



# Advocates for Justice and Education, Inc.

The Parent Training and Information Center for the District of Columbia

## **JOB ANNOUNCEMENT FOR FULL-TIME STAFF ATTORNEY**

In 1996, Advocates for Justice and Education, Inc. (AJE) was created to increase parental participation in their children's education. AJE's mission is to empower families, youth, and the community to be effective advocates to ensure that children and youth - particularly those with disabilities and special health care needs - receive access to appropriate education and health services. AJE has designed all of its programs and services to increase parents' knowledge and capacity to advocate for their children and build community power to achieve systems change, eliminate barriers, and dismantle educational and health inequities in DC. We utilize a multi-strategy approach to achieve our mission: *Direct Services* to address a family's immediate issue; *Training* to increase parents' knowledge and capacity to self-advocate; and *Advocacy*, in partnership with families and other stakeholder partners, to bring about systemic changes through policy, legislation, and litigation.

### **JOB SUMMARY:**

AJE seeks a staff attorney: to lead the assessment of request for assistance; provide direct legal services to protect the civil and human rights of children in DC to an appropriate education based on family-led goals; help increase the knowledge and capacity of families to advocate through Know Your Rights training; and to work in collaboration with families, coalition partners, and other stakeholders to bring about systemic changes that will eliminate barriers and create equity in DC's education and health systems.

### **PRINCIPAL RESPONSIBILITIES:**

- Assess client intakes for appropriate services (advice and counsel, brief services, or extended services); Provide direct advocacy on critical cases involving rights in accessing public education; Analyze and determine AJE's case strategy to ensure effective and successful negotiation and litigation.
- Work as a team with families to assess individualized needs and to set goals; Represent students and families in the disciplinary hearing process, in matters involving legal rights to special education services (from early intervention – post secondary transition), and other legal rights to accessing public education; maintain and update electronic case records; collect data and prepare monthly reports on client case matters.
- Conduct training on legal rights to parents, youth, community, and professionals and assist in providing in-service training to staff.
- Contribute to the monthly newsletter, websites, and other publications.
- Participate in groups or coalitions related to direct advocacy and support of families in educational and other related matters.
- Participate in organizational outreach efforts and develop relationships within the community.

### **QUALIFICATIONS:**

- A member of the District of Columbia Bar or another state bar and eligible to waive in with pending bar admission.
- 1-5 years of relevant legal experience with experience in family support advocacy, clinical experience or a combination of experience and education.
- A demonstrated commitment to public interest, social, racial and education justice.
- Must exemplify positive leadership and independence.
- Must possess strong legal, organizational, oral, and written communication skills.
- Must have great interpersonal skills and the ability to work collaboratively with diverse communities', families, staff, partners, and other community stakeholders.

- Must demonstrate ability to handle multiple tasks and prioritize workload.

**PREFERRED QUALIFICATIONS:**

- Familiarity with the unique challenges facing DC communities
- Experience working within the DC legal services community
- Fluent in Spanish

**WORK LOCATION:** Currently, AJE is a hybrid-remote office with required days in the office.

**SALARY & BENEFITS:** Salary ranges from \$65,000 - \$80,000 based on years of relevant experience. Benefits include employer contributed medical, dental, and vision insurance, paid basic life insurance, 401k with employer contribution, paid annual and sick leave, and federal/local holidays off. Also, the DC Bar Foundation offers a Loan Repayment Assistance Program to qualified AJE attorneys, providing renewable one-year, interest-free, forgivable loans, of up to \$12,000 per year. For more information, see <https://dcbarfoundation.org/lrap/>.

**TO APPLY:** E-mail your resume, cover letter and three references to [information@aje-dc.org](mailto:information@aje-dc.org) with the subject line: **Staff Attorney Application – [your last name]. Applications received by March 18, 2024, will receive priority consideration.** We will accept applications until the position is filled with the goal of filling the position by the beginning of April.

**Advocates for Justice and Education is an Equal Opportunity Employer. We strongly encourage women, persons of color, LGBTQ+ individuals, persons with disabilities and persons from other underrepresented groups to apply.**