



JOB ANNOUNCEMENT – BRIEF SERVICES UNIT AND EXTENDED SERVICE ATTORNEY

NLSP seeks a full-time Staff Attorney for the Brief Services Unit (BSU) for our office at 4609 Polk Street NE, Washington, DC 20019. The Staff Attorney will also have a limited case load of extended service cases in one of NLSP’s practice areas. NLSP provides legal representation in a full range of civil matters affecting the lives of low-income DC residents; including housing, consumer protection, family court disputes, income maintenance, barriers to employment and public benefits. Applicants who express an interest in representing individuals in extended service family law cases will be given additional consideration.

PRIMARY RESPONSIBILITIES

The successful candidate will:

- Handle BSU cases in a variety of substantive areas within NLSP case priorities;
- Be the first point of contact with clients for legal evaluation of their case;
- Be responsible for gathering factual information and completing a preliminary analysis of the case. After review of the case with the BSU supervisor, the attorney will either provide advice or brief services or forward the case for representation to an extended service attorney;
- Have a limited caseload of extended service cases in one of NLSP’s practice areas.
- Actively participate as a member of the NLSP team, including but not limited to participation in cross-practice advocacy and activities;
- Adhere to program and case-handling policies, procedures and standards of practice, as well as the highest professional ethical standards.

EXPERIENCE AND QUALIFICATIONS

- Juris Doctorate, member in good standing of the District of Columbia or a state Bar (eligible to become a DC Bar member);
- Prior experience in a majority of NLSP’s practice areas;
- Minimum of two years of experience as a practicing attorney in a civil legal services environment;
- Familiarity with DC, including its government, courts, social services and the Bar;
- Demonstrated commitment to serving low-income persons;
- Excellent written and verbal communication skills;
- Cross-cultural competence;

- A strong work ethic and commitment to working with a team;
- Other responsibilities as assigned by the Managing Attorney, Litigation and Advocacy Director and/or Executive Director

COMPENSATION

Competitive salary and benefits package including: employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax-free transit benefits.

ABOUT NLSP

Neighborhood Legal Services Program (NLSP) is a private, non-profit law firm that provides vigorous, high quality civil legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for the poor, combining direct representation to protect essential rights and opportunities for low-income individuals and families with efforts to achieve broad-based change. Its three offices are located in the poorest sections of the District, to maximize its visibility, accessibility and connections to the communities it serves. The program has an operating budget of approximately \$2.4 million.

APPLICATION PROCESS

Those interested in applying for the Staff Attorney position of the Brief Services Unit and Extended Service should **email the application materials by 5:00 pm on Wednesday, October 16, 2019. The job will remain posted until filled.**

The application materials should include:

- A letter of interest, which must include a specific extended service practice interest
- Resume
- Writing Sample (no longer than 10 pages)
- Contact information for three professional references

Application materials and any questions should be directed to:

Ashley Graham-Watanabe, Managing Attorney for the Brief Services Unit

Email: agraham@nlsp.org

NLSP is an equal opportunity employer, committed to inclusive hiring and dedicated diversity in our staff. It is the policy of NLSP that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual

orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

NLSP thrives on our diversity and we strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, returning citizens and persons from other underrepresented groups to apply.