

The background of the cover features a black and white photograph of a classical building with a large arched entrance and a person's face in the upper right corner. A diagonal white band runs across the page, containing the text.

Weil

# 2026-2027 PROGRAM APPLICATION GUIDELINES

Weil **LEGAL**  
**INNOVATORS**  
PROGRAM

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# ABOUT US

## ABOUT WEIL LEGAL INNOVATORS

The Weil Legal Innovators (WLI) Program empowers future lawyers to take on today's most pressing social and legal challenges before they even begin law school. Each year, ten incoming law students from our partner schools defer their first year of study to spend a full year working at a leading nonprofit organization through a paid public service fellowship. During their fellowship, Innovators drive forward strategic initiatives that promote social justice, expand access to legal resources, and strengthen communities – applying their passion for service and sharpening their skills, all while helping nonprofits deepen their impact.

## ABOUT WEIL

With approximately 1,200 lawyers in offices around the world, Weil operates according to the "one firm" principle, allowing us to bring the right mix of firm-wide skill and local-market presence to deliver the coordinated legal advice necessary to help our clients achieve their sophisticated goals and objectives.

Founded in 1931, Weil has provided legal services to the largest public companies, private equity firms and financial institutions for more than 90 years. Widely recognized by those covering the legal profession, Weil's lawyers regularly advise clients globally on their most complex Litigation, Corporate, Restructuring, and Tax and Benefits matters. Weil has been a pioneer in establishing a geographic footprint that has allowed the Firm to partner with clients wherever they do business.

# APPLICATION REQUIREMENTS

Thank you for your interest in the Weil Legal Innovators Program!

**The deadline to submit your application is March 16, 2026, 9:00 AM ET.**

Applications must be submitted online by following this link:

[https://weilsocialresponsibility.smapply.io/prog/2026-2027\\_weil\\_legal\\_innovators\\_application](https://weilsocialresponsibility.smapply.io/prog/2026-2027_weil_legal_innovators_application)

## ELIGIBILITY

All students who have been accepted to one of the WLI law school partners are eligible to apply. Eligibility is open to students with prior professional experience, as well as to students applying directly to law school from an undergraduate institution.

Applicants must demonstrate an intention to attend one of the participating WLI law school partners by attaching a letter of intent or deposit submission confirming that they plan to attend one of the following law schools:

1. Columbia University Law School
2. Duke University School of Law
3. Georgetown University Law Center
4. Harvard Law School
5. Howard University School of Law
6. New York University School of Law
7. Stanford Law School
8. University of California, Berkeley School of Law
9. University of Chicago Law School
10. University of Michigan Law School
11. University of Pennsylvania Carey Law School
12. University of Texas at Austin School of Law
13. Yale Law School

In the circumstance that an applicant is still deciding between two or more WLI law school partners by the application deadline, the program will accept an official letter of acceptance to one of the partner law schools in lieu of a letter of intent to attend and/or proof of a deposit. However, a letter of intent to attend and/or proof of a deposit to one of the WLI law schools must be submitted by the time the applicant accepts their offer to participate in the WLI Program.

Please note that all law school letters must be provided on the institution's letterhead.

Eligibility is also subject to confirmation that the applicant will be 18 years of age as of the July 2026 orientation date. Please also note that this position is not eligible for visa sponsorship. All WLI participants must demonstrate U.S. work authorization within three business days of hire.

Eligibility is also subject to confirmation that the applicant can attend orientation during the WLI Conference in New York City from July 13-15, 2026 (travel expenses and hotel accommodations will be covered by Weil).

# SUPPLEMENTAL MATERIALS

## RESUME

PDF version required.

## PERSONAL STATEMENT

Describe your motivations for participating in the Weil Legal Innovators Program, how it will advance your career goals, and ultimately help you to become a well-rounded attorney with a commitment to public service and social impact, regardless of where your legal career takes you. Please also share what an innovative and entrepreneurial mindset within the context of one's legal career means to you. *Answer should be 500 words maximum.*

## LETTERS OF RECOMMENDATION

Your application must have two letters of recommendation to be considered.

You must use the application portal to request a letter from your recommender. You will be able to track the status of your recommendation on the portal, however, you will not be able to view the contents of the letter. You may ask your recommender for a copy of the letter directly at your own discretion.

### GUIDELINES FOR LETTERS OF RECOMMENDATION:

- Letters of recommendation can be from an academic source and/or an employer/internship supervisor.
- For applicants with substantive work experience after college, at least one letter should be from an employer/internship supervisor.

### LETTERS OF RECOMMENDATION MUST ANSWER THE FOLLOWING QUESTIONS:

1. Why do you believe that the applicant would be a suitable fit for the Weil Legal Innovators Program?
2. What leadership and/or public service competencies have you seen demonstrated in the applicant?

### OTHER REQUIREMENTS:

- Must be submitted online by March 16, 2026.
- Must be submitted through the recommender's institutional email address.
- Must be on school or company letterhead.
- Must be signed by the recommender.
- Should be no longer than one page.
- Should be in PDF format.

Note that if you have an extenuating circumstance relevant to any of the above guidelines and requirements, please email us at [legalinnovators@weil.com](mailto:legalinnovators@weil.com).

# NONPROFIT SELECTION AND PROJECT PROPOSALS

The 2026-2027 WLI Program offers 18 Innovator fellowship opportunities at 12 leading nonprofit organizations based across the United States.

Please identify your **first** and **second choice** WLI initiatives from the list below. If you would like, you may also include a third, fourth, and fifth choice, however, these additional rankings are optional. For a full list of all nonprofit project job descriptions and desired skills, please refer to Appendix A.

ORGANIZATION	JOB TITLE	LOCATION	HYBRID OR REMOTE*
Clooney Foundation for Justice	Research Fellow	New York	Hybrid
Clooney Foundation for Justice	Technology and Justice Fellow	New York or London	Hybrid
Graham Windham	Advocacy and Public Policy Associate	Brooklyn, NY	Hybrid
Graham Windham	Community Advocacy Associate	Bronx, NY	Hybrid
Innocence Project	Exoneration Innovator	New York, NY	Hybrid
Lawyers' Committee for Civil Rights Under Law	Movement Partnerships Coordinator	Washington, DC	Hybrid
Met Council	Food and Benefits Policy Innovator	New York, NY	Hybrid
Miami Waterkeeper	Policy & Legal Research Fellow	Coral Gables, Florida	Hybrid
Miami Waterkeeper	Community Organizing Fellow	Coral Gables, Florida	Hybrid
Posse Foundation	Weil Legal Innovator	New York, NY	Hybrid
UnCommon Law	Litigation Assistant	Oakland, CA	Hybrid
United Way of NYC	Advocacy Associate	New York, NY	Hybrid
United Way of NYC	Community Impact Strategy Associate	New York, NY	Hybrid
Upsolve	AI Legal Research Fellow	Cambridge, MA	Hybrid or Remote
Vogel Alcove	Employment Center Fellow	Dallas, TX	Hybrid or Remote
Vogel Alcove	Vogel University Fellow	Dallas, TX	Hybrid or Remote
World Wildlife Fund	Program Associate, Oceans Team	Washington, D.C.	Hybrid
World Wildlife Fund	Program Associate, Nature Finance and Investment Team	Washington, D.C.	Hybrid

*\*Details on hybrid or remote work arrangements included in Appendix A under each job description.*

# NONPROFIT PROJECT PROPOSAL STATEMENTS

For the full list of all nonprofit project job descriptions and desired skills, please refer to Appendix A. Once you have reviewed the job descriptions, please answer the following prompts:

## FIRST CHOICE

Please describe your motivation to pursue your first choice role. In your response, describe how you would tactically address the challenges and/or responsibilities outlined in the job description, and indicate the skills, resources, tools, mechanisms and/or frameworks you would leverage. Answer should be 500 words maximum.

## SECOND CHOICE

Please describe your motivation to pursue your second choice role. In your response, describe how you would tactically address the challenges and/or responsibilities outlined in the job description, and indicate the skills, resources, tools, mechanisms and/or frameworks you would leverage. Answer should be 500 words maximum.

