

**National Center for Lesbian Rights**  
**Staff Attorney**  
**February 2018**

**Job Description**

The National Center for Lesbian Rights (NCLR) seeks a highly skilled, enthusiastic, articulate and motivated staff attorney based at its national office located in San Francisco. This position will be focused on litigation challenging laws limiting discussion of LGBT issues in schools, as well as other anti-discrimination litigation.

**Responsibilities**

- Handle all aspects of litigation at the trial level and on appeal, including assisting with the development of litigation strategy, performing legal research, and drafting and finalizing memos, briefs, and other filings.
- Manage all aspects of ongoing litigation independently but in collaboration with the litigation team, including completing high quality legal products in a timely manner
- Develop and manage internal timeline for each case, monitoring both internal and external deadlines.
- Identify and work with outside co-counsel.
- Investigate potential new matters.
- Identify and vet potential new clients.
- Work closely with communications on all media and publicity efforts related to litigation, including strategy, talking points, press releases, blogs, and social media and email outreach.
- Serve as spokesperson for NCLR positions to the media and the public generally.
- Provide up-to-date case information to communications for website and print materials.
- Represent NCLR in various coalition building and movement leadership activities.
- Consult on and monitor legislation and policy efforts related to discrimination.
- Update and develop publications and other legal resources.
- Work closely with development and development consultants on grant proposals and reports, donor communications such as newsletters, annual report, and general correspondence, and solicitations via direct mail, fall giving campaign, and online asks.

**Required Qualifications**

- Law Degree, license to practice in a U.S. jurisdiction (must be barred in California or be available to take the next bar exam), and 3-5 years litigation experience that includes extensive legal research and high quality legal writing.
- A high level of independence and initiative, good judgment, excellent speaking, and writing abilities.
- Ability to produce the highest caliber legal work, creativity, and a willingness to work collaboratively both within the organization and with other groups.
- Ability to respond to internal and external inquiries in a timely manner and complete all products in advance of deadlines, ensuring adequate time to review and rework by Sr. Staff Attorneys, Legal Director, and outside co-counsel.
- Strong organizational skills and attention to detail.
- The ability to talk about legal and other complex issues in clear, persuasive terms for non-lawyer audiences.
- Enthusiasm for the work of the organization and its potential, including a demonstrated commitment to public interest legal advocacy.
- Willingness to travel and to work long hours as necessary.

- Have an awareness and commitment to a broad range of racial and economic justice issues and an understanding of the multiple communities NCLR represents.

### **Salary and Benefits**

Salary is competitive and commensurate with experience within the guidelines of NCLR's scale. Excellent benefits include medical, dental, and vision insurance; vacation and holidays; eligibility to participate in a 403(b) plan; short-term and long-term disability insurance; life insurance; flexible spending pre-tax plans for qualified medical and child daycare expenses; and commuter pre-tax benefits.

### **About the National Center for Lesbian Rights**

NCLR is a strong and effective national legal organization dedicated to achieving full civil and human rights for lesbian, gay, bisexual, and transgender (LGBT) people and their families through impact litigation, public policy work, direct legal services, and community and public education. NCLR values team and community collaboration and fosters an engaged and dynamic work culture where staff are valued and thrive.

NCLR advocates for more than 5,000 lesbian, gay, bisexual, and transgender people and their families in all fifty states each year, including LGBT seniors, immigrants, athletes, and youth. Our impact litigation serves *all* LGBT people in the United States. For more information about NCLR, please visit our website: [www.NCLRights.org](http://www.NCLRights.org).

### **Application**

Please submit your resume, cover letter, and writing sample of under 10 pages at this page:

<https://nclr.bamboohr.com/jobs/view.php?id=23>. No telephone calls or emails please.

NCLR is proud to be an affirmative action employer. All interested individuals, including people of color, women, persons with disabilities, formerly incarcerated people, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are particularly urged to apply.