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**NOVEMBER 2014**

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**LEGAL POSITIONS**

**APPELATE ATTORNEY  
PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA**

**Organization Overview:** The Public Defender Service for the District of Columbia (PDS) is a federally funded, independent organization; governed by an eleven-member Board of Trustees, PDS provides legal representation to individuals facing a loss of freedom in the local criminal, delinquency, and mental health systems in the District of Columbia. PDS’s approximately 235 attorneys, social workers, investigators, administrative, and technical staff collaborate with each other to advance the PDS mission. PDS’s main office is located at 633 Indiana Avenue, N.W., Washington, D.C. District of Columbia residency is not a requirement for employment. PDS is funded by federal appropriations, and all employees are entitled to participate in the federal health and life insurance plans, the federal retirement plans (FERS, FERS-RAE, CSRS, CSRS-Offset), and the Thrift Savings Plan. Transferring employees will receive recognition of creditable federal service for leave accrual and retirement purposes. Employment at the Public Defender Service is neither federal nor District of Columbia government employment, and all employees are at-will.

**Division Background:** The PDS Appellate Division is a group of fewer than twenty lawyers committed to providing persuasive written and oral advocacy, primarily in criminal appeals in the District of Columbia Court of Appeals, the jurisdiction’s highest court, and in collateral

proceedings ancillary to that appellate representation. Attorneys present oral argument in most direct appeal cases. All attorneys receive intensive guidance on their cases, attorneys are expected and encouraged to discuss case theory and case presentation with colleagues in all PDS legal divisions, and rigorous moot courts precede oral arguments. The Division regularly participates as amicus curiae in the Court of Appeals.

**Major Duties:** An Appellate Division attorney is expected to handle serious criminal cases in the District of Columbia Court of Appeals. The attorney must be able to work well with clients, write a substantial number of appellate briefs each year, and prepare and present an effective oral argument in each case. Other responsibilities include representing clients in post-conviction proceedings, participating in moot courts for colleagues, and advising and training Public Defender Service and Criminal Justice Act attorneys on legal issues and appellate practice.

**Qualifications Required:** J.D. or equivalent degree from an accredited law school, membership in District of Columbia Bar or eligibility for reciprocity admission to the DC Bar, and excellent research, writing, and oral persuasion skills.

**Preferred Experience:** Preferred qualifications include experience as an appellate attorney, experience representing indigent clients in criminal cases, and experience preparing and presenting cases in trial courts.

How to Apply: Applicants must submit: (1) a resume that includes a list of three references (name, address, telephone number, and a statement of how each reference is able to evaluate your skills), (2) a legal writing sample, preferably a brief or other advocacy piece, (3) response to the question (no more than three double-spaced typewritten pages): Why do you want to be an appellate public defender?, and (4) an official law school transcript. With the exception of the law school transcript, all materials must be submitted online at <http://www.pdsdc.org/Employment/JobOpportunities.aspx>.

Please mail your official transcript to:

Jennifer Thomas, Director of Legal Recruiting  
Attention PDS-2014-22  
The Public Defender Service for the District of Columbia  
633 Indiana Avenue, N.W.  
Washington, DC 20004

**MENTAL HEALTH ATTORNEY**  
**PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA**

**Organization Overview:** The Public Defender Service for the District of Columbia (PDS) is a federally funded, independent organization; governed by an eleven-member Board of Trustees, PDS provides legal representation to individuals facing a loss of freedom in the local criminal, delinquency, and mental health systems in the District of Columbia. PDS's approximately 235 attorneys, social workers, investigators, administrative, and technical staff collaborate with

each other to advance the PDS mission. PDS's main office is located at 633 Indiana Avenue, N.W., Washington, D.C. District of Columbia residency is not a requirement for employment. PDS is funded by federal appropriations, and all employees are entitled to participate in the federal health and life insurance plans, the federal retirement plans (FERS, FERS-RAE, CSRS, CSRS- Offset), and the Thrift Savings Plan. Transferring employees will receive recognition of creditable federal service for leave accrual and retirement purposes. Employment at the Public Defender Service is neither federal nor District of Columbia government employment, and all employees are at-will.

**Division Description:** The Mental Health Division (MHD) has a staff of nine attorneys, one social worker and two investigators. The majority of clients represented by MHD have no connection to the criminal justice system; they are District of Columbia residents who require representation because they have been involuntarily hospitalized for treatment of mental illness. These civil clients are represented in probable cause, Mental Health Commission hearings and jury trials as well as in ancillary procedures such as litigation involving the right to refuse treatment. The MHD staff attorneys also represent persons who have been found incompetent to stand trial or who have been found not guilty by reason of insanity (NGI). The very seasoned staff in the Mental Health Division regularly advises local and national advocacy groups, testifies before the DC Council on legislative reforms and frequently provides critical assistance to trial division attorneys.

**Major Duties:** The staff attorney will report to the Chief of the Mental Health Division. The attorney will represent indigent persons facing civil commitment to Saint Elizabeths Hospital and insanity acquittees seeking conditional or unconditional release from the Hospital; take lead responsibility for all stages of representation, including probable cause hearings, motions, jury trials and disposition before the DC Superior Court, and hearings before the DC Commission on Mental Health, a quasi-judicial branch of the Superior Court; advocate for clients in various ancillary matters that arise in connection with their hospitalization, and work closely with the Appellate Division to litigate and resolve novel issues of mental health law, and perform other duties as assigned.

**Required Qualifications:** J.D. or equivalent degree from an accredited law school; member of the District of Columbia Bar or eligibility for reciprocity for admission to the DC Bar; significant trial/courtroom experience or trial practice courses or clinical education in law school; excellent research and writing skills; demonstrated desire to serve persons with disabilities as well as capacity to empathize and understand the plight of persons from disadvantaged backgrounds; and demonstrated ability to communicate effectively with a broad spectrum of people.

**Preferred Qualifications:** Experience representing persons who are faced with involuntary psychiatric hospitalization; knowledge of laws pertaining to the civil and criminal commitment of mentally ill persons in the District of Columbia; and knowledge of laws generally pertaining to the civil rights and liberties of persons detained because of mental illness, including familiarity with involuntary medication issues.

**How to Apply:** Applicants must submit: (1) a resume that includes a list of three references (name, address, telephone number, and a statement of how each reference is able to evaluate

your skills), (2) a legal writing sample, (3) cover letter explaining why you want to be a public defender in the mental health division, and (4) an official law school transcript, if you graduated from law school within the past 5 years. With the exception of the law school transcript, all materials must be submitted online at <http://www.pdsdc.org/Employment/JobOpportunities.aspx>.

Please mail your official transcript to:

Jennifer Thomas, Director of Legal Recruitment  
Attention PDS-2014-21  
Public Defender Service for the District of Columbia  
633 Indiana Avenue, N.W.  
Washington, DC 20004

If you are unable to upload your materials using the online application system, or if you have questions about this position or PDS, please contact Jennifer Thomas at [jenthomas@pdsdc.org](mailto:jenthomas@pdsdc.org) or (202) 824-2337.

**ATTORNEY**  
**FRAUD SECTION OF THE CRIMINAL DIVISION OF THE DEPARTMENT OF**  
**JUSTICE**

**About the Office:**

These vacancies may be filled by permanent, term or detail assignments based upon applicant preference, availability of positions, and Fraud Section needs. Term appointments may be extended contingent on funding. Applicants selected for term appointments may later be converted to permanent appointments, contingent upon available vacancies and Section needs.

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

**Job Description:**

The Criminal Division, U.S. Department of Justice, is seeking qualified, experienced attorneys for permanent and term positions or detail assignments in the Fraud Section located in Washington, DC.

The incumbent will serve as a Trial Attorney in the Healthcare Fraud unit (HCF), Securities and Financial Fraud (SFF) unit or Foreign Corrupt Practices Act (FCPA) unit and, as such,

independently direct, conduct, and monitor investigations, prepare and conduct trials, and advise on pleadings and other court filings. As a Trial Attorney, the incumbent:

- In collaboration with unit managers, develops and maintains the Section's program to foster effective national investigation and prosecution of HCF, SFF or FCPA violations, including advising on strategy and legal complexities, and developing litigation priorities, policy, and legislative recommendations.
- Makes charging decisions and proposes dispositions with regard to assigned cases, and advises less experienced attorneys in very complex cases, issues lacking precedent, and other challenges that require such leadership.
- Partners with and leads U.S. Attorneys and attorneys in other federal law enforcement agencies in the development and management of HCF, SFF or FCPA prosecutions. Advises and renders assistance in the preparation, critical examination and review of pleadings and in preparation of trial briefs. Evaluates reports of investigation and memoranda from U.S. Attorneys to determine whether litigation is warranted and whether proposed settlements are in the government's interest. Advises and instructs U.S. Attorneys on complicated questions of law and Departmental policy.
- Represents the United States in direct negotiations and discussions with state, county and city officials throughout the country, lawyers, and high level officials in some of the largest corporations in the United States. Participates in discussions with opposing counsel for defendants and in the formulation of settlements often having far-reaching legal consequences.
- Advises and consults with the Assistant Attorney General, Deputy Assistant Attorney General, Section Chief, et al., reporting on the status of all cases and matters related to civil/criminal remedies in the enforcement or the defense of statutes within HCF, SFF or FCPA litigation.
- Serves as an expert, providing advice and policy determinations in matters involving the planning, discussion and coordination of the activities related to the litigation of HCF, SFF or FCPA cases. Oversees the preparation and litigation assignments of lower graded attorneys, paralegals and clerical personnel.

### **Qualifications:**

Required Qualifications: 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 be an active member of the bar in good standing. Applicants must also meet the grade specific qualifications as described below.

### Grade Specific Qualifications:

- To qualify at the **GS-15** grade level, applicants have at least **four (4) years** post J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: independently performing legal analysis; composing pleadings, briefs and other court documents involving unique and/or difficult legal issues in civil or criminal litigation; conducting highly complex civil or criminal litigation; and leading paralegals and support staff.

- To qualify at the **GS-14** grade level, applicants have at least **two and a half (2.5) years** post J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-13 grade level. Examples of specialized experience include: performing legal analysis and formulating recommendations to senior managers; composing pleadings, briefs and other court documents involving legal issues in civil or criminal litigation; and conducting civil or criminal litigation.

Preferred Qualifications:

- Experience as a criminal prosecutor.
- Knowledge of white collar criminal litigation.
- Experience in supporting, litigating, and supervising federal or state criminal cases.
- Experience in U.S. District Court or state court.
- Experience conducting investigations of organizations and entities, including corporations.
- Experience with the federal judiciary.

**Salary:** The salary range for these positions is GS-14 and GS-15, \$106,263 - \$157,100 per annum, including locality pay. See OPM's Web page at <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/general-schedule/>

**Travel:** Domestic and International travel will be required.

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

All Application Packages must be received by 11:59 PM, Eastern Time, on the closing date of this announcement. Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

**Application Deadline:** Wednesday, November 12, 2014

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

**Number of Positions:** Many

**ATTORNEYS**  
**OFFICE OF INFORMATION POLICY OF THE DEPARTMENT OF JUSTICE**

**About the Office:**

The United States Department of Justice is seeking experienced attorneys to work in the Office of Information Policy (OIP), located in Washington, D.C. OIP manages the Department's responsibilities related to the Freedom of Information Act (FOIA), which include coordinating and implementing policy development and compliance government-wide for the FOIA,

processing FOIA requests for the Senior Leadership Offices within the Department, adjudicating all appeals from denials by any Department component under the FOIA, and handling the defense of certain FOIA matters in litigation.