*We are interested in understanding how you would tactically address the challenge outlined in the job description using the skill sets you would bring to the role (including lived experiences, tools, and frameworks), as well as why the nonprofit initiative is interesting to you and how you connect with the organization's mission.*

## KEY DATES

<b>JANUARY 2026</b>	WLI applications open
<b>MARCH 16, 2026</b>	WLI applications close
<b>APRIL 2026</b>	Interview Round I with WLI Steering Committee; Interview Round II with WLI Nonprofit Partners
<b>MAY 1, 2026</b>	Offers extended to Innovators by this date
<b>JULY 2026</b>	WLI Program commences
<b>JULY 13-15, 2026</b>	WLI Conference in New York City
<b>JULY 2027</b>	WLI Program concludes

## CONTACT US

For more information on Weil Legal Innovators, please visit:

[www.weil-legal-innovators.com](http://www.weil-legal-innovators.com)

To review our Frequently Answered Questions, please visit:  
<https://www.weil.com/weil-legal-innovators/frequently-asked-questions>

To speak with a member of the WLI team, please contact us at:

[legalinnovators@weil.com](mailto:legalinnovators@weil.com)

To schedule a 15-minute conversation with a member of the WLI team, please use the link below:  
<https://calendly.com/weil-legal-innovator/15-min-wli-chat>

# APPENDIX A - NONPROFIT JOB DESCRIPTIONS

**Organization:** Clooney Foundation for Justice

**Location:** Hybrid (2 days in-person in New York)

**Hybrid or Remote:** Hybrid

**Job Title:** Research Fellow

**Supervisor:** Legal Program Manager at TrialWatch and

Legal Associate at Waging Justice for Women



## ABOUT THE ORGANIZATION

The Clooney Foundation for Justice wages justice by providing free legal aid in defense of free speech & women's rights in over 40 countries. Our TrialWatch program provides free legal aid to journalists who are unfairly imprisoned to secure their release. It is the first initiative to monitor criminal trials globally. Our Waging Justice for Women program provides free legal aid to women and girls to defend their rights, including their right to be free from discrimination, child marriage and violence.

## JOB DESCRIPTION

This position is for an early-career professional passionate about the potential of research and data in the pursuit of justice. The Research Fellow will work across the organization and support all Clooney Foundation for Justice (CFJ) initiatives by conducting comprehensive research and data analysis that strengthens CFJ's data driven approach to providing legal support in defense of women and speech. Working closely with multiple teams, the Fellow will gather and interpret data to support the identification of trends for thematic reports, highlight opportunities for strategic litigation and advocacy, and inform CFJ's strategic priorities. The Fellow will be able to perform in-depth literature reviews, analyze existing research and compile findings relevant to CFJ initiatives. They should have strong skills in interpreting and presenting findings in ways that support strategy development and advocacy efforts. This role is essential in helping CFJ shape advocacy efforts, explore emerging areas of need, and refine programmatic goals. The Fellow's work will directly contribute to CFJ's ability to scale impact.

## RESPONSIBILITIES

Working closely with our program teams, the Research Fellow will:

- Gather and interpret data to support the identification of trends for thematic reports.
- Highlight opportunities for strategic litigation and advocacy.
- Perform in-depth literature reviews, analyzing existing research to compile findings relevant to CFJ initiatives.
- Identify and explore emerging areas of need for advocacy and litigation.
- Work with the program teams to propose thematic reports as well as programmatic goals.

## REQUIRED QUALIFICATIONS

- Previous experience conducting research, literature reviews, and/or data analysis.
- Ability to critically evaluate legal data and identify key findings.
- Excellent written and oral communication skills, with the ability to clearly and concisely summarize data and research findings.
- Aptitude to work in an international, virtual environment with a multicultural team.
- Ability to use discerning judgment while being proactive and responsive.
- Keen attention to detail and the ability to meet deadlines.
- Team player willing to be flexible and adaptable.
- Commitment to and passion for CFJ's mission and goals.

## PREFERRED QUALIFICATIONS

- Demonstrated interest in human rights, rule of law, criminal justice, and/or public international law.
- Proficiency using legal research tools and databases, or prior legal research experience.
- Fluency in a language other than English.

**Organization:** Clooney Foundation for Justice

**Location:** Hybrid (2 days in-person either in New York or London)

**Hybrid or Remote:** Hybrid

**Job Title:** Technology and Justice Fellow

**Supervisor:** Director of Legal Strategy & Impact



## ABOUT THE ORGANIZATION

The Clooney Foundation for Justice wages justice by providing free legal aid in defense of free speech & women's rights in over 40 countries. Our TrialWatch program provides free legal aid to journalists who are unfairly imprisoned to secure their release. It is the first initiative to monitor criminal trials globally. Our Waging Justice for Women program provides free legal aid to women and girls to defend their rights, including their right to be free from discrimination, child marriage and violence.

## JOB DESCRIPTION

We are seeking an exceptional fellow to join the Clooney Foundation for Justice (CFJ) in its new partnership with the University of Oxford for the Oxford Institute of Technology and Justice, launched in October 2025.

As the Institute's implementing partner, CFJ works closely with local organizations to co-create innovative tools that expand access to justice across the Global South through our TrialWatch and Waging Justice for Women programs. Our vision is for the Institute to become the leading global hub for developing AI and new technologies to increase access to justice.

**The Institute will focus on three key areas:**

- Access:** using tech to increase access to justice, including for survivors of gender-based violence and girls at risk of child marriage. This will include scaling the provision of free legal information through digital agents, in a responsible way, designed and led by legal experts and trusted partners in the field. CFJ's work with the Institute is focused on its Access arm.
- Accountability:** analyzing routes for accountability for malicious cyber operations, including through the courts, and strengthening cooperation between stakeholders on accountability. This will include exploring the role of digital evidence and how such evidence can be preserved, presented and managed in accountability processes, including through technology.
- Advancement:** promoting advancement of international standards to meet the challenges of the digital age, including developing guidance on how to incorporate AI into the legal system while adhering to international standards, such as the right to a fair trial.

As a Technology and Justice Fellow at CFJ, you will play a key role in connecting CFJ and Oxford's legal teams with our key technical partner, Microsoft's AI for Good Lab, to work together on the Institute's Access to Justice projects. You'll help translate legal needs into functional requirements for digital tools, support testing and co-creation cycles, and ensure that technological solutions reflect the realities of legal practice on the ground.

## RESPONSIBILITIES

- Act as a liaison between CFJ's legal team and Microsoft's technical team (and other technologists CFJ is working with) to ensure shared understanding and alignment.
- Help capture and translate user requirements from lawyers and justice practitioners into clear, structured documentation for developers.

- Participate in product testing and co-creation sessions to identify pain points and opportunities for improvement.
- Monitor and evaluate existing tools / workflows to identify gaps, inefficiencies, or bias.
- Conduct research on existing access-to-justice technologies and relevant digital tools.
- Support coordination of meetings, documentation, and communication between project partners.

## REQUIRED QUALIFICATIONS

- Strong interpersonal and communication skills, and excellent writing skills.
- Ability to convey technical concepts to audiences who may not be familiar with them.
- Basic understanding of software development processes.
- Keen attention to detail and ability to meet deadlines.
- Aptitude to work in an international, virtual environment with a multicultural team.
- Team player willing to be flexible and adaptable.
- Commitment to and passion for CFJ's mission and goals.

## PREFERRED QUALIFICATIONS

- Previous experience (academic, professional or project-based) in computer science, technology, innovation or data analysis.
- Previous experience (academic, professional or project-based) in software development, data/ML, product or technical program management, demonstrated through shipped features, open-source contributions or evaluated prototypes.
- Bachelor's degree in technology, engineering, innovation, data science, public policy related to technology and digital rights or technical program management.
- Comfort turning user/legal needs into simple specs and supporting light testing, with starter awareness of privacy-by-design and LLM tool basics, collaborating with engineers on scope.
- Ability to act as a liaison between technical and non-technical stakeholders.
- Experience in Responsible AI principles and practices.
- Demonstrated interest in the intersection between technology and human rights.

