



ASSOCIATE COUNSEL – NYC

POSITION DESCRIPTION NOVEMBER, 2017

LatinoJustice PRLDEF (LJP) is one of the foremost Latino civil rights organizations in the country. By litigating precedent-setting law reform impact cases across the country and training young people to be leaders in their communities, LJP improves the way Latinos are treated in U.S. society. Our current practice areas of focus include immigrants' rights, redistricting, voting rights, housing, access to education, language and job discrimination, economic justice including workplace justice wage issues, freedom of movement and treatment of day laborers, criminalization of Latinos, unlawful police practices, and all forms of bias that adversely affect Latinos. Under the leadership of our President and General Counsel, LJP's work is also focused on addressing systemic discrimination and ensuring equal access to justice in the advancement of the rights of formerly incarcerated persons and Criminal Justice reform.

LatinoJustice is seeking to hire an energetic, motivated attorney with a record of commitment to social justice work *with prior voting rights and redistricting experience* to join its legal team.

The Associate Counsel will join LJP's legal staff in our current headquarters in New York City and will report to the Deputy General Counsel. As part of LJP's legal team, the Associate Counsel will work on pending litigation matters in state and federal court and assist in all facets of the litigation process from discovery, motion practice, trial and appeal. They will also help develop strategies to achieve litigation goals in emerging areas of community interest and play a critical role in identifying and developing new cases.

COMPETENCIES AND JOB DUTIES

The Associate Counsel has substantive **knowledge** and experience on core civil rights statutes, precedents and their application, particularly in voting rights and redistricting; familiarity with both federal and state statutory and constitutional law issues and principles, methods, materials and practices of legal research and writing; and familiarity with New York state and federal court rules, policies and procedures. The Associate Counsel has the **ability** to argue clearly and logically in written and oral form; to define issues, perform legal research, analyze problems, evaluate alternatives and make appropriate recommendations; to prepare clear and concise memoranda, summarize legal issues and precedents; and to effectively represent LatinoJustice with the public, opposing and co-counsel, law enforcement agencies and other government institutions. The Associate Counsel will also have the ability to develop substantive knowledge as needed in new areas of focus within the broader civil rights/constitutional law umbrella. The Associate Counsel has substantial computer assisted research **skills** as well as excellent time management skills and the ability to handle multiple deadlines. As an essential **competency** of this position, the Associate Counsel establishes and maintains cooperative working relationships, is able to handle high levels of stress satisfactorily and is congenial with other employees, clients and outside counsel.

Depending on assignment, **duties** may include, but are not limited to, the following: interviewing potential clients, engaging in fact-finding, and identifying potential legal claims and defenses based upon the facts presented; preparing retention letters; conducting legal research; reviewing and organizing discovery productions and document reviews; overseeing case management; ensuring compliance with procedural obligations and deadlines; drafting legal pleadings, memoranda, motions and other court filings for submission in cases pending at the trial court and appellate level; assisting in the selection of and preparation of expert reports and testimony; defending and deposing both expert and facts witnesses; arguing motions and appeals;

performing direct and cross examination of witnesses as well as opening and closing statements at trial; and drafting and giving testimony before legislative bodies and other government commissions or entities in matters connected to our litigation priorities.

In addition to the substantive knowledge and experience, the Associate Counsel has the ability to provide guidance, mentorship and leadership to legal fellows and interns in the performance of any of the above or related tasks.

The Associate Counsel may also serve as media-spokesperson for LatinoJustice PRLDEF and liaison to the local community, performing the following functions: respond to press inquiries and participate in press interviews; appear and speak before community and education groups; and, participate in discussion panels in a variety of education and community settings.

The Associate Counsel will travel locally, and occasionally regionally, in connection with legal and community work.

EDUCATION AND QUALIFICATIONS

The Associate Counsel will have a record of commitment to public interest and civil rights issues and a range of **3 to 9 years post-bar admission litigation practice**; NY State Bar License or equivalent; experience in federal or state litigation practice; and good standing in state and federal courts. **The ideal candidate will have prior voting rights and redistricting experience.**

The Associate Counsel should also be energetic, highly self-motivated; possess excellent interpersonal skills to develop diverse allies and facilitate collaboration; have a good sense of humor and ability to work well independently and in teams; have ability to collaborate successfully with a broad and diverse range of communities and individuals; have strong organization skills; and, be able to manage several projects simultaneously in a fast paced environment; possess excellent legal research, writing, and oral communication skills as well as working knowledge of document management and research software such as Concordance, CaseMap, Lexis-Nexis, and Westlaw. **Bilingual Spanish/English is required.**

COMPENSATION AND BENEFITS

The Associate Counsel is a Union position and salary is determined by Collective Bargaining Agreement. LatinoJustice offers a comprehensive benefit package that includes health, dental, vision, life, long-term disability and a voluntary 403(b) retirement plan, as well as generous paid time off benefits.

To Apply:

Send Cover letter, resume and writing sample to:

Silvia Orna
Director of Human Resources and Operations
sorna@latinojustice.org
Email subject: Associate Counsel - NYC

Deadline: applications will be reviewed on a rollover basis. Interested applicants are encouraged to apply right away.

LatinoJustice PRLDEF is an equal opportunity employer and considers all applications without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.