

The background of the cover is a grayscale photograph. The top right portion shows a close-up of a woman with dark hair, wearing a dark top, looking down and writing with a pen on a document. The bottom left portion shows a man in a dark suit and tie standing on the steps of a grand building with large columns, holding a folder. A woman in a dark suit is standing next to him, looking at her phone. The building's entrance is ornate with a large arched doorway.

Weil

2022-2023 PROGRAM APPLICATION GUIDELINES

Weil **LEGAL**
INN**OVATORS**
PROGRAM

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ABOUT US

ABOUT WEIL LEGAL INNOVATORS

The Weil Legal Innovators Program (WLI) engages incoming law school students in addressing some of the most pressing social and legal challenges in our communities today. Each WLI class is comprised of incoming law school students who plan to attend a J.D. program at one of our law school partners. Innovators defer their first year of law school to work at a partner nonprofit organization for a paid public service fellowship, executing a strategic initiative designed to leverage their passion for justice and commitment to public service, while amplifying the impact of the nonprofits and their important missions.

ABOUT WEIL

With approximately 1,100 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 85 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 17, 2022, 11:59 PM ET.

Applications must be submitted online by following this link:

<https://weilsocialresponsibility.smapply.io/>

ELIGIBILITY

All students who have been accepted to one of the program's 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. Berkeley Law
2. Columbia University Law School
3. Duke University School of Law
4. Georgetown University Law Center
5. Harvard Law School
6. New York University School of Law
7. Stanford Law School
8. University of Michigan Law School
9. University of Pennsylvania Law School
10. University of Texas at Austin School of Law

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 Innovator 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 anticipated July 2022 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.

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 in order 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:

- For prospective Innovators applying directly from an undergraduate program, and/or prospective Innovators with limited work experience, two letters of recommendation from an academic source are acceptable.
- For prospective Innovators with substantive work experience after college, one letter from an academic source and one letter from an employer/internship supervisor are acceptable. Alternatively, two letters of recommendation from an employer/internship supervisor are also acceptable.

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 17, 2022
- 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 if you have an extenuating circumstance relevant to any of the above guidelines and requirements, please email us at legalinnovators@weil.com.

NONPROFIT SELECTION AND PROJECT PROPOSALS

The 2022-2023 WLI Program offers 22 Innovator fellowship opportunities at 13 leading nonprofit organizations based across the United States.

Please identify your **first choice** and **second choice** WLI initiative from the list below. For a full list of all nonprofit project job descriptions and desired skills, please refer to Appendix A.

Note: The locations listed below indicate where the nonprofit organization and the WLI role are based. Due to the ongoing COVID-19 pandemic however, many nonprofit partners are currently operating (and may likely continue operating), in a remote or hybrid work capacity. Should you be selected to move forward in the WLI interview process, we will work with you and our nonprofit partners to clarify expectations around where work will take place.

ORGANIZATION	JOB TITLE	LOCATION
American Civil Liberties Union (ACLU) of Texas	Intake Coordinator/Litigation Assistant	Houston, TX
American Civil Liberties Union (ACLU) of Texas	Legislative Research and Advocacy Assistant	Houston, TX
Asian Americans Advancing Justice (AAJC)	Special Projects Fellow	Washington, D.C.
Asian Americans Advancing Justice (AAJC)	Strategic Communications Fellow	Washington, D.C.
The Aspen Institute	Coordinator, Youth Leadership Programs	Washington, D.C.
Earthwatch Institute	Impact Manager	Boston, MA
Human Rights Watch	Associate, Washington Advocacy Team	Washington, D.C.
Innocence Project	Exoneration Innovator	New York, NY
Innocence Project	State Policy Innovator	New York, NY
National Urban League	Equitable Justice Legal Fellow	New York, NY
National Urban League	Regulatory and Compliance Law Fellow	New York, NY
National Women's Law Center	Judicial Nominations and Policy Innovator	Washington, D.C.
National Women's Law Center	TIME's UP Legal Defense Fund Innovator	Washington, D.C.
Posse Foundation	Program Associate	New York, NY
Refugee and Immigrant Center for Education and Legal Services (RAICES)	Legal Assistant	Dallas or Houston, TX
Robert F. Kennedy Human Rights	Investor Engagement Fellow, RFK Compass Program	New York, NY
Robert F. Kennedy Human Rights	Young Leaders Fellow	New York, NY
Tahirih Justice Center	Community Justice Innovator	Houston, TX
Tahirih Justice Center	Legal Tech Access Innovator	San Francisco Bay Area, CA
Tahirih Justice Center	Public Policy Innovator	Washington, D.C. Area
Vibrant Emotional Health	Advocacy Fellow	New York, NY
Vibrant Emotional Health	Legal Data Manager/Scientist	New York, NY

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

Describe how you would tactically address the social and/or legal challenges mentioned in your **first choice nonprofit initiative**. Please indicate resources, tools, mechanisms or frameworks you would leverage to address these social/legal challenges. *Answer should be 500 words maximum.*

SECOND CHOICE

Describe how you would tactically address the social and/or legal challenges mentioned in your **second choice nonprofit initiative**. Please indicate resources, tools, mechanisms or frameworks you would leverage to address these social/legal challenges. *Answer should be 500 words maximum.*

We are interested in not only knowing why the nonprofit initiative is interesting to you, but also in understanding how you might tactically address the challenge posed in the job description using the skillsets (including lived experiences, tools and frameworks) which you may wish to bring to the forefront if offered the opportunity.

KEY DATES

DECEMBER 2021	WLI applications open
MARCH 17, 2022	WLI applications close
APRIL 2022	Interview Round I with WLI Steering Committee; Interview Round II with WLI Nonprofit Partners
MAY 2022	Offers extended to Innovators
JULY 2022	WLI Program commences
JULY 2023	WLI Program concludes

CONTACT US

For more information on Weil Legal Innovators, please visit:
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

APPENDIX A

NONPROFIT JOB DESCRIPTIONS

Organization: American Civil Liberties Union (ACLU) of Texas

Location: Houston, TX

Job Title: Intake Coordinator/Litigation Assistant

Supervisor: Legal Program Manager



ABOUT THE ORGANIZATION

The ACLU is the nation's foremost defender of civil liberties and civil rights, dedicated to defending the Bill of Rights and advocating for marginalized communities through litigation, legislation, and public education. The ACLU of Texas, founded in 1938 and headquartered in Houston, is the one of the largest ACLU affiliates in the nation. The ACLU of Texas has regional offices in Austin, Brownsville, Dallas, and El Paso.

Whether it's protecting the rights of immigrants and refugees, ending mass incarceration, achieving full equality for the LGBT community, combatting voter suppression, or preserving reproductive rights, the ACLU takes up the toughest civil rights and liberties cases to defend all people from government abuse and overreach.

JOB DESCRIPTION

The ACLU of Texas seeks an Intake Coordinator/Litigation Assistant to provide strategic support, coordination, and development for the Legal Department. Under the supervision of the Legal Program Manager, the Innovator will be tasked with recruiting and managing the intake program comprised of undergraduate college students. The coordinator will help revolutionize the way the ACLU of Texas handles intake investigations and provide much need resources to impacted communities. In addition, the Innovator will:

- Manage and oversee day-to-day intake functions.
- Recruit, develop, onboard, and supervise intake interns.
- Develop and implement intake initiatives that advance litigation goals.
- Provide big-picture oversight and support to the legal intake program, including providing guidance and feedback on system design and evaluation, assessing opportunities for growth and risk, overseeing training curriculum, addressing high-risk intakes, etc.
- Participate and assist in active civil rights case management, including maintenance of client relationships.
- Assist with drafting motions, declarations, and preparing discovery requests and responses.
- Perform general paralegal work, including preparing documents for filing in court, cite-checking, and using PACER and Westlaw.