**Organization:** Graham Windham

**Location:** Brooklyn, NY

**Hybrid or Remote:** Hybrid (2 days in-person at the Brooklyn office)

**Job Title:** Advocacy and Public Policy Associate

**Supervisor:** Chief Strategy Officer and General Counsel



## ABOUT THE ORGANIZATION

Graham provides innovative, life-changing tools and resources for children, young adults, and families facing some of the most difficult obstacles caused by poverty, racial injustice, and lack of access to educational opportunities, living wage employment, quality healthcare, and affordable housing.

We collaborate with communities and strong partners to create and implement strategies so everyone can lead healthy, joyful, and successful lives.

## JOB DESCRIPTION

The Weil Legal Innovator will play a pivotal role in Graham's advocacy work and advancing the policy objectives most important to our community, while also supporting Graham's impactful daily work. The Innovator will report directly to Graham's Chief Strategy Officer and General Counsel and will take the lead on researching policy issues, designing bold alternatives, coordinating and attending meetings with elected officials, community members, and thought leaders, developing advocacy strategies, and advancing strategic initiatives. The Innovator will also provide support to Graham's General Counsel by conducting research on pertinent legal topics and helping to improve and implement policies across the organization.

Among other responsibilities, the Weil Legal Innovator would:

- Coordinate, prepare briefings for, and attend meetings with legislators.
- Develop white papers and make recommendations to Graham leaders on actions to take on pending legislation.
- Conduct outreach, submit proposals, and plan events with community leaders and elected officials.
- Support the development and execution of advocacy strategies for legislative change as well as fundraising.
- Research and co-design alternatives to the child welfare system and potential pilot programs.
- Attend and report back on conferences, convenings, public hearings, and community events.
- Provide concrete assistance on legal matters involving health, safety, privacy, litigation, compliance, tax, finance, governance, employment, and more.

Specific areas of advocacy focus may include:

- Addressing the root causes of involvement in the child welfare and other punitive systems (e.g., mandated reporter laws, the federal child tax credit, universal childcare, NYC and NYS housing subsidies, Cash Transfer Initiative for youth aging out of foster care).
- Addressing systemic biases in child welfare (e.g., through determining how to join with parent activists on legislation/policy changes, such as redefining child neglect so as not to punish families for poverty and ending anonymous (versus confidential) reporting policy to deter false and malicious reports).
- Expanding education and employment opportunities for youth who are living in under-resourced communities.
- Equitable, just salaries for human services staff.
- Raising government funds to support Graham's work and innovative pilot program.

## DESIRED SKILLS

- Excellent writer and editor.
- Outstanding verbal communication skills.
- Keen analytical skills.
- Strong ability to conduct research and summarize findings clearly for an executive audience.
- Eagerness to learn and willingness to jump in and complete many types of assignments.
- Excellent time management and organizational skills.
- Ability to work independently and meet deadlines.
- Ability to work collegially with a wide range of people.
- Must have a passion for Graham's mission and pillars.

**Organization:** Graham Windham

**Location:** Bronx, NY

**Hybrid or Remote:** Hybrid (2 days in-person at the Bronx office)

**Job Title:** Community Advocacy Associate

**Supervisor:** Senior Director for Community Leadership Development and General Counsel



## ABOUT THE ORGANIZATION

Graham provides innovative, life-changing tools and resources for children, young adults, and families facing some of the most difficult obstacles caused by poverty, racial injustice, and lack of access to educational opportunities, living wage employment, quality healthcare, and affordable housing.

We collaborate with communities and strong partners to create and implement strategies so everyone can lead healthy, joyful, and successful lives.

## JOB DESCRIPTION

The Weil Legal Innovator will serve as a legal and policy advocate in the East Tremont and Hunts Point communities of the Bronx. This role promotes community involvement and critical thinking in civic engagement and advocacy efforts. By informing the community about policies, laws, and regulations that affect the Bronx, the Weil Legal Innovator can enhance understanding, identify intersections between community concerns and policies, coach community members to articulate their ideas and positions for better outcomes, and walk alongside them as they lift up community priorities to local and state officials. The Bronx has borne the brunt of harmful disinvestment, systemic discrimination, and political indifference for generations, and has responded with groundbreaking art, joy, resilience, and exemplary leadership. We invite you to join the good fight.

Active strategies and engagement with local community boards and precinct council groups, along with city and state officials, will help strengthen leadership and amplify community voices. As one example, meet Ms. Millie, a dedicated pillar of our community. As a long-time member of the Graham Centers, she volunteers and leads various efforts to uplift those around her. Now serving as the Precinct Council President, Ms. Millie is a dynamic advocate for change, tirelessly working to inspire others. We envision the Innovator as a vital ally in supporting community leaders like Ms. Millie. The aim is to develop strategies that deepen engagement and boost voting participation in the South Bronx. This initiative is about building on our collective influence on democracy, enhancing civic engagement, and shaping a just legal landscape for everyone.

The WLI will report jointly to Graham's Senior Director for Community Leadership Development and General Counsel and make a concrete, meaningful impact on Graham's civic and advocacy work in the community. The Innovator will play a direct role in amplifying the community's voice through listening sessions and events with elected officials and other leaders; expanding awareness of, and access to, available resources for educational opportunities and economic independence; identifying legal issues and connecting individuals with legal support and advocacy in areas of immigration law, orders of protection, eviction defense, etc.; and uplifting the community's concerns through Graham's advocacy work and through partnerships with other community activists.

Among other responsibilities, the Weil Legal Innovator would:

- Engage in radical listening with community members to learn what changes the community would most like to see. They will then work with community members to advocate for these changes and make the audience feel the power of their voice in shaping their environment.

- Play a key role in coordinating summits to bring together community members and elected officials. These events will foster a sense of unity and collaboration, making the audience feel the power of collective action in community development.
- Become informed about pertinent policies, laws and regulations that are affecting the community, and will expand awareness about issues that the community identifies.
- Identify and foster relationships with pro bono legal organizations; secure legal services for community members to address their specific concerns (e.g., in areas of immigration, orders of protection, eviction defense).
- Work closely with the community to create neighborhood projects to identify housing rehabilitation, public space improvements and lighting for community safety, particularly the Hunts Point communities that are under-resourced.
- Work within the community to expand their knowledge of equitable, just salaries in various fields, trades, and professions.
- Partner with Graham's advocacy team to inform them of their priorities and raise community concerns.

## DESIRED SKILLS

- Excellent writer and editor.
- Outstanding verbal communication skills.
- Keen analytical skills.
- Eagerness to learn and adapt and willingness to jump in and complete many types of assignments.
- Excellent time management and organizational skills.
- Ability to work independently and meet deadlines.
- Ability to communicate effectively with different audiences.
- Ability to work collegially with a wide range of people.
- Must have a passion for Graham's mission and pillars.

**Organization:** The Innocence Project

**Location:** New York, NY

**Hybrid or Remote:** Hybrid (3 days in-person)

**Job Title:** Exoneration Innovator

**Supervisor:** Senior Staff Attorney & Fellowships and Clinic Supervisor and Post-Conviction Litigation Director

**INNOCENCE  
PROJECT**

## ABOUT THE ORGANIZATION

The Innocence Project works to free the innocent, prevent wrongful convictions, and create fair, compassionate, and equitable systems of justice for everyone. Our work is guided by science and grounded in antiracism. Since our inception, the Innocence Project has used DNA and other scientific advancements to prove wrongful convictions. To date, we have helped free or exonerate more than 250 people who, collectively, spent more than 4,000 years behind bars. Our efforts have led to the passage of more than 200 transformative state laws and federal reforms. Today, the Innocence Project continues to fight for freedom, drive structural change, and advance the innocence movement.

