

**May 4, 2023**  
**Job Announcement:**  
**Deputy Director, Tenant Justice Program**

Rising for Justice (“RFJ”) invites applications for Deputy Director of our Tenant Justice Program (“TJP”). The incumbent is a senior member of the Tenant Justice Program and reports to the program’s Director. This position is responsible for chairing the Housing Practice Case Acceptance Committee, coordinating litigation strategy and priorities, and serving as a senior supervisor and mentor for staff and students. In the absence of the TJP Director, the Deputy Director assumes the Director’s duties on a pro tempore basis.

**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 deputy 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**

Duties include the following:

- Chairing the Case Acceptance Committee and managing case assignments and case referrals according to established standards.
- Managing the implementation of case practice and supervision standards.
- Managing the organization’s participation in the Landlord Tenant Legal Assistance Network (LTLAN), the central intake system for potential eviction defense cases and other housing matters.
- Participating in and, with the TJP Director, overseeing supervision of the daily activities of the court-based office that provides attorney services, including same-day limited scope representation and other services to income eligible tenants with eviction cases or facing possible eviction. During remote operations, providing supervision of the same activities through a telephone intake process.

- Directly supervising according to established standards the work of TJP supervising attorneys, student attorneys, paralegals and interns. Includes meeting weekly (or more frequently, as needed), and at a minimum bi-weekly if indicated, to review the status of all case-related work in light of established case practice standards.
- Attending bi-weekly Housing Advocacy and Litigation Clinic (HALC) and/or TJP Supervisor meetings.
- Supporting and, as desired and appropriate, participating in HALC program including attending weekly classes; teaching classes; participating in simulations and moot exercises; and/or developing lesson plans and curriculum in collaboration with the HALC Director and other TJP/HALC staff.
- Providing direct attorney services as appropriate, including full representation, limited scope representation and brief services and co-counseling cases in accordance with established workload expectations.
- Managing the in-house TJP staff training program and collaborating on its design with the TJP director and her/his designees.
- Oversight to ensure accuracy and completeness of all case-related data, including oversight of LegalServer case management system and data entered in Qualtrics pursuant to grant requirements.
- Serving as a liaison with other legal services providers, attending meetings and coordinating services with outside organizations.
- The Deputy Director is expected to provide oversight to TJP staff, in consultation with the TJP Director, to ensure conformity with organizational policies and to serve as a model of excellent workplace practices.

### **Qualification Requirements**

The Deputy Director, TJP must have a JD with at least six years combined litigation, management and/or supervisory experience. Clinical teaching experience, a background in housing law, and fluency in Spanish are preferred. Applicant should have a very strong work ethic and be an innovator with excellent communication and organizational skills and a keen attention to detail.

### **COVID-19 Statement**

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

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

**To Apply:** Each candidate should submit a cover letter and resume by email to Lisa Alfred, Director of Operations, at [hiring@risingforjustice.org](mailto: hiring@risingforjustice.org). Please indicate “Deputy Director, TJP [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.