

**October 26, 2022**

**Job Description:**

## **Project Director/Senior Attorney**

Rising for Justice (“RFJ”) is seeking a Project Director who will also serve as a senior managing attorney with responsibility for the oversight and continued development of the organization’s criminal record clearing and civil protection order/anti-stalking order practices, which include an innovative pro bono program. This is an exciting opportunity that involves establishing an interdisciplinary legal and social work team, recruiting pro bono partners, training and mentoring law firm associates, and, in some limited instances, providing direct representation to our client community. We are looking for a high-performing innovator with demonstrable commitment to the client community, strong litigation and mentoring skills, and significant trial experience. This is a management team position, reporting directly to the Executive Director and the Deputy Director.

### **About Rising for Justice**

Created in 1969, RFJ, formerly known as D.C. Law Students in Court (“LSIC”), is the oldest clinical legal education program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program. Our mission is to leverage the collective forces of students and experienced advocates to achieve justice for all.

RFJ 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 skilled and experienced litigator 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:

This management position is responsible for the operation of Rising for Justice’s Expungement Program and its Civil Protection Order/Anti-Stalking Order Project (“CPOP”), each of which includes the recruiting, training, and mentoring of pro bono attorneys. The incumbent is responsible for the supervision of one attorney, one paralegal and several interns. This program is undergoing significant growth and it is possible that additional positions will be added to this team in the near future.

Duties include the following:

- Oversee and conduct outreach and Know Your Rights presentations on District of Columbia law related to the expungement/sealing of arrest and conviction records;
- Update attorney training materials, conduct attorney training sessions, and recruit and mentor pro bono counsel;
- Supervise staff attorney(s), paralegal(s), and interns;
- Oversee screening of potential cases for placement with pro bono partners;
- Provide direct client representation as co-counsel or lead counsel in select cases;
- Oversee and/or provide on-call support to respondents in CPO/ASO matters, including same-day in-court representation;
- Oversee case monitoring and tracking activities;
- Assist in the development and implementation of an expanded data collection system and ensure the accurate and complete input of data in the office's case management and data collection systems; and
- Monitor and report to management on performance relative to grant requirements.

## **QUALIFICATION REQUIREMENTS**

The Project Director/Senior Attorney must be a member of the D.C. Bar (preferred) or eligible to waive into the D.C. Bar. S/he must have prior significant litigation and trial experience; excellent communication skills; exceptional training skills; the ability to work proactively, independently, and as part of a team; the spirit to motivate team members; the ability to excel in a fast-moving litigation environment; and a demonstrated commitment to the client community. Preferred qualifications include practice in criminal defense, record sealing and civil protection order cases. Alumni of the D.C. Law Students in Court/Rising for Justice clinical programs are encouraged to apply.

**COVID-19 Statement:** Rising for Justice requires all staff to be fully vaccinated against COVID-19, except those who are entitled to a reasonable accommodation due to a medical disability or sincerely held religious belief under the law.

**Accountability:** Reports to the Executive Director and 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 Julia Cade, Interim Director of Operations, at [hiring@risingforjustice.org](mailto: hiring@risingforjustice.org). Please indicate "Project Director/Senior Attorney, [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.