DESIRED SKILLS

- Spanish speaking and writing proficiency are preferred, but not required.
- Knowledge of diverse groups, experience working with a multicultural workforce, and sensitivity and appreciation of cultural differences is required.

Organization: American Civil Liberties Union (ACLU) of Texas

Location: Houston, TX

Job Title: Legislative Research and Advocacy Assistant

Supervisor: Senior Government Relations Manager



ABOUT THE ORGANIZATION

The ACLU is the nation's foremost defender of civil liberties and civil rights, dedicated to defending the Bill of Rights and advocating for marginalized communities through litigation, legislation, and public education. The ACLU of Texas, founded in 1938 and headquartered in Houston, is the one of the largest ACLU affiliates in the nation. The ACLU of Texas has regional offices in Austin, Brownsville, Dallas, and El Paso.

Whether it's protecting the rights of immigrants and refugees, ending mass incarceration, achieving full equality for the LGBT community, combatting voter suppression, or preserving reproductive rights, the ACLU takes up the toughest civil rights and liberties cases to defend all people from government abuse and overreach.

JOB DESCRIPTION

The Legislative Research and Advocacy Assistant will work under the guidance of the Senior Government Relations Manager preparing for the next legislative session by tracking bills, attending and reporting on committee hearings, and assisting in proposing and drafting testimony before and during the 2023 legislative session. Before and during the legislative session, the Innovator would assist in facilitating coordination around policy advocacy between the legal and policy departments. This position will include additional advocacy work such as public information act requests, advocacy letters, and research on critical civil liberties and civil rights issues. Finally, the position will include research and work with policy attorneys on projects related to federal, state, and local reforms and ACLU of Texas' border work.

Day-to-day, the Legislative Research and Advocacy Assistant will:

- Lead legal and policy research projects related to local, state, and federal policy advocacy on priority issues such as criminal legal system reform and fighting for reproductive rights.
- Develop bill ideas for the Texas legislative session in 2023 related to ACLU of Texas advocacy priorities.
- Monitor the state legislature (for example, committee hearings on priority issues), and other relevant government meetings such as city council meetings or federal hearings on border issues.
- Support legislative advocacy of ACLU staff focused specifically on Smart Justice, LGBTQIA+ Rights, Reproductive Rights, Voting Rights, and Immigrant Rights/Border Issues.
- Work with and support key advocacy coalitions.

- Work with the Senior Government Relations Manager to coordinate and support ACLU of Texas' partnership with legislative offices and other policymakers and their staff.
- Attend meetings with coalition partners and policymakers and their staff.
- Assist with trainings for ACLU of Texas volunteers and staff.

DESIRED SKILLS

- Strong communication and advocacy skills.
- The ability to work on multiple projects and prioritize work in a fast-paced environment.
- The ability to develop relationships with others in the ACLU of Texas, people from allied nonprofits, and legislators and their staff.
- A working knowledge of the Texas Legislature is a plus but not required.

Organization: Asian Americans Advancing Justice (AAJC)

Location: Washington, D.C.

Job Title: Special Projects Fellow

Supervisor: Vice President, Policy & Programs



ABOUT THE ORGANIZATION

Asian Americans Advancing Justice (AAJC) is a nonpartisan nonprofit organization. Its mission is to advance the civil and human rights of Asian Americans and to build and promote a fair and equitable society for all. For 30 years, AAJC has served as the leading Asian American voice on civil rights issues in our nation's capital – fighting for the rights of the communities which it serves through policy advocacy, community engagement, and litigation.

JOB DESCRIPTION

The Advancing Justice Policy & Programs department seeks an Innovator reporting directly to the Vice President of Policy & Programs to handle a diverse portfolio of special projects at the intersection of law and policy, including monitoring judicial and executive appointments, staffing coalition meetings, preparing research memoranda and backgrounders, and execution of government and stakeholder engagement strategy. This portfolio would also include issues such as court reform and other institutional reform efforts as well as newly emerging policy needs that cut across and/or require coordination across multiple program areas. This position is ideal for an individual with experience and interest at the intersection of law and policy and would offer both hands on experience in the day-to-day work of advocacy as well as a high-level view of federal policy issues. Duties and responsibilities include:

- Provide public policy research and analysis on issues related to judicial and executive appointments, court reform and other institutional reform efforts, and other emerging issues at the intersection of law and policy.
- Monitor and analyze legislation, regulations, and policy developments; prepare testimony, agency comments, legal briefs and memoranda, and other relevant material.
- Contribute to the development and implementation of strategic communications plans, including providing content support, drafting blog posts and press releases, and responding to press inquiries and making public speaking appearances as necessary and appropriate.
- Support the development and implementation of Community Partners Network strategies and activities on related policy issues.
- Build and maintain excellent relationships with partners and relevant legal and advocacy groups within the civil rights and Asian American communities nationally and locally.
- Build strong and effective relationships with key stakeholders in the policy arena, allied organizations, coalitions, and policymakers.

DESIRED SKILLS

- One to two years of work experience in a related field preferred.
- Ability to operationalize vision, think strategically, creatively problem solve, exercise good judgment, and lead change.
- Experience working with diverse groups from various sectors.
- Excellent communicator and writer who can articulate messages to different audiences, including translating law and policy into plain language.
- Experience in government, advocacy, or policy research (including internships).

Organization: Asian Americans Advancing Justice (AAJC)

Location: Washington, D.C.

Job Title: Strategic Communications Fellow

Supervisor: Senior Director of Strategic Communications



ABOUT THE ORGANIZATION

Asian Americans Advancing Justice (AAJC) is a nonpartisan nonprofit organization. Its mission is to advance the civil and human rights of Asian Americans and to build and promote a fair and equitable society for all. For 30 years, AAJC has served as the leading Asian American voice on civil rights issues in our nation's capital – fighting for the rights of the communities which it serves through policy advocacy, community engagement, and litigation.

JOB DESCRIPTION

The Advancing Justice communications team is looking for an Innovator to join its growing Communications department. AAJC seeks an individual who can work on projects that tell the timeline story of Asian Americans in several of its issue areas from voting rights to racial solidarity, and several issues in between. As an example, AAJC wants to create a narrative report of the timeline of voting rights in the Asian American community and demonstrate the continued need for progress in this area. An additional example includes the desire to show the interconnectivity of the histories in the Asian American, African American, and Latino American communities from the fight for education, voting rights, immigration, and more. The project will take multiple media formats from written documents (e.g. white papers) to multi-media content such (e.g. videos). The Innovator will also contribute to creating, building, and implementing integrated communications strategies that increase the organization's impact within the Asian American and Pacific Islander communities, advance its policy goals, and strengthen the organization's brand.

Duties and responsibilities include:

- Act as a thought partner to the Senior Director, Strategic Communications.
- Create and implement strategies and content to tell stories and to promote policy and programmatic initiatives.
- Contribute story ideas, ways to repurpose existing content, and provide recommendations for new tools, products, or ways of thinking about AAJC's work.
- Assist with research, writing, copy editing, and development of owned media content like blogs, press releases, talking points, and campaign reports.
- Lead video shoots, including independently managing end-to-end process from video story boarding and shooting to editing and publishing.
- Manage video and audio productions, serving as camera operator, video editor, interviewer, lighting coordinator, audio recording operator and other roles as necessary and assigned.
- Produce high-quality visual media for website and multiple social media accounts that demonstrate technical sophistication and an ability to convey organizational or programmatic messages succinctly and clearly.

- Ability to lead the communications work in specific issue areas as needed.
- Lead or assist with research, writing, copy editing, and development of communications content like e-blasts, blogs, press releases, newsletters, talking points, and campaign reports.
- Develop multi-media content such as social media graphics or videos and other digital content as needed.

