

Position Opening: Staff Attorney

The American-Arab Anti-Discrimination Committee (ADC) is seeking a Staff Attorney support the ongoing work and mission of the organization. The Staff Attorney will play an integral part in advancing the mission and goals of the organization. The duties, minimum qualifications, and preferred experience are listed below. Salary is competitive and includes comprehensive health and benefits package.

Duties

- Intakes: Conducting client intakes and follow ups
- Provide direct legal services to community members
- Pursue and/or support litigation in State and Federal court, where necessary, to achieve objectives
- Amicus Briefs: Assists with the research and writing of ADC Amicus Briefs
- Policy Work: Will assist in policy related matters when required
- Assist in developing strategies to grow the organization's advocacy efforts on key policy issues
- Speak on behalf of the organization's work in the media and other related opportunities
- Work jointly with key staff member to help develop and coordinate activities of the initiative regarding communications, policy advocacy, partnership alliances, and public engagement, and fundraising.

Minimum Qualifications

- Applicants must have a J.D. from an accredited university, and be barred in at least one jurisdiction
- Three to five years of relevant work experience as an attorney
- Experience working as an attorney on civil rights and immigration matters
- Experience and/or working knowledge of Civil Rights and Social Justice issues
- Supportive and committed to ADC's mission
- Possesses excellent research and writing skills
- Understanding of issues impacting the Arab American community
- Understanding of the legislative and policy making process

Preferred Experience

- Prior work experience with a civil rights organization/NGO
- Project Management experience
- Constitutional law, immigration, international, human and civil rights clinical law
- General understanding of issue advocacy or fundamentals of a campaign
- Organizing experience and understanding of nonprofit culture
- Ability to read and write Arabic

To apply, please submit the following to the Attn. of Abed Ayoub - legal@adc.org:

1. Cover Letter
2. Resume/CV, including references
3. Writing Sample

If you cannot email, you can mail the completed application to:

Mr. Abed Ayoub
ADC National Executive Director
1705 DeSales Road, NW, Suite 500
Washington, D.C. 20036