COORDINATOR **FARMWORKER JUSTICE**

Background: Farmworker Justice ("FJ") is a national non-profit organization dedicated to empowering farmworkers to improve immigration policy, wages and working conditions, occupational safety, health and access to justice. FJ engages in legislative and administrative advocacy, public education, and impact litigation, frequently in collaboration with farmworker organizations, labor unions, and other advocacy groups.

Description of Position: The Litigation Coordinator is responsible for developing, conducting, and managing litigation aimed at reforming systemic abuses in agricultural employment and violations of law by federal agencies. As most cases are co-counseled, the Coordinator develops and maintains relationships with legal services organizations and private law firms. The Coordinator also assists in litigation and advocacy in administrative agencies. The Litigation Coordinator reports to FJ's President and collaborates closely with other staff, including the Director of Occupational and Environmental Health and the Director of Immigration and Labor Rights. The Litigation Coordinator heads a litigation team that includes a Staff Attorney, a Law Graduate Fellow, and interns. The position is in Washington, D.C.

Qualifications:

- JD from an accredited law school and licensed to practice law in at least one state.
- At least 5 years of litigation experience, including in federal trial and appellate practice, administrative proceedings, complex litigation, and class actions.
- Exceptional analytical, writing, speaking and organizational skills, with strong attention to details and ability to prioritize and meet tight deadlines.
- Demonstrated leadership skills, including staff supervision and coordinating with internal and external partners, and demonstrated ability to engage in effective collaborations.
- Strong commitment to social justice and civil rights for farmworkers and other low-wage immigrant workers and their families.
- Substantive knowledge of farmworker issues, labor and employment rights, immigration law, and/or occupational safety and health law is highly desirable.
- Proficiency in Spanish is desirable.

Major Responsibilities:

- Manage FJ's litigation docket, including direct involvement in work assignments, supervision of litigation staff, and coordination with co-counsel with respect to development and planning, discovery, motion practice, briefs, trial and appellate proceedings, and evaluation and implementation of settlements or other dispositions.
- Develop substantive knowledge and expertise, including the Migrant and Seasonal Agricultural Worker Protection Act, the Fair Labor Standards Act, federal guestworker laws, pesticide regulation and other occupational safety and health laws, and the practice areas of class actions and federal administrative agency law.
- Develop relationships and collaborate with legal services organizations, private law firms and potential volunteer attorneys to build FJ's litigation docket and capacity to conduct litigation.
- Seek out, evaluate, and in conjunction with FJ President, approve proposed new litigation that materially advances the organization's mission.
- Ensure adherence to the highest standards of legal and professional ethics.
- Monitor and manage use of litigation capacity and resources, including dedicated funding sources, seeking adjustments as needed to ensure effective budgeting and optimize performance.
- Develop and ensure compliance with internal and external litigation records-keeping systems.
- Actively engage in the day-to-day operations of the organization, including attending staff meetings, contributing to publications, collaborating on non-litigation activities and reporting to the President and senior management.

Salary commensurate with experience. Excellent benefits package, including health insurance and retirement plan.

Application period ends when position filled.

To apply: Send cover letter, resume and writing sample to Ms. Gina Rodriguez, grodriguez@farmworkerjustice.org.

DIRECTOR, DETAINED CHILDREN'S PROGRAM CAPITAL AREA IMMIGRANTS' RIGHTS (CAIR) COALITION

CAIR Coalition is the only non-profit organization in the Washington, D.C. area with a legal services program focused exclusively on assisting immigrants detained by Immigration and Customs Enforcement in Virginia and Maryland, and unaccompanied immigrant children held in the custody of the Office of Refugee Resettlement in youth facilities in Virginia and Maryland.

Job Description: The Director, Detained Children's Program ("Director") plans, administers, and oversees the Detained Children's Program, which is undergoing significant growth in response to the large influx of unaccompanied immigrant children crossing the U.S. border fleeing violence in Central America. The Director ensures effective implementation of the program and compliance with CAIR Coalition's contract with the Vera Institute of Justice while the program grows to serve additional children ages 6 to 17. The Director provides direct supervision to a supervising attorney, a senior attorney and the program's *pro bono* coordinator. The Director reports to the legal director.

Responsibilities include:**Direct Legal Services:**

- Works with staff to identify in-house representation opportunities and manage in-house cases, including Special Immigrant Juvenile Status, asylum, and U and T visa cases.
- Oversees the provision of legal services to unaccompanied immigrant children housed by the Office of Refugee Resettlement in youth facilities in Virginia and Maryland or placed with foster care families. Legal services include Know Your Rights presentations, individual intake, and case follow-up for unaccompanied children.
- Maintains and develops relevant stakeholder relationships.

Pro Bono Services:

- Conducts on-site and follow-up supervision and provides substantive and programmatic support to volunteers.
- Conducts outreach to increase partnerships with area law firms and law schools and manages existing relationships.
- Oversees training opportunities for *pro bono* partners and maintains and develops resources for *pro bono* attorneys.
- Works with *pro bono* coordinator to identify cases for *pro bono* placement and works with program staff to ensure high quality mentoring of *pro bono* attorneys.
- Works with *pro bono* coordinator to track and evaluate the status of *pro bono* placements.
- Recruits and maintains groups of volunteers to assist attorneys in conducting intake at the facilities where the children are residing.

Program Management:

- Oversees all aspects of administration and operation of the Detained Children's Program.
- Represents CAIR Coalition in the client and legal communities; at administrative agencies; with funders; and at youth facilities.
- Participates in senior management activities, as needed.
- Conducts regular meetings with supervisees and annual written evaluations
- Prepares regular reports to CAIR Coalition's board of directors.
- Oversees program reporting to the Vera Institute of Justice and ensures compliance with contractual obligations.
- In coordination with the legal director, oversees the hiring and training of new staff.

- Other Duties and Responsibilities:
- Performs other duties as assigned.

Requirements:

- JD degree from an accredited law school and an active member in good standing of the highest court of any state.
- A minimum of three years of active practice in immigration and/or family law.

- Prior supervisory experience required.
- Experience working with children preferred.
- Strong written and verbal communication skills.
- Spanish proficiency a plus
- Driver's license required.

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. No phone calls please. Applicants will be considered and interviewed as their applications are received.

**BRIEF SERVICE STAFF ATTORNEY
CHILDREN'S LAW CENTER**

Children's Law Center (CLC) (Washington, DC) invites applications for a full-time Brief Service Staff Attorney to work with CLC's Healthy Together to begin immediately.

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health and education. The organization is the largest provider of free legal services in the District and the only to focus on children. Last year, its 90-person staff partnered with local pro bono attorneys to help more than 5,000 at-risk children and their families. Children's Law Center also uses this experience to advocate for changes in the District's laws, policies and programs to benefit all children. For more information, visit www.childrenslawcenter.org.

CLC's Healthy Together is a medical-legal partnership for DC's children. CLC partners with Children's National Health System and Mary's Center to help vulnerable children and their families overcome barriers to good health by holding agencies, landlords, and schools accountable for inappropriate school programs, the failure to provide medically necessary services, and illegal, unhealthy housing conditions.

Position Description/Duties: The Brief Service Staff Attorney is the first point of contact for many of the families seeking legal assistance from CLC's medical legal partnership, Healthy Together. The primary responsibility of this attorney is to conduct intakes with potential clients. The Brief Service Staff Attorney will provide advice, counsel, brief service, and referral information to parents and caregivers in need of legal assistance in the areas of education/special education, health care access, housing conditions, public benefits, and other poverty law areas as needed. The Brief Service Staff Attorney will also be responsible for recommending cases for extended representation. The Brief Service Staff Attorney will work out of CLC's main office, though may also be needed to work in one of our medical or community settings, as well.

