

**Position:** Project Attorney (s), Civil Legal Service Initiative

**Reports to:** Project Coordinator & Deputy Director

**Location:** Washington, D.C.

**Number of Positions:** two (2)

**Position Description:**

NDJC is looking for two Project Attorneys to work in partnership with the Civil Legal Service Initiative Coordinator, to engage in a blend of practice and policy initiatives designed to provide the field with critical support to ensure the development of cooperative juvenile defense and civil legal services at the local and national level. The Project Attorneys will be engaged in cutting-edge, multi-faceted work, providing research, legal advocacy, policy development, and direct services. Each Project Attorney will also collaborate with local and national partners in the development of new tools, protocols, models, and publications focused on advancing broad community supports for court-involved youth returning to their communities. Project Attorneys may work on the development of new high-level training materials for juvenile defenders on mitigating collateral consequences of court involvement, strategies to engage public defense systems more actively in juvenile reintegration programs, or advancing policies aimed at mass sealing and expungement of juvenile records. Both positions are grant funded through October 31, 2017. There is no guarantee that the hired candidates can be retained past the grant period, but candidates are expected to commit to this project through September 30, 2017.

**Essential Attributes & Skills:**

- Ability to work independently, respond to supervision, and work as a team
- Strong time management skills
- High degree of organization and professionalism
- Excellent legal research, writing, and analysis skills
- Ability to perform and react with flexibility in fast-paced legal environment
- Attention to detail
- High degree of technical aptitude
- Excellent interpersonal and Communication
- Proficient in MSOffice applications

**Key Responsibilities & Requirements:**

1. Conducting extensive legal and policy research as assigned
2. Developing materials and publications for training and case work
3. Drafting model statute and/or other model policies
4. Collaborating with local and state partners to provide targeted services and other assistance to court-involved youth.
5. Fulfilling other duties as assigned

**Qualifications:**

1. JD with bar admission in any state (or with admission pending)
2. 1-3 years of professional legal experience (or exceptional extern/volunteer experience while in law school)
3. Familiarity with and demonstrated interest in juvenile defense law and policy concepts
4. Strong research and writing skills
5. Excellent Interpersonal and Communication Skills

6. Ability to work both independently and collaboratively
7. Demonstrated experience working with a diverse set of stakeholders
8. Detail-Oriented

**Compensation:** Base salary will range from \$45,000 to \$65,000, depending on experience, with additional health benefits

**How to Apply:**

Applicants should send a .pdf copy of a resume and cover letter to [inquiries@njdc.info](mailto:inquiries@njdc.info) with the subject line: **“Project Attorney, Civil Legal Service Initiative”**. All applications must be received by 11:59pm on Sunday, **November 1, 2015**. Applications received after that date may not be considered.

Candidates who are selected for interviews will be notified. No telephone calls, please.

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