DESIRED SKILLS

- Up to two years of work experience in a related field.
- Experience in data analysis and research.
- Ability to operationalize vision, think strategically, creatively problem solve, exercise good judgment, and lead change.
- Excellent communicator and writer who can articulate messages to different audiences, including translating law and policy into plain language.
- A passion for storytelling on a multitude of issues and for a variety of communications products.
- Excellent writing and editing skills, highly organized and detail-oriented.
- Demonstrated ability to work well under pressure and manage multiple work streams.
- Graphic design skills and familiarity with Adobe Creative Suite; Canva, etc.
- Tech-savvy, proficient with Google Office and Microsoft Suite.
- Competent at digital content management: Drupal, WordPress, Tweetdeck, etc.
- Self-starter, not afraid to take initiative and work independently.

Organization: The Aspen Institute

Location: Washington, D.C.

Job Title: Coordinator, Youth Leadership Programs

Supervisor: Director, Aspen Young Leaders Fellowship;
Senior Program Manager, Youth Leadership Program



ABOUT THE ORGANIZATION

The Aspen Institute is a global nonprofit organization committed to realizing a free, just, and equitable society. Founded in 1949, the Institute drives change through dialogue, leadership, and action to help solve the most important challenges facing the United States and the world. The Youth Leadership Programs (YLP) Department identifies, cultivates, and amplifies the talent of rising generations. The department works with high school to college-aged youth to redress the most complex and challenging social, political, and scientific issues facing communities today. The department is home to the Aspen Challenge, the Aspen Young Leaders Fellowship, and the Bezos Scholars Program.

JOB DESCRIPTION

The Innovator will gain exposure to The Aspen Institute, an international values-based nonprofit organization, and gain hands-on experience supporting the Aspen Institute's Youth Leadership Programs (YLP). The Innovator will serve as a core member of the Youth Leadership Programs Department team working with them to deliver against the department's mission. The Innovator will provide primary support to the Aspen Young Leaders Fellowship and Aspen Challenge programs. Rather than working on a single project, the goal is to provide the Innovator with exposure to the full range of programming and workstreams across Aspen's Youth Leadership Programs Department.

The YLP team achieves their goals via an unwavering focus on equity, justice, and inclusion and a commitment to working with young people from communities that have been marginalized from opportunity. The programs focus on youth from low- to moderate-income backgrounds, youth of color, and youth with learning differences. The Innovator's strengths and interests, both professionally and in preparation for law school, will be incorporated into their role. The Innovator will contribute to a broad range of projects in a dynamic environment. While some projects will have a direct connection to legal work (e.g. risk management, contracts, due diligence), the overall focus will be in gaining experience with a nonprofit organization focused on a multifaceted approach to achieving greater justice in communities through direct service. With prominent supporters such as the Bezos Family Foundation, the Walton Family Foundation, and founder and Henry Crown Fellow Scott Bush, this role provides valuable opportunities for learning, connection, and exposure.

During a year with the Youth Leadership Programs at The Aspen Institute, the Innovator will:

- Engage in project-based work resulting in a robust portfolio.
- Contribute to the design and development of projects and initiatives that support the leadership development of young people across the country.
- Contribute to the creation and adaptation of ethical and risk-conscious policies and protocols to guide the implementation of youth leadership programs.
- Conduct interviews with past participants to develop impact statements for use in grant reporting, blog posts, newsletter and social media features.

- Contribute to national events with exposure to important topics and national figures.
- Contribute to the management and implementation of local and national in-person and virtual gatherings offering resources and professional development for Fellows and community partners.
- Provide virtual and on-site support for major events with prominent speakers.

DESIRED SKILLS

The Aspen Institute is seeking candidates who can work effectively with diverse teams and communities. A successful candidate will have an interest in learning about social justice focused direct service, educational systems, youth development, and community engagement. In addition, the ideal candidate would have experience in the following arenas:

- Strong cultural competence and experience working directly with constituents from diverse racial, ethnic, socio-economic, and geographic backgrounds.
- Strong computer skills, particularly Microsoft Office Suite, Adobe Creative Cloud Suites, Google Workplace, contact databases (e.g. Salesforce), complex spreadsheets, and web-based research. Any website and social media management skills are a plus.
- Strong organizational and time management skills with attention to detail.
- Ability to support moving projects from concept to completion.
- Event planning experience.
- Strong interpersonal skills, including a desire to learn, sense of humor, and creativity.
- Strong customer service orientation: patience, listening, and resourcefulness.
- Strong writing and editing skills.
- Ability to work autonomously as well as collaboratively across teams.
- Willingness and ability to travel (potentially up to 1 trip per month)
**pending national, local, and Aspen Institute COVID safety guidelines for staff travel.*

Organization: Earthwatch Institute

Location: Boston, MA

Job Title: Impact Manager

Supervisor: Environmental Education Manager and Sustainability Specialist



ABOUT THE ORGANIZATION

Earthwatch Institute is an international nonprofit organization that connects people with scientists to improve the health and sustainability of the planet. Since its founding in 1971, Earthwatch has empowered more than 200,000 participants to join leading scientists on field research expeditions around the world to support urgent environmental science and action, create transformative educational opportunities, and promote cultural awareness through community engagement and collaboration. Earthwatch's 50-year tenure is filled with evidence of how its unique model can inspire new ways to think, act, live, and relate to the natural world. Throughout the organization's history, Earthwatch has played a pivotal role in the development of policy plans, protected areas, and national parks and refuges. Earthwatch is a testimony to what people – scientists and non-scientists – can do when they come together in the name of field research and environmental conservation.

JOB DESCRIPTION

The Impact Manager will work with departments across Earthwatch Institute to help creatively assess and manage the impact of Earthwatch's participatory science programming, take action towards current sustainability goals and help to expand and set future goals in key areas of focus. Building upon the existing framework, the Innovator will look across international frameworks and principles of environmental justice to evaluate program impact.

These programs, such as Operation Healthy Air and Global Pollinator Watch Program, connect people with scientists worldwide to conduct environmental research. Earthwatch is working to reach new audiences, to have a focus on both international and local hands-on environmental research programs and make a positive impact on the communities they work within. The Innovator will work closely with Earthwatch's Sustainability Specialist and Environmental Education Manager to help lead and develop programming for staff as well as guidance and best practices in engaging a variety of participants.

The role requires creativity and flexibility in an often fast paced environment. The Innovator will work closely with a team of Earthwatch staff and programmatic partners including corporate funders, vulnerable community members, teachers, students and research scientists.

Duties and responsibilities include:

- Develop a detailed understanding of local and global environmental justice principles.
- Support community-based citizen science project implementation (for example: risk management documentation, curriculum and remote learning tools recommendations).
- Coordinate their work by setting realistic deadlines and managing a timeline.
- Assist in editing and creating tools for monitoring and evaluating impact for new programs.
- Conduct a review of programs through an impact lens and provide support and recommendations on next steps and best practices.
- Interview/survey staff, partners, and participants of these programs.

DESIRED SKILLS

- Excellent written and verbal communication skills.
- Strong organizational and project management skills.
- Interest in or understanding of climate change and its impact on people and biodiversity.
- Excellent research skills and ability to analyze complex concepts.
- Excellent problem-solving skills; comfortable tackling problems head-on with flexibility and efficiency.
- Excellent social and interpersonal skills with ability to interact with diverse internal and external individuals.

Organization: Human Rights Watch
Location: Washington, D.C.
Job Title: Associate, Washington Advocacy Team
Supervisor: Washington Director



ABOUT THE ORGANIZATION

Human Rights Watch defends the rights of people worldwide. It scrupulously investigates abuses, exposes the facts widely, and pressures those with power to respect rights and secure justice. Human Rights Watch is an independent, international organization that works as part of a vibrant movement to uphold human dignity and advance the cause of human rights for all.

JOB DESCRIPTION

The Washington Advocacy team leads the organization's work to influence United States foreign policy. This position reports to the Washington Director and also supports other members of team.