## JOB DESCRIPTION

This position provides someone who is passionate about social justice and righting the most grievous wrongs of our criminal legal systems with an opportunity to support the Innocence Project's efforts to free wrongfully convicted people across the country. The Exoneration Innovator will continue and build upon the work of our current Exoneration Innovator by supporting a wide array of departmental and case-specific projects. These include in-depth legal research and writing, preparation of resource guides, and assisting with data management. The Exoneration Innovator may also, where needed, assist with preparing motions and materials for court appearances. The work of the Exoneration Innovator will help ensure the organization's efforts to rectify gross miscarriages of justice are robustly supported.

The Exoneration Innovator's job duties will involve:

- Comprehensive legal research projects, and written analysis, including in connection with complex procedural and constitutional questions.
- Managing and producing work products that provide departmental support, including, for example, by managing departmental resources (such as a brief bank) and drafting written guidance materials for internal reference.
- Assisting in data management.
- In some instances, supporting client representation by assisting legal teams with court filings and materials for hearings, and engaging in client communication.

## DESIRED SKILLS

- Excellent research and analytical skills, and an ability to write clearly and persuasively.
- Self-starting initiative, the ability to follow through on projects with keen attention to detail, and facility with prioritizing in a fast-paced, deadline-oriented environment.
- Proficiency with Excel/Google Sheets and PowerPoint/Google Slides will be helpful.
- Innocence Project's exoneration work is client centered. Ideal candidates may be system-impacted, and/or will likewise value the power and contributions of system-impacted persons.
- Commitment to social and racial justice, and to the Innocence Project's mission.

**Organization:** Lawyers' Committee for Civil Rights Under Law

**Location:** Washington, D.C.

**Hybrid or Remote:** Hybrid (2 days in-person; subject to change)

Of the two days a week, one is an in-office team designated day for everyone.

**Job Title:** Movement Partnerships Coordinator

**Supervisor:** Senior Counsel, Fair Housing & Community Development Project



## ABOUT THE ORGANIZATION

The Lawyers' Committee for Civil Rights Under Law is a nonpartisan, nonprofit organization, formed in 1963 at the request of President John F. Kennedy to mobilize the nation's leading lawyers as agents for change in the Civil Rights Movement. Today, the Lawyers' Committee uses legal advocacy to achieve racial justice, fighting inside and outside the courts to ensure that Black people and other people of color have the voice, opportunity, and power to make the promises of our democracy real. The Lawyers' Committee implements its mission and objectives by marshaling the pro bono resources of the bar for litigation, public policy, advocacy and other forms of service by lawyers to the cause of civil rights.

## JOB DESCRIPTION

The Movement Partnerships Coordinator will represent the Lawyers' Committee and the Fair Housing & Community Development Project team in grassroots-led coalition and campaign spaces, conduct ongoing outreach to organizers and organized tenants during the pendency of litigation, and meet with tenant groups to help identify their strategic objectives.

## RESPONSIBILITIES

Responsibilities of the Movement Partnerships Coordinator – Fair Housing & Community Development Project include but are not limited to:

- Represent the Lawyers' Committee in regular coalition meetings that include representatives of grassroots organizing groups or networks.
- Conduct one-on-one interviews with grassroots organizations with which the Lawyers' Committee has existing relationships to ascertain ways in which the Lawyers' Committee can deepen partnerships.
- Conduct outreach to grassroots tenant organizers in strategic locations in order to form new relationships.
- Assist in the development of new cases through fact investigation, including interviewing potential clients and witnesses.
- Review and summarize proposed legislation, regulations, policies, and other related documents in an effective, well-reasoned, and timely manner.
- Provide policy support to grassroots community organizations, their national networks, and coalitions in which grassroots community organizations play a leading role.
- Work closely with colleagues across relevant Lawyers' Committee internal Projects as needed to help identify and pursue shared advocacy objectives.

## DESIRED SKILLS

- Deep commitment to the advancement of civil rights and racial justice.
- Excellent research, writing, and communication skills.
- Strong analytical and problem-solving skills, including ability to approach issues creatively.
- Demonstrated interest in issues related to racial justice, fair housing, community development, tenants' rights, and/or fair lending (which can include paid employment, working in a pro bono or volunteer capacity, and/or academic coursework).
- Experience working with or for communities of color.
- Strong organizational skills with attention to detail.
- Ability to produce high quality work under pressure of multiple deadlines.
- Ability to build trust and credibility with clients, colleagues, and external partners.
- Ability to work independently as well as part of a team; receptive to direction and guidance.
- Ability to be flexible and responsive.
- Motivated and willing to take the initiative to take on additional responsibilities as needed.
- Proficient in Microsoft Office software.
- Willingness and ability to travel.

**Organization:** Metropolitan Council on Jewish Poverty (Met Council)

**Location:** New York, NY

**Hybrid or Remote:** Hybrid (3 days in-person, expected to come into the office on Tuesday, Wednesday, and Thursday)

**Job Title:** Food and Benefits Policy Innovator

**Supervisor:** Director of Policy



## ABOUT THE ORGANIZATION

Met Council is America's largest Jewish charity dedicated to serving those in need. We fight poverty through comprehensive social services while treating each client with compassion, integrity, and respect. Our programs are staffed by experts who help over 325,000 clients each year and advocate on behalf of low-income New Yorkers. Our services include 100% affordable housing at 21 locations, family violence services, Holocaust survivor assistance, geriatric social work, crisis intervention, domestic violence support, and the largest free kosher food distribution program in the world. Our network of nearly 200 food pantries, affordable housing sites, and JCCs provide services directly in neighborhoods across New York City. In support of our programs and executive team, our policy department provides research and advocacy across all three levels of government.

## JOB DESCRIPTION

The Innovator will conduct research and analysis to support and advocate for clients facing poverty and food insecurity in New York. This role will examine the overall emergency food and benefits ecosystem in New York City and other New York State communities with significant kosher and halal populations. Based on this work, the Innovator will support Met Council's efforts to develop a coordinated strategy to address food insecurity—particularly within kosher and halal communities—as well as poverty more broadly.

The Innovator will also advance Met Council's growing policy portfolio by engaging our social services and housing staff, stakeholders, and community members to amplify constituent voices; joining Met Council at City Hall and the State Capitol to advocate and testify on key anti-poverty issues; examining the legal framework that informs the emergency feeding and benefits system at the local, state, and federal levels; and collaborating with senior staff to research and draft policy papers, memos, testimony, and correspondence for government stakeholders on topics ranging from affordable housing to benefits access and domestic violence.

## RESPONSIBILITIES

- Examine the emergency food ecosystem from both a legal and practical perspective across New York City, New York State, and nationally.
  - Advance access to kosher and halal foods.
  - Research SNAP fraud and error rates and propose policy solutions.
  - Determine legal processes and inflection points for advocacy and policy work.
- Collaborate with the Policy Director to implement a public policy agenda addressing gaps in emergency food.
- Contribute to the growth and development of the Policy Department throughout Met Council's other program areas including social services, benefits access, family violence, crisis intervention, housing, and senior services.
- Draft policy papers, memos, testimony, and correspondence for government stakeholders on policy issues.
- Conduct analyses and identify advocacy opportunities in key local, state, and federal policy processes, helping shape legislative agendas and strategies that expand access to kosher and halal food and support our emerging work in other program areas.

- Become an expert on emergency food policy, legislation, and budget-making that impact communities served by Met Council and partner organizations.
- Develop an understanding of emerging trends and outcomes within the kosher and halal food network.
- Produce briefs, reports, and other materials on legislative and budget priorities for target audiences, including elected officials, funders, and the public.
- Provide support for met council's government relations, policy, and programs staff through policy messaging, including talking points, testimony, and content for external advocacy.
- Draft text for advocacy efforts at City Hall and the State Capitol, including testifying at hearings on key anti-poverty issues.
- Engage a network of providers and stakeholders, including Met Council's direct service staff, to develop and refine an evolving policy platform.

