



Job Announcement  
July 2019

## Staff Attorney

Washington DC

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to promote the civil rights of all Latinos in the United States and to increase the community's ability to participate fully in American society. We currently seek a **Staff Attorney** to serve as lead counsel or co-counsel in state and federal court litigation in the areas of education, employment, immigrants' rights and/or voting rights.

**Job Responsibilities:** Alone or in consultation with co-counsel, devises and executes strategic plans in complex litigation through the following activities: investigates and initiates civil rights litigation; conducts depositions and discovery; negotiates and monitors settlement agreements; pursues attorney fee awards in civil rights litigation; conducts legal research and drafts pleadings, briefs, and administrative complaints; devises investigation plans and investigates potential legal claims; prepares memoranda on budget and legal theory for approval of litigation by MALDEF management; responds to media inquiries, makes public presentations, and prepares community education materials regarding Latino rights; participates in the development of long-term strategic goals and objectives for the assigned program areas and also for the regional office; supervises volunteer and professional support staff assigned to assist litigation programs.

**Qualifications and Experience:** Juris Doctor or equivalent degree required; active bar membership in one or more states or the District of Columbia required. Minimum of three years' experience in conducting civil litigation is preferred. Eligibility for active bar membership in District of Columbia, Maryland, or Virginia is required. Undergraduate or graduate instruction in public policy and/or social sciences is desirable. Federal and state court litigation experience in areas of civil rights, immigration, employment, education or voting rights is desirable.

**Knowledge, Skills and Abilities:** Excellent research, writing, and communication skills required. The successful candidate will have knowledge and awareness of local, regional, and national issues affecting Latino community. Fluency in written and spoken Spanish is preferred. A willingness and ability to engage in local and national travel as needed is required.

**Compensation:** \$52,100 to \$85,000+ per year. Fixed salary scale commensurate with years of legal experience. MALDEF offers a generous benefits package, including 100% employer paid medical, dental, vision for the employee and qualified dependent family members, short- and long-term disability insurance, term life insurance, 403(b) retirement plan with employer contribution and match, employee assistance plan, 11 paid holidays, and 20 days of personal time off (PTO) per year and an annual bonus.

**How to Apply:** Send cover letter, résumé, and 3 to 5 page writing sample by email to: [jobs@maldef.org](mailto:jobs@maldef.org). Please include the following in the subject line of your email: **Your Name – DC 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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