**Job Description:**

The incumbents will perform varied legal work involving the interpretation and application of laws, executive orders, regulations, precedents, and agency practices relating to the FOIA. Specific responsibilities may include:

- Responding to FOIA requests, including (1) conducting searches for identification of responsive records and (2) processing those records for disclosure;
- Processing complex FOIA requests, including contacting the requester for clarification when necessary;
- Coordinating with other components of the Department of Justice, including Senior Leadership Offices, other federal agencies, including consulting with or referring records to them as appropriate in accordance with statutory and regulatory provisions;
- Conducting research and analyzing the contents of records to make disclosure determinations under the 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 opinion memoranda outlining proposed actions, and drafting correspondence for all actions related to processing requests;
- Coordinating with assigned litigators and OIP Senior Counsel in responding to FOIA litigation arising from FOIA requests processed by OIP, including preparing declarations and document (Vaughn) indices;
- Maintaining awareness of developments in FOIA and Privacy Act law and legislation;
- Recommending proposed actions to be taken in the adjudication of administrative FOIA appeals by evaluating actions taken by Department of Justice components in processing initial FOIA requests;
- Conducting legal research and providing legal advice involving inquiries and assignments related to the application of FOIA access laws;
- Reviewing public inquiries regarding agency compliance with the FOIA and recommending proposed actions to be taken;
- Reviewing agency FOIA reports for compliance with the law and applicable policy guidance;
- Drafting the Department's legally-required FOIA reports, including the Annual FOIA Report, Chief FOIA Officer Report, and Litigation and Compliance Report;
- Providing instructional training and guidance to various federal Departments regarding compliance with the FOIA; and
- Serving as litigators in defending certain FOIA lawsuits.

**Qualifications:** Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least 1 year post-J.D. experience.

Preferred qualifications: It is preferred that applicants have knowledge of the Freedom of Information Act and have administrative law and/or civil litigation experience. Experience with digital document review platforms and government information systems is also desirable. Applicants should be detail-oriented, have excellent writing, analytical, and interpersonal skills, the ability to manage a complex and multi-faceted workload, and be comfortable working in a mixed team environment with attorneys and non-attorneys.

Applicants must be able to qualify for a Top Secret security clearance.

**Salary:** The salary level is in the GS-12 range (\$75,621 - \$98,305).

**Travel:** Limited travel may be associated with this position.

**Application Process:** Applicants are required to submit a cover letter (highlighting relevant experience), resume, and a writing sample containing a brief or comparable analytic legal exposition that is your work.

Please reference OIP-ATY-0214 in your cover letter. **Applications must be received by November 20, 2014.**

Applicants are encouraged to email applications to: [Christina.Troiani@usdoj.gov](mailto:Christina.Troiani@usdoj.gov). No telephone calls please.

U.S. Department of Justice  
Office of Information Policy  
ATTN: Christina Troiani  
1425 New York Avenue, Suite 11050  
Washington, D.C. 20530

**Application Deadline:** Thursday, November 20, 2014

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

**Number of Positions:** Multiple

**ATTORNEY**  
**OFFICE OF INTERNATIONAL AFFAIRS**

**About the Office:**

The Office of International Affairs (OIA) is a fast-paced, high volume, unique law office created to provide assistance in international criminal matters to U.S. and foreign prosecutors and law enforcement authorities. OIA's primary responsibilities are in the areas of international extradition of fugitives and evidence gathering (i.e., obtaining evidence for use in U.S. and foreign criminal investigations and prosecutions). OIA attorneys work directly with federal, state and local prosecutors and law enforcement agents to provide advice and assistance when international issues arise. OIA is also responsible for ensuring that the United States meets its

reciprocal obligations to foreign countries with respect to the extradition of fugitives and the production of evidence located in the United States.

In addition to handling the thousands of international extradition and evidence gathering (mutual assistance) cases opened each year, OIA is responsible, along with the Department of State, for the negotiation of bilateral and multilateral law enforcement treaties needed to effect extradition and facilitate evidence gathering. Once these treaties enter into force, OIA works with foreign counterparts to assure effective treaty implementation.

Along with domestic staffing in Washington, D.C., OIA posts personnel overseas to support the Department's international investigations, cases and policies, and to work with foreign partners. OIA staffs the overseas positions through details from within, U.S. Attorneys' Offices, and from Department components. Experience acquired working at OIA in Washington, D.C. may position DOJ detailees to be eligible candidates for consideration for future assignments abroad.

**Job Description:**

This position is limited to current Department of Justice attorneys or eligible career government attorneys from other federal agencies and may be filled by a reimbursable detail assignment. Multiple attorneys will be selected to serve one-year details to work on a special project involving the Modernization of the Mutual Legal Assistance (MLA) Process or to serve on a geographical team to provide support to U.S. and foreign prosecutors with international fugitive or evidence gathering matters. Conditions of the detail will be handled on a case-by-case basis and will require an agreement between the gaining and losing components. The assignment is for up to one year with the possibility of an extension and is expected to begin in the fall of 2014.

**The MLA Modernization Project:**

The United States has bilateral Mutual Legal Assistance Treaties (MLATs), agreements, and arrangements with approximately 100 foreign partners, and is also a party to several multilateral conventions that have MLA provisions. OIA serves as the Central Authority for the United States under the MLATs and conventions. The globalization of crime has led to a dramatic increase in the number of MLA requests received by the United States, most significantly in requests for electronic evidence, which have multiplied ten-fold over the last decade. We expect this trajectory to continue as cybercrime and cyber-enabled crimes proliferate worldwide. In his January 2014 speech on the review of signal intelligence, the President committed to reforming the MLA process. The MLA Modernization project aims to reform the way MLA requests are executed, in order to better combat the current trends in transnational crime, from drug trafficking to white-collar offenses to terrorism. MLA Modernization envisions a robust centralized execution system, reducing backlog, and agile responses to foreign requests for evidence. Attorneys selected to serve on this project will be an integral part of this MLA Modernization effort. In performing their duties, detailees will have the opportunity to develop relationships with foreign law enforcement counterparts and develop familiarity with relevant foreign criminal laws and procedures. Detailees also will have the opportunity to work on challenging issues where the case law is constantly evolving. Detailees will be responsible for analyzing and revising foreign requests for evidence for constitutional and legal sufficiency,

ensuring that they meet U.S. standards protecting privacy, and among other duties, filing legally sufficient requests in court to obtain the requisite court orders.

### **OIA's Regional Teams:**

Detailees may also be selected to serve on one of OIA's six regional teams where responsibilities may include extensive, high-volume, and fast-paced international fugitive returns and extradition work, MLA casework, treaty implementation consultations, the preparation of briefing materials for the Attorney General and Department principals, and other international criminal law matters. These responsibilities require regular contact with U.S. prosecutors and law enforcement personnel, other Department components, the State Department and various other federal agencies, as well as U.S. law enforcement and OIA's foreign counterparts abroad. Detailees may be assigned to work on the one of the following teams:

- Africa, Asia, and the Middle East Team
- Canada Team
- Europe and Central Asia Team
- Mexico and Central America Team
- South America Team
- United Kingdom and Commonwealth Countries Team

*This is a one-year detail position with the possibility of extension.*

### **Qualifications:**

Required: Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory, or the District of Columbia, have at least 3 years of post J.D. experience as an attorney. Applicants must also have excellent writing and analytical abilities, and strong interpersonal skills. Applicants must be **current employees of the Department of Justice and** must have, or be able to obtain and maintain, a Public trust, or higher, security clearance.

Preferred qualifications: Applicants with the following areas of specialized experience are preferred: Investigation and prosecution of criminal offenses; Handling of international extradition and mutual legal assistance cases or other aspects of international criminal practice; Demonstrated interest or experience in international issues.

**Salary:** Under a detail assignment, there is no change to the selectee's base pay. The position will be filled at the attorney's current grade level. Temporary promotion is not authorized.

**Travel:** Occasional international travel may be required.

**Application Process:** [OIAAttorneys.Position@usdoj.gov](mailto:OIAAttorneys.Position@usdoj.gov)

Applications and resumes may also be faxed to (202) 514-0080. Submissions must be received **not later than 11:59 p.m. Eastern Standard Time, on November 21, 2014. This announcement may be closed prior to the closing date if all selections are made.**

**Application Deadline:** Friday, November 21, 2014

**Relocation Expenses:** Relocation expenses are not authorized however long-term TDY expenses may be reimbursed if necessary. The assignment is for up to one year with the possibility of an extension and is expected to begin in the fall of 2014.

**Number of Positions:** Trial attorney: 1

**ATTORNEY**  
**OFFICE OF ENFORCEMENT OPERATIONS**

**About the Office:**

The Criminal Division of the U.S. Department of Justice is seeking experienced attorneys for the Electronic Surveillance Unit. The position is based in Washington, D.C. The Electronic Surveillance Unit is responsible for reviewing all federal electronic surveillance requests and requests to apply for court orders permitting the use of video surveillance; providing legal advice to federal, state, and local enforcement agencies on the use of federal electronic surveillance statutes; and assisting in developing Departmental policy on emerging technology and telecommunications issues.

**This position will be filled on either a permanent basis or as one year term with the possibility of extension based on the availability of funding.**

**Job Description:**

The individual who fills this position will:

- Evaluate requests from United States Attorneys' Offices throughout the country for Criminal Division approval to conduct electronic surveillance investigations as required by Title III;
- Advise on each request and make recommendations as to the approval or denial of each application;
- Advise Assistant United States Attorneys and investigators on the procedural and operational requirements for conducting electronic surveillance; and
- Travel to conduct wiretap training to ensure compliance with all legal requirements and Department policy.

**Qualifications:**

Required Qualifications: 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 1.5 years post J.D. experience. Applicants must be an active member of the bar in good standing (in any jurisdiction).

Grade Specific Qualifications:

- To qualify at the **GS-13** level, applicants must have at least one and a half (1.5) years of post-J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-12 grade level. Examples of specialized experience include: performs basic legal analysis and formulates recommendations for senior managers, composes legal memoranda, reports, and position papers on legislative history, laws, regulations, and court opinions in support of litigation.

- To qualify at the **GS-14** level, applicants must have at least two and a half (2.5) years of post-J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-13 grade level. Examples of specialized experience include: independently performs legal analysis and formulates recommendations to senior managers, composes legal memoranda, reports and position papers on legislative history, laws, regulations, and courts opinions regarding issues that may lack clear precedent in support of litigation.
- To qualify at the **GS-15** level, applicants must have four (4) or more years of post-J.D. legal experience, one of which was specialized experience at, or equivalent to, the GS-14 grade level. Examples of specialized experience include: composes legal briefs or reports on highly complex issues that play a significant role in on-going litigation or the shaping of policies and procedures, and experience analyzing and advising on wiretaps or has performed a wiretap.

**Preferred Qualifications:** Your qualifications will be further evaluated based upon the following competencies.

- Knowledge of Title III, the federal statute that governs wiretaps.
- Skill in training other attorneys on issues relating to wiretaps.
- Ability to communicate with high level officials.

**Salary:** The salary range for this position is GS-13 to GS-15, \$89,924 - \$157,100 per annum, which includes locality pay. See OPM's Web page at <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/general-schedule/>

**Travel:** Minimal travel may be required.

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

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

**Application Deadline:** Wednesday, November 5, 2014

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

**Number of Positions:** 4

**ATTORNEY**  
**OFFICE OF THE PARDON ATTORNEY**

**About the Office:**

The Office of the Pardon Attorney (OPA), United States Department of Justice, is seeking uncompensated Special Attorneys to work in Washington, DC. The Office of the Pardon Attorney, in consultation with the Attorney General or his designee, assists the President in the exercise of executive clemency as authorized under Article II, Section 2, of the Constitution. OPA receives petitions for executive clemency, initiates the necessary investigations, and prepares the recommendations to the President in connection with the consideration of all forms

of executive clemency, including commutation of sentence, pardon, remission of fine and reprieve.