The position's responsibilities are two-fold:

1. To provide day-to-day support to the Washington Advocacy team.
These duties may include administrative tasks, research, preparation and distribution of written products (e.g. reports, letters, briefing papers, talking points, dispatches, web content), coordination of internal and external meetings, monitoring and tracking policy developments, and assisting with developing advocacy strategies.
2. To spearhead the research of and writing on policy issues as determined by current events. These projects will be coordinated between the Innovator and Washington Director, taking into consideration the candidate's expertise and interests and the needs of the Advocacy team.

The Washington team takes mentorship of staff seriously. The Washington Director will meet the Innovator upon their arrival, and set out a plan for professional and personal growth throughout the Innovator's time with Human Rights Watch.

DESIRED SKILLS

- Knowledge of, or experience with, the US government including Congress, State Department, and/or other branches of government is required.
- Initiative, follow-through, ability to work independently, and excellent organizational skills are required.
- Excellent oral and written communication skills in English.
- Strong research and analytical skills with the natural curiosity and creativity needed to conduct online research are required.
- The ability to work well under pressure and to manage multiple priorities while working effectively toward deadlines is required.
- Strong interpersonal skills in order to work collaboratively within Human Rights Watch as well as with external partners are required.
- Ability to make sound decisions consistent with functions and take initiative when appropriate is required.
- Demonstrated commitment to human rights and/or international issues and the capacity to master and represent the mission and programs of Human Rights Watch are highly desirable.

Organization: Innocence Project
Location: New York, NY
Job Title: Exoneration Innovator
Supervisor: Co-Directors of Post-Conviction Litigation Department



ABOUT THE ORGANIZATION

The Innocence Project, founded in 1992 by Peter Neufeld and Barry Scheck at Cardozo School of Law, exonerates the wrongly convicted through DNA testing and reforms the criminal justice system to prevent future injustice. The Innocence Project's mission is to free the staggering number of innocent people who remain incarcerated, and to bring reform to the system responsible for their unjust imprisonment.

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 be responsible for supporting the Post-Conviction Litigation (PCL) Team with 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: Innocence Project
Location: New York, NY
Job Title: State Policy Innovator
Supervisor: Director of Policy



ABOUT THE ORGANIZATION

The Innocence Project, founded in 1992 by Peter Neufeld and Barry Scheck at Cardozo School of Law, exonerates the wrongly convicted through DNA testing and reforms the criminal justice system to prevent future injustice. The Innocence Project's mission is to free the staggering number of innocent people who remain incarcerated, and to bring reform to the system responsible for their unjust imprisonment.

JOB DESCRIPTION

This position provides someone who is passionate about public policy and committed to social justice with an opportunity to support critical criminal legal reform efforts in state houses, executive agencies, and courts across the country. The State Policy Innovator will assist with the development of advocacy materials and with the translation of complicated legal issues so that relevant policy initiatives are messaged clearly and comprehensively across multiple audiences. The work of the State Policy Innovator will help ensure Policy Program materials are accurate, updated, and effective in policy campaigns.

The State Policy Innovator's job duties will involve:

- Comprehensive policy research projects.
- Drafting clear and well-written briefing materials, and other supportive work product (such as fact sheets).
- Policy campaign research support and analysis, including state-by-state comparisons of specific criminal justice laws and policies, and analysis of legislation, including legislative histories and fiscal notes.
- Assistance with the preparation of substantive webinars or other presentations related to policy reform.

DESIRED SKILLS

- Excellent written communication skills with the ability to engage multiple audiences involved in policy advocacy campaigns.
- Strong interest in policy and legal analysis, with keen attention to detail.
- Ability to contextualize research and identify key information.
- Proficiency with Excel/Google Sheets and PowerPoint/Google Slides, will be helpful.
- Innocence Project's advocacy work centers the experiences of wrongfully convicted people. 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: National Urban League
Location: New York, NY
Job Title: Equitable Justice Legal Fellow
Supervisor: Senior Director for Equitable Justice



ABOUT THE ORGANIZATION

The mission of the National Urban League is to help African Americans and others in underserved communities achieve their highest true social parity, economic self-reliance, power, and civil rights. The Urban League promotes economic empowerment through education and job training, housing and community development, workforce development, entrepreneurship, health, and quality of life. The National Urban League is a legacy civil rights organization founded in 1910 and headquartered in New York City. It collaborates at the national and local levels with community leaders, policymakers, and corporate partners to elevate the standards of living for African Americans and other historically underserved groups. With 91 affiliates serving 300 communities in 37 states and the District of Columbia, the Urban League spearheads the development of social programs and authoritative public policy research, and advocate for policies and services that close the equality gap. At the community level, the National Urban League and its affiliates provide direct services that improve the lives of more than two million people annually.

JOB DESCRIPTION

The National Urban League's Equitable Justice and Strategic Initiatives (EJSI) Division seeks a Weil Legal Innovator who will be responsible for assisting with substantive legal and policy research, policy analysis and tracking in the following issues areas: civic engagement, census and redistricting, voting rights and ballot access, criminal justice reform, corporate diversity, combating extremism and discrimination, and more.

Essential functions include:

- Providing substantive policy and legal research, including detailed research memoranda, policy analysis, and more.
- Assisting Federal, State and Local Legislative Affairs staff to track and report legislative action within the organization's portfolio.
- Monitoring key meetings, briefings, hearings, and legislation; attending and tracking task force meetings and other legislative activities as assigned; reporting feedback from those meetings and executing follow-up communications, where appropriate.
- Assisting staff by developing substantive outlines and talking points for panels and presentations, as necessary.
- Assisting the organization's Correspondence and Referrals staff to develop and maintain a tracking system for legal inquiries and drafting EJSI replies.
- Additional substantive work as assigned.

DESIRED SKILLS

- Strong written and oral communication skills, an ability to convey ideas and positions to diverse groups, strong analytical skill, and digital and technological competency.
- Detail-oriented self-starter, entrepreneurial spirit, and a team-player.
- Strong organizational skills, a demonstrated ability to prioritize tasks and responsibilities, and can produce under tight deadlines.

Organization: National Urban League
Location: New York, NY
Job Title: Regulatory and Compliance Law Fellow
Supervisor: General Counsel and SVP of Legal Affairs



ABOUT THE ORGANIZATION

The mission of the National Urban League is to help African Americans and others in underserved communities achieve their highest true social parity, economic self-reliance, power, and civil rights. The Urban League promotes economic empowerment through education and job training, housing and community development, workforce development, entrepreneurship, health, and quality of life. The National Urban League is a legacy civil rights organization founded in 1910 and headquartered in New York City. It collaborates at the national and local levels with community leaders, policymakers, and corporate partners to elevate the standards of living for African Americans and other historically underserved groups. With 91 affiliates serving 300 communities in 37 states and the District of Columbia, the Urban League spearheads the development of social programs and authoritative public policy research, and advocate for policies and services that close the equality gap. At the community level, the National Urban League and its affiliates provide direct services that improve the lives of more than two million people annually.

JOB DESCRIPTION

The Regulatory and Compliance Law Fellow assists in all areas of the General Counsel's office, particularly relevant to contract and grant management, compliance, and governance. The Innovator would be expected to:

- Assist in managing and maintaining the compliance related to, and oversight of, the National Urban League's federal and foundation proposals and grants.
- Review, interpret and analyze grants and associated documentation.
- Review contracts with third parties and provide suggested edits.
- Execute and maintain a contract administration program to ensure compliance with all contract terms and conditions, federal acquisition regulations, code of federal regulation requirements, and other technical and statutory obligations of National Urban League for its agreements with U.S. Federal agencies and/or foundations.
- Research policy areas of interest to the Office of General Counsel including diversity, equity and inclusion, and equitable justice.
- Aid in the development of materials for Board of Trustee meetings, Board Committee meetings, and Delegate Assembly and other tasks, as necessary, to ensure proper nonprofit Board governance.
- Provide information in response to letters from incarcerated individuals.
- Support senior team with proceedings, lawsuits, disputes, with individuals or corporations and audits with regulatory agencies.
- Support quality assurance and regulatory compliance efforts, especially reporting to funders and agencies.
- Assist program staff in using insights gained from data analysis, both internal and external, to improve program operations and effectiveness.
- If interested, the selected individual will also work on discrete projects with staff from the Washington Bureau and/or the Equitable Justice & Strategic Initiatives department.

