

## **Legislative Staff Attorney**

### **Washington DC**

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** to monitor status of pending legislation; to analyze existing and pending legislation and administrative policies and regulations for their impact on Latino concerns; and to work with congressional and executive representatives and community organizations to advocate desired policies.

**Job Responsibilities:** Analyzes and drafts legislation, policy descriptions 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, and preparing memoranda on potential and pending legislation. Meets regularly with legislators and/or their staff, and attends hearings, press conferences, and relevant legislative meetings to submit written materials, to articulate MALDEF's position on 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, and maintains time sheets reflecting areas and advocacy work performed. Works closely with communications staff to develop media relationships to obtain press coverage for policy position. May participate in litigation as needed.

**Qualifications and Experience:** Juris Doctor or equivalent degree required. At least 3 years progressively responsible experience in civil rights and public interest fields are preferred. Evidence of ability to apply legal or other training to legislative analysis is required. Excellent research, writing, and communication skills required.

**Knowledge, Skills and Abilities:** Legislative experience is a plus. Background in employment and/or immigration 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 strongly preferred.

**Compensation:** \$59,900 to \$98,900+ 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, as short- and long-term disability insurance, term life insurance, 403(b) retirement plan with employer match and employer-direct contribution, employee assistance plan, 11 paid holidays, and 20 days of personal time off (PTO) per year.

**How to Apply:** Send cover letter, résumé, and 3 to 5 page writing sample by email to: [jobs@maldef.org](mailto:jobs@maldef.org). For ease of processing please title your email as follows: **Your Name – DC Legislative Staff Attorney**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

**Position Open Until Filled. ■ Equal Opportunity Employer**

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