

January 4, 2021

**JOB DESCRIPTION:
SENIOR ATTORNEY / PROJECT DIRECTOR**

Rising for Justice is seeking a Senior Attorney / Project Director who will be responsible for the management of the organization's criminal record clearing *pro bono* practice and for limited representation of respondents in the Domestic Violence Division of the D.C. Superior Court.

About Rising for Justice

Created in 1969, Rising for Justice, formerly known as D.C. Law Students in Court, is the oldest clinical teaching program in the District of Columbia. Rising for Justice currently operates as a public interest legal services provider and clinical education program. Our mission is to leverage the collective force of students and experienced advocates to promote the principles of equal justice for low income and indigent D.C. residents.

Much of our work is focused on fighting eviction and displacement; we also represent people seeking to seal criminal records and respondents in civil protection order matters. The need for our services is greater than ever given the COVID-19 pandemic's enormous and disproportionate impact on our client community.

Rising for Justice embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a Senior Attorney / Project Director who embraces our mission and values. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status,

family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

POSITION RESPONSIBILITIES

Responsibilities include:

- 1) Managing the organization's *pro bono* criminal record clearing practice, which includes the following:
 - Conducting outreach and “know your rights” forums on District of Columbia law related to the expungement of arrest and conviction records;
 - Updating training materials and conducting attorney training sessions;
 - Developing case acceptance protocols and participating in the screening of potential cases for placement with *pro bono* partners;
 - Recruitment and mentoring of *pro bono* counsel;
 - Providing direct client representation as co-counsel or lead counsel in select cases;
 - Supervising experienced paralegal, including oversight of case monitoring and tracking activities; and
 - Ensuring the accurate and complete input of data in the office's case management system and data collection software.

- 2) Providing limited direct client representation to respondents in Civil Protection Order (CPO) matters in the Domestic Violence Branch of the D.C. Superior Court, including the following:
 - Conducting client intake interviews and providing advice and brief legal services in civil protection order matters;
 - Ensuring the accurate and complete input of data in the office's case management system and data collection software;
 - Collaborating with the Executive Director and Deputy Director on fundraising and other strategies to expand this practice area; and
 - Providing representation at hearings and other proceedings conducted remotely and eventually staffing one of our court-based offices on a limited basis after court resumes more regular in-person operations.

QUALIFICATION REQUIREMENTS

The Senior Attorney / Project Director must be a member of the D.C. Bar. He or she must have prior significant litigation experience, excellent communication skills, the ability to work independently and as part of a team, the ability to work in a fast-paced litigation environment and a desire to serve the community. Preferred qualifications include criminal defense, record sealing and civil protection order experience. Alumni of the D.C. Law Students in Court/Rising for Justice clinical programs are encouraged to apply.

Accountability: Reports to the Deputy Director.

Hours, Salary and Benefits: This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. We offer an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; and paid federal and local holidays.

To Apply: Each candidate should submit a cover letter and resume by email to Donnice Butler, Chief Administrative Officer, at hire@risingforjustice.org. Please indicate "Senior Attorney / Project Director, [your full name]" in the subject line of the email.

Application Deadline: Review of applications will begin immediately and will continue until the position is filled.