## DESIRED SKILLS

- Bachelor's degree, research, volunteer experience, or work experience in public health, public policy, nutrition, or a related field.
- Familiarity with local, state, and federal nutrition, benefits, and housing policy desired.
- Demonstrated interest in food and poverty policy and passion for supporting vulnerable populations.
- Strong ability to perform a wide range of research and analysis with tools such as ArcGIS, Tableau, Stata, R, and/or Excel.
- Strong knowledge of Microsoft Office Suite.
- Excellent oral and written communication skills to effectively communicate issues to multiple audiences from generalists to technical experts.
- Ability to articulate goals, objectives, and progress in written form for grant applications and reporting.
- Ability to operate with a high level of professionalism among stakeholders.
- Excellent administrative and organizational skills.
- Ability to work in a fast-paced environment and in collaboration with other individuals and organizations.

**Organization:** Miami Waterkeeper  
**Location:** Coral Gables, Florida  
**Hybrid or Remote:** Hybrid (3 days in-person)  
**Job Title:** Community Organizing Fellow  
**Supervisor:** Senior Education & Engagement Manager



## ABOUT THE ORGANIZATION

Miami Waterkeeper (MWK) is an award-winning nonprofit organization dedicated to achieving swimmable, drinkable, and fishable water for all. Founded in 2010, MWK has become a leading advocate for protecting Biscayne Bay and the greater watershed, from the Everglades to our coral reefs, by championing resilient, science-based solutions that are rooted in nature and driven by community action. While these rights are granted under the Clean Water Act, environmental protections only work when people are willing to stand up for them. MWK empowers the community to do just that.

Our work centers on three core areas: clean water, ecosystem protection, and sea-level-rise resiliency. We tackle pollution throughout the Biscayne Bay watershed; safeguard the ecosystems that depend on clean water, including coral reefs, seagrasses, and mangroves; and ensure that resiliency guides every part of our approach. Using a multidisciplinary strategy that brings together scientific research, policy and legal advocacy, and education and outreach, we have secured significant protections for South Florida's waterways and developed local solutions to global climate challenges.

MWK is a small, fast-paced, and mission-driven team that is passionate about our environment and our community. Together with partners and empowered citizens, we are making Miami a model of resiliency, water win by water win.

## JOB DESCRIPTION

The Community Organizing Fellow will support grassroots engagement efforts to mobilize community members, amplify advocacy campaigns, and strengthen local networks and coalitions for clean water protection. Working alongside the outreach and advocacy teams, fellows will help plan and implement community events, workshops, and campaigns that inform and engage diverse audiences. They will assist with volunteer coordination, develop outreach materials, and help document and evaluate engagement efforts. Fellows may also support coalition-building efforts and identify ways to expand representation and inclusion in local environmental initiatives.

## DESIRED SKILLS

- Strong communication and interpersonal skills.
- Comfortable engaging with diverse audiences and representing Miami Waterkeeper at events.
- Organized, adaptable, and eager to learn about policy advocacy and community engagement.

## KEY RESPONSIBILITIES

- Support planning and implementation of community events, workshops, and advocacy activities.
- Help develop educational and outreach materials to engage diverse audiences.
- Conduct outreach to local partners, volunteers, and community groups.
- Assist in tracking participation metrics and outcomes for reporting and evaluation.

**Organization:** Miami Waterkeeper  
**Location:** Coral Gables, Florida  
**Hybrid or Remote:** Hybrid (3 days in-person)  
**Job Title:** Policy & Legal Research Fellow  
**Supervisor:** Environmental Policy Specialist



## ABOUT THE ORGANIZATION

Miami Waterkeeper (MWK) is an award-winning nonprofit organization dedicated to achieving swimmable, drinkable, and fishable water for all. Founded in 2010, MWK has become a leading advocate for protecting Biscayne Bay and the greater watershed, from the Everglades to our coral reefs, by championing resilient, science-based solutions that are rooted in nature and driven by community action. While these rights are granted under the Clean Water Act, environmental protections only work when people are willing to stand up for them. MWK empowers the community to do just that.

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MWK is a small, fast-paced, and mission-driven team that is passionate about our environment and our community. Together with partners and empowered citizens, we are making Miami a model of resiliency, water win by water win.

## JOB DESCRIPTION

The Policy & Legal Research Fellow will work closely with Miami Waterkeeper's policy team to advance the mission through research, analysis, and advocacy. The Fellow will assist in reviewing and summarizing regulations, proposed ordinances and legislation, and permits related to clean water, habitats, and resilience. They may also assist in drafting comment letters on proposed rulemaking, support the preparation of amicus briefs, and analyze case law or administrative decisions relevant to environmental issues.

## DESIRED SKILLS

- Strong research, writing, and analytical skills.
- Passion for environmental protection, clean water, and community impact.
- Excellent written and verbal communication skills, with the ability to convey complex information clearly to diverse audiences.

## KEY RESPONSIBILITIES

- Conduct legal and policy research on environmental issues affecting Biscayne Bay and South Florida.
- Track legislative and regulatory developments and summarize their potential implications.
- Draft policy memos, comment letters, and policy briefs for internal and external audiences.
- Support preparation for meetings with government agencies, coalitions, and partner organizations.
- Assist in compiling background materials for advocacy campaigns.



**Organization:** The Posse Foundation

**Location:** New York, NY

**Hybrid or Remote:** Hybrid (2 days in-person, Monday and Tuesday)

**Job Title:** Weil Legal Innovator

**Supervisor:** Associate Vice President

## ABOUT THE ORGANIZATION

The Posse model works for both students and college campuses and is rooted in the belief that a small, diverse group of talented students—a Posse—carefully selected and trained, can serve as a catalyst for individual and community development. As the United States becomes an increasingly multicultural society, Posse believes that the leaders of the 21st century should reflect the country's rich demographic mix. The key to a promising future for our nation rests on the ability of strong leaders from diverse backgrounds to develop consensus solutions to complex social problems. Posse's primary aim is to train these leaders of tomorrow.

## JOB DESCRIPTION

The Weil Legal Innovator will be involved in collaborative, ideas-driven, analytical work that directly contributes to the success of Posse's program. The Innovator will work closely with national departments/teams to support the professional development of Posse Scholars and alumni.

Posse offers a range of resources to support the career and professional development of our Scholars and alumni. The Innovator will work with the Career, Alumni, and Graduate + Fellowship Programs (CAGF) to support the CAGF team in developing resources for Posse Scholars and alumni along all three departments. In particular, the Innovator will be responsible for researching, compiling, and analyzing educational and legal policy changes related to citizenship status and access to higher education. The Innovator will also be responsible for working with the three National Directors of CAGF to build and develop early career resources for alumni focused on both workforce development and graduate school application best practices.

Additional responsibilities of the Innovator may include:

- Working with Posse's Graduate + Fellowship team to assist Posse applicants to law school with application support.
- Supporting Posse's Career Program on working with Career Partners in the legal vertical.
- Reviewing and updating Posse's "Law School Application Guide" providing practical resources to Posse Scholars and alumni about each stage of the law school application process.
- Additional research and support on projects and programs that may develop within the CAGF team.

## DESIRED SKILLS

- Experience with alumni relations and/or career development programming preferred.
- Excellent written and communication skills.
- Database management, CRM skills and/or data collection and analysis experience preferred.
- Ability to work independently and with a team.
- Strong interpersonal skills.
- Strong time-management and administrative skills.
- Self-motivated.
- Demonstrated belief in Posse's mission and values.

**Organization:** UnCommon Law

**Location:** Oakland, CA

**Hybrid or Remote:** Hybrid (in-person staff meetings every other Monday and other miscellaneous in-person needs)

**Job Title:** Litigation Assistant

**Supervisor:** Supervising Attorney for Litigation and Policy



## ABOUT THE ORGANIZATION

UnCommon Law supports people navigating California's discretionary parole process through trauma-informed legal representation, mental health counseling, legislative and policy advocacy, and in-prison programming led by those who have been through the process themselves.