DESIRED SKILLS

- Prior work experience in a professional/business setting.
- Demonstrated interest in one or more of NUL's focus areas (Health Care, Education, Housing, Financial Literacy, Entrepreneurship, Technology, Public Policy or Workforce).
- Interest in working at mission-oriented organizations.
- Strong verbal and written communication skills.
- Inquisitive, self-starter, with the ability to problem-solve and acquire necessary information.
- Ability to manage multiple projects simultaneously.
- Ability to think, plan, and execute resourcefully.
- A good sense of humor, demonstrated ability to collaborate, and willingness to work with a team.
- Willing to travel (up to 10%).
- Experience with business technology and software and commonly used research databases.

Organization: National Women's Law Center
Location: Washington, D.C.
Job Title: Judicial Nominations and Policy Innovator
Supervisor: Director of Nominations & Cross-Cutting Policy



ABOUT THE ORGANIZATION

The National Women's Law Center fights for gender justice – in the courts, in public policy, and in society – working across the issues that are central to the lives of women and girls. NWLC uses the law in all its forms to change culture and drive solutions to the gender inequity that shapes society and to break down the barriers that harm all of us – especially women of color, LGBTQ people, and low-income women and families. For almost 50 years, NWLC has been on the leading edge of every major legal and policy victory for women.

JOB DESCRIPTION

The National Women's Law Center's Strategy and Policy team is seeking an Innovator who can increase the team's capacity to develop processes for engagement with attorneys to establish a pipeline of candidates for federal judgeships from underrepresented backgrounds and establish and strengthen its relationships with bar associations and other legal professional organizations across the country.

The Innovator's job duties will include:

- Data analysis to include gathering and analyzing data from the attorneys with whom NWLC connects for the pipeline. This would include surveying the attorneys, collating and synthesizing the responses to report on demographic trends to help assess if the organization is reaching the attorneys it hopes to have in the pipeline.
- Drafting mass communications to the attorneys in the pipeline. This would include coordinating and planning webinar-based trainings for attorneys on the judicial and executive nominations process, informing attorneys about upcoming trainings, helping attorneys register for those trainings, and running the trainings under the supervision of the Director of Nominations and Cross-Cutting Policies.
- Managing the contact database and reviewing requests for assistance from attorneys in the pipeline. Under the supervision of the Director of Nominations and Cross-Cutting Policies, the Innovator would review requests for assistance on the judicial and executive nominations process and provide relevant information.
- Review and recommend processes for improvement. The Innovator will work with the Director of Nominations and Cross-Cutting Policies to ensure that engagement and communications with bar associations and attorneys in the pipeline are properly tracked, reviewed, and stored for record-keeping and easy retrieval.

DESIRED SKILLS

The ideal candidate must possess:

- Proficiency in MS Word, MS Outlook, Excel, PowerPoint.
- Strong office and organization skills, including attention to detail, proofreading, and excellent written and oral communication skills.
- Ability to work well in a fast-paced, diverse, and inclusive team setting, remaining flexible, resourceful and proactive.
- Demonstrated ability to build relationships and work collaboratively with a diverse group of key organizational and external partners.
- Demonstrated ability to analyze qualitative data.
- Demonstrated commitment to and/or experience working on gender and racial equity and centering communities of color in their approach to work.

Additional preferred skills and knowledge:

- Experience with contact management systems.
- A collaborative and collegial approach.

Organization: National Women's Law Center

Location: Washington, D.C.

Job Title: TIME'S UP Legal Defense Fund Innovator

Supervisor: Program Manager, TIME'S UP Legal Defense Fund



ABOUT THE ORGANIZATION

The National Women's Law Center fights for gender justice – in the courts, in public policy, and in society – working across the issues that are central to the lives of women and girls. NWLC uses the law in all its forms to change culture and drive solutions to the gender inequity that shapes society and to break down the barriers that harm all of us – especially women of color, LGBTQ people, and low-income women and families. For almost 50 years, NWLC has been on the leading edge of every major legal and policy victory for women.

JOB DESCRIPTION

The TIME'S UP Legal Defense Fund is the first of its kind, nationwide effort dedicated to helping workers – especially low wage workers – who are facing workplace sexual harassment. TULDF helps workers facing sexual harassment connect with attorneys, fund legal fees and provides media assistance for selected cases of workplace sexual harassment. TULDF also funds outreach grants for organizations that work with low wage workers on the issue of workplace sexual harassment. The TIME'S UP Legal Defense Fund is housed at and administered by the National Women's Law Center.

The TIME'S UP Legal Defense Fund is seeking an Innovator who can increase the team's capacity, strengthen its relationships with the attorneys in its Legal Network, and improve the timeliness of its responses to workers seeking attorneys.

The Innovator's job duties will include:

- Drafting mass communications to the attorneys in the Legal Network. This would include writing the TIME'S UP Legal Defense Fund attorney newsletter and helping to coordinate and plan webinar based trainings for attorneys (thus far, webinar topics have included cyber harassment, trauma informed legal work, and special issues facing clients who are LGBTQ), and helping to recruit more attorneys for the TIME'S UP Legal Defense Fund.
- Reviewing requests for assistance from workers and assigning attorneys. Under the supervision of the Program Manager, the Innovator would review requests for assistance to TIME'S UP Legal Defense Fund and help to find attorneys for the worker to speak with.
- Responding via email and phone calls to individuals seeking assistance from the TIME'S UP Legal Defense Fund. Under the supervision of the Program Manager and after training, the Innovator would respond to individuals seeking assistance with information about how the TIME'S UP Legal Defense Fund works and how assistance can be accessed.
- Assisting with funding decisions. The Innovator would help review applications for legal and media assistance and participate in deciding which cases will receive TIME'S UP Legal Defense Fund funding.
- The Innovator could be involved in a number of special projects involving using social media to spread information about the TIME'S UP Legal Defense Fund or increasing connections with other

organizations that provide survivors with more comprehensive assistance.

- Ensuring proper procedures are followed for reimbursing attorneys. The Innovator would be responsible for checking the bills that attorneys provide for reimbursement to ensure they are accurate.
- Participating in other NWLC-related work including discussions about cutting edge gender justice issues and trainings regarding workplace sexual harassment and discrimination.

DESIRED SKILLS

- The work of TIME'S UP Legal Defense Fund routinely requires staff to be exposed to stories about individuals who have been sexually harassed or assaulted. This can be very difficult emotionally. The ideal candidate would be someone who has some experience working with individuals who have been through trauma. The National Women's Law Center does provide training for staff and excellent resources to deal with vicarious trauma.
- Adept at writing mass communications through email and other platforms.
- Proficiency in MS Word, MS Outlook, Excel, PowerPoint.
- Ability to build relationships and work collaboratively with a diverse group of key organizational and external partners.
- Demonstrated commitment to and/or experience working on gender and racial equity and centering communities of color in their approach to work.

