



Engaging Communities • Eliminating Barriers • Securing Justice

## TEMPORARY STAFF ATTORNEY, ECONOMIC SECURITY UNIT

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[www.nlsp.org](http://www.nlsp.org)

Neighborhood Legal Services Program (NLSP) seeks a Temporary Staff Attorney to join our Economic Security Unit (ESU). The primary focus of this position is on eliminating barriers to employment through criminal records sealing. This vacancy will remain open until filled.

NLSP is a private, non-profit law firm that provides 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 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.

Formed in 2019, NLSP's Economic Security Unit is comprised of the intersectional work of several practice areas that all contribute to gaining, maintaining, and protecting our clients' vital income sources. For the working poor, individuals living in poverty, and those on the brink of homelessness, any lapse in fixed-income, employment, or public benefits has an immediate effect on the individual's ability to survive. Attorneys in ESU seek to increase the financial autonomy of our clients and create pathways out of poverty by eliminating barriers to employment, protecting low-income consumers, and gaining and maintaining access to public benefits.

### DUTIES & RESPONSIBILITIES

The Temporary Staff Attorney will be a member of NLSP's 11-person ESU team and will provide services to clients with criminal records who face barriers to employment and housing. In addition, the Temporary Staff Attorney may provide services in all our other Unit's practice areas, including:

- Providing high quality civil legal services to address barriers to employment, violation of consumer rights, and access to public benefits (including SNAP, TANF, SSI, SSDI, IDA, and veterans' benefits).
- Advocating for clients in both administrative and judicial forums such as Social Security Administration, the Office of Administrative Hearings, the Office of Human Rights, DC Superior Court (civil and small claims divisions), the Department of Education, and potentially federal court.

### QUALIFICATIONS

The ideal candidate will have the following:

- A JD from an accredited law school and membership in the DC Bar in good standing.
- Willingness and ability to provide client-centered legal services.
- Commitment to racial equity

- Comfort taking on new areas of law.
- Creative problem-solving skills, patience, flexibility and team-oriented approach
- Ability to work independently with minimal supervision and willingness to ask for help when needed.
- Experience with at least one of the following (internships and clinics count): civil legal services, consumer law, public benefits, employment law; and/or veteran's law.
- Willingness to work a flexible schedule and to be available outside of regular work hours when cooperative members are available.

## **SALARY AND BENEFITS**

- Salary commensurate with experience, starting at \$65,500
- A temporary, full-time employee is one who has been hired with a predetermined terminal point of employment and who regularly works at least thirty-seven and one-half (37-1/2) hours per week. Temporary full-time employees with a predetermined employment period of at least three (3) months are entitled to Worker's Compensation, FICA (Social Security), Election Day Leave, and paid NLSP holidays.

## **APPLICATION PROCESS**

Submit, as a single pdf file, your letter of interest, resume, brief writing sample (no more than 3 pages) and contact information for three references to Caren Bright Webb at [CBrightWebb@nlsp.org](mailto:CBrightWebb@nlsp.org) with "Temporary Staff Attorney Application – [your last name]" in the subject line. Applications will be reviewed on a rolling basis, and the announcement will remain open until filled. No phone calls, please.

## **NLSP HIRING POLICY**

Neighborhood Legal Services Program is an equal opportunity employer, committed to inclusive hiring and dedicated to 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 persons of color, women, LGBTQ+ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.