



Engaging Communities • Eliminating Barriers • Securing Justice

STAFF ATTORNEY, ECONOMIC SECURITY UNIT

Opening Date: March 20, 2024 Closing Date: Unit Filled

Neighborhood Legal Services Program for the District of Columbia (“NLSP”) is seeking one Staff Attorney for the Economic Security Unit.

ABOUT NLSP

Since 1964, NLSP has provided high-quality 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.

BRIEF DESCRIPTION OF POSITION

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 ESU Staff Attorney will:

- provide direct representation for clients in consumer law (e.g., student loan and other debt collection, fair credit reporting, unfair debt collection practices), barriers to employment, and public benefits cases.
- represent clients in all stages of the litigation process, including interviewing clients, drafting complaints and motions, filing and responding to discovery, preparing for hearings and trials, and representing clients at hearings and trials.
- staff external legal clinics, conduct community outreach, and give public education presentations on ESU’s areas of practice.
- receive internal trainings about relevant substantive law, litigation, and NLSP’s approach of using the law to fight poverty and racial inequity.
- attend external substantive law and litigation trainings.
- contribute to NLSP’s sense of community by participating in committees and participating in periodic office social events.
- attend monthly staff meetings and regular practice area and supervision meetings.

QUALIFICATIONS

Required:

- A JD from an accredited law school.
- Membership in the DC Bar in good standing or eligibility to practice under DCCA Rule 49 pending admission to the DC Bar.
- 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.
- Willingness to work a flexible schedule and to be available outside of regular work hours when as dictated by the needs of client schedules or litigation demands.

The ideal candidate will also have the following:

- Experience with at least one of the following (internships and clinics count): civil legal services, consumer law, public benefits, employment law, criminal record sealing, or rental housing law.
- Two or more years of litigation experience in a trial court or before an administrative agency, preferably in the District of Columbia.
- Third-year law students who are scheduled to graduate from an accredited law school in May of 2024 will also be considered.

SALARY AND BENEFITS

NLSP's salary scale for staff attorneys begins at \$65,500, with a \$1K increase for each year of relevant experience. Attorneys with four or more years are eligible for consideration for promotion to senior attorney after one year of employment with NLSP.

- 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; and
- 403(b) Thrift Plan (voluntary retirement savings program).

APPLICATION PROCESS

For best consideration please apply **by 5:00 pm on Friday, April 10, 2024**. NLSP will review applications on a rolling basis, but invitations for interviews will only be sent after April 10, 2024.

Please apply using the form at the following link: <https://forms.office.com/r/kHtJBWmRBN>.

REQUIRED APPLICATION MATERIALS

- (1) A cover letter explaining why you want to work at NLSP and why you are specifically interested in working with the ESU. The cover letter should be addressed to the "Hiring Committee."

- (2) A Resume (including whether you speak any languages other than English and your level of proficiency in those languages).
- (3) A Recent official or unofficial law school transcript **if you have less than two years of licensed practice.**
- (4) A legal writing sample of original work 3 - 5 pages in length, not including any statement of redaction, permission to use, or other explanation.
- (5) Contact information for three references.

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Neighborhood Legal Services Program 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.