



Job Announcement
February 2012

Education Legislative Staff Attorney Washington DC Regional Office

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a Legislative Staff Attorney with a background and training in education to analyze and monitor the status of pending educational legislation and administrative policies and regulations for their impact on Latinos and to work with congressional and executive representatives and community organizations to advocate desired policies.

Job Responsibilities: Analyzes and drafts legislation, policy issues and proposals, governmental regulations, rules, and executive orders. Researches, analyzes and prepares recommendations, position papers, testimony and other documents. Participates in developing short- and long-term plans and strategies for legislative analysis and advocacy, preparing memoranda on potential and pending legislation. Regularly attends meetings with legislators and/or their staff, as well as hearings, press conferences, and relevant legislative meetings to submit written materials, to articulate MALDEF's position on educational issues and legislation, and to obtain information. Develops and maintains an appropriate network of ties to other organizations, experts, and interested and knowledgeable individuals with similar interests and goals, initiates and maintains coalitions, attends community events, and presents policy positions. Prepares reports of substantive legislative trends and relevant actions initiated and taken to promote advocacy of positions, and any continuing efforts in coalition building, lobbying or legislative strategies. Works closely with communications staff to develop relationships with the media and to obtain press coverage for education policy positions.

Requirements: Juris Doctor and active bar membership are required. At least 3 years progressively responsible experience in education, civil rights, and public interest fields are preferred. Evidence of ability to apply legal training to legislative analysis is required. Excellent research, writing, and communication skills are required.

Desired Skills: Legislative experience is a plus. Background in educational issues a plus. Knowledge and awareness of local, regional, and national issues affecting the Latino community preferred. Knowledge of civil rights policy and law, immigration policy and law, and/or education policy and law is desirable. Undergraduate and graduate majors and courses directly relevant to civil rights and advocacy concerns are also desirable. Fluency in written and spoken Spanish is preferred.

Compensation: \$45,000 to \$85,000+ per year DOE. MALDEF's generous benefits package includes: employer paid medical, dental, vision for employees and their eligible dependents; short and long term disability insurance; 403(b) retirement plan with employer match; 20 days of personal time (PTO) and eleven paid holidays each year.

How to Apply: Send cover letter, résumé, and 3 to 5 page writing sample by email to: jobs@maldef.org. Please include the following in the subject line of your email: **Your Name – DC Education Legislative Staff Attorney**. Attachments should be in .doc, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

Position Open Until Filled ■ Equal Opportunity Employer

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