



Engaging Communities • Eliminating Barriers • Securing Justice

JOB ANNOUNCEMENT

ECONOMIC SECURITY UNIT MANAGING ATTORNEY

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Neighborhood Legal Services Program of the District of Columbia (NLSP) has an opening for a full-time Managing Attorney to practice in and manage our Economic Security Unit (ESU). This position will remain open until filled. For best consideration, applications should be submitted by March 28, 2025.

ABOUT NLSP

In partnership with its clients and community stakeholders, NLSP helps DC residents, families and communities eliminate barriers to overcoming poverty and secure justice. Using all available legal and other advocacy tools, NLSP enables underserved DC residents to make their voices heard in the courts and other forums where their rights and protections are at stake, to secure fair and lasting solutions to their problems and to attain their individual, family and community goals.

ABOUT OUR ECONOMIC SECURITY UNIT

NLSP's Economic Security Unit is the intersectional work of several practice areas dedicated to gaining, maintaining, and protecting our clients' vital income sources. For people struggling with poverty, any lapse in fixed-income, employment, or public benefits can have an immediate effect on their ability to secure housing, food, and other necessities. ESU attorneys work to increase client financial autonomy, create pathways out of poverty, and increase low-income family financial stability through eliminating barriers to employment, protecting low-income consumers, and gaining and maintaining benefits for veterans and other D.C. residents with physical and mental disabilities.

GENERAL FUNCTION & SCOPE

The Economic Security Unit Managing Attorney directly supervises the legal work of ESU staff and works collaboratively with clients, the public, co-workers and others to provide legal representation to low-income people.

DUTIES & RESPONSIBILITIES

Management

- Supervise all supervising and staff attorneys practicing within the ESU, and any staff attorneys working on cases falling within the ESU practice areas to ensure high quality delivery of services.
- Manage and/or support the supervision of all non-attorney staff working within the ESU (i.e. project coordinators, paralegals, etc).
- Exercise the full range of supervisory responsibilities for ESU staff (e.g. conducting regular staff meetings, approving time and attendance, identifying training needs, completing performance evaluations etc.)
- Oversee the supervision of pro bono attorneys under the mentorship and guidance of the Economic Security Unit supervising attorney.
- Facilitate and supervise training for pro-bono attorneys and student volunteers as needed.

- Maintain an active caseload of Economic Security Unit matters that include matter types that are traditionally handled within the ESU and as supported by NLSP case acceptance priorities and guidelines as well as community needs.
- Keep clients informed of all developments in her/his case through means that are most accessible to clients for communication (telephonic, in person, text, regular mail, email, etc.)
- Actively engage clients to participate in their case by putting NLSP's guiding principles into practice.
- Work collaboratively by soliciting information and requiring staff to solicit information from clients about matters that potentially may be addressed within one of NLSP's other substantive units and or with an effective referral to our community partners or known service providers.
- Maintain timely, contemporaneous notes in the case management system and ensure that staff maintains the same on all case activity.
- Actively engage with the Director of Compliance to ensure that the unit remains in compliance with statutory and regulatory laws as well as ethical practice guidelines.
- Remain abreast of changes in local and national laws, regulations, and policies that impact the delivery of services and ensure that staff is likewise aware.
- Attend and present unit activities at NLSP Board meetings as assigned.

Community Outreach

- Maintain partnership with the DC Public Library by facilitating contract development and negotiations, attending partnership meetings, ensuring adequate staffing and contract compliance, and timely addressing and resolving challenges.
- Supervise and maintain programming of virtual and in-person clinics, workshops and other venues for meaningful dissemination of legal services and information.
- Attend meetings with other DC area service providers who practice in the areas ESU, as needed.
- Develop and maintain updated information to be supplied to community members in the ESU practice areas.
- Develop and maintain community partnerships with service providers.
- Develop and coordinate information and materials for NLSP's website and social media accounts.

Grant Compliance

- Ensure all grant requirements and reporting deadlines are met.
- Ensure that cases are assigned in compliance with grant and internal budget requirements.
- Assist with grant writing as needed.
- Manage grant subcontracts as appropriate.

QUALIFICATIONS

Required:

- A JD from an accredited law school and membership in the DC Bar in good standing.

Additionally, **the ideal candidate will have the following:**

- At least 5 years of experience supervising attorneys.
- Demonstrated ability to provide client-centered legal services.
- Commitment to racial equity and economic justice.
- 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.
- Excellent oral advocacy skills.
- Strong organizational skills.

SALARY AND BENEFITS

Competitive salary commensurate with experience, ranging from \$95,160 - \$121,160. Benefits package includes 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.

APPLICATION PROCESS

Interested persons should submit a current resume, a cover letter (no longer than one page single-spaced) expressing your qualifications and interest in this position, a writing sample (no more than 5 pages) and three references. The position will remain open until filled. However, for best consideration, applications should be emailed by March 28, 2025, to Caren Bright Webb, Director of Litigation and Advocacy at CBrightWebb@nlsp.org, with the "ESU Managing Attorney Application" in the Subject line.

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.