In 2014, the Justice Department announced a new clemency initiative to encourage appropriate candidates to petition for executive clemency in order to have their sentences commuted by the President. The Initiative invites petitions for commutation of sentence from non-violent inmates who are serving a federal sentence, who by operation of law, likely would have received a substantially lower sentence if convicted of the same offense today, and who would not pose a threat to public safety if released. Thousands of inmates have already filed petitions for commutation of sentence, and more are likely to do so. Evaluating these petitions for recommendations to the President is a high priority for the Justice Department.

**Job Description:**

Uncompensated Special Attorneys will focus heavily on the clemency initiative. Knowledge of and experience with federal criminal law (from either the prosecution or defense perspective, or both), sentencing policy and guidelines, re-entry, and related issues are all helpful for this position. Applicants must demonstrate exceptional legal, analytical, policy, and writing skills, as well as the ability to manage and prioritize a sizable and growing workload and to meet deadlines under pressure. Uncompensated Special Attorneys responsibilities include the performance of challenging and varied legal assignments in the interpretation and proper application of executive orders, federal statutes, precedents, and agency practices related to executive clemency. Among other responsibilities, uncompensated Special Attorneys will be assigned to review and evaluate petitions submitted by applicants for executive clemency, to confer with officials of the Department of Justice and external agencies regarding the evaluation of clemency petitions, and to advise the Pardon Attorney on the results of the investigative and evaluative process and suggest appropriate disposition of petitions.

Note: Employees of the Department of Justice, including uncompensated Special Attorneys, may not engage in the compensated practice of law outside the office. Attorneys are not eligible to serve as Special Attorneys if they have had an employment offer deferred by a law firm and received a payment for the period of their deferral with the expectation of future employment with the law firm, or if they will receive any payment from a law firm during their unpaid employment with the Department of Justice. In addition, contractors, including employees of contractors who do business with the Department of Justice, and who also are attorneys, are not eligible to serve as uncompensated Special Attorneys.

**Qualifications:**

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have a minimum of three years of post-J.D. experience.

**Salary:** None: This is an uncompensated position. Employee benefits for this position will be limited to transit subsidy and workers compensation.

**Travel:** No travel required.

**Application Process:** Applicants must submit a cover letter (highlighting relevant experience), resume, and a list of professional references. Please reference this announcement, **OPA ATY 15-001**, in your cover letter as well as in the subject line of your email submission.

Applicants are encouraged to email applications to [USPardon.Attorney@usdoj.gov](mailto:USPardon.Attorney@usdoj.gov) or fax to 202-616-6069 rather than mail them. **No telephone calls please.**

U.S. Department of Justice  
Office of the Pardon Attorney (Attn: Deborah Leff, Acting Pardon Attorney)  
1425 New York Ave., N.W., Room 11000  
Washington, D.C. 20530

**Relocation Expenses:** Relocation expenses will not be authorized.  
**Number of Positions:** 9

## **VIRGINIA-BARRED BILINGUAL CHILDREN'S IMMIGRATION ATTORNEY AYUDA**

### **Organizational Profile**

Ayuda is a 501 (c)(3) non-profit organization dedicated to providing direct legal and social services, education, and outreach to low-income immigrants in the Washington, DC metropolitan area. Through its offices in Takoma, DC and Falls Church, VA, Ayuda has amassed a 40-year history of providing critical services on a wide range of issues, and in the process has acquired nationally recognized expertise in immigration law, domestic violence and human trafficking, among other fields.

Ayuda is seeking a full-time Virginia-barred Bilingual Children's Immigration Attorney who can provide direct legal representation to immigrant children. The position is based in our Falls Church, Virginia office.

### **What You Will Do in the Job:**

- Conduct legal intakes and provide legal advice and counsel on immigration matters relating to immigrant children, including, but not limited to SIJS, asylum, VAWA petitions, and U and T Visa applications;
- Provide direct legal representation before USCIS, USICE, and EOIR to clients in Immigration matters listed above;
- Provide direct legal representation to children before the Virginia Juvenile and Domestic Relations Courts and Virginia Circuit Courts to obtain SIJS predicate orders;
- Represent Ayuda at local coalition meetings and participate in local and national advocacy initiatives;
- Conduct trainings to area service providers and outreach presentations to potential client groups;
- Assist with the preparation and submission of grant applications and reports;

- Provide mentorship to volunteers and student interns; and
- Perform other duties as assigned.

**How Do You Know if You Can Do This Job:** You need

- J.D. from accredited law school
- Virginia bar admission or pending admission
- Fluency in written and oral English and Spanish
- Experience in immigration law is desirable
- Experience in working with children is desirable
- Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations
- Strong commitment to serving, empowering, and advocating on behalf of Ayuda’s low-income immigrant client base
- Excellent oral and written communication skills
- Ability to work independently and as part of a diverse multidisciplinary team

**Salary and Benefits:**

Commensurate with experience, plus a benefits package that includes medical and dental insurance. All federal holidays and closures observed and paid leave for the week of Christmas through New Year’s Day. This position is considered to be exempt for overtime purposes.

**To Apply:**

Send an email with the subject line “Virginia-barred Bilingual Children’s Immigration Attorney” and the following documents to Paula Fitzgerald, Managing Attorney at [paula@ayuda.com](mailto:paula@ayuda.com):

- Cover Letter
- Resume
- Writing Sample (5 to 10 pages, suggested)
- 3 References

Applications will be considered on a rolling basis until the position is filled. Apply early for full consideration. Please no calls.

**TRIAL ATTORNEY**  
**EMPLOYMENT LITIGATION SECTION OF THE DEPARTMENT OF JUSTICE**

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

enforcement agencies and public residential institutions, such as health care and correctional facilities.

The [Employment Litigation Section](#) (ELS) enforces federal statutes and an executive order that prohibit employment discrimination. These statutes include Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, which ELS enforces as to state and local government employers, and the Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4312, which ELS enforces as to private, state and local government employers. ELS also defends the United States and/or federal agencies in lawsuits that challenge the constitutionality of the federal government's disadvantaged business enterprise ("DBE") contracting programs, and has responsibility for litigation enforcing Executive Order 11246, which prohibits discrimination by federal contractors and subcontractors. ELS attorneys enjoy a diverse practice before federal district courts throughout the country, often with complex trials and negotiated settlements.

Additional positions may be filled from this vacancy announcement.

#### **TRAVEL REQUIRED**

- 25% or Greater
- The position may require extended hours and significant travel.

#### **RELOCATION AUTHORIZED**

- No

#### **KEY REQUIREMENTS**

- You must be a U.S. Citizen or National.
- You must complete a background investigation.
- Selective Service registration is required, as applicable.
- You must possess a J.D. or LL.M professional law degree.
- You must be an active member of the bar in good standing.

#### **DUTIES:**

Trial attorneys are responsible for developing investigations and litigation addressing all aspects of the ELS' enforcement duties, including planning and conducting investigations to assess potential violations of the laws enforced by ELS; analyzing and evaluating data and evidence, including witness statements, documents, and statistical data for pattern or practice investigations; researching all legal issues, including likely defenses and counter-arguments; drafting written recommendations for further investigation and/or enforcement litigation that include relevant facts, legal authorities, strengths and weaknesses of the case, remedies sought, and analysis to support recommended action(s); drafting complaints and other litigation-related correspondence; developing cases for trial though pre-trial discovery; trial and trial preparation; and negotiating settlements.

#### **QUALIFICATIONS REQUIRED:**

Applicants must possess a J.D. or LL.M professional law degree from an American Bar Association accredited law school, be an active member of the bar in good standing (any

jurisdiction), and possess the minimum years of post-professional law degree experience commensurate to the grade level of eligibility, as shown below. Applicants also must have demonstrated academic achievement; strong written and oral communication skills; the ability to analyze complex issues; outstanding skill and experience working collaboratively and productively with others; strong organizational skills; solid professional judgment; demonstrated initiative; and the ability to excel in a fast-paced, demanding environment.

- At least 1 year - GS-12 (\$75,621 to \$98,305 per annum)
- At least 1.5 years - GS-13 (\$89,924 to \$116,901 per annum)
- At least 2.5 years - GS-14 (\$106,263 to \$138,136 per annum)
- At least 4 years - GS-15 (\$124,995 to \$157,100 per annum)

### **Preferred Qualifications:**

Federal employment discrimination litigation experience is preferred and will be considered both in the selection of applicants and the GS grade offered. Such experience includes (1) substantive knowledge and expertise of Title VII law; (2) experience investigating allegations of employment discrimination, including interviewing witnesses, reviewing documents and reviewing applicable case law to assess the merits of a case; (3) experience litigating employment discrimination cases, including handling discovery, litigation strategy, motions practice and trial preparation; and (4) experience negotiating settlements in employment discrimination cases. Judicial clerkships, experience serving as the lead attorney in federal court employment discrimination cases, and experience litigating pattern or practice and/or testing cases is also preferred.

### **HOW YOU WILL BE EVALUATED:**

Applicants will be evaluated relative to the qualifications set forth above and other job-related skills, experience and qualifications set forth in their application materials and consistent with merit system principles applicable to hiring for career positions with the Department of Justice.

### **BENEFITS:**

The Department of Justice offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; telework; life insurance; health benefits; and participation in the Federal Employees Retirement System. This [link](#) provides an overview of the benefits currently offered to Federal employees.

### **HOW TO APPLY:**

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

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

The complete Application Package must be submitted by 11:59 p.m. (Eastern Time Zone) on Thursday, October 30, 2014.

### **REQUIRED DOCUMENTS:**

- Résumé
- Cover Letter

- Writing sample of no more than ten pages (a brief or comparable analytic legal exposition that is your work product)
- Veterans' Preference Documentation, if applicable

### **WHAT TO EXPECT NEXT:**

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required you will be contacted. We will notify you of the outcome after each step of the recruitment process has been completed. After making a tentative job offer, we will conduct a suitability/security background investigation. We expect to make a final job offer within 120 days after the closing date of the announcement.

### **STAFF ATTORNEY** **CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON**

Catholic Charities of the Diocese of Arlington seeks a full-time attorney for its Hogar Immigrant Services program in Falls Church, VA. Hogar Immigrant Services offers a wide range of services at little or no cost to a vulnerable immigrant population, without regard to religious or ethnic identity. Our goal is for immigrants to achieve self-sufficiency and participate fully as productive members of American society.

The Staff Attorney will provide qualified legal representation to Unaccompanied Alien Children and will prepare cases for submission to the US Citizenship and Immigration Services (USCIS) and EOIR. She/he will also represent these children in family court for predicate and custody orders in relation to Special Immigrant Juvenile Status cases. The Staff Attorney will coordinate all aspects of a client's case, including client communication, relevant research, drafting personal statements, preparing immigration forms, writing briefs, drafting court motions and orders, and advocacy with law enforcement and other agencies. Additionally, the Staff Attorney will:

- Assist in the supervision of a legal assistant and any volunteers
- Provide in-service training to staff and volunteers on immigration-related skills and knowledge
- Provide public education in the community, collaborating with other agencies
- Participate as needed in program-wide and grant-specific data collection
- Participate in meetings with immigration legal service community-based organizations

### **Prerequisites for the Position:**

- Juris Doctor degree with membership in the Virginia bar required
- Two years or more experience practicing immigration law
- Experience with legal representation of Unaccompanied Alien Children preferred
- Bilingual in Spanish and English (writing and speaking) required

- Ability to work both independently to manage a substantial workload with deadline pressures.
- Competence in communicating and interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals experiencing substantial levels of emotional, physical, financial, or other hardship.
- Ability to use basic Microsoft Office programs and online database software.
- Commitment to the mission and goals of Catholic Charities Hogar Immigrant Services.