Requirements and Qualifications

- Experience in legal services or other community lawyering
- Commitment to working with low-income clients
- Experience in handling education/special education, housing, public benefits, or health care access cases preferred
- Intellectual aptitude and curiosity
- Excellent analytical ability
- Strong writing ability

- Persistence/diligence
- Excellent interpersonal skills
- Spanish-speaking proficiency required
- DC Bar membership or eligibility to waive into the DC Bar required
- Car, driver's license and auto insurance required

To Apply: Applications should include a cover letter, current resume, legal writing sample and list of three references. Applications reviewed on a rolling basis. Position is open until filled.

No phone calls. Applications should be submitted to:

Healthy Together Staff Attorney Selection Committee
 Children's Law Center
 616 H Street NW, Suite 300
 Washington, DC 20001
jobs@childrenslawcenter.org
 (fax) (202) 467-4949

Children's Law Center is an equal opportunity employer. We provide equal opportunity without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, physical or mental disability, medication, status as a veteran, tobacco use, or other classification protected by law.

**INTAKE SPECIALIST
 IMMIGRANT CHILDREN'S LEGAL PROGRAM
 U.S. COMMITTEE FOR REFUGEES AND IMMIGRANTS**

U.S. Committee for Refugees and Immigrants (USCRI), a non-governmental, not-for-profit organization dedicated to addressing the needs and rights of refugees and immigrants, seeks an Intake Specialist to **provide support to the Immigrant Children's Legal Program** in helping unaccompanied immigrant children to obtain pro bono legal services. For more information on the program, please visit <http://www.refugees.org/our-work/child-migrants/>.

Duties and Responsibilities: The Intake Specialist will help implement and provide support for the program. The Specialist will:

- Conduct telephonic intake interviews with unaccompanied immigrant children in their native language (mostly Spanish) or, occasionally, through interpretation;
- Write referral memoranda, in English, describing each child's unique story;
- Screen children for eligibility for legal relief;
- Provide administrative assistance; and
- Assist in drafting reports or updates, program outreach materials, and other materials.
- The position will report to the Senior Staff Attorney.

*Funding for this position is guaranteed through September 30, 2014. The position may continue after that date, contingent on future funding.

Requirements:

- Bachelor’s degree and substantial experience in related field;
- Experience with and/or interest in the legal field is a plus;
- Fluency in Spanish is required and other foreign language ability is desirable;
- Demonstrated commitment to the mission of USCRI;
- Experience serving and advocating on behalf of immigrant and refugee children;
- Excellent oral and written communication and interpersonal skills, including ability to compassionately speak with children about sensitive issues, in both English and Spanish;
- Ability to work with people of diverse backgrounds and personalities;
- Strong computer skills; database management experience is a plus; and
- Excellent organizational skills.

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.

Job Site Location: Work will be performed at:

2231 Crystal Drive, Suite 350
Arlington, VA 22202

Salary: Commensurate with experience. Excellent benefits package.

Application Instructions: Please submit via email a resume that includes salary history with a cover letter describing your interest and qualifications and an English-language writing sample to Human Resources at humanresources@uscridc.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. Position opened until filled.

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

**PRO BONO COORDINATOR
IMMIGRANT CHILDREN’S LEGAL PROGRAM
U.S. COMMITTEE FOR REFUGEES AND IMMIGRANTS**

U.S. Committee for Refugees and Immigrants (USCRI), a non-governmental, not-for-profit organization dedicated to addressing the needs and rights of refugees and immigrants, seeks a Pro Bono Coordinator to provide support to the Immigrant Children’s Legal Program in helping unaccompanied immigrant children to obtain pro bono legal services. For more information on the program, please visit <http://www.refugees.org/our-work/child-migrants/>.

Duties and Responsibilities: The Pro Bono Coordinator will help implement and provide support for the program. The Coordinator will:

- Assist in identifying and recruiting pro bono attorneys to represent immigrant children nationwide;

- Coordinate and facilitate trainings for attorneys and other service providers;
- Correspond with attorneys and service providers;
- Provide administrative assistance; and Assist in drafting reports or updates, program outreach materials, and other materials.

The position will report to the Senior Staff Attorney.

*Funding for this position is guaranteed through September 30, 2014. The position may continue after that date, contingent on future funding.

Requirements:

- Bachelor's degree and substantial experience in related field;
- Intermediate, advanced, or fluent Spanish is required and other foreign language ability is desirable;
- Demonstrated commitment to the mission of USCRI;
- Experience serving and advocating on behalf of immigrant and refugee children;
- Excellent oral and written communication and interpersonal skills;
- Ability to work with people of diverse backgrounds and personalities and to motivate volunteers;
- Strong computer skills; database management experience is a plus; and
- Excellent organizational skills.

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.

Job Site Location: Work will be performed at:

2231 Crystal Drive, Suite 350
Arlington, VA 22202

Salary: Commensurate with experience. Excellent benefits package.

Application Instructions: Please submit via email a resume that includes salary history with a cover letter describing your interest and qualifications and an English-language writing sample to Human Resources at humanresources@uscridc.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. Position will remain open until filled.

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

**ATTORNEY
OFFICE OF PROFESSIONAL RESPONSIBILITY
UNITED STATES DEPARTMENT OF JUSTICE,**

About the Office: The United States Department of Justice, Office of Professional Responsibility (OPR), is seeking experienced attorneys for the position of Assistant Counsel in Washington, D.C. The

Assistant Counsel investigates allegations of professional misconduct made against federal prosecutors and other Justice Department attorneys, formulates findings and conclusions, and drafts formal investigative reports to senior Department of Justice officials.

OPR was created in 1975 in response to revelations of ethical abuses and misconduct by Justice Department officials in the Watergate scandal. OPR conducts investigations of allegations of misconduct by Department attorneys and law enforcement personnel that relate to the exercise of an attorney's authority to investigate, litigate or provide legal advice. Matters investigated by OPR include allegations that Department attorneys have violated or disregarded obligations and standards of conduct imposed by the Constitution, federal statutes, court decisions, orders, rules, regulations, Department policies, and applicable state bar rules.

In their investigations, Assistant Counsels confront a wide range of legal and ethical issues arising in connection with the Department's legal activities around the country. Investigations include extremely sensitive matters and frequently require contact with senior officials in U.S. Attorneys' Offices and litigating divisions of the Department. OPR reports its investigative findings and conclusions to the Attorney General and Deputy Attorney General and identifies for their consideration issues relating to Department policies, practices and procedures.

Job Description: The incumbent of this position will:

- review and analyze allegations of misconduct to determine whether they are within OPR's jurisdiction, and, if so, develop an investigative plan delineating the scope and direction of the investigation;
- conduct a thorough investigation of the allegations, including reviewing all relevant documents and interviewing witnesses;
- conduct necessary legal research and prepare a thorough memorandum or report of investigation addressing the allegations and setting forth OPR's findings and conclusions as to whether the subject of the investigation engaged in professional misconduct;
- conduct special projects or assignments as assigned by the Counsel.

Qualifications:

Required Qualifications: Applicants must possess a J.D. degree, be an active member of the bar, (any U.S. jurisdiction) and have at least 5 years of relevant post-J.D. experience. Applicants must be familiar with the rules imposed on prosecutors and other government attorneys by the Constitution, federal statutes, court decisions, orders, rules, regulations, Department policies, and applicable state bar rules. Applicants must have superior academic and professional credentials and exceptional writing and oral communication skills. Applicants must also possess the legal skills and sound judgment necessary to evaluate the sensitive issues that arise in the course of attorney misconduct investigations. Litigation experience is desirable, and experience as a federal prosecutor is particularly desirable.

Preferred qualifications: It is necessary that applicants have substantial criminal and/or civil litigation experience. A knowledge of, and familiarity with the rules of professional responsibility is preferred but not required. Applicants must have superior academic and professional credentials and exceptional writing and oral communication skills.

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: GS-15 or its AD equivalent (\$124,995 - \$157,100).

