



**Job Announcement
October 2023**

Staff Attorney Los Angeles, CA

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 **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:

Under the supervision of the Regional Counsel and in consultation with co-counsel inside and outside of MALDEF, devises and executes strategic plans in complex litigation through the following activities: conducts depositions and discovery, negotiates and monitors settlement agreements, and 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 required. Eligibility for active bar membership in California required. Undergraduate or graduate instruction in public policy and/or social sciences is desirable. Federal and state court litigation experience, particularly in the area of civil rights, immigration, or employment 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:

\$68,300 to \$104,500+ per year. Fixed salary scale commensurate with years of legal experience. MALDEF's generous benefits package includes: employer paid medical, dental, vision for employees and their eligible dependents; employer paid short and long term disability insurance; life insurance; and employee assistance program; a 403(b) retirement plan with direct employer contribution and 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 – LA 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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