Through our unique, trauma-informed model of advocacy, we provide the space currently missing in the system for healing, accountability, and safe pathways home from prison. In developing new self-narratives, the people we serve are able to more effectively disrupt violence inside and outside prison and become leaders who change negative societal narratives about those incarcerated for violent crime. Our groundbreaking approach is changing policy and outcomes, driven by the voices and experiences of system-impacted communities.

## JOB DESCRIPTION

UnCommon Law is the only non-profit legal service provider in California that focuses exclusively on helping those serving life sentences navigate the parole system. 1 in 3 people incarcerated in California are serving life sentences, and every year, thousands of them go to parole hearings where nothing less than their freedom is at stake. UnCommon Law has represented individuals in their parole hearings for about 20 years but has come to recognize that dismantling the parole system's fueling of mass incarceration requires sustained and strategic litigation and policy advocacy. As a result, UnCommon Law has recently expanded to include a Litigation and Policy team, and this position will be critical to the development of that team.

UnCommon Law's litigation docket is largely composed of state court habeas corpus petitions that challenge unlawful denials of parole and other due process violations in the parole system. The Innovator will have the opportunity to assist with these cases and receive firsthand litigation experience prior to heading to law school. The Innovator will also assist with case development (with assignments such as public records requests, data analysis, research, witness interviewing, and declaration drafting), resource development (public-facing documents available to incarcerated people that explain updates in parole law and processes), responding to mail and phone inquiries from incarcerated people on litigation-related topics, and supporting policy goals (such as assisting with legislation advocacy and implementation and reviewing proposed regulations). The Innovator will also assist with general litigation and departmental administrative support duties. The Innovator's varied portfolio will help shape and advance UnCommon Law's litigation and policy goals to make the parole system more transparent and fairer.

Training will be provided in many areas, including, but not limited to, case management (including tools such as Box and Clio), parole and related areas of law, trauma-informed client interviewing, and how to compile legal briefs including tables.

## DESIRED SKILLS

- Commitment to justice and challenging the status quo.
- Well organized. The Innovator will likely be involved in many projects at once, and the ability to stay organized and on top of deadlines will be important.
- Detailed-oriented. UnCommon Law's legal work involves much dotting of i's and crossing of t's, and having an eye for details will help the Innovator thrive.
- Strong analytical skills.
- Strong writing skills.
- Self-starter. Being driven and able to work independently will help the Innovator thrive in this role, while they are also provided with dedicated supervision.
- Spanish speaking and writing skills are a plus but not required. Spanish is the most common non-English language needed for our work, but other language skills are also welcome.
- Creativity and open-mindedness. UnCommon Law is a think-outside-the-box organization.

**Organization:** United Way of New York City

**Location:** New York, NY

**Hybrid or Remote:** Hybrid (2 days in-person)

**Job Title:** Advocacy Associate

**Supervisor:** Vice President, Advocacy & Government Relations



## ABOUT THE ORGANIZATION

United Way of New York City (UWNYC) works with a coalition of trusted partners to unite community power with citywide possibility. Together, we meet today's most urgent needs while building transformative solutions for tomorrow – striving for health, opportunity, and prosperity for every New Yorker in every neighborhood. Part of the United Way Worldwide system, one of the world's most recognized charitable brands, we strive to model our values in all our relationships, both internal and external: Collaboration, Compassion, Integrity, Accountability, and Superior Performance.

## JOB DESCRIPTION

The Weil Legal Innovator will work closely with the Vice President of Advocacy and Government Relations as well as collaborate with UWNYC's program leaders to integrate and elevate advocacy opportunities across UWNYC's programmatic areas. The Weil Legal Innovator will also support in the development of advocacy agendas, department action plans, research reports, policy briefs, and draft testimony. The position will also support planning policy convenings and participate in coalitions to provide opportunities for the UWNYC network to engage with policy issues.

## PRIMARY RESPONSIBILITIES

### Public Policy:

- Conduct analysis of key policy issues and legislation, objectively weighing the substantive policy impact on the communities UWNYC serves, with a particular focus on UWNYC's issue areas of education and food, and may include small business, health, and criminal justice.
- Monitor local, state, and federal legislation and policy issues, and their impact on UWNYC priorities.
- Read and analyze legislative and policy proposals to determine their impact on communities we serve.
- Support the advocacy team in implementing UWNYC's public policy agenda.

### Communication and Reporting:

- Work closely with the advocacy team to support communication strategies, internally and externally.
- Support drafting policy reports, blog posts, presentations and outreach materials related to UWNYC's policy and systems changes efforts.
- Support with the team's data collection and analysis to track and report on advocacy activities.
- Support reporting and grant writing for advocacy grants.
- Organize conference calls and meetings relevant to advocacy activities.

### Cross-Functional Coordination:

- Work cross-functionally across UWNYC to engage the programmatic content experts in advocacy efforts and work with staff to design and implement events.
- Assist UWNYC staff with questions regarding current public policy issues and how they impact UWNYC's stakeholders e.g., share short policy reports to help staff understand policy issues.

## DESIRED SKILLS

- A bachelor's degree in political science, public policy, or a related field is preferred.
- Writing, research, and applied subject matter expertise in one or more of the following: birth – 12 improved education outcomes, economic stability and mobility, health, hunger, criminal justice, small business, workforce development and similar expertise in US-based public policy.
- Understanding of public policy framework at the New York City level, as well as legislative and community decision-making processes.
- Excellent coalition building and interpersonal communication, networking, and social skills.
- Demonstrated ability to work within a community setting with diverse stakeholders, including community groups, elected and non-elected policy makers, and volunteers is preferred.
- Experience organizing or working with cross sector partners (government, nonprofit and business) to engage networks in advocacy and community impact is preferred.
- Excellent verbal and written communication skills.
- Excellent project management and Microsoft Office Suite skills.

**Organization:** United Way of New York City  
**Location:** New York, NY  
**Hybrid or Remote:** Hybrid (2 days in-person)  
**Job Title:** Community Impact Strategy Associate  
**Supervisor:** Vice President, Health Equity



## ABOUT THE ORGANIZATION

United Way of New York City (UWNYC) works with a coalition of trusted partners to unite community power with citywide possibility. Together, we meet today's most urgent needs while building transformative solutions for tomorrow – striving for health, opportunity, and prosperity for every New Yorker in every neighborhood. Part of the United Way Worldwide system, one of the world's most recognized charitable brands, we strive to model our values in all our relationships, both internal and external: Collaboration, Compassion, Integrity, Accountability, and Superior Performance.

## JOB DESCRIPTION

The Legal Fellow, Community Impact Strategy, will advance United Way's community impact work by conducting legal, policy, and academic research to inform evidence-based and sustainable strategies. The Fellow will help translate insights into actionable approaches that strengthen program design, implementation, and expansion across areas such as health equity and food and benefits access. Through research and policy analysis, the Fellow will ensure UWNYC's strategies are data-driven, responsive to regulatory and community contexts, and aligned with long-term systems change goals, fostering the development of sustainable, innovative community impact models.

## KEY RESPONSIBILITIES

- Conducting legal, policy, and literature research to inform evidence-based community impact strategies in areas such as health, food access, and social services.
- Analyzing regulatory and political landscapes to identify opportunities, barriers, and implications for program design, implementation, and strategic growth.
- Preparing briefs, memos, presentations, and reports summarizing findings and recommendations for leadership and program teams.
- Conducting landscape analyses to identify best practices and partnership opportunities, and cultivating relationships with key community, policy, and advocacy stakeholders.
- Identifying cross-team programmatic synergies and strategic collaboration opportunities across UWNYC's community impact areas
- Supporting the design of evaluation tools and frameworks to measure program effectiveness and inform continuous improvement.

## DESIRED SKILLS

- A bachelor's degree in public policy, sociology, public health, or a related field is preferred.
- Experience in research, policy analysis, public service, and/or social service organizations.
- Proficient in Microsoft systems including Word, Excel, PowerPoint.
- Strong research, writing, and analytical skills, with demonstrated ability to synthesize complex information into clear, actionable insights.
- Previous policy, legal, and/or research experience preferred.
- Knowledge of and/or experience in social impact, community development, or public policy sectors is a plus.
- Excellent organizational and communication skills.
- Ability to work collaboratively across multidisciplinary teams and manage multiple projects simultaneously.