**How to apply:**

To apply, please submit your cover letter, resume and salary requirements to [jobs@CCDA.net](mailto:jobs@CCDA.net). No phone calls, please. We are an equal opportunity employer. EOE

**DIRECTOR**  
**BARBARA McDOWELL APPELLATE ADVOCACY PROGRAM**

The Legal Aid Society of the District of Columbia seeks an experienced appellate law specialist to work on litigation and pursue an affirmative anti-poverty law reform agenda primarily before D.C.’s highest court, the District of Columbia Court of Appeals. The Director works closely with each of Legal Aid’s practice units, other legal services programs, and pro bono counsel to influence the development of decisional law in a manner favorable to litigants living in poverty. The Appellate Advocacy Program was founded in 2004 in an effort to help the civil legal services community to develop a concerted law reform agenda before the D.C. Court of Appeals. The Project is named for its first Director, Barbara McDowell, an appellate advocate of national renown, who passed away in January 2009.

Legal Aid was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the D.C. The largest part of our work is individual representation in housing, family law, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation.

**Tasks and Duties**

The Director of the program will lead Legal Aid’s appellate law reform effort. The Director will draft briefs and present oral arguments on cases of importance to persons living in poverty. The position involves heavy research and writing on complex areas of law. Through close work with Legal Aid’s practice units and careful monitoring of the courts and administrative tribunals, the Director will help identify significant emerging or unresolved issues for presentation before the Court. In addition to serving as lead counsel on matters, the attorney will supervise and mentor experienced staff attorneys at Legal Aid working on appellate matters. The Director also will help develop cases at the trial level that may present law reform issues, participate as amicus, coordinate the work of volunteer attorneys, coordinate the development of issues and the filing of briefs with other legal services providers, and act as a resource to anti-poverty advocates with

cases in the Court of Appeals. The position involves direct supervisory responsibility over at least one loaned associate from a D.C. law firm.

### **Qualifications**

- The ideal candidate will have the following:
- Strong legal research, writing, and appellate advocacy skills;
- The ability to supervise, mentor, and work collaboratively with staff and volunteer attorneys;
- Significant appellate litigation experience;
- The ability to work with and provide support to the broader legal services community; and
- A demonstrated commitment to social and economic justice.

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

### **Salary and Benefits**

The attorney will be paid in accordance with Legal Aid's attorney salary scale. Legal Aid offers a generous benefits package.

### **To Apply**

Legal Aid encourages all interested persons regardless of race, ethnicity, sex, gender, sexual orientation, religion or disability to apply. Interested persons are encouraged to apply immediately and should email a letter of interest and resume to: [appellatedirector@legalaiddc.org](mailto:appellatedirector@legalaiddc.org).

Applications will be reviewed as they are submitted. Position remains open until filled.

## **NON-LEGAL POSITIONS**

### **DIRECTOR OF DEVELOPMENT** **CENTER FOR LAW AND SOCIAL POLICY**

Based in Washington, DC, the Center for Law and Social Policy (CLASP) is an anti-poverty policy and advocacy organization that works at the federal, state and local levels to improve the lives of low-income people. CLASP seeks to reform and strengthen a cluster of critical policies to help low-income children, youth, families, and individuals thrive and move up out of poverty. These major policy areas include workforce development and postsecondary education; child care and early education; income and work supports; youth development (with a particular

focus on disconnected and very vulnerable youth, including youth of color), and job quality, particularly in low-wage work. Founded more than 40 years ago, CLASP draws on a long record of credibility, practical knowledge, passion, and strong advocacy skills to drive change by developing new ideas, informing the public debate, and providing information, insights, and technical assistance to government officials, legislators, advocates, and national thought leaders.

CLASP seeks a committed, high energy, and results-oriented Director of Development to join us at an exciting moment for the organization, when a new Executive Director and a newly created Board Development Committee are building upon a growing funding base, and lead the development program to the next level. CLASP seeks a Director of Development to develop, coordinate and manage all aspects of a strategic fundraising plan. The ideal candidate will have significant fundraising experience, including a deep knowledge of foundations and an interest in expanding capacity to tap individual donors. He/she will have experience working in a highly collaborative environment as well as leading and organizing teams, including teams of Board members as well as staff. He/she will also be a creative and strategic thinker with a passion for improving the lives of low income people and people of color. He/ she will also be an effective implementer, comfortable in an environment of a small-to-midsized nonprofit, where everyone takes on multiple roles and responsibilities including strategy and implementation.

#### **QUALIFICATIONS INCLUDE:**

- 5-7 years of experience in fundraising or related field.
- Proven senior-level success in securing resources for advocacy and policy organizations.
- Ability to work collaboratively with senior team leaders, communications and program staff to maintain existing foundation and contract support and oversee foundation and contract reporting as well as ability to identify and facilitate new foundation and non-foundation funding opportunities.
- Highly organized, attentive to detail, goal-oriented, and capable of multi-tasking.
- Self-starter with high energy who can adapt and respond quickly to opportunities.
- Strategic thinker who has the ability to build consensus across a diverse organization.
- Strong oral and written communications skills.
- Quick study; demonstrated capacity to learn and communicate the nuances of an issue area. (Previous experience with CLASP's issue areas, including poverty, low-income, child and family policy, economic justice, is preferred but not required.)
- Strong leadership experience.
- Strong interest in improving the lives of low income people and people of color.

- Bachelor’s Degree or beyond.
- Experience in and knowledge of national non-profit federal and state advocacy is preferred.

### **Compensation**

Salary is commensurate with experience. CLASP offers exceptional benefits, including health insurance, dental insurance, life and long-term disability insurance, long term care insurance, a 403(b) retirement program, flexible spending accounts and generous vacation, sick leave, and holiday schedules.

Please send a resume, a writing sample, references, and a thoughtful cover letter via email to: [settleon@verizon.net](mailto:settleon@verizon.net), subject line: CLASP – DD.

(NO PHONE CALLS PLEASE)

## **DIRECTOR OF FOUNDATION ADVOCACY ALLIANCE FOR JUSTICE**

Alliance for Justice is a national association of more than 100 organizations dedicated to advancing justice and democracy. For over 30 years we have been leaders in the fight for a more equitable society on behalf of a broad constituency of environmental, consumer, civil and women’s rights, children’s, senior citizens’ and other groups. Alliance for Justice is premised on the belief that all Americans have the right to secure justice in the courts and to have their voices heard when government makes decisions that affect their lives.

Over the course of three decades our vision has remained steadfast—to protect and expand pathways to justice and the democratic process—while our programs and tactics have been nimble and resilient, evolving with changing times and the needs of our members and the progressive community. AFJ is known for identifying and addressing threats to public interest and civil rights organizations, as well as opportunities they can seize. We pool resources and talents, organize campaigns, mobilize constituencies and drive strategies.

AFJ’s Bolder Advocacy program advances the role of nonprofits in influencing public policy by helping organizations fully understand the legal rules governing advocacy activities and become assertive in their right to pursue their policy goals. By fighting for the rights of nonprofits and foundations to conduct and support advocacy, helping groups learn new advocacy skills and understand advocacy best practices, and responding to potential threats to nonprofit advocacy, we lay the groundwork for more nonprofit organizations to advocate effectively on behalf of their communities.

The Foundation Advocacy Program works to build the capacity of the philanthropic sector to bring about change by influencing public policy. The program develops a variety of programs,

trainings, and publications that assist foundations in engaging, supporting, planning, and evaluating all types of advocacy work.

### **Position Summary**

As a national expert and leader in foundation support for advocacy, AFJ's Director of Foundation Advocacy will conceptualize and implement a variety of outreach, educational, and assistance programs for foundations; bring new information, ideas, and tools to the foundation advocacy landscape; and become a thought leader on advocacy and philanthropy. The successful candidate will be highly creative and entrepreneurial with the ability to significantly grow AFJ's current foundation advocacy program over time. The position will report to the Director of AFJ's Bolder Advocacy initiative.

### **Responsibilities**

- Lead outreach efforts to foundations, grantmaking associations, and other philanthropic organizations.
- Keep up-to-date on information and trends regarding philanthropy and advocacy.
- Generate original ideas and content and disseminate it through a wide variety of techniques including events, publications, and social media.
- Conceptualize and develop new programs, web and social content, publications, live and web streamed events, and workshops and trainings.
- Develop marketing plans for the foundation program.
- Assist in raising funds for the program.
- Build an online foundation community on BolderAdvocacy.org.
- Develop ideas for and manage research projects on philanthropy and advocacy.
- Develop a strong understanding of the legal rules for funding advocacy.
- Other responsibilities as assigned.

### **Requirements**

- Bachelor's degree and 7-10 years of experience in nonprofit, foundation, communications, or related fields.
- Strong background in and understanding of the philanthropic sector. Experience in a foundation or foundation-related organization is a plus.
- Overall understanding of the public policymaking process and how advocacy influences it.
- History of directing successful programs and initiatives.
- Experience with planning events or conferences.
- Highly organized and detail oriented.
- Proven track record of writing for publication (print or online).
- Excellent oral communication skills.
- Ability to work independently and manage multiple tasks and shifting priorities.
- Strong interpersonal skills and positive attitude.
- Commitment to social justice causes.

Salary commensurate with experience. Position includes health and other benefits.

**ASSISTANT DIRECTOR**  
**ACCESS TO JUSTICE UNIT OF LUTHERAN IMMIGRATION AND REFUGEE**  
**SERVICE**

**Location:** Baltimore, MD

**Benefits:** An excellent benefit package is offered.

Full Time

Baltimore

Lutheran Immigration and Refugee Service (LIRS) is a national faith-based organization with widely-recognized expertise in implementing federal programs on behalf of refugees. Working with and through partners across the country, LIRS resettles refugees, reunites families, conducts policy advocacy, and pursues humanitarian alternatives to the immigration system.

The Assistant Director for Access to Justice manages staff and multiple projects within the Community Support initiative. Community Support is a unique initiative to provide alternatives to detention as an alternative to detention. S/he will support the Director for Access to Justice with reporting and use of the database system.

**Key Areas of Responsibility:**

Ensure proper collection of individual and program outcome information to analyze the Torture Survivors program. Assist in analysis of the U.S. Immigration and Customs Enforcement progress and outcomes for external and internal audiences, including LIRS Board, and the public. Lead the unit's work on ATJNet. Coordinate with IT to improve the system and resolve issues. Provide technical assistance, as needed, for partners using the new data system; Identify opportunities for external partnerships. Build relationships and exchange information with partners. Inform LIRS advocacy regarding enforcement and detention issues, specifically the use of community-based alternatives. Provide stories, data, recommendations, etc. as needed for the DC office. Provide input and analysis of the ICE-LIRS referral process. Plan and facilitate trainings to enhance Network knowledge on best practices and outcomes. Collaborate with Director to develop implementation plans for all unit initiatives. ]

A graduate degree in a relevant field such as nonprofit management or public policy. A minimum of 5 years of experience providing social or legal services, or program management. Excellent relationship building skills and oral and written communication skills and experience working with service professionals, service recipients, donors, faith-based groups and community organizations. Proficiency in database usage required; database development and/or management experience preferred. Proven ability to design, implement and coordinate initiatives involving multiple stakeholders. The ability to work with grant-writing staff and funders to communicate deliverables and manage budgets. Excellent written and verbal communication skills in order to draft reports; facilitate trainings and presentations. Supervisory experience or a desire to develop as a strong supervisor and team leader. Ability to clearly and succinctly synthesize complex information. Experience planning and facilitating trainings for various audiences required. Demonstrated knowledge of U.S. immigration law and policy, particularly with enforcement and human rights principles preferred. Commitment to LIRS's core mission and values, and ability to model those values in the workplace and commitment to refugees and migrants.

Ability to work independently, managing time effectively and maintaining account multiple competing tasks and timelines.  
Experience with and commitment to working in a diverse workplace. Demonstrated Ability to travel approximately 10 percent.