Travel: Travel is sometimes necessary.

Application Process: Interested candidates should submit:

- a cover letter (highlighting relevant experience),
- a resume or Optional Form 612 (OF-612 Application for Federal Employment),
- an unofficial law school transcript and
- an official certificate showing that the applicant is an active member in good standing of the bar

The application materials are required to be submitted by all applicants including attorneys currently appointed to positions in the Department of Justice to:

Robin C. Ashton, Counsel
Attn: Attorney Hiring Committee
Office of Professional Responsibility
U.S. Department of Justice, Room 3266
950 Pennsylvania Avenue, N.W
Washington, D.C. 20530

No telephone calls please. Applications must be received by August 1, 2014. Alternatively, applications may be emailed to OPR.Applications@usdoj.gov.

Please reference announcement **OPR ATY 14-001** in the e-mail subject line and in your cover letter.

To receive consideration, the complete application package must be submitted by 11:59 pm (EST) on Friday, August 1, 2014.

This and selected other legal position announcements may be found on the Internet at: <http://www.justice.gov/legal-careers/attorneys-vacancies> and <http://dojnet.doj.gov/oarm/attvacancies.php>

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

**ATTORNEY
OFFICE OF LEGAL COUNSEL (OLC)
UNITED STATES DEPARTMENT OF JUSTICE**

About the Office: OLC is headed by an Assistant Attorney General, who assists the Attorney General in his/her function as legal adviser to the President and all executive branch agencies. The Office drafts legal opinions in response to requests from the President and heads of the executive departments and provides informal advice in response to requests from executive departments and presidential staff.

Job Description: The Attorney's responsibilities will include interpreting and applying laws, executive orders, regulations, precedents, and agency and office practices regarding FOIA and related matters. The primary duties of the position will be to identify and process records in response to FOIA requests.

Duties: OLC is currently interviewing for one FOIA & Records Management Attorney. The attorney will perform legal work pertaining to the Freedom of Information Act (FOIA) and other record maintenance and disclosure requirements for the Office. The attorney's responsibilities will include interpreting and applying laws, executive orders, regulations, precedents, and agency and office practices regarding FOIA

and related matters. The primary duties of the position will be to identify and process records in response to FOIA requests. Specific responsibilities may include those listed below.

- Managing OLC's response to incoming FOIA requests, including (1) directing and assisting in the search and identification of potentially responsive records and (2) the processing of those records;
- Processing complex FOIA requests, including contacting the requester for clarification when necessary;
- Coordinating with other components of the Department of Justice (DOJ) or other departments and agencies, including consulting with or referring materials to them as appropriate under DOJ regulations;
- Conducting research and analyzing the contents of records to make disclosure determinations under FOIA;
- Interpreting and applying applicable statutes, rules, regulations, and executive orders as they pertain to FOIA requests;
- Recommending proposed actions to be taken in the processing and initial response to FOIA requests, including preparing correspondence and responses to correspondence;
- Conducting legal research and assisting in the provision of legal advice involving inquires and assignments related to the application of FOIA;
- Assisting the Office in responding to administrative FOIA appeals and litigation related to the application of FOIA, including preparing declarations and Vaughn indices;
- Assisting in the preparation of OLC's internal FOIA reports;
- Maintaining awareness of developments in FOIA and Privacy Act law and legislation; and
- Assisting in the Office's response to other document processing and disclosure issues, including under the Privacy Act, the Federal Records Act, and in connection with congressional inquiries and litigation.

Qualifications: Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction).

Applicants should have significant knowledge of the Freedom of Information Act, experience with processing FOIA requests, administrative law and/or civil litigation experience, and at least one year post-J.D. experience.

OLC records are often the subject of significant FOIA litigation raising complex legal issues. Accordingly, the employee must have a thorough knowledge of the legal aspects of the operations of the government; legal experience with FOIA or in matters involving judgment regarding disclosure of records or the assertion of protections for privileged, classified, or private information; and sound and mature judgment in the application of legal principles to questions of major legal policy.

Salary: GS-905-13 to GS-905-14, \$89,924 - \$138,136

Application Process: For consideration, please submit a resume and cover letter (highlighting relevant experience) to Dyone.Mitchell@usdoj.gov or fax them to 202-514-0563. E-mail or facsimile are the preferred methods of transmission, but the mailing address is:

Dyone Mitchell
Office of Legal Counsel
U.S. Department of Justice
950 Pennsylvania Ave., N.W., Room 5218
Washington, D.C. 20530

No telephone calls please. Please submit your application by Jul 14, 2014. Please note the filling of these positions is subject to the availability of funds.

This and other vacancy announcements can be found under [Attorney Vacancies](#) and [Volunteer Legal Internships](#).

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

**ATTORNEY
UNITED STATES ATTORNEY'S OFFICE (USAO)
UNITED STATES DEPARTMENT OF JUSTICE**

About the Office: The Office of the United States Attorney for the District of Columbia (USAODC) is unique among the 94 United States Attorneys' Offices across the nation by virtue of its size and its varied responsibilities. It is the largest United States Attorney's Office with up to 350 Assistant United States Attorneys and 350 support personnel. The size of this Office is the result of the breadth of our responsibility for criminal law enforcement and our location in the nation's capital. We are responsible not only for the prosecution of all federal crimes, but also for the prosecution of all serious local crimes committed by adults in the District of Columbia. In addition, we represent the United States and its departments and agencies in civil proceedings filed in federal court in the District of Columbia. As the principal prosecutor for all criminal offenses in this jurisdiction, and as the principal litigator for the United States in the nation's capital, this Office offers extensive litigation experience before over 100 judges in the federal and local courts and unique opportunities for important public service.

Job Description: The applicant selected will represent the U.S. Government as a senior Assistant United States Attorney in the National Security Section in a wide range of unique and complex cases. The applicant selected will be responsible for investigating and prosecuting international and domestic terrorism offenses, export control violations, espionage, unlawful disclosure of classified information, threats against high-ranking public officials, non-terrorist extraterritorial violent crimes against American citizens, immigration violations, and other sensitive matters that implicate national security. The applicant selected will work closely with virtually all federal law enforcement agencies, and will coordinate efforts with other components of the Department of Justice, the Intelligence Community, other U.S. government agencies, and foreign counterparts, as appropriate in each matter.

Qualifications: The ideal candidate will have outstanding legal ability, high moral character, mature judgment, a keen desire for public service and a strong work ethic. In addition this candidate should have the following:

- well-developed writing skills;
- demonstrated experience using various forms of legal process to investigate complex matters;
- substantial litigation experience involving complex cases; and
- the temperament to function as part of a team, to lead a team through consensus- building , and to use diplomacy and persuasion when coordinating with other components and agencies.

Selections are made of the most highly qualified attorneys who apply, without regard to race, sex, creed, color, national origin, handicap, age, or political affiliation. At least three years of experience in the criminal justice system as a prosecutor is required. Prior experience handling national security investigations and prosecutions is strongly preferred.

Interested 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 three years post J.D legal experience. Applicants must be an active member of the bar in good standing.

United States citizenship is required. Applicants should review D.C. Bar Opinion 210 and ascertain whether they have a conflict of interest that they need to address.

All initial attorney appointments to the Department of Justice are made on a 14-month (temporary) basis pending favorable adjudication of a background investigation.

Salary: Assistant United States Attorneys' pay is administratively determined based, in part, on the number years of professional attorney experience. The range of basic pay is \$55,933 to \$155,000 which includes 24.22% locality pay.

Travel: Both domestic and international travel is required, often on short notice.

Application Process: An application package for a position with this Office should include a letter of application, resume, legal writing sample and an official law school transcript. The writing sample selected for submission should be the applicant's exclusive work product. If the writing sample was edited, or if there were other contributors, applicants are expected to identify those portions of the writing sample not exclusively their own work product and the extent of editing done by others. Applicants may also submit letters of reference from persons recommending appointment.