**Organization:** Upsolve

**Location:** Cambridge, MA

**Hybrid or Remote:** Option to be either fully remote or hybrid

**Job Title:** AI Legal Research Fellow

**Supervisor:** CEO and Co-Founder



## ABOUT THE ORGANIZATION

Upsolve is a tech-driven nonprofit that combats intergenerational poverty by helping low-income Americans overcome debt and rebuild credit at scale. Upsolve was founded in Harvard Law School's Access to Justice Lab in 2016. Upsolve has since become the nation's most visited nonprofit financial education site. Upsolve.org educates approximately 2.9 million people a year with over 2,000 articles on an array of debt and credit topics. Upsolve's free bankruptcy filing tool has been used by 18,000 families to relieve \$860 million in debt. Upsolve users are disproportionately Black and Brown with an average household income of \$25,000. Upsolve is exploring Upsolve Assist, an AI-powered Financial Assistant for low-income Americans. Upsolve Assist helps you understand your best path out of debt and poor credit and, wherever possible, takes action for you. Upsolve's funders include the Gates Foundation, Robin Hood Foundation, and Legal Services Corporation.

## JOB DESCRIPTION

The Upsolve AI Innovation Fellowship is designed for individuals passionate about the intersection of artificial intelligence (AI), law, and financial technology. This fellowship will focus on conducting AI-related legal research to support the development of Upsolve Assist, an AI-powered legal and financial assistant that helps low-income Americans navigate debt and credit challenges.

Through this fellowship, you will explore legal frameworks and challenges around debt law and consumer protection while collaborating with our engineering and product teams to integrate these insights into our AI tools. This role will play a pivotal part in ensuring that Upsolve Assist is both legally compliant and effective in assisting users with their financial needs.

Your research and feedback will also help bolster our strategic plan writing for foundations, which will enable us to grow our team and ultimately expand our ability to help more people.

This position offers a distinctive opportunity to merge direct legal and financial services with technology-driven solutions, making a substantial and scalable impact on the lives of low-income Americans. It's an excellent fit for those who are passionate about law, social justice, and tech-driven approaches.

## KEY RESPONSIBILITIES

- Build on prior legal research focused on debt law, credit rebuilding, and regulatory compliance, with an emphasis on AI applications.
- Work closely with the leadership, engineering, and design teams to ensure AI tools are legally accurate and meet regulatory standards.
- Provide legal insights into the development of our AI-powered financial assistant, focusing on how AI can best support users in managing their debt.
- Participate in discussions around policy and legal trends affecting Upsolve's mission.
- Collaborate on innovative legal strategies that leverage AI to improve access to justice for low-income individuals.

- Contribute to discussions on ethical AI, regulatory trends, and legal risk mitigation in the development of AI-driven products.
- Support users in the bankruptcy filing process, helping fellows gain mastery of bankruptcy law.
- Optimize user support and document review process, through the incorporation of AI tools where possible.
- Conduct user research and synthesize user feedback to inform tool development and improvement.

## DESIRED SKILLS

- Understanding of racial inequality in the United States.
- A track record of helping low-income communities or a personal connection to our work.
- Strong research skills.
- Ability to write concisely.
- Top-tier empathy and organizational skills.

**Organization:** Vogel Alcove

**Location:** Dallas, TX

**Hybrid or Remote:** On-site preferred, with hybrid flexibility

**Job Title:** Employment Center Fellow

**Supervisor:** Sr. Director of Operations



## ABOUT THE ORGANIZATION

Vogel's mission is to help young children and their families prevent and overcome the traumatic effects of homelessness and poverty. It is our vision that every child in our community has a home, a self-sufficient family, and a strong foundation for success in school and in life. Our programming is culturally competent, holistic, and centered on the entire family. Using a two-generation approach, we provide developmental support for children while helping parents build and maintain a stable home environment. Vogel fulfills this mission through early childhood education, health and mental health services, and comprehensive family support programs offered across three sites in the Dallas, Texas area.

## JOB DESCRIPTION

As the Employment Center Fellow, you'll work side by side with professionals who are helping parents rebuild their lives — gaining insight into the barriers that keep families from achieving financial stability and housing security. You'll learn how public policy, workforce systems, and access to justice intersect — and how compassion, data, and advocacy can change outcomes for generations.

The Employment Center Fellow supports Vogel's Employment Center, which empowers parents experiencing homelessness or poverty to secure sustainable employment and build career pathways to living-wage jobs. Working under the guidance of the Senior Director of Operations, the Fellow assists in implementing day-to-day activities that help parents achieve employment success while learning about trauma-informed care, workforce development, and social impact work in Dallas.

## KEY RESPONSIBILITIES

### Program Support

- Assist with daily Employment Center operations, including scheduling, maintaining files, and preparing materials for workshops and events.
- Support client intake and data entry in the case management system.
- Help coordinate logistics for job fairs, training sessions, and volunteer mentoring events.
- Track program metrics such as client enrollments, training completions, and job placements.
- Participate in program evaluation and reporting by gathering and organizing data.

### Client Engagement Assistance

- Greet and assist parents visiting the Employment Center, ensuring a welcoming and supportive environment.
- Shadow employment coaches and learn how to conduct assessments and create individualized employment plans.
- Help clients prepare résumés, online job applications, and interview materials under supervision.
- Provide follow-up calls or messages to check on clients' progress.

### Community & Employer Outreach

- Assist with outreach to employer partners, training providers, and second-chance employment programs.
- Help maintain the partner contact database and prepare outreach materials.
- Attend community meetings or events as a Vogel representative (with supervision).

### Administrative & Communications Support

- Assist with correspondence, meeting notes, and preparing presentations or reports for internal and external audiences.
- Support the development of stories, photos, or data that highlight program outcomes for funders and partners.
- Collaborate with other Vogel departments to ensure communication and coordination around Employment Center services.

## QUALIFICATIONS

- Bachelor's degree in any discipline (Humanities, Business, Social Sciences, Education, etc.).
- Strong organizational skills, with the ability to manage multiple priorities, meet deadlines, and work independently and collaboratively.
- Interest in community service, workforce development, or social justice.
- Comfort working with diverse populations using a trauma-informed, respectful approach.
- Basic proficiency in Microsoft Office (Word, PowerPoint, Excel) and virtual meeting tools (Teams, Zoom).
- Flexibility, curiosity, and willingness to learn.

## DESIRED SKILLS

- Strong customer service, relationship-building, and public speaking skills.
- Experience using databases and data systems for record keeping, research, and tracking client outcomes.
- Strong networking, communication, and presentation skills for community outreach.
- Strong problem-solving and time-management skills.
- Commitment to Vogel's values of equity, dignity, collaboration, resilience, and impact.
- Ability to prepare professional reports, presentations, and documentation for leadership.

**Organization:** Vogel Alcove

**Location:** Dallas, TX

**Hybrid or Remote:** On-site preferred, remote work optional

**Job Title:** Vogel University Fellow

**Supervisor:** Chief Program Officer



## ABOUT THE ORGANIZATION

Vogel's mission is to help young children and their families prevent and overcome the traumatic effects of homelessness and poverty. It is our vision that every child in our community has a home, a self-sufficient family, and a strong foundation for success in school and in life. Our programming is culturally competent, holistic, and centered on the entire family. Using a two-generation approach, we provide developmental support for children while helping parents build and maintain a stable home environment. Vogel fulfills this mission through early childhood education, health and mental health services, and comprehensive family support programs offered across three sites in the Dallas, Texas area.

## JOB DESCRIPTION

As the Vogel University Fellow, you'll help design and deliver training programs that share Vogel's expertise in trauma-informed care, early childhood education, and family services with staff, parents, and community partners across Dallas. You'll gain firsthand experience in nonprofit leadership, communications, and system-level change — learning how education and policy come together to improve lives. This fellowship is ideal for a graduate who wants to understand how ideas become programs, and how programs become movements. If you're curious, collaborative, and passionate about equity, Vogel University offers a powerful launch pad for your next chapter.