**PUBLIC OUTREACH COORDINATOR**  
**UDC, DAVID A. CLARKE SCHOOL OF LAW**

The Public Outreach Coordinator assists in the coordination of the School of Law's efforts to raise its visibility to various constituent groups through various media including e-mail, Internet, social media, video, direct tabling, earned media, etc. The Public Outreach Coordinator works closely with the Dean of the School of Law, to identify priorities and provide supervision in a coordinated fashion. The Public Outreach Coordinator reports to the Dean of the School of Law

**Number of Vacancies:** 1

**Position Status:** full-time, permanent

**Pay Plan, Series & Grade:** AD-00301-11

**Salary Range:** \$44,087-\$47,275

**Closing Date:** October 18, 2014

**Location:** Van Ness Campus, Washington, DC

**Brief Description of Duties**

1. Updates School of Law website with stories, photographs
2. Takes, edits and posts video of School of Law events to its Website
3. Builds the School of Law's email, email, press, activist organization and other lists
4. Publicizes of School of Law events and programs through various media
5. Supports, manages, and further develops School of Law online communities
6. Assists in the design and production of School of Law promotional materials
7. Identifies tabling opportunities, develops tabling materials, organizes teams to table, participates in tabling efforts

**Required Qualifications**

1. Bachelor's degree
2. Three (3) years' experience in communications and/or public relations
3. Three (3) years professional experience with Web video talking, editing, posting
4. Three (3) years professional experience with Web publicity
5. Professional experience with online community management

**Contact Information:** all inquiries related to employment and job applications should be directed to UDC Office of Human Resources at (202)-274-5020.

**DEVELOPMENT DIRECTOR**  
**COUNCIL FOR COURT EXCELLENCE**

**Position Profile:** The Council for Court Excellence (CCE) Development Director is responsible for developing, planning, implementing, and managing a comprehensive development program for CCE, including a communications strategy. The DD is responsible for developing and implementing a comprehensive fundraising program to support CCE's mission and organizational aspirations. Focusing on donor cultivation, grant writing, corporate support, board dues, and strategic events, the DD will lead the organization to financial growth.

The DD will also be charged with implementing a communication plan and growing CCE's base of support through an on-line newsletter and social media platforms. The DD reports directly to the Executive Director and will work closely with CCE staff, especially the Office Administrator, and with selected committees of the CCE Board of Directors.

**Duties and Responsibilities:**

- Develop and implement a strategic fundraising plan to maintain existing support and broaden the base of support with foundations, individual donors, corporate supporters, and Board of Directors.
- Advise, strategize with, and staff the Executive Director to support improvements in fundraising strategies, processes, and procedures, and specific grant-seeking and funder-relations issues and opportunities (for example, funder outreach, briefings, and visits).
- Research and cultivate new potential funding sources and assist senior staff in identifying organizational and project-specific funding opportunities.
- Engage the Executive Director and Board Directors in donor cultivation activities.
- Actively represent CCE by seeking and participating in outreach opportunities to potential donors, Board Directors, and the community at large.
- Manage the application and reporting processes for all funding sources along with serving as CCE's primary contact with foundation officers and other funders.
- Work with the Executive Director and other staff to develop annual income budget needs and projections along with monitoring and adjusting activities to ensure annual income goals are met.
- Develop and implement CCE's communications strategy.
- Lead CCE's efforts to expand outreach via social media platforms.
- Work with Executive Director and Office Administrator to plan annual fundraising dinner along with other organizational events (including donor cultivation events).

**Qualifications:**

- Demonstrate at least five years' experience in a fundraising or resource development capacity.
- Knowledge of fundraising software required.
- Knowledge of on-line communications platforms (such as Constant Contact) required.
- Knowledge of social media platforms is a plus.
- Bachelor's degree required.

- Interest in justice-related issues or experience with a justice-related organization(s) is a plus.

**Benefits:**

- Employer-paid medical insurance and life insurance
- 403(b) retirement plan
- 2 weeks of sick leave and 17 days of annual leave
- 37.5 hour work week
- Excellent work life balance with the option to work from home as needed
- CCE observes all federal holidays plus the day after Thanksgiving and the week between Christmas Day and New Year's Day

**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, D.C. 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.

**Application deadline:**

Applications will be accepted until the position is filled.

**How to apply:**

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

**Submit materials by mail or email to:**

Development Director Search Committee  
Council for Court Excellence  
1111 14<sup>th</sup> Street NW, Suite 500  
Washington, DC 20005

- or -

office@courtexcellence.org

**LEGAL ASSISTANT**  
**CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON**

Catholic Charities of the Diocese of Arlington seeks a part-time (20 hours/wk.) legal assistant for its Hogar Immigrant Services program. Hogar Immigrant Services offers a wide range of services at little or no cost to a vulnerable immigrant population, without regard to religious or ethnic identity. Our goal is for immigrants to achieve self-sufficiency and participate fully as productive members of American society.

The Legal Assistant will be responsible for assisting a staff attorney in the preparation of legal cases for Unaccompanied Alien Children. She/he will assist in the preparation of cases for submission to USCIS, Immigration Court, and the Board of Immigration Appeals. The position will assist the staff attorney by processing incoming case-related correspondence, scheduling client appointments, and by contacting clients to follow up on case matters and returning applicable phone calls to clients. The Legal Assistant will enter all preliminary client information in INS Zoom before each appointment and will enter in all remaining client information in INS Zoom on the day of the appointment. The Legal Assistant will also create client intake folders on appointment days and give to the attorney. The Legal Assistant will manage client payment plans. The Legal Assistant will be in charge of file maintenance and will maintain record-keeping per agency policies. The position will be in charge of closing out all client files per file closing procedures and drafting client closing letters, as needed. The Legal Assistant will also assist the attorney by photocopying files and paperwork, as well as by completing other related duties as assigned.

**Prerequisites:**

- Bachelor's Degree or equivalent work experience
- Bilingual (fluent in English and Spanish-both written and oral) required
- Two or more years' experience working in a law firm or non-profit preferred
- Cultural competency and prior experience working with the immigrant community preferred
- Demonstrated computer literacy, database entry, and knowledge of Microsoft Office 2007 or later
- Excellent interpersonal and customer service skills
- Attention to detail and ability to multi-task required
- Demonstrated ability to work in a team environment

To apply, please submit your cover letter, resume and salary requirements to [jobs@CCDA.net](mailto:jobs@CCDA.net). No phone calls, please. We are an equal opportunity employer. EOE.

***About the Employer***

**Our Mission Statement**

The mission of Catholic Charities of the Diocese of Arlington is rooted in the Gospel of Jesus Christ and the official teachings of the Roman Catholic faith. The Gospel proclaims and the Church teaches respect for the dignity and sanctity of human life, from the moment of conception through natural death, and the duty to serve the most vulnerable of God's people. Therefore, Catholic Charities seeks to implement the Church's mission of social justice in the Diocese of Arlington in ways that strengthen individuals, families, and communities. Catholic Charities extends its services and resources to all in need; convenes the Catholic community to fulfill the Church's mission of social justice; and advocates for social justice and seeks to empower others to do the same.

Read more: <http://www.catholicjobs.com/job/5968118088#ixzz3HYXNQBQz>

## INTERNSHIPS/FELLOWSHIPS

### **FIND JUSTICE FELLOWSHIP ATTORNEY MEHRI & SKALET, PLLC**

Mehri & Skalet represents plaintiffs—primarily employees, consumers, investors, non-profits, and small businesses—in complex litigation under federal and state law. The firm investigates and litigates class action cases challenging a variety of corporate abuses, including civil rights, employment discrimination, employee benefits, fair housing, wage and hour, False Claims Act, and consumer protection violations. The Find Justice Fellowship introduces a promising new attorney to our public-spirited practice.

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

To further our mission of public justice, we created the Mehri & Skalet Find Justice Fellowship in 2009. The Find Justice Fellow works with attorneys on all aspects of our practice, including the investigation of new cases, client relations, discovery, motions, negotiations, litigation strategy, and court hearings. Among other cases, the Fellow will work on arbitrations on behalf of a union against a federal agency. The position involves a significant amount of travel throughout the United States.

The ideal candidate is

- Committed to public interest legal work
- Has a strong academic background
- Can excel in a fast-paced environment, working both independently and collaboratively

Work requirements

- Volunteer, professional, and/or subject matter expertise demonstrating that s/he possesses skills relevant to the firm's practice area and mission
- Candidates must be licensed to practice law in the District of Columbia or apply to become licensed by the District of Columbia during the first year of the Fellowship

The Fellowship duration is for two years beginning the Fall of 2015. Compensation will be \$60,000 per year with health benefits.

An applicant must submit

- 1) A cover letter highlighting his/her commitment to public interest law
- 2) A resume
- 3) Two letters of recommendation
- 4) A law school transcript
- 5) A relevant legal writing sample

We will begin reviewing applications on a rolling basis on October 27, 2014. Please submit all materials to:

The Find Justice Fellowship  
Mehri & Skalet, PLLC  
1250 Connecticut Ave. N.W., Suite 300  
Washington, D.C. 20036  
[fellowship@findjustice.com](mailto:fellowship@findjustice.com)

**SPITZER INTERNSHIP PROGRAM**  
**NATIONAL HEALTH LAW PROGRAM**

The National Health Law Program (NHeLP) is excited to accept applications for the Spitzer Summer Internship Program in honor of immediate past Executive Director Emily Spitzer. NHeLP seeks up to three law students to participate in the program, with the paid positions divided among offices in Washington, D.C., Carrboro, N.C. and Los Angeles, C.A.

Potential Spitzer interns are rising 2L or 3L students with a proven and demonstrated commitment to social justice and an interest in working toward the expansion and protection of health care access for low-income and underserved populations.

Spitzer interns will work closely with NHeLP staff attorneys, who work collaboratively across offices and engage in the primary work of the organization—providing high-quality advice and support to state-based health lawyers, administration officials, and policymakers. For further details, please visit NHeLP's website.

To apply please send an email including a cover letter, resume, transcript and writing sample to Gretchen Gaskill [Gaskill@healthlaw.org](mailto:Gaskill@healthlaw.org). Rising 3Ls must apply by November 8, 2014; rising 2Ls must apply by December 1, 2013. Please put "Spitzer Internship Application" in the subject line. Applicants are encouraged to indicate in their cover letters the NHeLP office(s) in which they seek placement.

**CLINICAL TEACHING FELLOWSHIP**  
**GEORGETOWN UNIVERSITY CENTER FOR APPLIED LEGAL STUDIES**

Georgetown University's [Center for Applied Legal Studies](#) (CALs) announces that it is now accepting applications for its annual fellowship program in clinical legal education. CALs will offer one lawyer a two-year teaching fellowship (July 2015-June 2017), providing a unique opportunity to learn how to teach law in a clinical setting.

At CALs, our two fellows and faculty members work as colleagues, sharing responsibilities for designing and teaching classes, supervising law students in their representation of clients, selecting and grading students, administering the clinic, and all other matters. In addition, the

fellow will undertake independent legal scholarship, conducting the research and writing to produce a law review article of publishable quality.

This fellowship is particularly suitable for lawyers who want to embark upon careers in law teaching. Most of our previous fellows are now teaching law or have done so for substantial portions of their careers.

Since 1995, CALS has specialized in asylum claims, for both detained and non-detained applicants, in immigration court removal proceedings. Applicants must have at least two years of practice experience in U.S. immigration and asylum law. The fellow must be a member of a bar at the start of the fellowship period.

The fellow will receive full tuition and fees in the LL.M. program at Georgetown University, and a stipend of at least \$53,500 in each of the two years. On successful completion of the requirements, the Fellow will be granted the degree of Master of Laws (Advocacy) with distinction.