Organization: The Posse Foundation
Location: New York, NY
Job Title: Program Associate
Supervisor: Associate Vice President



ABOUT THE ORGANIZATION

The Posse Foundation is a nationally recognized youth leadership development and college access program that identifies, recruits, and trains diverse teams – Posses – of public high school students and sends them to top colleges and universities. To date, more than 10,000 Posse Scholars have been accepted into top-tier institutions of higher education throughout the country. These young people have received \$1.6 billion in full-tuition leadership scholarships from Posse's college and university partners and have been agents of positive change on their campuses. Posse's unique and carefully structured, three-month selection process identifies candidates using criteria beyond academic achievement, including leadership talent, desire to succeed and ability to work constructively with people from diverse backgrounds. Posse's high school through college programming makes it one of the most comprehensive programs of its kind in the nation.

JOB DESCRIPTION

The Weil Legal Innovator (Innovator) will be involved in collaborative, ideas driven, analytical work that directly contributes to the success of Posse's programs. The Innovator will work closely with national departments/teams to support the growth of a legal pipeline and professional development curriculum for Scholars interested in pursuing legal careers and may also work to support the new Posse Arts Program and Posse Virtual Program.

Career, Alumni, and Graduate + Fellowship Programs (CAGF)

The law is a cornerstone of our society. It protects our safety, ensures our rights, creates accountability, and drives innovation. However, there is an alarming lack of diversity in the legal profession. According to the 2020 ABA Profile of the Legal Profession, of the 1,328,692 active lawyers in the United States, just 5% identified as Black, 5% identified as Hispanic, 2% identified as Asian, .04% identified as Native American, and .05% had a disability. Additionally, at law firms, only 4% of associates identified as members of the LGBTQIA+ community, and in 2019, just 10% of partners identified as people of color. Diverse legal leaders must be a part of solutions to the issues that challenge us as a nation. Posse is committed to addressing this lack of diversity and changing the face of leadership in the legal profession. Posse offers a range of resources to support the career and professional development of its Scholars and alumni.

- The Innovator will work with the Career, Alumni, and Graduate + Fellowship Programs (CAGF) to develop a structured pipeline and professional development curriculum that guides Scholars interested in pursuing legal careers and prepares them for success.
- The Innovator will have the opportunity to hone their leadership, research, analytic, program design, and presentation skills. The Innovator collaborates in the development of this pilot program from the ground up including developing and presenting a program concept based on research, Posse Career Program best practices, and Scholar and alumni data analysis.
- The Innovator will develop a project plan and work with CAGF, Posse Institute (responsible for data collection, analysis, and reporting), National Senior Leadership, and local sites to implement the pilot legal pipeline and professional development program.

The Posse Virtual Program (vPosse)

In 2020, The Posse Foundation adapted to a virtual model during the global pandemic. As a result of the overwhelming success of this

online program, Posse decided the model could be modified to serve a greater number of students in other major U.S. cities. The Posse Virtual Program selects and trains Posse Scholars using innovative online platforms. vPosses create pathways to leadership for many more talented young people from geographically diverse areas around the country.

- The Innovator will assist in the continued development and implementation of the vPosse Program. This project will allow the Innovator to contribute at the ground level to a critical part of Posse's future programming. In support of this project, the Innovator may work with the vPosse team as it works to expand its nominator network across the country and recruits talented young leaders into the Posse program.

The Posse Arts Program

Conceived in collaboration with Tony Award-winning actor, producer and director Lin-Manuel Miranda and the Miranda Family Fund, the Posse Arts initiative was established in the spring of 2021. The Posse Arts Program recruits, trains and supports cohorts of students interested in majoring in the creative arts. In addition to demonstrating exceptional leadership and academic potential, candidates for the program must also show artistic promise.

- The Innovator will join the team planning, organizing and hosting the first of its kind large scale Arts/Virtual Summer Retreat with over 100 Posse Scholars convening in one location for an innovative five-day teambuilding experience.

DESIRED SKILLS

- Excellent writing, presentation and communication skills.
- Strong research and analytical skills.
- Strong interest in building leadership and team building skills.
- Proficiency in computer technology and interest in web resource development.
- Ability to work independently and collaboratively.
- Excellent organizational skills and ability to multi-task.
- Deep belief in Posse's mission and values.

Organization: Refugee and Immigrant Center for Education and Legal Services (RAICES)

Location: Dallas or Houston, TX

Job Title: Legal Assistant

Supervisor: Managing Attorney



ABOUT THE ORGANIZATION

The Refugee and Immigrant Center for Education and Legal Services (RAICES) defends the rights of immigrants and refugees; empowers individuals, families, and communities; and advocates for liberty and justice. Founded in 1986 as the Refugee Aid Project, RAICES provides legal and social services to disenfranchised immigrants and refugees, including families and unaccompanied children, and pairs direct client service with impact litigation and advocacy focused on expanding permanent protections for immigrants and changing the narrative around immigration in the U.S. Each year, RAICES opens more than 10,000 affirmative and defensive direct representation cases, including social services case management; provides Know Your Rights presentations and legal intakes in 15 shelters and select emergency facilities for unaccompanied children; and resettles more than 200 refugee parents and children, including Afghan Special Immigrant Visa holders.

JOB DESCRIPTION

Legal Assistants report directly to a local Attorney or Supervising Legal Assistant in support of affirmative or removal defense legal services at RAICES. The Innovator will work either on the Affirmative Services team or the Removal Defense team, depending on the Innovator's preference, skills and organizational needs, which will be decided at the time of the candidate interviews. The Innovator may also choose to work from either the Dallas or Houston office.

Affirmative Services include, but are not limited to: legal intakes and representation for immigrants who have suffered crimes in the U.S., such as domestic violence, sexual assault, and human trafficking. Statistically, many affirmative service recipients belong to cultural minorities and/or do not speak English as their native language. RAICES is continuously expanding services to meet the unique challenges faced by these survivors with cultural awareness and sensitivity.

Removal Defense employs a Universal Representation Model (URM) and an Alternative Representation Model (ARM). Pursuant to the URM cases are accepted on a "first-come, first-served" basis without regard to likelihood of relief, case type, nationality, language, or any other factors. RAICES employs the ARM for those cases where a monthly cap of cases has been reached, but there is an additional qualifier, like strong and compelling eligibility for relief. When clients are released from Immigration and Customs Enforcement (ICE) custody on bond or recognizance, RAICES guarantees continued representation in removal proceedings, including representation in applications for employment authorization and continued referrals to social services in the community as appropriate throughout the removal proceedings.

Legal Assistants work collaboratively with a team or an individual attorney to provide zealous representation of individuals pursuing benefits or seeking relief under the Immigration and Nationality Act.

- Assisting attorneys providing direct representation to individuals eligible for immigration relief with their caseload.

- Meeting with clients telephonically and preparing applications for review.
- Preparing filings for individuals before the Department of Homeland Security, U.S. Citizenship and Immigration Services, and others.
- Handling incoming and outgoing mail remotely.
- Gathering supporting documents and preparing translations.
- Assuming general administrative responsibilities, including detailed case management, and timekeeping.
- Gathering, tracking, and recording client data.
- Managing both electronic and paper case files including client case log.
- Providing Pro Se assistance to prospective clients.
- Conducting initial interviews ("Legal Screenings") in accordance with RAICES policy.
 - Screening clients for persecution, trafficking, and torture utilizing trauma-informed approaches to provide services and support to clients.
- Providing referrals for released clients in accordance with RAICES policy.
- Assisting with advocacy efforts and community outreach.
- Conducting Know Your Rights presentations using approved material.
- Traveling to detention facilities/shelters and other locations locally and/or statewide, as needed.
- Monitoring voicemail for client support hotline(s).
- Providing support to volunteers.
- Other relevant tasks as assigned.

DESIRED SKILLS (*continuation from page 22*)

Minimum Requirements

- Proficient in use of technology including MS Office, Google Apps, and internet research.

Preferred Requirements

- Proficient in Spanish (written and verbal).
- Ability to travel to cities within Texas; please note that all travel is facilitated and underwritten by RAICES.
- Federal background check.