All applications and supporting documentation for National Security AUSA positions should be mailed to:

Elizabeth Barns
Supervisory Paralegal Specialist
United States Attorney's Office
District of Columbia
555 Fourth St., N.W., Room 11-846
Washington, D.C. 20530

No telephone calls please. **Position will close on Monday, July 7, 2014.**

This and other vacancy announcements can be found under [Attorney Vacancies](#) and [Volunteer Legal Internships](#).

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

NON-LEGAL POSITIONS

JUST NEIGHBORS
VOLUNTEER COORDINATOR - - PART-TIME

Just Neighbors (www.justneighbors.org), a (501)(c)(3) nonprofit immigration legal services office, is hiring a part-time volunteer coordinator to work 20 hours/week, reporting to the executive director. The

position will be located in Just Neighbors' main office in Falls Church, Virginia. Just Neighbors has provided immigration legal services to low-income immigrants and refugees in Northern Virginia since 1996. The organization was founded by members of the United Methodist Church to provide services to clients of all faiths and backgrounds and remains a mission project of the Arlington District.

Just Neighbors has a staff of six and relies heavily on volunteers to provide exemplary, client-focused legal services. In 2013, over 100 volunteers contributed more than 8,000 hours to help the clients of Just Neighbors. The volunteer coordinator is a new position, created to redirect tasks previously done by the executive director and the office manager. The volunteer coordinator will be tasked with managing all aspects of the volunteers -- from direct client work to extensive volunteer training and management responsibilities.

Education:

- Bachelor's Degree

Experience:

- Experience working independently
- Experience working within a small team

Skills:

- Strong people skills
- Strong communication skills
- Attention to detail and strong organizational skills
- Ability to multitask
- Computer fluency required
- Spanish preferred

Responsibilities:

- Volunteer management
- Client program management
- Data base entry and maintenance

Just Neighbors offers a flexible working environment, paid vacation and holidays, and a retirement pension plan. Just Neighbors is an Equal Opportunity Employer. We encourage applicants of all religions, genders, races, ethnicities, ages, physical abilities and sexual orientations. Applications will be accepted until the position is filled.

To apply: Please email a resume and cover letter to: Allison Rutland Soulen at allison@justneighbors.org

**FORENSIC SOCIAL WORKER/PROFESSIONAL COUNSELOR
PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA
VACANCY ANNOUNCEMENT # PDS-2014-13**

Prior to hiring, candidate must hold an active social work or professional counselor license in the District of Columbia.

If hired at PDS Grade 11 or 12, a candidate may be promoted without further competition upon completion of one year of exemplary performance and certification for promotion by supervisor, subject to approval of the PDS Director.

PDS Overview: The DC Public Defender Service for the District of Columbia (PDS) is a federally-funded, independent organization dedicated to protecting the legal rights of indigent people accused of crimes or facing a loss of liberty. There are approximately 220 employees, most of whom are located at the main office at 633 Indiana Ave., NW, Washington, D.C., and include attorneys, social workers, investigators, administrative, and technical staff work with the legal staff to advance the PDS mission. All staff are considered federal employees for the purpose of employee benefits (e.g. health and life insurance, federal retirement, Thrift Savings). Transferring employees will receive recognition of creditable federal service for leave accrual and retirement purposes. Employment at the Public Defender Service is at will and does not constitute federal employment.

Major Duties: This position is located in the Office of Rehabilitation and Development and provides services to adult clients arrested for violations in the District of Columbia. Under the general supervision of the Chief of the Division, candidate will evaluate clients, devise, recommend, and implement individualized service/treatment options in the least restrictive settings. Candidate will perform the following duties: Work in concert with legal counsel on behalf of agency clients and appointed counsel clients through the Criminal Justice Act (CJA); interview client, family, and other collateral contacts to establish extensive psychosocial evaluations; visit clients at their residence, place of employment, jail, shelters, residential or community-based programs, and other similar locations; develop advocacy-based dispositional plans and strategies geared to specific and individual needs of the client; utilize research to support findings; evaluate and recommend treatment options; identify and refer for substance abuse treatment, medical and mental health services, housing, employment, et al; work with local social service agencies to identify programs and resources for clients and their families; keep abreast of research; and develop cooperative relationships with service organizations and legal agencies to assist clients with matters related to rehabilitation.

Excellent verbal and written communication skills are required as candidate will prepare frequent and extensive court/parole commission reports and provide testimony in court and at parole hearings. Travel is required in and around the DC area. Personal transportation required.

Qualification Requirements: Masters Degree in social work, professional counseling, or related degree and a minimum of one year of post-graduate professional or advanced experience as social worker/case manager or other comparable experience. Fluent Spanish speaker and writer strongly preferred.

Other Requirements: Candidate must have no convictions as defined in DC Code Section 14.305 (b)(1) (Impeachment by evidence of conviction of crime).

Your cover letter should demonstrate the following:

- Experience working with arrested adults and understanding of the plight of persons from disadvantaged backgrounds
- Direct advocacy experience working on behalf of adult clients on rehabilitation and dispositional issues
- Knowledge of social work concepts and concepts related to rehabilitation and alternatives to confinement

- Demonstrated excellent writing and oral persuasion skills and ability to communicate effectively to broad spectrum of people. Demonstrated computer skills.
- Demonstrated ability to conduct studies and report findings and recommendations
- Familiarity with treatment and rehabilitation resources
- Knowledge of the court system

Salary: \$63,091.00 - \$95,785.00

How to Apply: Applicants may submit employment material via email as WORD document attachments to dbarnes@pdsdc.org, by fax transmission to (202) 824-2949, via mail delivery service (i.e. USPS, UPS, FEDEX, etc.) to the Public Defender Service, 633 Indiana Avenue, NW 2nd Floor, Washington, DC 20004, or hand carry to the Public Defender Service, 601 Pennsylvania Avenue, NW Suite 110, Washington, DC 20004, Attn: Donna Barnes, Office Manager, ORD Division, Announcement #PDS-2014-13. Closes July 17th.

ADMINISTRATIVE ASSISTANT HUMAN RIGHTS FIRST

Organization Background: Human Rights First is an independent advocacy and action organization that challenges America to live up to its ideals. Over its 35-year history, Human Rights First has earned a reputation for pragmatic, results-oriented advocacy that is politically astute, grounded in facts, and driven by sophisticated legal and policy analysis. Human Rights First is a non-profit, non-partisan organization with a track record of success in delivering change that has made a meaningful difference in people's lives.

The organization is led by President and CEO Elisa Massimino. A lawyer and activist with more than two decades of experience in the field, Massimino has been recognized as one of the top 20 public advocates in the country. Massimino leads a team of more than 70 talented and committed activists based in New York City and Washington, D.C

Purpose of the Job: The Administrative Assistant will work as part of the Refugee Representation team. He/She will handle the complex administrative details of the asylum legal representation work confidentially and competently.

Major Duties and Responsibilities:

- Assist in managing the administrative/clerical needs of the of the refugee representation work;
- Data entry, updating, maintenance, and retrieval, including the entry of new cases and contacts into the database, and coordinating with relevant staff on database and technology issues;
- Maintain and organize files, including legal representation files, legal publications, training materials, etc., and coordinate the case closure process;
- Coordinate meetings, trainings, and relevant events, including scheduling, compiling agendas, materials, etc.;
- Assist in responding to requests for assistance and other communication;
- Assist with the administrative elements of hosting interns;
- Conduct research, as assigned;
- Assist with maintenance and reporting of relevant statistics and facts, including foundation reporting and other communications.
- Other duties as requested based on department and/or organizational need.