Former fellows include Mary Brittingham (1995-97), Andrea Goodman (1996-98), [Michele Pistone](#) (1997-99), Rebecca Story (1998-2000), [Virgil Wiebe](#) (1999-2001), [Anna Marie Gallagher](#) (2000-02), Regina Germain (2001-2003), [Dina Francesca Haynes](#) (2002-2004), [Diane Uchimiya](#) (2003-2005), [Jaya Ramji-Nogales](#) (2004-2006), [Denise Gilman](#) (2005-2007), Susan Benesch (2006-2008), [Kate Aschenbrenner](#) (2007-2009), [Anjum Gupta](#) (2008-2010), Alice Clapman (2009-2011) [Geoffrey Heeren](#) (2010-2012), [Heidi Altman](#) (2011-2013) and [Laila Hlass](#) (2012-2014). The current Fellows are [Lindsay M. Harris](#) and [Jean C. Han](#).

The faculty members directing CALS are [Andy Schoenholtz](#) and [Philip Schrag](#).

To apply, send a resume, an official or unofficial law school transcript, a writing sample, and a detailed statement of interest (approximately 5 pages). The materials must arrive by December 1, 2014. The statement should address: a) why you are interested in this fellowship; b) what you can contribute to the Clinic; c) your experience with asylum and other immigration cases; d) your professional or career goals for the next five or ten years; e) your reactions to the Clinic's [goals](#) and [teaching methods](#) as described on its website, <http://www.law.georgetown.edu/clinics/cals/index.html>; and e) anything else that you consider pertinent. Address your application to [Office Manager](#), Center for Applied Legal Studies, Georgetown Law, 600 New Jersey Avenue, NW, Suite 332, Washington, D.C. 20001, or electronically to [calsclinic@law.georgetown.edu](mailto:calsclinic@law.georgetown.edu).

## **LAW STUDENT VOLUNTEER POSITIONS** **BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES**

### **About the Office:**

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is a unique law enforcement agency within the United States Department of Justice (DOJ), whose mission is to protect our communities from violent criminals, criminal organizations, the illegal use and trafficking of

firearms, the illegal use and storage of explosives, acts of arson and bombings, acts of terrorism, and the illegal diversion of alcohol and tobacco products. As a small agency with broad, interrelated missions involving law enforcement, regulatory, compliance, and homeland-security concerns, ATF affords interns with the opportunity to experience a variety of legal disciplines in a dynamic and collegial environment.

ATF's Office of Chief Counsel provides legal advice and services to the Bureau nationwide in support of programs and operations. Headquarters attorneys are divided into 5 practice groups, including: Asset Forfeiture; Field Operations and Information; Firearms, Explosives, and Arson; Litigation; and Management.

**Job Description:**

ATF's Office of Chief Counsel provides student interns with the opportunity to work closely with attorneys who: provide legal advice to a wide array of ATF and DOJ officials on ATF's policies, programs, and enforcement operations; who review and draft potential legislation impacting ATF's authority and enforcement capabilities; and who handle affirmative, defensive and personnel litigation for ATF. Interns can expect to research discrete legal issues, review and organize documents for litigation, draft memoranda and correspondence, and perform other tasks as required.

Must be available to serve as an intern for at least 10 weeks.

**Qualifications:**

Students who have completed one full year of law school by summer 2015. Students who are interested in performing effective research and analysis of legal issues relating to the following areas are encouraged to apply: criminal laws and regulatory policy governing alcohol, tobacco, firearms and explosives; employment law; civil litigation; fiscal law; ethics; asset forfeiture and seized property; and disclosure law. Students must be a U.S. Citizen and will be subject to a security background investigation due to the sensitive nature of the work.

**Salary:** Uncompensated, volunteer position. Course credit is available depending on law school requirements.

**Application Process:** Application deadline: January 1, 2015

Please submit a cover letter (including dates available) expressing your interest, a resume, and a brief writing sample (8 page maximum), via E-mail with "Summer 2015" in the subject line to [CHIEFCOUNSEL-INTERNSHIPS@ATF.GOV](mailto:CHIEFCOUNSEL-INTERNSHIPS@ATF.GOV)

**Application Deadline:** Thursday, January 1, 2015

**Number of Positions:** 4

**LAW STUDENT VOLUNTEER**  
**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**

**About the Office:**

The primary mission of the Executive Office for Immigration Review (EOIR) is to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation's immigration laws. Under delegated authority from the Attorney General, EOIR conducts immigration court proceedings, appellate reviews, and administrative hearings. EOIR has three components: the Office of the Chief Immigration Judge (OCIJ), which is responsible for managing the numerous immigration courts located throughout the United States where immigration judges adjudicate individual cases; the Board of Immigration Appeals, which primarily conducts appellate reviews of immigration judge decisions; and the Office of the Chief Administrative Hearing Officer, which adjudicates immigration-related employment cases.

**Job Description:**

The OCIJ includes approximately 59 immigration courts nationwide, most of which hire volunteer legal interns for the fall and spring semesters, and the summer. Internships at OCIJ offer individuals the opportunity to develop their research, writing, and analytical skills, and expand their knowledge of immigration law. Typical assignments include researching complex issues of removability and eligibility for relief from removal, preparing pre-hearing decisions on motions, and drafting final decisions for immigration judges. Interns work closely with Judicial Law Clerks, and have the opportunity to observe hearings and gain insight into the adjudicatory process.

Students who wish to apply for a volunteer position at an immigration court should contact the Judicial Law Clerk at the specific location of interest. Please visit <http://www.justice.gov/eoir/sibpages/ICadr.htm> for a list of immigration courts and contact information.

**Qualifications:**

Any United States citizen law student enrolled at least half-time, and who has completed at least one semester of law school is eligible to apply for volunteer internship positions at any time. For summer internships, Immigration Courts vary with regard to whether there is a preference for law students who have completed two years of law school. Interns should have strong legal research and writing skills. Prior immigration law experience is preferred but not required. Some courts may require a minimum of 10 weeks during the summer. During the fall and spring semesters, students generally volunteer between 10-20 hours per week. The minimum number of weeks and hours vary by Immigration Court location. Please contact the Immigration Court of interest and ask to speak to the Judicial Law Clerk(s) about the intern program opportunities.

**Salary:** Uncompensated (volunteer). Interns may be able to receive course credit through their law school, depending on the school's requirements.

**Application Process:** In general, interested students must submit a cover letter, resume, writing sample, and unofficial transcript to the attention of the Judicial Law Clerk(s) at the Immigration Court location of interest. Deadlines and application requirements vary by Immigration Court. Please contact the Immigration Court of interest and ask to speak to the Judicial Law Clerk(s)

about the intern program opportunities. Contact information for each of the Immigration Courts is available at <http://www.justice.gov/eoir/sibpages/ICadr.htm>.

**Number of Positions:** Approximately 1 to 6 volunteer positions per Immigration Court; exact number varies by location.

### **VOLUNTEER LEGAL INTERN** **D.C. BAR PRO BONO PROGRAM**

A volunteer legal internship is available beginning January 2015 at the D.C. Bar Pro Bono Program for a law student, focusing primarily on client intake and supporting the management of our various pro bono programs. The Pro Bono Program recruits, trains, and mobilizes volunteer attorneys to take pro bono cases serving individuals living in poverty who are at risk of losing their homes, their livelihoods, and their families. The program also helps small businesses and community-based nonprofits needing legal help. Last year, the Pro Bono Program touched the lives of 20,000 D.C. residents.

This is a part-time, unpaid internship during the spring semester with the possibility of a continued internship during the summer break. Strong preference will be given to candidates who can commit to working a minimum of fourteen hours as two full days per week. There is no compensation for this position, however the D.C. Bar Pro Bono Program will consider a law student who has fellowship or grant money for public interest employment. Additionally, the D.C. Bar Pro Bono Program will provide support to students seeking academic credit for their work. The law student reports to a Managing Attorney.

#### **PRO BONO OPPORTUNITIES**

This description of the volunteer legal internship is intended to help prospective applicants understand what volunteer opportunities and experiences will be available to them during their internship. This is not a job or employment announcement.

The volunteer legal intern may provide support to various pro bono projects, including the Advocacy and Justice Clinic, Health Care Access Project, Probate Resource Center, Landlord Tenant Resource Center, Consumer Law Resource Center, and the Immigration Legal Advice and Referral Clinic. Specific pro bono opportunities may include:

1. Interviewing prospective clients and assisting in the screening of cases before the case is placed with a pro bono attorney.
2. Helping coordinate arrangements and logistics for clinics.
3. Maintaining contact with clients and prepares client case files.
4. Helping maintain the Pro Bono Program database of clients and volunteers.
5. Providing legal research as needed.
6. Assisting with updating online pro bono and pro se materials in various substantive law areas, including but not limited to public benefits and family law.
7. Drafting forms, materials, reports, correspondence, notices and other documents.

8. Interviewing customers at court-based resource centers and assisting in screening the customers before they meet with an attorney.

## APPLICANT QUALIFICATIONS

1. A bachelors degree from an accredited college or university and completion of at least one year of law school.
3. Demonstrated commitment to public interest law.
4. Excellent oral and written communication skill with an ability to write clearly and effectively for a variety of audiences.
5. Excellent organizational abilities, attention to detail, and ability to manage several priorities in a day.
6. Excellent interpersonal skills and ability to develop good working relationships with staff, clients, and attorney, paralegal, and law student volunteers.
7. Spanish-speaking capabilities a plus.

## HOW TO APPLY

Interested individuals should submit a cover letter and resume no later than November 18th to:

Vanessa Batters-Thompson, Managing Attorney  
[vbatters-thompson@dcb.org](mailto:vbatters-thompson@dcb.org)

No calls, please.

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

### **Background**

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

### **Legal Advocacy Intern**

The legal advocacy intern's work may include researching and writing legal memos analyzing potential priority states for the future legislative sessions, aiding in the drafting of state level legislation, anticipating and researching implementation challenges of proposed legislation, and

exploring potential partnerships with state-based community groups. During the legislative session, this work will be dynamic based on the advocacy team's needs.

### **Litigation Intern**

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

Email a letter of interest, your resume, two references, and a transcript (unofficial is sufficient) to [info@fairsentencingofyouth.org](mailto:info@fairsentencingofyouth.org). Use "Legal Intern" as the subject of your email, and include your availability and where you saw this posting. Please specify if you are interested in the Legal

Advocacy Internship or the Litigation Internship. Only complete applications will be reviewed.

We accept rolling applications for both general internships and legal internships. Guidelines, however, are as follows:

Summer internship (late May/early June through August): March 15

Fall internship (early September through mid-December): July 1

Spring internship (mid-January through May): November 15

### **EQUAL JUSTICE WORKS AMERICORPS FELLOWSHIPS KIDS IN NEED OF DEFENSE**

Position Summary: The Equal Justice Works justice AmeriCorps Fellow will be responsible for providing direct legal representation in immigration and related proceedings for unaccompanied immigrant children aged 15 and under. The Fellow will be part of the justice AmeriCorps program – 100 lawyers and paralegals working throughout the United States to provide representation to unaccompanied children. Fellows will conduct thorough intakes of child clients and provide legal representation to children in immigration removal proceedings, including in cases involving asylum, Special Immigrant Juvenile Status and other forms of relief.

Lawyers must begin service no later than December 1, 2014, and be available for a week long national training in Washington, D.C. on December 1 or December 8.

Term of service is one year, with a strong possibility of renewal for a second year.

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

- Handle caseload providing direct representation to unaccompanied immigrant children 15 and under of approximately 50 individuals per year.
- Conduct thorough intakes to ascertain immigration relief.

- Provide representation to children in immigration removal proceedings as well as before US Citizenship and Immigration Services and state court proceedings related to a child's immigration case.
- Mentor pro bono attorneys to represent children in immigration or state court proceedings in some instances.
- Screen clients for trauma, abuse and trafficking.
- Make referrals to additional services, as appropriate.
- Assume general administrative responsibilities, including grant compliance, timekeeping, case management and other tasks related to AmeriCorps and Equal Justice Works program compliance.