Attributes

- Commitment to social justice evidenced by job and/or volunteer/ intern experience.
- Must demonstrate behavior that aligns with RAICES' mission, vision and values – Empowerment, Excellence, Compassion, Inclusion and being Proactive.
- Able to communicate cross-culturally and work in a multicultural setting with patience and compassion with diverse individuals.
- Ability to work independently and as part of a diverse, multidisciplinary team.
- Strong organizational and time-management skills.
- Excellent oral and written communication skills.

Organization: Robert F. Kennedy Human Rights

Location: New York, NY

Job Title: Investor Engagement Fellow, RFK Compass Program

Supervisor: Senior Vice President, Strategic Partnerships and Investor Engagement

ROBERT F.
KENNEDY
HUMAN
RIGHTS

ABOUT THE ORGANIZATION

Since 1968, Robert F. Kennedy Human Rights has advocated for a more just and peaceful world. The organization works alongside local activists to ensure perpetual, positive change within government institutions and corporations. Its goal is to pursue strategic litigation on key human rights issues, educate millions of students in human rights advocacy, and foster a social good approach to business and investment both nationally and abroad. The organization's programs are designed to serve individuals from every background and demographic; however, they specifically focus on audiences who have been systematically oppressed by authoritative powers and historically excluded from leadership positions.

JOB DESCRIPTION

Since the onset of the COVID-19 pandemic, increasing entities, even outside the financial sector, are embracing ESG (environmental, social, and governance) as a critical measure of success. With the current administration promising a return to stronger governmental oversight of financial and ecological compliance, ESG is poised to take on growing importance in 2022 and beyond. However, with no single ESG programming, assessment, and reporting mechanism, organizations face a rapidly evolving ESG landscape of competing rankings and principles. As organizations are increasingly being advised to work with an integrated team of consultants to ensure that good intentions lead to good results, the need for lawyers that understand ESG is growing in demand.

The Robert F. Kennedy Human Rights Compass Investors Program convenes, connects, and catalyzes investment decision-makers on the importance and intersection of social justice issues in their investment processes. Its investors collectively control close to \$7 trillion in assets under management and are keenly focused on seeking superior risk-adjusted returns. As a result, the organization's work offers insights and connections for these leaders around the "S" in ESG, economic and racial equity to yield both profits and positive impact for people and the planet.

As a Compass Investor Engagement Fellow, collaborating with leading experts in the field, the Innovator will be tasked with exploring new and innovative ways to engage and assess the private equity community on action steps to back up their commitments on following a social good approach. The Innovator will receive a bespoke, advantageous learning opportunity, putting them at the forefront of a growing field in the legal and financial industry.

Responsibilities include, but are not limited to:

- Engaging with investors, human rights advocates, academia, and others operating at the intersection of business and social justice to share best practices and co-create content that is focused on the thematic priorities of the RFK Compass Investor Program.
- Developing a five-year plan to track and measure actions taken by the investment community to advance racial and economic equity; primarily related to the actions listed in the RFK Compass 4 Point Investor Action Plan.

- Tracking progress and commitments towards racial and economic justice, which involves developing criteria for measuring progress towards commitments, including methodology, indicators, participants, outputs, and outcomes.
- Working with a cohort of 10-15 fund managers and institutional investors (phase 1 of the tracking) to collect data related to the actions of their organizations towards racial and economic justice.
- Working with external RFK partners, such as the Thomas Reuters Foundation, Refinitiv, and the NYU Stern School of Business to continue the work of defining the "S" in ESG and develop standardized indicators to measure social factors in the industry.

DESIRED SKILLS

- Experience with conducting research for varied audiences and synthesizing information quickly and coherently.
- Able to move forward complex projects with many stakeholders.
- Interest in working in the nonprofit, impact investing, or finance sectors.
- Effective and creative Keynote, PowerPoint, or Google Slides skills.
- Ability to crunch numbers and utilize systems such as Microsoft Excel & Google Sheets.
- Excellent verbal and written communication skills.
- Proactive with the drive to propose and execute ideas individually.
- High level of integrity and discretion in handling confidential information.
- Innovative thinking, willingness to voice opinions, and a strong work ethic are essential.
- Ability to build positive relationships with colleagues and to help others.
- Ability to foster inclusivity and work with people who have different viewpoints backgrounds, experiences and perspectives.
- Experience working with senior-level executives in the financial services/asset management sector.

Organization: Robert F. Kennedy Human Rights

Location: New York, NY

Job Title: Young Leaders Fellow

Supervisor: Young Leaders Program Officer

**ROBERT F.
KENNEDY
HUMAN
RIGHTS**

ABOUT THE ORGANIZATION

Since 1968, Robert F. Kennedy Human Rights has advocated for a more just and peaceful world. The organization works alongside local activists to ensure perpetual, positive change within government institutions and corporations. Its goal is to pursue strategic litigation on key human rights issues, educate millions of students in human rights advocacy, and foster a social good approach to business and investment both nationally and abroad. The organization's programs are designed to serve individuals from every background and demographic; however, they specifically focus on audiences who have been systematically oppressed by authoritative powers and historically excluded from leadership positions.

JOB DESCRIPTION

The RFK Young Leaders program builds the power of young people in communities and at the ballot box by organizing and training college students and young people of color in a multi-issue, intersectional social justice framework. Young Leaders focuses on leadership development, issue advocacy, grassroots organizing, and civic engagement. Currently, RFK Young Leaders has a presence on 14 college and university campuses across nine states.

As a Young Leaders Fellow, the Innovator will have the opportunity to help further the organization's programmatic work by bringing together grassroots activists, movement leaders, young people, and communities of color to support a broad progressive agenda. Responsibilities include developing training materials, conducting virtual workshops, and providing one-on-one technical support to college chapters. The Innovator will also assist with planning and executing a national summit, recruiting new student leaders, expanding the RFKYL chapter network, and organizing cross-chapter actions (such as lobby days, protests, virtual campaigns, and others high-impact events).

Responsibilities include, but are not limited to:

- Organizing and leading workshops, trainings, and class presentations on voting, civic engagement, and organizing.
- Assisting in designing and implementing issue advocacy campaigns, civic engagement, and fieldwork.
- Canvassing for pledge cards or petitions on college campuses, community events, and other spaces.
- Recruiting and activating students to participate in cross-chapter or issue-based campaigns that involve multiple stakeholders.
- Providing technical assistance to chapter leaders and Campus Ambassadors.
- Building relationships with campus administration, faculty, student clubs, and student leaders to advance the civic engagement of students.
- Helping coordinate logistics for Young Leaders outreach events, including trainings, visibility events, speaker forums, and lobby days.

DESIRED SKILLS

- An authentic, grounded person with a strong understanding of the issues at hand and a deep commitment to building power for young people at the margins.
- A self-starter who shows strong initiative and is committed to growth and getting results.
- A compassionate person who shows commitment to the progressive values, mission, and goals of the organization, which includes having experience working with communities of color and having a desire to be part of an anti-racist organization.
- A resourceful, creative problem-solver and solutions-finder who can collaborate with young leaders on campus and in the community.
- A flexible person who can adapt on-the-go for the best results.
- A relational person who empowers and develops young leaders.
- A highly organized person who can work independently, as part of a team, and under pressure.
- Experience growing up or working in diverse communities and a demonstrated commitment to diversity.
- Strong judgment in effectively and strategically navigating varying relationships and collaborative environments.
- Experience working with young adults from diverse backgrounds preferred.
- Experience in canvassing, working on campaigns, or other civic engagement initiatives preferred.
- Experience working with college students and/or operating and maintaining a college-based student organization preferred.