Required Knowledge, Skill and Experience:

- A bachelor's degree preferred and at least one year of working experience in a related field;
- Demonstrated interest in human rights issues, informed interest in asylum and/or refugee issues strongly preferred;
- Strong written and oral communication, research, and analytical skills;
- Excellent organization skills, including the ability to manage numerous tasks simultaneously, work under pressure, and meet deadlines;
- Capacity to take initiative, prioritize duties, and work independently while functioning as a member of a team;
- Ability to communicate patiently, respectfully and empathically with individuals from a variety of backgrounds;
- Excellent computer skills, including knowledge of database, word processing, and spreadsheet applications;
- Good judgment and attention to detail;
- Fluency in a relevant language, particularly Spanish, French, Amharic, Kinyarwanda , or Arabic is welcome.

Annual Salary: Competitive with comprehensive benefits package

Submission Deadline: Until filled. Applications will be considered on a rolling basis; applicants are encouraged to apply early.

Application Process: Please complete the online application found at our website www.humanrightsfirst.org under ABOUT US / JOB OPPORTUNITIES links.

You will be requested to provide:

- Resume (upload)
- Cover letter (secondary upload*)
- Names and contact details for three (3) references (enter online)

* After completing the initial application and uploading your resume, please select VIEW PROFILE and UPLOAD ATTACHMENT to upload additional documents. You can also log into your profile from the top of the Job Opportunities page. When logged into your profile, you can upload cover letter and any other relevant documents by selecting UPLOAD ATTACHMENT at the top of the page.

Applicants will receive a confirmation email with their username and password once they've created a profile. Please keep this information to access your application and make changes at any time. Only selected applicants will be contacted for phone or in-person interviews. NO PHONE CALLS, PLEASE.

Human Rights First is a non-profit, nonpartisan international human rights organization based in New York and Washington DC. We build respect for human rights and the rule of law to help ensure the dignity to which everyone is entitled and to stem intolerance, tyranny, and violence.

Human Rights First is committed to recruiting, retaining, developing, and promoting staff across all programs and departments from a diversity of backgrounds, including members of racial and ethnic minorities, LGBTI people, people with disabilities, people of all socioeconomic backgrounds, people of all nationalities, and veterans of the U.S. Armed Forces. We believe that a diverse staff and an inclusive

work environment that welcomes a range of perspectives help make our advocacy work stronger and more effective.

SENIOR POLICY ANALYST **COUNCIL FOR COURT EXCELLENCE**

About the Council for Court Excellence: The Council for Court Excellence (CCE) works to improve the administration of justice in the local and federal courts and related agencies in the Washington, DC metropolitan area. CCE accomplishes this goal by identifying and promoting justice system reforms, improving public access to justice, and increasing public understanding and support of our justice system. CCE was founded in 1982 by leaders in the city's civic, legal, government and business sectors to improve cooperation between local and federal courts and the District community.

The Council for Court Excellence seeks a full-time Senior Policy Analyst. This professional will oversee two key areas of our programs: Criminal Justice and Court Efficiencies and Effectiveness. These areas include work related to: reentry, post-arrest processes, probate and administrative law, and jury service.

Duties and Responsibilities: The primary duty of this position is to monitor and improve the performance of the justice system as it affects Washington, DC residents. This position will specifically oversee CCE's mission areas of Criminal Justice and Court Efficiencies and Effectiveness. To accomplish this goal, the Analyst will:

- Coordinate several project committees to address specific program areas. These committees will be composed of a wide variety of stakeholders, including agency employees, nonprofit professionals, attorneys, judges, etc.
- Identify project priorities based on community needs, research, data, and stakeholder communications.
- Design and implement methodologies to study public policies.
- Recruit volunteers to work on project committees, engage committee leadership, and provide staff support for project committees.
- Prepare all written content related to project responsibilities, such as draft publications, project reports, annual reports, programmatic sections of grant proposals, talking points, newsletters, website, etc.
- Draft and occasionally present public testimony related to project areas.
- Coordinate any events connected to committee work, such as public programs or press conferences.

Qualifications:

- Education: Master's degree strongly preferred. Academic background in government, public policy, social work, or statistics are all pluses.
- Knowledge of DC government strongly preferred.
- 7-10 years of experience in an office environment, preferably in a policy or nonprofit organization.
- Demonstrated understanding of CCE's work and passion for our mission.
- Excellent writing and oral communication skills.
- Ability to analyze and present statistics and data.
- Excellent interpersonal skills, including a sense of diplomacy and consensus-building.
- Detail-oriented with problem-solving, organizational and time-management skills.
- Ability to meet deadlines.

- Strong critical thinking and analytical skills.
- Ability to prioritize multiple tasks, organize work, and follow through independently.
- Competency in Microsoft Office (Outlook, Word, Excel, PowerPoint).

Accountability: Reports to the Executive Director.

Hours and Salary: This is a full-time position based on a 37.5-hour work week. Salary will be commensurate with experience.

Application Deadline: Applications will be accepted until the position is filled.

Benefits: We offer an excellent benefits package for this full-time position:

- Fully employer-paid medical insurance
- Accrued sick leave and annual leave
- Observation of all federal holidays

How to Apply: Please send a cover letter with salary requirements, resume, references, and one writing sample. No phone calls, please. The Council for Court Excellence is an equal opportunity employer.

Submit materials by mail or e-mail to:

June Kress, Executive Director
 Council for Court Excellence
 1111 14th Street NW, Suite 500
 Washington, DC 20005
 info@courtexcellence.org

INTERNSHIPS/FELLOWSHIPS

**DISABILITY BENEFITS SPECIALIST
 ONE YEAR FELLOWSHIP
UNIVERSITY LEGAL SERVICES**

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 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.
- 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 \$36,000 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 2014. Applicants who are not members of the DC Bar or are not sitting for the DC Bar in July 2014 must be willing to apply to waive into the DC Bar in Fall 2014.
- Required: Complete MPRE exam no later than August 2014.
- 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 July 10, 2014 to:

Tammy Seltzer, Director

DC Jail & Prison Advocacy Project
University Legal Services
[tseltzer@uls-dc.<orgmailto: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 <http://www.uls-dc.org>.

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

**MANAGING ATTORNEY, CHILDREN'S PROJECT
COMMISSION ON IMMIGRATION
AMERICAN BAR ASSOCIATION
HARLINGEN, TEXAS**

Hiring range: \$51,500- \$56,600

The job is responsible for providing day-to-day leadership and direction to a group of employees and/or volunteers in assisting immigrants and asylum seekers with their claims before immigration courts, the Department of Homeland Security, and/or other jurisdictional authority. The primary focus of the job will involve detained immigrant children, survivors of abuse/trauma, or other similarly situated groups.

Education: Doctoral Degree (JD, PhD)

Experience:

- At least three years of experience assisting immigrants and asylum seekers in claims for relief before Immigration Courts and/or Homeland Security Agencies
- Previous experience working with and representing minors, survivors of abuse, or other related trauma – preferably in a detained immigrant minor setting
- Possession of and an ability to apply public speaking, persuasion, and interpersonal skills for use in the performance of day-to-day responsibilities and training/mentoring volunteer attorneys
- At least three years of experience interviewing clients and conducting cross-cultural communications
- Ability to communicate verbally and in writing in both Spanish and English; as well as an ability to read/write in both languages
- Previous advocacy and community outreach experience on immigration issues

Preferred Qualifications:

- Previous experience supervising a staff of employees and/or volunteers
- Previous experience in securing grant funding for pro bono legal causes and interests
- Previous experience managing budgets and or financial reporting responsibilities

To Apply: Please click below:

https://www5.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=11152&esid=az

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

Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 312-988-5188.

STAFF ATTORNEY
SOUTHERN MIGRANT LEGAL SERVICES (SMLS)
A PROJECT OF TEXAS RIOGRANDE LEGAL AID, INC. (TRLA)
NASHVILLE, TENNESSEE

Background: Texas RioGrande Legal Aid, Inc. (TRLA) seeks an experienced employment-law attorney for its Southern Migrant Legal Services (SMLS) office in Nashville, Tennessee.

