

Position Announcement
Legal Aid Society of the District of Columbia
Policy Advocate

The Legal Aid Society of the District of Columbia seeks a Policy Advocate to help us advance our systemic policy advocacy agenda on behalf of our client community. This is a new position for Legal Aid. Legal Aid was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is individual representation in housing, family law, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. For more information about Legal Aid please visit our website, www.legalaiddc.org, and our blog, www.MakingJusticeReal.Org.

Tasks and Duties

The Policy Advocate will work closely with Legal Aid’s Executive Director, Legal Director, and all of our attorneys to coordinate and advance our substantive policy advocacy agenda across a broad range of issues that affect people living in poverty. This is non-casehandling position that will focus primarily on legislative and administrative advocacy but that may evolve to include other responsibilities such as legal and factual research, legislative drafting, data analysis, coalition work, crafting of position papers, preparation of public testimony, community organizing, public speaking, coordinating trainings and outreach, and conducting initial applicant interviews. The position involves collaboration with Legal Aid attorneys, members of Legal Aid’s client community, members of the local advocacy community, as well as members of the District’s legislative and executive branches. Although we currently envision this position suitable for applicants with 2-5 years’ policy advocacy experience, individuals with substantially more experience are encouraged to apply as well, in which case we would enhance the responsibilities commensurate with experience.

Qualifications

The ideal candidate will have the following:

- A J.D., Masters in Public Policy, or equivalent degree in a relevant field;
- Exceptional organizational, oral and written communication, and leadership skills;
- Enthusiasm and ability to plan for and execute short- and long-term projects;
- Patience, attention to detail, and an ability to multitask;
- Strong legal, policy, and oral advocacy and analytic skills;
- The ability to work effectively and collaboratively with Legal Aid colleagues, other advocates and legal services providers, and members of our client community;
- Legal services and/or policy advocacy and legislative experience preferred;
- A demonstrated commitment to social, economic, and racial justice; and
- Proficiency or fluency in Spanish or another language a plus.

Salary and Benefits

The Policy Advocate will be paid in accordance with Legal Aid’s attorney salary scale. Legal Aid offers a generous benefits package.

To Apply

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. Please email a letter of interest and resume to: policyattorney@legalaiddc.org. Applications will be reviewed as they are submitted. Position remains open until filled.