#### Qualifications:

- J.D.
- Graduate of an Equal Justice Works member law school (most schools are members)
- Fluent in Spanish
- Experience in immigration or family law.
- Experience working with children preferred.
- Admission to local bar preferred. For Boston office, admission to RI bar helpful.

#### Terms & Conditions

- Total living allowance and supplemental benefits of approximately \$41,000 per year.
  - o AmeriCorps Living allowance of \$24,200;
  - o Supplemental benefits for housing, student loans, professional dues, relocation expenses and other allowable expenses, up to \$16,800.

#### Other Benefits and Professional Opportunities:

- Eligibility to place all qualified student loans into forbearance and receive an interest accrual payment at the end of service;
- \$5,645 Segal Education Award upon successful completion of one year of service;
- National training program on representing unaccompanied immigrant children in Washington, D.C. in December 2014.
- Child care assistance (through CNCS approved vendor if income eligible).
- Fully paid health insurance.

This position requires completion of National Sex Offender Public Website (NSOPW), State and FBI Fingerprint-based criminal background checks, as well as compliance with Corporation for National and Community Service regulations. Note that presence on the National Sex Offender Public Website is a bar to service. Other criminal history does not necessarily disqualify you for service. Each will be decided on a case by case basis.

#### To Apply:

Send cover letter, resume, short writing sample and references to [jobs@supportkind.org](mailto:jobs@supportkind.org).

Please indicate in the subject line which site(s) you are interested in. For more information on the program: <http://joinjusticeamericorps.org/>

All organizations involved in the Immigrant Children's Defense Corps are Equal Employment Opportunity Employers and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.

**ROXANA CANNON ARSHT FAMILY LAW FELLOWSHIP  
DC VOLUNTEER LAWYERS PROJECT**

The DC Volunteer Lawyers Project (DCVLP), a legal services organization serving residents of Washington, D.C., announces a new, two-year law fellowship, beginning in the fall of 2014. This is a paid fellowship, which will be either full or part-time, depending on applicants' availability and preferences. This fellowship provides an opportunity to work with a dynamic, rapidly growing legal services organization; to develop extensive litigation skills by handling numerous contested hearings; and to learn family law.

This is an excellent opportunity to work with dedicated lawyers, learn about litigation in a legal services organization, and increase access to justice for under-served, low-income individuals in domestic violence and other family law cases.

This fellowship is made possible by a generous donation from Adrienne Arsht, in honor of her mother, Roxana Cannon Arsht, the first woman judge in Delaware.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under the supervision of experienced DCVLP staff attorneys, the Fellow will handle family law matters in DC Superior Court, representing domestic violence survivors in protection order, custody/divorce and immigration cases; and serving as a court-appointed guardian ad litem for at-risk children in disputed custody cases. The Fellow will also present training programs and undertake special projects.

**OTHER DUTIES AND RESPONSIBILITIES**

Other duties as assigned.

**SALARY**

This fellowship offers a stipend at an annual rate of \$50,000 for a full-time Fellow, and will be pro-rated for part-time Fellows.

**MINIMUM QUALIFICATIONS**

We seek applicants who are interested in working with low-income populations, domestic violence survivors and children. Prior experience in family law is not required, but is a plus. Applicants should be highly-motivated, with excellent legal writing skills, and able to work independently and as part of a team.

1. Membership in DC Bar.
2. Excellent organizational skills.
3. Excellent verbal and written communication skills.
4. Excellent interpersonal skills and ability to develop good working relationships with volunteers, staff, and partner organizations.
5. Competence in MS Word and online research tools, and a willingness to become competent on DCVLP's case management system and online pleadings library.
6. Fluency in another language desired, but not required.

### PHYSICAL QUALIFICATIONS

- Sitting and keyboard work for long periods of time
- Frequent bending, kneeling and reaching
- Lifting and carrying approximately 40 pounds

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

To Apply: To apply, please submit a letter of interest, resume and names of references to [vkling@dcvlp.org](mailto:vkling@dcvlp.org).

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

### **ATTORNEY CATHOLIC LEGAL SERVICES OF MIAMI**

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CLS seeks a bilingual attorney to provide legal services under the Legal Orientation Program for Custodians (LOPC) and represent children under a pilot project of the Office of Refugee Resettlement to provide representation to unaccompanied minors in removal proceedings before the Miami Immigration Court. LOPC orientations are "Know Your Rights" presentations educating sponsors of their rights and the applicable immigration laws in order to prevent abuse and exploitation of unaccompanied minors.

Location: Miami (Downtown) and Broward County

Duties:

- Provide LOPC presentations in Spanish to custodians of unaccompanied minors who have been released in South Florida;
- Provide follow-up services to custodians who have attended LOPC presentations, including social service, legal and other referrals, and assistance with change of venue motions;
- Comply with monthly reporting to funders and regular data management;
- Participate in meetings, calls and email exchanges with stakeholders, including EOIR;
- Legal representation in immigration proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings before the US Citizenship and Immigration Services (USCIS), including, among others, applications for asylum, Special Immigrant Juvenile (SIJS) status, and/or T or U nonimmigrant status; and state court proceedings seeking orders necessary to support SIJ applications;
- Conduct legal screenings of unaccompanied minors to determine eligibility for legal relief; provide advice and counsel to unaccompanied minors;
- Manage heavy caseloads dealing with complex immigration issues;
- Provide mentorship and trainings in order to recruit and train pro bono attorneys; and
- Engage in outreach and education in the area of immigrant rights.

Qualifications:

- Membership of the Florida Bar required;
- Experience with immigration and/or child dependency;
- Experience working with children is a plus;
- Fully bilingual, including reading and writing, in English and Spanish required;
- Must have excellent research and writing skills, communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others;
- Must be adept at interacting with a wide variety of people and comfortable working in a busy, open work environment

Salary to commensurate with experience. Full benefits provided.

To Apply:

Send a cover letter, resume and two writing samples to Elizabeth Sanchez Kennedy at [esanchezkennedy@cclsmiami.org](mailto:esanchezkennedy@cclsmiami.org).

**ATTORNEY**  
**CATHOLIC LEGAL SERVICES OF MIAMI**

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CLS seeks a bilingual attorney to represent children under a pilot project of the Office of Refugee Resettlement to provide representation to unaccompanied minors in removal proceedings before the Miami Immigration Court.

Duties:

- Legal representation in immigration proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings before the US Citizenship and Immigration Services (USCIS), including, among others, applications for asylum, Special Immigrant Juvenile (SIJ) status, and/or T or U nonimmigrant status; and state court proceedings seeking orders necessary to support SIJ applications;
- Conduct legal screenings of unaccompanied minors to determine eligibility for legal relief;
- Provide advice and counsel to unaccompanied minors, comply with reporting requirements and data entry, and assist in recruiting and training pro bono attorneys;
- Manage heavy caseloads dealing with complex immigration issues;
- Provide mentorship and trainings in order to recruit and train pro bono attorneys; and
- Engage in outreach and education in the area of immigrant rights.

Qualifications

- 2 years of experience working in a law firm or non-profit preferred (immigration experience is a plus);
- Membership of the Florida Bar required;
- Experience with immigration and/or child dependency;
- Experience working with children is a plus;
- Fully bilingual, including reading and writing, in English and Spanish required;
- Must have excellent research and writing skills, communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others;
- Must be adept at interacting with a wide variety of people and comfortable working in a busy, open work environment

Salary to commensurate with experience. Full benefits provided.

To Apply:

Send a cover letter, resume and two writing samples to Elizabeth Sanchez Kennedy at [esanchezkennedy@cclsmiami.org](mailto:esanchezkennedy@cclsmiami.org).

**STAFF ATTORNEY**  
**JUSTICE FOR OUR NEIGHBORS**

The “Justice For Our Neighbors” (JFON) staff attorney is responsible for the provision of immigration legal services at the JFON immigration clinic/clinics to which he/she is assigned. These responsibilities include, among other things, the supervision and training of volunteers and support staff and the provision of legal services to clients. In addition, the staff attorney will promote community education and serve as an advocate for immigrant rights.

## **Immigration Legal Services**

The staff attorney will provide legal counsel and advice to clients who attend JFON immigration legal clinics and may assist them with the preparation of immigration petitions and applications. Volunteer attorneys, law students and other volunteers from each clinic site may assist the attorney with this work, but all work performed by volunteers and other assistants shall be reviewed by the staff attorney. The staff attorney has discretion to determine the number of clients and nature of cases he/she can undertake. The staff attorney's primary responsibility is to serve each JFON clinic in his/her region, but he/she may also serve immigration clients who seek help from JFON outside the clinic setting. The staff attorney may also pursue other professional interests related to the advocacy of immigrants' rights, such as speaking at continuing legal education courses or advocating with elected officials as time and resources permit.

## **Coordination with National JFON**

The staff attorney's professional performance is subject to review by the Regional Attorney of National JFON. The staff attorney will participate in case review meetings as necessary. The staff attorney is encouraged to discuss cases and program issues freely with the Regional Attorney and other JFON attorneys. At least once a year, the staff attorney may be required to participate in a national organizing and training conference of the Justice for Our Neighbors network.

## **Clinic Management and Administration**

The JFON staff attorney reports to the JFON Site Board. The JFON national staff will provide general guidelines for clinic management. It is the staff attorney's shared responsibility with the clinic organizers (task forces and staff board) to ensure that clinic guidelines and policies are followed. The staff attorney is responsible for ensuring that all attorneys and legal assistants providing services through the clinic/clinics comply with applicable federal and state rules of ethics and professional conduct. Accordingly, the staff attorney must be familiar with the Texas Disciplinary Rules of Professional Conduct and Professional Conduct for Immigration Practitioners Rules and Procedures. The staff attorney must also comply with JFON Practice Standards and Policies and should be familiar with the ABA Rules of Professional Responsibility. The staff attorney is not responsible for recruitment of volunteers or logistical organization of the immigration clinics. However, the attorney is expected to participate in outreach and educational efforts to the extent that the legal workload may permit and as deemed appropriate pursuant to consultation with the task forces and JFON Site Board.

## **Time Allocation and Travel**

The staff attorney will allocate his/her time and resources using his/her judgment as to the needs of each clinic site. The staff attorney should allow sufficient time for legal research and continuing legal education. The staff attorney is required to travel to each clinic site within his/her region as needed to complete casework and follow-up client consultations. At a minimum, the staff attorney should visit each clinic location within his/her region at least once a month. (Vacation and breaks for both clinic volunteers and the attorney should be considered.)

Travel may also be required to local USCIS district offices and to the immigration court.

### **General Requirements**

The staff attorney should have a strong commitment to public interest legal service and to the enfranchisement and empowerment of newcomer immigrant communities. Justice for Our Neighbors is more than a legal service project. It is a faith-based ministry of service involving many diverse individuals, cultures and faiths who come together through the United Methodist Church to welcome newcomers to our community. As such, the staff attorney should have an appreciation of the spiritual principles of this work and an ability to work sensitively with numerous volunteers and clients having diverse personalities, lifestyles, cultures, political orientations and various faiths.

General knowledge of immigration and nationality law and prior experience in this field is strongly preferred. Foreign language ability is a strongly preferred.

### **Staff Attorney Salary and Benefits**

A comprehensive benefits package is included, including competitive compensation health insurance and pension benefits. As a Justice for Our Neighbors staff attorney, the staff attorney will be covered by the JFON national program's professional liability insurance.