The Vogel University Fellow supports the launch and growth of Vogel University — an initiative that shares Vogel's expertise in trauma-informed care, early childhood education, family services, and mental health with community partners, staff, and parents.

Working under the direction of the Chief Program Officer, the Fellow assists with the planning, coordination, and documentation of training programs, workshops, and educational resources that help extend the "Vogel Way" beyond the organization's walls.

## KEY RESPONSIBILITIES

### Program Support

- Assist with day-to-day operations of Vogel University, including scheduling trainings, managing logistics, and preparing presentation materials.
- Support the coordination of internal and external training sessions for parents, staff, board members, and community partners.
- Help maintain program calendars, participant rosters, and feedback forms.
- Track attendance, compile evaluation results, and prepare summary reports for leadership.
- Assist in maintaining the Vogel University SharePoint or online learning portal.

### Content & Communication Support

- Help design or format slide decks, handouts, and participant materials for workshops.
- Assist in gathering and organizing training materials and best-practice content from across Vogel programs.
- Draft communications (emails, flyers, newsletters) promoting Vogel University events.
- Support the documentation of program outcomes, photos, and success stories for internal and external use.

### Event Coordination

- Support logistics for in-person and virtual learning events, including registration, room setup, technology support, and hospitality.
- Help coordinate guest speakers, volunteers, and community partners who participate in training sessions.
- Assist in preparing evaluations and post-event summaries.

### Data & Evaluation Assistance

- Input and maintain data on training participation, feedback, and outcomes.
- Assist in analyzing participant surveys to identify strengths and opportunities for improvement.
- Support the preparation of quarterly or annual summary reports for funders and leadership.

## QUALIFICATIONS

- Bachelor's degree in any discipline (Education, Communications, Social Sciences, Business, or related field).
- Strong organizational skills, with the ability to manage multiple priorities, meet deadlines, and maintain attention to detail.
- Interest in early childhood education, community development, or nonprofit leadership.
- Comfort working in a collaborative environment and engaging with diverse audiences.
- Basic proficiency in Microsoft Office (Word, PowerPoint, Excel) and virtual meeting tools (Teams, Zoom).
- Willingness to learn new software and systems (SharePoint, learning management systems).
- Professional demeanor, curiosity, and enthusiasm for Vogel's mission.

## DESIRED SKILLS

- Excellent written and verbal communication, with ability to translate complex concepts into accessible learning materials.
- Strong interpersonal skills and ability to work collaboratively across departments and with external partners.
- Analytical mindset with ability to interpret data and translate insights into action.
- Creative, mission-driven, and comfortable in a dynamic, growth-oriented environment.

**Organization:** World Wildlife Fund

**Location:** Washington, D.C.

**Hybrid or Remote:** Hybrid (2 days, in-person)

**Job Title:** Program Associate, Oceans Team

**Supervisor:** Seascapes Director Southwest Indian Ocean, Managing Director US Arctic



## ABOUT THE ORGANIZATION

WWF's mission is to conserve nature and reduce the most pressing threats to the diversity of life on Earth - to build a future in which people and nature thrive.

Established in 1961, WWF works to help local communities conserve the natural resources they depend upon; transform markets and policies toward sustainability; and protect and restore species and their habitats. Our efforts ensure that the value of nature is reflected in decision-making from a local to a global scale.

WWF connects cutting-edge conservation science with the collective power of our work in the world's most biodiverse places, with more than 1.3 million supporters in the United States and 5 million globally, and partnerships with communities, companies, and governments.

## JOB DESCRIPTION

WWF seeks a Program Associate with excellent research, writing, and communication skills to contribute to WWF's Ocean Team strategy to design and implement Other Effective Conservation Areas (OECMs) in the Ocean Team's priority places (US Arctic, Southwest Indian Ocean, Southwest Pacific Ocean, Eastern Pacific Ocean). This position provides opportunity to engage with multiple WWF offices in priority places around the world to understand the unique needs, challenges, and solutions to establish marine OECMs that benefit nature and the people and communities that rely on the marine environment. This work will require the Program Associate to explore the legal landscape and assess opportunities to advance OECMs around the world and produce written work products that will advance our OECM strategy. The Program Associate will work closely with Priority Places leadership, and team members, and may involve communicating directly with community members in priority places.

## DESIRED SKILLS

- Excellent research and writing skills.
- Collaborative and self-motivated.
- Effective communications skills with audiences of multiple backgrounds and experience.
- Experience with Indigenous communities and diverse cultures is helpful though not required.

## KEY RESPONSIBILITIES

- Review legal mechanisms and pathways for OECM (Other Effective Conservation Measures) recognition in select countries in priority places.
- Research and analyze opportunities for establishment, recognition, and enforcement of OECMs, including Marine Cultural Heritage Zones (MCHZs), in WWF's priority places (Arctic, Southwest Indian Ocean, Southwest Pacific Ocean and Indonesia, Eastern Pacific Ocean).
- Conduct research and analysis to develop recommendations for modifications to or expansions of existing laws and regulations or development of new laws and regulations to allow establishment of MCHZs.
- Support project management, stakeholder engagement, and coordination for effective marine conservation area strategies that benefit nature and people.
- Develop written materials and presentations for multiple audiences.
- Assist in planning and executing multi-stakeholder events, including coordination with external partners, agencies, and WWF network offices.

**Organization:** World Wildlife Fund

**Location:** Washington, D.C.

**Hybrid or Remote:** Hybrid (2 days, in-person)

**Job Title:** Program Associate, Nature Finance and Investment Team

**Supervisor:** Managing Director of Public Finance and Nature Markets,

Nature Finance and Investment



## ABOUT THE ORGANIZATION

WWF's mission is to conserve nature and reduce the most pressing threats to the diversity of life on Earth - to build a future in which people and nature thrive.

Established in 1961, WWF works to help local communities conserve the natural resources they depend upon; transform markets and policies toward sustainability; and protect and restore species and their habitats. Our efforts ensure that the value of nature is reflected in decision-making from a local to a global scale.

WWF connects cutting-edge conservation science with the collective power of our work in the world's most biodiverse places, with more than 1.3 million supporters in the United States and 5 million globally, and partnerships with communities, companies, and governments.

## JOB DESCRIPTION

The Program Associate will play a critical role in honing and advancing WWF's new Nature Finance and Investment (NFI) strategy to mobilize innovative large-scale financing for nature, climate, and community. The Program Associate will work closely with the Executive Managing Director and Director within the NFI team on key strategic initiatives that accelerate the team's capabilities to identify, access, combine, and sequence financial instruments, across asset classes and public and private finance, to drive solutions to conservation priorities. This work will enable NFI to mobilize the critical resources needed to fund nature at the right scale, right mix, and right time to achieve WWF's charitable mission.

The Program Associate will take on a crucial role in assessing market opportunities to drive nature finance transactions across debt, impact investment, nature markets, and public finance instruments. The Program Associate will be a key member of the NFI team and contribute to NFI's strategy by conducting landscape analysis and identifying and prioritizing partners across corporate entities, institutional investors, development finance institutions, multilateral development banks, asset managers, and other relevant stakeholders in the nature finance space. The Program Associate will work closely with internal teams and external stakeholders to drive preparation and implementation of financial solutions and strategic partnerships to help accelerate conservation objectives, address complex environmental challenges, and transform commitments into actionable, investable solutions.

## REQUIRED SKILLS

- Strong analytical and writing skills.
- Excellent organizational and communications skills, both verbal and written.
- Highly collaborative and creative, capable of engaging with diverse stakeholders.
- A background in environmental science, economics, finance, public policy, or a related field.
- Passion for conservation and sustainable development, with a drive to create measurable impact at scale.
- Ability to work independently and manage multiple projects simultaneously.

## DESIRED SKILLS

- Market research background.
- Interest and familiarity with nature finance landscape and sustainability concepts.



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