

Position: Coordinator, Civil Legal Service Initiative

Reports to: Deputy Director

Location: Washington, D.C.

Number of Positions: one (1)

Position Description:

Working in partnership with state and local individuals, organizations, and agencies, the Coordinator will oversee all the activities of NJDC's Civil Legal Services Initiative, including supervising two full-time Project Attorneys. Supported by NJDC staff and a host of national partners and consultants, the Coordinator will ensure and oversee the development and testing of a new curriculum on Collateral Consequences; a national public defense strategy on juvenile reintegration; and the development and implementation of a state-by-state strategy for the mass sealing and expungement of juvenile records. The Coordinator will be responsible for managing the overall initiative, writing and submitting reports, collecting and managing data, overseeing the work of two Project Attorneys and consultants, arranging meetings and working groups, and coordinating with state and local partnerships to integrate juvenile defense and civil legal services at both the national and local levels. This position is grant funded through December 31, 2017. There is no guarantee that the hired candidate 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 and supervise others
- Strong time management skills
- High degree of organization and professionalism
- Strong legal and policy 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. Managing extensive legal and policy research with an eye toward a unified national strategy
2. Supporting the development of training and case materials
3. Delegating and supervising the work of two civil legal service initiative attorneys
4. Drafting model statute and/or other model policies
5. Collaborating and meeting with local and state partners to provide resources to jurisdictions across the country
6. Designing model policies
7. Fulfilling other duties as assigned

Qualifications:

1. JD with Bar admission in any state
2. 4-8 years of legal experience
3. Outstanding research and writing skills
4. Exceptional verbal and communication skills
5. Strong interpersonal skills
6. Experience supervising staff and/or interns

7. Experience conducting training
8. Ability to work both independently and collaboratively
9. Proficient in juvenile defense law and policy concepts
10. Demonstrated experience working with a diverse set of stakeholders
11. Highly Detail-Orientated

Compensation: Base salary is \$75,000 – \$85,000, with additional health benefits.

How to Apply:

Applicants should send a .pdf copy of a resume and cover letter to inquiries@njdc.info with the subject line: “**Coordinator, Smart on Juvenile Justice 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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