Our SMLS office provides high quality legal services to agricultural workers throughout the middle south. Created in 2001 by combining the Legal Services Corporation (LSC) migrant grants of six states (Alabama, Arkansas, Kentucky, Louisiana, Mississippi, and Tennessee), SMLS is well-known for highly-skilled and impactful representation across the region. This 7-person (4-lawyer) office enjoys strong financial and organizational support from its parent organization, TRLA, including from TRLA's Texas-based farmworker advocacy project. Our SMLS office continues in TRLA's tradition, since TRLA's inception in the 1970s, as one of the premier migrant legal services programs in the country, with a distinguished history of strategic, principled litigation on behalf of marginalized farmworkers. In its first decade, SMLS developed a significant presence across the region, and a particular expertise in representing H-2A temporary foreign workers and victims of human trafficking. It has an experienced and dedicated staff.

Nashville, itself, is equally alluring. Often called the "Athens of the South," Nashville is a pleasant and diverse city of more than 600,000 people. It has a vibrant music scene, great food and is a good environment for raising a family. It is the home of numerous educational and entertainment institutions, including Vanderbilt University.

More information about SMLS and TRLA may be found at www.trla.org.

Position Description: SMLS seeks an experienced attorney who can immediately step into litigating SMLS' cases, which include major "impact" cases in multiple federal jurisdictions. Although all applicants are encouraged to apply, strong preference will be given to applicants with at least 3 years of federal litigation experience. The staff attorney will carry an individual farmworker legal services caseload, which includes complex wage and hour litigation, and litigating multi-party employment discrimination and human trafficking cases. Many of the cases handled by SMLS are landmark cases which address novel areas of the law and which aim to protect the rights of extremely vulnerable populations in the South. The attorney will also have an opportunity to collaborate with a wide-variety of

federal agencies and private counsel, and assist with in mentoring SMLS and other TRLA colleagues with their farmworker caseloads, as needed. The attorney must be a “team player” who wants the overall organization to succeed.

The project’s focus is on providing employment-related legal assistance to low-wage temporary and immigrant workers throughout the six states in its service delivery area. The project emphasizes enforcement of migrant and seasonal agricultural workers’ core employment rights, including (but not limited to) workers’ rights under the Migrant and Seasonal Agricultural Worker Protection Act, the Fair Labor Standards Act, the H-2A Regulations of Immigration and Nationality Act, Title VII of the Civil Rights Act, the Trafficking Victims Protection Act, and contract law. The project also enforces various state and federal workplace anti-discrimination acts, and addresses occupational safety, workers’ compensation and workplace retaliation. To redress workplace victimization, SMLS also files immigration petitions on behalf of workers who were victims of trafficking or other workplace crimes.

Applicant Qualifications: Applicants should have proven litigation skills, a commitment to workers’ rights and the ability to establish trusting relationships with low-income clients. The attorney must be culturally competent, including understanding the unique needs of low-wage workers. The successful applicant should further meet the qualifications listed below.

- Membership in good standing in any state bar; willingness to become licensed in Tennessee (Tennessee has comity with several states and an “attorney bar”)
- Proficiency in spoken and written Spanish strongly preferred
- At least 3-5 years of federal litigation experience in employment law strongly preferred
- Excellent and independently-driven case development, legal research and writing skills
- Strong interpersonal skills, including the ability advocate with governmental and other non-profit or social service agencies
- Ability to effectively manage an aggressive individual caseload
- Ability to think creatively, systemically and with a willingness to implement unconventional strategies; preferred experience with large-scale impact advocacy
- Experience working with diverse populations, including non-English-speaking and migrant communities
- Demonstrated commitment to social justice; preferred knowledge of the SMLS service delivery area.

Salary: Salary is dependent on experience and commensurate with salaries paid by other LSC-funded legal services programs. TRLA offers a generous benefits and retirement package, including assistance with law school student loan repayment.

How to Apply and Related Timelines: For consideration, applicants should promptly email a cover letter, résumé, legal writing sample and references, with “**Staff Attorney – SMLS**” in the subject line, to the following two individuals:

- Monica Bustamante, Recruitment Manager, at employment@trla.org
- Caitlin Berberich, Branch Manager, at cberberich@trla.org

The consideration of candidates is ongoing and will continue until the position is filled.

TRLA is an equal opportunity employer. We encourage applicants who will contribute to our diversity to apply.

**ATTORNEY
THE VICTIM RIGHTS LAW CENTER
PORTLAND, OREGON**

Description: The Victim Rights Law Center (VRLC) is a nonprofit law center that provides free legal services to victims of sexual assault in Multnomah and Washington counties in Oregon. We also provide free legal services throughout Massachusetts, and legal technical assistance and training nationally on civil remedies for sexual assault survivors. This position is based in our Portland, Oregon, office. We seek a full-time, self-directed, experienced Oregon attorney with excellent writing and organizational skills (as well as a good sense of humor, strong work ethic, and commitment to serving vulnerable individuals) to join our growing team.

The attorney will provide legal screening, consultation and representation to victims of (primarily non-intimate partner) sexual assault; help plan and deliver regional and statewide trainings for advocates and lawyers on how to use existing civil laws to meet sexual assault survivors' needs; recruit, train and mentor *pro bono* attorneys; and collaborate with community partners. Some (mostly in-state) travel and driving is required. The position is grant funded.

Responsibilities:

- Provide sexual assault victims with comprehensive legal consultations, representation and referrals.
- Represent VRLC clients in areas impacted by the sexual assault, including privacy, safety, immigration, employment, education, housing, financial compensation including public benefits, and/or limited criminal justice system advocacy. Representation includes, but is not limited to, motion practice, civil protection order cases, administrative hearings, and campus and other extrajudicial proceedings.
- Participate in weekly intake and case assessment meeting.
- Provide legal education and training related to sexual assault representation to attorneys and advocates.
- Conduct outreach and training to and collaborate with community partners, including rape crisis centers, medical and mental health providers, law enforcement and population-specific providers.
- Participate in client services data collection.
- Recruit, train and help mentor *pro bono* lawyers.
- Other duties as directed.

Job Requirements:

- Admitted to practice in Oregon.
- Minimum of three (3) years legal experience or combination of legal and non-legal experience which results in the desired skills, knowledge and ability required to be successful in the job.
- Experience working with vulnerable populations.
- Ability to work independently, collaboratively, and to build and strengthen community partnerships.
- Valid driver license, good driving record, and ability and willingness to drive to training sites.
- Priority will be given to applicants fluent in a second language (preferably Spanish) and/or with experience working with sexual assault survivors.

Application: To apply send your cover letter, resume, salary requirements and writing sample to hr@victimrights.org with both your last name and “LAV Staff Attorney” as the subject of your email. No phone calls please. The position is open until filled, but applications will be screened on a rolling basis.

VRLC is an equal opportunity employer. People of color, women, people with disabilities, and lesbian, gay, bisexual and transgender individuals are encouraged to apply.

**SOCIAL WORKER
IMMIGRATION JUSTICE PROJECT
SAN DIEGO, CALIFORNIA**

Job Summary: Conducts social work case activities and client support intakes/referrals as part of a Department of Justice grant.

Principal Duties and Responsibilities:

- Conducts assessment interviews with clients to determine their social, developmental, emotional, economic status, or other needs in support of the Immigration Justice Project activities.
- Conducts intakes with contracted clients, maintains client files, and conducts outreach to community organizations and mental health service providers for the purpose of developing and implementing release plans.
- Assists in providing individual, group, and family counseling and skills training and provides therapeutic interventions to address behavioral and emotional issues.
- Maintains all records of outreach and compliance of clients and ensures the confidentiality of the data and its safekeeping, irrespective of storage media.
- Assist in the explanation of court and/or hearing procedures.
- Provides support to other IJP staff members on matters related to social work cases and interventions.
- Performs other related duties as required.

