



Career Opportunity: Staff Attorney

The American Civil Liberties Union of North Carolina (ACLU-NC) seeks a dynamic, passionate, attorney to join a dedicated team and help expand our civil liberties legal program. Founded in 1965, the ACLU-NC is a leader in the advancement of civil rights and civil liberties and continues to thrive in an increasingly divisive political climate.

The ACLU-NC Legal Foundation (ACLU-NCLF) seeks to hire a full-time Staff Attorney to work out of our office in Raleigh under the primary supervision of the Legal Director. The ACLU of North Carolina is the state affiliate of the national American Civil Liberties Union, and the ACLU-NCLF conducts our legal and educational work. Our mission is to preserve and expand the individual rights guaranteed in the U.S. Constitution, the North Carolina Constitution, and related federal and state civil rights laws, with a particular emphasis on racial justice, voting rights, immigrants' rights, criminal justice reform, reproductive justice, LGBT equality, free speech, religious liberty, and the right to privacy. The North Carolina affiliate has approximately 10,000 members statewide. For more information about the work of the ACLU-NCLF, visit our website at <http://www.acluofnc.org/>

The Staff Attorney is a multi-faceted and key position, bridging the organization's legal and community-based work. The Staff Attorney will employ strategies involving litigation, community engagement, public education, and general legal advocacy. The successful Staff Attorney will move fluidly from the courtroom to the community and will be able to work with diverse allies and coalitions to achieve our ambitious goals.

Primary Responsibilities:

- 1.) Under the supervision of the ACLU-NCLF's Legal Director, working with cooperating attorneys and the Legal Director to develop litigation and/or civil rights complaints. This includes conducting factual and legal research, preparing memoranda, writing demand letters, drafting pleadings and briefs, conducting discovery, arguing motions, trying cases, writing appellate briefs, presenting oral argument on appeal, and writing amicus briefs.
- 2.) Actively seeking out opportunities to do community outreach to enhance civil liberties awareness throughout the state of North Carolina and work with affected communities to achieve policy change where appropriate.
- 3.) Networking with allies and building coalitions to achieve the goals of the ACLU-NCLF.
- 4.) Speaking at public forums, meetings and events on various civil liberties topics and granting press interviews as directed by the Legal Director.
- 5.) Reviewing intake complaints, conducting telephone interviews as well as recruiting and vetting potential clients.
- 6.) Developing and maintaining relationships with the national ACLU, its projects, and other state affiliates.
- 7.) Preparing necessary dockets and reports for the public, the ACLU membership, the Board and the ACLU-NC staff.

- 8.) Presenting selected cases to the Legal Committee and the Board of Trustees for evaluation and authorization of litigation.
- 9.) Obtaining and supervising the assistance of volunteers and law students.
- 10.) Participating in national ACLU legal conferences and maintaining the requisite CLE requirements at the ACLU-NCLF's expense.

These are not all-inclusive, but these are the priorities set by the Board of Directors, the Legal Director, and the Executive Director.

Ideal Experience:

- J.D., with some demonstrated relevant legal experience.
- Substantive knowledge and understanding of constitutional law and civil liberties issues.
- Membership in good standing with the North Carolina Bar or admission to the North Carolina Bar within one year of hire.
- Excellent organizational and case management skills; meticulous attention to detail.
- Excellent research, writing and analytical skills.
- Demonstrated cross-cultural competency and the ability to communicate effectively, orally and in writing, to diverse audiences and in a variety of contexts.
- A passion for civil liberties and a commitment to organizing as a means of engaging communities most affected in advancing and protecting their rights.
- Experience working with diverse communities, clients, and coalition partners and a proven track record of successful, mutually respectful relationships with diverse allies and partners.
- Willingness to work beyond the 9 to 5 hours of the normal workday, including evening and weekend meetings and events; some travel required, both in-state and out-of-state.
- Strong self-motivation and ability to manage multiple deadlines.
- Strong preference for candidates who are fluent in Spanish.

Compensation:

- Salary range \$48,000 – 55,000 depending on experience and qualifications.
- Excellent benefits include: paid vacation and sick leave, health and dental insurance, life and disability insurance, 401(k), generous paid holidays.

How to apply:

Applications should include a cover letter, resume, relevant legal writing sample (no more than 5 pages) written wholly by the applicant, and list of at least three professional references, including contact information for each. Submit email applications to:

Chris Brook, Legal Director
ACLU of North Carolina Legal Foundation
HR@acluofnc.org

Applications will be reviewed on a rolling basis beginning January 4th, 2016 until the position is filled.

The ACLU-NCLF is an equal opportunity/affirmative action employer. We encourage applications from all interested persons, including people of color, persons with disabilities, and LGBTQ persons.