## **STAFF ATTORNEY** **SOUTH TEXAS PRO BONO ASYLUM REPRESENTATION PROJECT**

### **Job Description:**

Staff Attorney - Immigration  
Commission on Immigration  
Hiring range: \$43,800 - \$47,400

To give appropriate legal orientation presentations to detainees at the immigration center, complete detainee intakes following presentations and prepare and conduct pro se workshops and individuals orientations. Also recruits, trains, and mentors pro bono attorneys, and directly represents immigrants in their cases before the immigration court.

### **Education**

Doctoral Degree (JD, PhD)

### **Experience**

The immigration project Attorney should have experience working with immigrants as well as a fundamental knowledge of immigration law and immigration court procedures. Must exhibit strong writing skills, excellent communication skills and client interviewing abilities as well as the ability to work under pressure. Must be fluent in Spanish, must have a law degree, and have

been admitted to a bar or have taken a bar examination and be waiting for the results by the start date of employment. Must have a law degree, and have been admitted to a bar or have taken a bar examination and be waiting for the results by the start date of employment. Travel to area detention facilities housing immigrant detainees multiple times per week.

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.

**CLINICAL TEACHING FELLOW**  
**CARDOZO SCHOOL OF LAW'S KATHRYN O. GREENBERG IMMIGRATION**  
**JUSTICE CLINIC**

The Cardozo School of Law's Kathryn O. Greenberg Immigration Justice Clinic is interested in hiring an attorney as a Clinical Teaching Fellow to start in fall 2015. The fellow's responsibilities would include a combination of the following:

- work on deportation defense, or related cases, in the immigration and federal courts;
- work on impact litigation and advocacy projects with immigrant community based and national advocacy organizations;
- supervision of clinic students on litigation and advocacy projects;
- assistance in teaching and administering the clinic seminar; and
- primary responsibility for the clinic docket during the summer session.

The fellow would have significant autonomy to construct her or his own docket of relevant work in accordance with his or her interests and would have the opportunity to take part in the academic life of the law school. This position is ideal for candidates interested in the substantive areas of immigration or criminal law and/or candidates interested in careers in clinical teaching. Past fellows have generally had 1-5 years of practice experience.

The Immigration Justice Clinic at Cardozo is an in-house year-long intensive live client clinic in which students represent immigrants in a variety of matters but primarily in deportation proceedings in the immigration courts and federal courts. In addition, students have the opportunity to represent immigrant community based and national advocacy organizations engaged in impact projects on cutting edge immigration issues. The clinic's docket focuses primarily on immigrants facing deportation because of encounters with the criminal justice system and more generally on immigration enforcement issues. You can learn more about the clinic under the "Learn About Our Work" link at <http://www.cardozo.yu.edu/immigrationjusticeclinic>.

The clinical director, Peter L. Markowitz, a fulltime member of the Cardozo faculty, will be responsible for mentoring, training, and supervising the Clinical Teaching Fellow. This is a one-year position with a potential one-year extension. Salary is commensurate with experience. Benefits will be provided.

To apply, please send a cover letter, resume, litigation related writing sample, and list of at least three references (ideally academic and professional) to: Lissette Santos at santos@yu.edu by January 1, 2015. Note, however, that applications will be reviewed on a rolling basis.

### **MANAGING ATTORNEY** **CHILD MIGRANT LEGAL SERVICES PROJECT OF HIAS**

*HIAS is seeking a **Managing Attorney** to develop and implement HIAS' response to the urgent needs of tens of thousands of child migrants fleeing violence and persecution in Central America and seeking refuge in the United States. In order to remain in the U.S., these children need to obtain qualified legal representation, and current resources cannot meet the need. The **Managing Attorney** will draw upon HIAS' in-house expertise in asylum law and its strong reputation in the immigration legal community to expand HIAS' ability to assist these children in New York, and other cities where we have local partners, through the development of a hybrid pro bono and direct representation project.*

#### **Primary Purpose of Position:**

To develop, manage and implement project to provide legal representation and related assistance to unaccompanied and accompanied children fleeing violence and persecution in their home countries, and seeking legal protection in the United States. Recruit, train and mentor pro bono attorneys to provide legal representation to these children. Provide direct representation in select cases.

#### **Essential Functions:**

- In collaboration with Senior Director, conceptualize and develop a new project to provide legal representation to child migrants fleeing violence and persecution.
- Identify critical needs of clients, staffing requirements, key partners, project metrics, and other elements necessary for creating a successful program.
- Represent HIAS in meetings with partner organizations in New York, Washington and elsewhere in order to develop collaborations that enhance effectiveness of the project.
- Manage all project activities and supervise any staff assigned to the project.
- Prepare periodic reports of project activities for HIAS senior management, Board of Directors and other project funders.
- Recruit and train pro bono attorneys to provide representation to child migrants. Develop training materials and/or adapt existing materials as necessary.
- Conduct intake interviews, and/or supervise other staff to conduct such interviews to determine which cases to place for representation by HIAS or pro bono attorneys.

- Ensure that volunteer attorneys who take cases receive prompt and complete legal and procedural support, including conducting trainings, strategizing on individual cases, reviewing draft submissions, and preparing memoranda informing volunteers of significant legal developments;
- For select cases, prepare applications for relief from removal (eg. asylum, special immigrant juvenile status, T- and U- visas), represent children and their immediate family members in Immigrant Court, Family Court, Asylum Office, Board of Immigration Appeals and other venues as appropriate.
- Attend conferences and lectures and otherwise stay informed of current developments in immigration law and procedure.
- Maintain records and prepare program reports in compliance with the requirements of any and all grants or agreements.
- Supervise and mentor law student interns and assisting with this project.
- Bring commitment and integrity to accomplishing HIAS' mission and goals in this and other duties as assigned and commits to personal and professional implementation of HIAS' Core values

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

- Strong management, organizational and interpersonal skills
- Strong analytical writing skills; verbal skills and public speaking experience
- Experience working with children as well as knowledge of immigration issues, particularly as they pertain to unaccompanied immigrant children
- Fluency in Spanish highly preferred

### **Qualifications**

#### **Education:**

- Juris Doctor and admission to any state bar

#### **Experience:**

- 6-8 years of professional experience in positions with progressive responsibility.
- Previous experience representing individuals in Immigration and/or Family Courts required.
- Previous experience mentoring pro bono attorneys and/or law students required.
- Previous experience with program development or management strongly preferred.

#### **Operational:**

- Full status to work in the United States and willingness to provide employment verification as required

### **How to Apply:**

The position is full-time, with a starting salary commensurate with experience and comprehensive benefits. Interested applicants should email the following information to [humanresources@hias.org](mailto:humanresources@hias.org):

- Cover letter
- Salary history
- Résumé

Incomplete applications will not be considered and only short-listed candidates will be contacted. Please write the job title in the email subject line, no phone calls please.

**IMMIGRATION STAFF ATTORNEY**  
**CATHOLIC LEGAL SERVICES OF MIAMI**

Under a special one-year grant called justice AmeriCorps from the Corporation for National and Community Service and the US Department of Justice's Executive Office of Immigration Review (EOIR), six public interest attorney positions are available immediately in South Florida to serve unaccompanied immigrant children under the age of 16 to improve the efficient and effective adjudication of children's cases in Immigration Court proceedings.

**Duties:**

Legal representation in immigration or custody proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings before the US Citizenship and Immigration Services (USCIS), including, among others, applications for asylum, Special Immigrant Juvenile (SIJ) status, and/or T or U nonimmigrant status; and state court proceedings seeking orders necessary to support SIJ applications. The justice AmeriCorps attorney will also be required to conduct legal screenings of unaccompanied minors to determine eligibility for legal relief and representation by the AmeriCorps program, provide advice and counsel to unaccompanied minors, comply with reporting requirements and data entry, and assist in recruiting and training pro bono attorneys.

**Qualifications:**

- Must be a member of the Florida Bar
- Experience with immigration and/or child dependency legal clinics in law school would be especially helpful
- Experience working with children is a plus
- Fully bilingual, including reading and writing, in English and Spanish required
- Must have own transportation
- Must have excellent research and writing skills, communication skills, organizational skills, self-motivation, and an ability to work collaboratively with the Consortium
- Must be adept at interacting with a wide variety of people and comfortable working in a busy, open work environment
- Must be willing to submit to an extensive background check, including FBI, statewide repository, and sex offender registry checks

**Training:**

National training will be provided in Washington, DC for one week in December 2014 by EOIR and AmeriCorps. Additional training will be provided by each host organization.

**Stipend and Benefits:**

The justice AmeriCorps position requires a full-time, one-year (or 1,700 hours) commitment (with the possibility of a 1 year extension), and offers an annual living allowance of \$24,200, an

annual education award of up to \$5,645 for qualified student loans, and eligibility for qualified student loan forbearance during the year of service. Health-care will be included under the program, as well as childcare coverage. Additional benefits may vary depending on the host agency.

**To Apply:**

Please apply by email and put justice AmeriCorps Attorney in the subject line. Applications should be submitted directly to the desired host organization(s). Each host organization should be contacted directly. Resumés may be shared among the host organizations. Top candidates will be invited to interview and submit references.

**Send resumé and two legal writing samples to:**

- Catholic Legal Services, Archdiocese of Miami, Miami, FL - (Soledad Araya, [svenegas@cclsmiami.org](mailto:svenegas@cclsmiami.org))
- Legal Aid Service of Broward County, Plantation, FL- (Yasmin Jacob, [yjacob@legalaid.org](mailto:yjacob@legalaid.org))
- Cuban American Bar Association, Miami, FL -(Lesley Mendoza, [lesley@cabaprobono.com](mailto:lesley@cabaprobono.com))
- Americans for Immigrant Justice, Miami, FL- (Jennie Santos-Bourne, [jsantos@ajjustice.org](mailto:jsantos@ajjustice.org))
- Catholic Charities-Diocese of Palm Beach, Riviera Beach, FL - (Timothy Keohane, [tkeohane@catholiccharitiesdpb.org](mailto:tkeohane@catholiccharitiesdpb.org))
- Organization TBD, Miami, FL - (Please send resumes to Soledad Araya, [svenegas@cclsmiami.org](mailto:svenegas@cclsmiami.org))

**Application Deadline:** Position to be filled by November 3, 2014

**LOP STAFF ATTORNEY  
AMERICAN GATEWAYS**

**TITLE:** LOP Staff Attorney

**FLSA STATUS:** Exempt

**REPORTS TO:** Managing Attorney/LOP

**DATE:**

**TYPE OF POSITION:** Full-time

**SUMMARY DESCRIPTION:**

The LOP Staff Attorney provides high quality legal orientations, workshops, and other services to eligible immigrants at the Karnes Detention Center and the South Texas Detention Complex, under the direct supervision on the LOP Managing Attorney. The LOP Staff Attorney is also responsible for meeting all deadlines for LOP and other statistical reports.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Conducts screening for client eligibility for services for internal or external referrals.
- Conducts general orientations, individual orientations, and pro se workshops with detainees at the detention centers.
- Assists detainees with gathering required documentation and writing affidavits, as needed.
- Informs clients on the status of their cases.
- Refers clients to other services as needed.

- Provides administrative support for programs(s).
- Maintains the database of client caseload.
- Respects organizational confidentiality at all times.
- Mentors pro bono attorneys representing clients.
- Assists with evaluation of staff that s/he supervises
- Other duties as needed.

**REQUIRED WORK EXPERIENCE/SKILLS:**

- Experience in broad areas of immigration law.
- Prior supervisory experience.
- Bilingual in Spanish and English.
- Excellent communication and writing skills.
- Ability to multi-task.

**REQUIRED EDUCATION & QUALIFICATIONS:**

- JD from accredited university.
- Bar admission, or current application, in one of the 50 states.

**PREFERRED EDUCATION & QUALIFICATIONS:**

- Proficiency in language(s) other than Spanish and English.
- Previous legal experience in a non-profit organization serving low-income individuals and individuals in detention



**WASHINGTON COUNCIL OF LAWYERS**

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

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

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

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

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