Basic Qualifications and Interests:

- Possession of a Master’s in Social Work from an accredited college or university.
- At least two years’ experience providing services as a social worker.
- Fluency in both English and Spanish in both oral and written formats.

Preferred Qualifications and Interests:

- Previous experience providing social work support and services to indigent, disabled, mentally ill and/or detained individuals.
- Previous work experience with clients detained in immigration detention facilities, jails, and/or correctional facilities.

Physical Requirements: Typically an office setting, but will require frequent visitation and counseling in immigrant detention centers.

To apply: Please email Elizabeth M. Knowles at elizabeth.knowles.ijp@gmail.com

**LEGAL DIRECTOR
LEGAL MOMENTUM
NEW YORK, NEW YORK**

Legal Momentum (LM), The Women’s Legal Defense and Education Fund invites applicants for the position of Legal Director. LM was founded originally as the NOW Legal Defense and Education Fund in 1970 and renamed Legal Momentum in 2004. It is the oldest national non-profit legal organization at the forefront of the women’s rights movement in the United States. It brings about meaningful social change and reform through impact litigation, policy advocacy, and judicial and public education.

Under the direction of the President and CEO, the Legal Director will identify and lead innovative legal policy solutions and lead LM’s litigation strategies to advance and protect women’s rights. The Legal Director will work closely with LM’s other programs that address fairness in the courts, violence against women, employment equity and economic security. The current docket includes litigated matters in the areas of pregnancy discrimination and accommodations, title IX campus assault, and employment discrimination in the uniformed ranks.

This is a full-time position based in New York City.

Key Responsibilities:

- Oversee attorneys in civil liberties/civil rights litigation in federal and state court. Maintain his/her own caseload. Manage all aspects of the legal document including discovery, motion practice, briefs, trials, appellate work, and amicus briefs.
- Supervise LM’s lawyers, legal interns, and legal volunteer programs. Ensure professional, high quality representation of clients.
- Identify, prepare and submit amicus briefs, comments or testimony in rulemaking and regulatory proceedings, comments or testimony on proposed legislation, reports, whitepapers or other “best practices” documents to encourage sensible and balanced legal approaches.
- Develop a national network of pro bono lawyers, law firms and volunteers. Recruit and collaborate with volunteer attorneys to maintain a robust docket by engaging them in policy and legal problem solving, including research, all aspects of client representation including litigation, brief writing, depositions, and legislative advocacy.
- Ensure that staff attorneys, pro bono counsel, and legal interns are well trained in substantive areas of the law, sound legal practice, and organizational operations.
- Collaborate internally with the Communications, Government Relations, Development and other departments to advance LM’s priority campaigns to ensure coordinated and strategic implementation of all project plans.

Qualifications:

- Seven or more years working to advance access to justice and civil liberties.
- Commitment to the rights of women and girls.
- Experienced in high impact and/or class action matters and litigation.
- Creative legal problem solver and advocate.

- Excellent legal and plain language writer.
- Experience in supervising other lawyers as well as non-legal staff.
- Law degree from an accredited law school.
- Admitted to the NY State bar.

Compensation: Salary commensurate with experience. Legal Momentum has a very generous benefits package.

How to Apply: To apply, please send a cover letter, resume and writing sample either by email or in hard copy to:

Legal Momentum
 5 Hanover Square, Suite 1502
 New York, NY 10004
 Attn: Legal Director Vacancy
LD2014@legalmomentum.org

Application deadline: July 31, 2014.

Early applications are encouraged as we are looking to make a decision as soon as reasonably possible.

Legal Momentum is an equal opportunity employer and encourages applications from all qualified candidates, regardless of gender, race, color, religion, national origin, or sexual orientation.

**REMOVAL DEFENSE ATTORNEY
 GLOBAL LAW ADVOCATES PLLC
SEATTLE, WASHINGTON**

Global Law Advocates is seeking an experienced Spanish-speaking removal defense attorney to join our team of five in the Georgetown neighborhood, four miles south of downtown Seattle. The candidate should be familiar with all aspects of removal defense, as well as waivers, family petitions, citizenship, and asylum, and speak, read, and write Spanish and English fluently. We offer a collaborative work environment, competitive pay and benefits, and interesting and challenging cases. The ideal candidate will be available to begin work immediately.

To Apply: please send resume and letter of interest, along with a writing sample to Margaret O'Donnell at modonnell@globallawadvocates.com by July 7th. Applicants who are not bilingual in English and Spanish or who do not send a complete application will not be considered.

**ENVIRONMENTAL JUSTICE STAFF ATTORNEY
 NEW YORK LAWYERS FOR THE PUBLIC INTEREST
NEW YORK, NEW YORK**

New York Lawyers for the Public Interest (NYLPI) is seeking applications for a Staff Attorney in its Environmental Justice Program. NYLPI is a nonprofit civil rights law firm committed to advancing equality and civil rights through community lawyering and partnerships with the private bar. The position will include legal, policy, and administrative advocacy, as well as community organizing and coalition-building. The Environmental Justice Program takes on issues ranging from the systemic overburdening of low-income communities of color with polluting facilities, to the presence of dangerous toxins in public schools, to environmentally just community development.

Qualifications:

- A minimum of three years of experience with legal, policy and/or administrative advocacy. Exceptional candidates with less experience will be considered.
- Excellent strategic judgment and the energy and drive to effectuate challenging campaigns.
- Experience working with coalitions of community members and community-based organizations.
- Excellent writing, research, analytic and public speaking skills.
- A demonstrated commitment to environmental justice work or at a minimum to racial justice work generally.
- Proficiency in a second language is desirable.

NYLPI pioneered the practice of community lawyering in the five boroughs of New York City. With every case and every campaign, we continue to develop an ambitious, participatory, and dynamic approach to working with marginalized communities. Our work draws on a range of strengths: firm community partnerships; effective organizing; media savvy; effective legislative advocacy; and bold, creative approaches to litigation. The attorney will work independently and in collaboration with other attorneys, community organizers, and media and lobbying consultants on existing campaigns and will have ample opportunity to lead and collaborate on new campaigns.

NYLPI offers a competitive salary commensurate with experience plus excellent benefits. NYLPI is an Equal Employment Opportunity employer and actively recruits people of color and individuals with disabilities.

To Apply: Please send applications by July 18, 2014 to jobs@nylpi.org with the subject line: "Attention: EJ Staff Attorney Position." Applications must include a cover letter, resume, writing sample, and three references (including daytime telephone numbers). **Please mention where you saw this posting in your cover letter. To learn more about NYLPI, visit www.nylpi.org.**

CASE MANAGER U.S. COMMITTEE FOR REFUGEES AND IMMIGRANTS RALEIGH, NORTH CAROLINA

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 temporary Case Manager for its Raleigh, North Carolina office. The Case Manager will work with USCRI's Immigrant Children's Case Management Program, to provide Home Study (HS) and Post Release Services (PRS) for Unaccompanied Alien Children (UAC).

*This position is temporary, through the end of September 2014, with the possibility of long term employment based on availability of funding

Duties and Responsibilities:

- Assessment of potential placements for UAC, including background interviews and home study;
- Providing culturally and linguistically appropriate post placement services and comprehensive case management for UAC;
- Conducting calls, interviews, and home visits with UAC;
- Developing individual case plans with particular attention to culture, language, and special circumstances;

- Maintaining case files;
- Providing information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require;;
- Assessing the safety and appropriateness of the placement on an ongoing basis using child welfare principles and social work best practices;
- Building a network of local pro bono legal resources/services and care providers to establish services for UAC, facilitating access/removing barriers to those services, and track individual progress via an online database;
- Submitting written reports as required;
- Coordinating/maintaining communication with key stakeholders; and
- Participating in regular training and communication sessions with on-site and case work supervisor and headquarters staff.

