



Engaging Communities • Eliminating Barriers • Securing Justice

PART-TIME STAFF ATTORNEY, BRIEF SERVICES UNIT

64 New York Ave NE, Suite 180, Washington DC • (202) 832-6577

www.nlsp.org

Neighborhood Legal Services Program seeks a part-time, with the possibility for full-time, Staff Attorney for the Brief Services Unit. The Staff Attorney will work 22.5 hours/week and will provide counsel and advice and/or brief services in general civil legal matters. 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 have experience in these areas of law will be given additional consideration.

ABOUT NLSP

NLSP is a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia. Since 1964, NLSP has had a long tradition of fighting for justice for the poor, combining direct representation with efforts to achieve broad-based change. Our three offices are strategically located in the District of Columbia's most economically disadvantaged neighborhoods. We aim to maximize our visibility, accessibility and connections to the communities that we serve. 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. NLSP is an excellent place to work fostering a climate of shared mission, teamwork, and support of individual employee goals.

All NLSP staff members are currently working hybrid schedules. Once the offices are reconstituted all staff members will receive office assignments.

ABOUT BRIEF SERVICES UNIT PRACTICE

Brief Services Unit (BSU) attorneys are the first point of contact for many of NLSP's cases. BSU attorneys identify cases in which it is immediately apparent that advice or brief (limited) legal service is appropriate and render those services. Cases that are identified for further investigation are sent to the managing attorneys of our Extended Service Units to be considered for full representation.

As a staff attorney, the successful candidate will be a member of NLSP's Brief Service Unit. NLSP has a supportive and flexible work culture. We think of ourselves as a team. Our work is creative and fast-paced.

DUTIES & RESPONSIBILITIES

The BSU Staff Attorney's work will include:

- Serving as the first point of contact with clients for legal evaluation of their case.
- Gathering factual information, completing a preliminary analysis of the case, and providing brief services and advice in a variety of substantive law areas within NLSP's case priorities.
- Adhering to program and case-handling policies, procedures and standards of practice, and maintaining compliance with the highest professional ethical standards.
- Working with other NLSP staff to identify and develop responses to systemic issues in D.C. that affect our clients
- Participating actively as a member of the NLSP team.

QUALIFICATIONS

The ideal candidate will have the following:

- A JD from an accredited law school and membership in the DC Bar in good standing or eligibility to practice, under D.C. Court of Appeals Rule 49, to become a member of the DC Bar.
- Willingness and ability to provide trauma-informed, client-centered legal services.
- Commitment to racial equity and economic justice.
- Creative critical thinking skills, patience, flexibility and collaborative approach.
- Ability to work independently with minimal supervision and willingness to ask for help when needed.
- Excellent written and oral advocacy skills.
- Strong organizational skills.
- Flexibility and a can-do attitude.
- Enthusiasm

SALARY AND BENEFITS

- Salary commensurate with experience, starting at \$39,300.00/year
- 7.5-hour workdays, currently 1 day in office and one hybrid day
- Generous benefits package
- Paid vacation, sick, and personal leave; 8 weeks of paid parental leave

APPLICATION PROCESS

Submit, as a single pdf file your letter of interest, resume, and contact information for three references to BSU Managing Attorney Christine Greene at cgreene@nlsp.org. Please include "BSU Part-Time

Staff Attorney Application – [your last name]” in the subject line. We are seeking *thoughtful, tailored cover letters* that show commitment to our mission and highlight the applicant’s experience. Applications will be reviewed on a rolling basis and the position will remain open until it is 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.