Requirements:

- Bachelor's degree (BA or BSW);
- Master's degree (MA or MSW) preferred;
- A minimum of two years' experience in case management, preferably working with, serving, and advocating on behalf of immigrant and refugee children;
- Experience in child welfare, child placements, and family preservation;
- Prior experience with social service provision;
- Must possess an extensive knowledge of immigrant community local resources;
- Excellent organizational, verbal, written, and interpersonal communication skills;
- Ability to prioritize duties in a fast-paced environment;
- Must have a valid driver's license, insurance, a clean driving record, and personal transportation. Position requires frequent local and long distance travel;
- Must be able to travel with limited notice;
- Fluency in Spanish required (a language proficiency exam is required); proficiency in additional languages a plus;
- Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people.

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 demand;
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

Job Site: Work will primarily be performed at: 5 West Hargett Street, Suite 202, Raleigh, NC 27601.

To Apply: Please submit via email a resume that includes salary history with a cover letter describing your interest and qualifications to Human Resources at humanresources@uscriddc.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. Position will remain open until filled.

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

UPCOMING OPPORTUNITIES
FROM THE WASHINGTON COUNCIL OF LAWYERS
Visit www.wclawyers.org for more information about all of our upcoming events!

**Perspectives on Poverty Law
from the Bench**



DC Court of Appeals Judges

Tuesday, July 8, 2014

Noon - 1:30 pm

DC Court of Appeals Historic Courthouse

[Click here to RSVP.](#)

Office of Administrative Hearings

Thursday, July 24, 2014

Noon - 1:30 pm

Arnold & Porter, 555 12th Street NW

[Click here to RSVP.](#)

United States District Court for the District of Columbia

Wednesday, July 30, 2014

Noon - 1:30 pm

McDermott Will & Emery, 500 North Capitol Street

[Click here to RSVP.](#)

Fellowships 101:

An introduction to Postgraduate Public Interest Fellowships

Wednesday, July 9, 2014

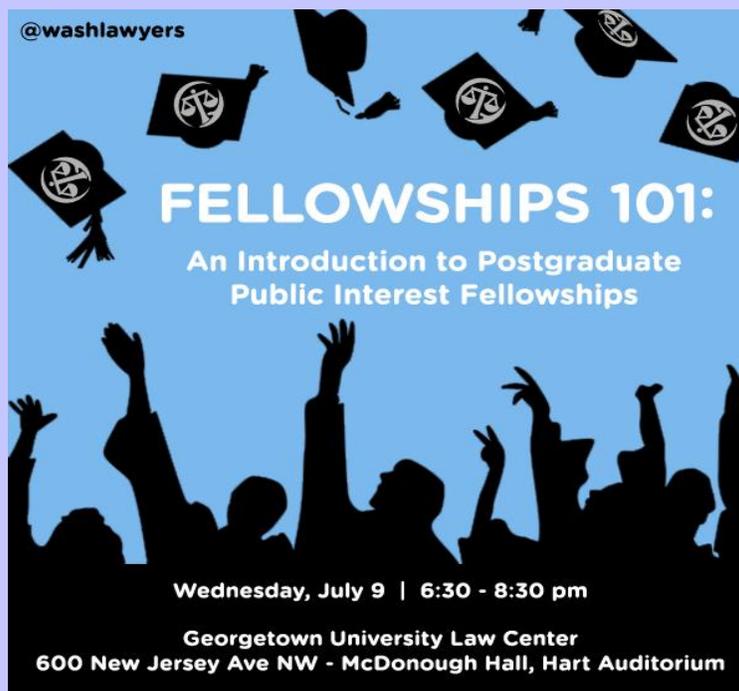
6:30 - 8:30 pm

Georgetown University Law Center

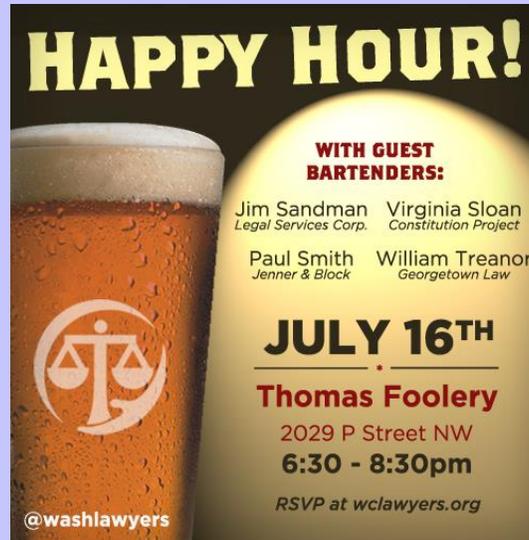
McDonough Hall - Hart Auditorium

600 New Jersey Avenue NW (entrance on 2nd Street NW)

[Click here to register!](#)



WCL Happy Hour
Featuring Celebrity Guest Bartenders
Wednesday, July 16, 2014
6:30 - 8:30 pm
Thomas Foolery, 2029 P Street NW
[Click here to RSVP.](#)



HAPPY HOUR!

WITH GUEST BARTENDERS:

Jim Sandman *Legal Services Corp.* Virginia Sloan *Constitution Project*

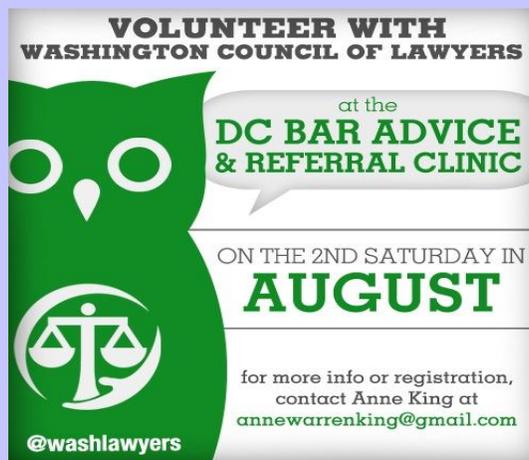
Paul Smith *Jenner & Block* William Treanor *Georgetown Law*

JULY 16TH

Thomas Foolery
2029 P Street NW
6:30 - 8:30pm
RSVP at wclawyers.org

@washlawyers

Save the date!
Volunteer at the Advice & Referral Clinic
Saturday, August 9, 2014 - 9:00 am - 1:00 pm
Bread for the City, 1640 Good Hope Road SE



VOLUNTEER WITH
WASHINGTON COUNCIL OF LAWYERS

at the
DC BAR ADVICE & REFERRAL CLINIC

ON THE 2ND SATURDAY IN
AUGUST

for more info or registration,
contact Anne King at
annewarrenking@gmail.com

@washlawyers



WASHINGTON COUNCIL OF LAWYERS

555 12th Street, N.W., Suite 210-A

Washington, DC 20004

202-942-5063

FAX 202-942-5999

info@wclawyers.org

www.wclawyers.org

Promoting the practice of pro bono and public interest law.

**Washington Council of Lawyers Membership Form
Individual WCL Membership**

Join the Washington Council of Lawyers! You may become a member or renew your membership online by visiting our web site, www.wclawyers.org, or you may complete this form and mail it, together with your check payable to the Washington Council of Lawyers, to Membership, Washington Council of Lawyers, 555 12th Street NW, Suite 210A, Washington, DC 20004. For more information, contact Nancy Lopez, Executive Director, at 202-942-5063 or nalopez@wclawyers.org.

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):
() New Member	() Law Student / New Attorney / Job Seeker	\$25 ____ Issues ____ Membership
() Renewal	() Public Interest / Government	\$40 ____ Newsletter / Blog
	() Regular / Law Firm	\$75 ____ Special Events ____ Pro Bono/Public Interest Promotion ____ Other _____

I learned about the Washington Council of Lawyers through:

____ a Council member ____ Public Interest Jobs Clearinghouse ____ Website
 ____ a Council event ____ Other _____

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