Organization: Tahirih Justice Center
Location: Houston, TX
Job Title: Community Justice Innovator
Supervisor: Houston Policy and Advocacy Manager



ABOUT THE ORGANIZATION

The Tahirih Justice Center is a national, nonprofit organization that serves immigrant survivors fleeing gender-based violence. By amplifying the experiences of survivors in communities, courts, and Congress, Tahirih's mission is to create a world in which all people share equal rights and live in safety and with dignity. Tahirih works to dismantle the laws, practices, and attitudes that leave immigrant survivors vulnerable to abuse. The organization provides each survivor with the resources needed to secure personal protection and support their agency in their healing journey. By working at both the systemic and individual levels, Tahirih seeks to have a truly transformative impact on our justice system. The organization takes an interdisciplinary approach to secure justice for survivors. Through free legal and social services, policy advocacy, and community outreach and training, Tahirih protects and expands legal rights for immigrant survivors of gender-based violence seeking safety in the U.S.

JOB DESCRIPTION

Tahirih Justice Center's Houston Policy and Advocacy team works to transform local and state policies and practices and to help shape public perception by advocating for systemic change that impacts immigrant survivors of gender-based violence through creative advocacy projects and strategic campaigns. This team advocates for policies to increase investments into crime prevention, trauma recovery and rehabilitation that do not further criminalize immigrants across region.

The Houston Policy and Advocacy team is seeking a Community Justice Innovator to advocate for immigrant women, gender-nonconforming and trans people, and those most harmed by gender-violence and least helped by current justice priorities, and to advance new safety priorities rooted in prevention, trauma recovery, and community health. The Houston Community Justice Innovator will build upon the work Houston's Policy and Advocacy team has done at the intersection of the immigration and criminal legal systems from a victim-advocate perspective. Tahirih is seeking a dynamic individual who cares deeply about the intersection of gender and immigrant rights to build upon and implement work steps identified through the planning process. The Innovator would work closely with Tahirih Houston's Policy & Advocacy team as well as community partners.

Key Responsibilities:

- Collaborate with the Houston Policy team and other staff to co-create and propose an impactful project within their first 90 days. A successful project is innovative, builds upon prior work, and is rooted in the team's values especially centering impacted community in solutions to bring justice and safety for survivors.
- Provide regular updates on current status of project as needed.
- Develop new relationships with partner organizations, businesses, government officials, and individuals. Bring them onto the organization's immigrant survivor justice efforts and keep them engaged throughout the duration of the program.
- Attend and participate in regular program and campaign meetings.
- Attend and facilitate coalition spaces and community events, representing Tahirih Houston and the priorities of its immigrant

survivor community with partners, and bring back information and updates to the wider team.

- Serve as spokesperson as needed for media efforts.
- Track, compile, and manage lists of partners and points of contact for easy outreach.
- Plan and execute outreach events, convenings and trainings as assigned by the Policy and Advocacy program manager.
- Respond to and manage requests for collaboration and other joint projects.

DESIRED SKILLS

- Experience in community organizing, engaging volunteers.
- Strong cultural competence and experience working directly with constituents from diverse racial, ethnic, socio-economic, and geographic backgrounds.
- Strong computer skills, particularly Microsoft Office Suite and web-based research.
- Strong organizational and time management skills with attention to detail.
- Ability to support moving projects from concept to completion.
- Event planning experience.
- Strong interpersonal skills, including a desire to learn, sense of humor, and creativity.
- Strong customer service orientation: patience, listening, and resourcefulness.
- Strong writing and editing skills.
- Ability to work autonomously as well as collaboratively across teams.
- Fluency in Spanish is preferred but not required; proficiency in another foreign language is a plus.
- An interest or background in immigration policy, health care access, gender rights, and criminal justice issues.

Organization: Tahirih Justice Center
Location: San Francisco Bay Area
Job Title: Legal Tech Access Innovator
Supervisor: Managing Attorney



ABOUT THE ORGANIZATION

The Tahirih Justice Center is a national, nonprofit organization that serves immigrant survivors fleeing gender-based violence. By amplifying the experiences of survivors in communities, courts, and Congress, Tahirih's mission is to create a world in which all people share equal rights and live in safety and with dignity. Tahirih works to dismantle the laws, practices, and attitudes that leave immigrant survivors vulnerable to abuse. The organization provides each survivor with the resources needed to secure personal protection and support their agency in their healing journey. By working at both the systemic and individual levels, Tahirih seeks to have a truly transformative impact on our justice system. The organization takes an interdisciplinary approach to secure justice for survivors. Through free legal and social services, policy advocacy, and community outreach and training, Tahirih protects and expands legal rights for immigrant survivors of gender-based violence seeking safety in the U.S.

JOB DESCRIPTION

The Tahirih Justice Center San Francisco Office is seeking a Legal Tech Access Innovator to advocate for trauma-informed and better accessible services for immigrant women, gender-nonconforming and trans people, and those who are most harmed by gender-violence and least helped by current justice priorities.

The SF Legal Tech Access Innovator will build upon the work established in the Tech Access Survey to better understand the types of technological equipment clients use, their technology literacy, concerns about privacy and technology, and relationship to technology. The goal will be to advance new safety priorities rooted in prevention, trauma recovery, and community health, ensuring that clients have accessible information at all times.

The Innovator will work closely with Tahirih SF's Legal and Social Service team as well as community partners.

Key Responsibilities:

- Shaping client demographic policies and best practices regarding use of remote tools, particularly in the realms of e-signatures, videoconferencing, screen sharing, digitizing, sharing of documents, as well as discussing and implementing technological safety precautions.
- Creating a series of client video tutorials, with the assistance of volunteers and Tahirih's pro bono partner, LinkedIn, on working remotely with advocates. The first video covers how to take good photos of documents with a phone camera. The Innovator will continue to explore the scope of these tutorials to ease access to legal services.
- Researching and developing ideas for a web, app, or other platforms, to feature video tutorials and disseminate information about digital literacy and resources for accessing essential legal and social services in the Bay Area through a Geo mapping tool.
- Building out a database of client-centered and linguistically accessible educational videos, building a resources guide for language access – including a pool of interpreters – and other projects that the legal team may deem fit.
- Providing regular updates on current status of project as needed.
- Attending and participating in regular program and campaign meetings.

DESIRED SKILLS

- Must be an action-oriented self-starter, who will take initiative, dream up creative ideas, engage with staff to incorporate feedback and cultivate support, develop action plans, and problem solve.
- Must be a committed collaborator who values collective processes, enjoys sharing information, and thrives in a team environment where there is an opportunity to learn and work closely with others.
- Must have a systems mindset in approaching problems and understand the inter-connectedness of issues that could arise in a project.
- Strong communication skills and ability to explain complex concepts in simple terms.
- Strong customer service orientation: patience, listening, and resourcefulness.
- Commitment to learning and applying equity-centered design and trauma-informed approach in tech access.
- Experience in community organizing, engaging volunteers.
- Strong cultural competence and experience working directly with indigent and immigrant communities and other constituents from diverse racial, ethnic, socio-economic, and geographic backgrounds.
- Strong computer skills, particularly Microsoft Office Suite and web-based research.
- Strong organizational and time management skills with attention to detail.
- Ability to support moving projects from concept to completion.
- Strong interpersonal skills, including a desire to learn, sense of humor, and creativity.
- Strong writing and editing skills.
- Ability to work autonomously as well as collaboratively across teams.
- Fluency in Spanish is preferred but not required; proficiency in another foreign language is a plus.
- An interest or background in immigration policy, health care access, gender rights, and criminal justice issues.
- Experience with User Experience (UX) design is a plus.

Organization: Tahirih Justice Center
Location: Washington, D.C. Area
Job Title: Public Policy Innovator
Supervisor: Interim Public Policy Director
and Forced Marriage Initiative Project Manager



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JOB DESCRIPTION

The Public Policy team seeks to amplify the experiences of survivors and to pursue systemic change with nonpartisan federal, state, and local policy advocacy, strategic thought leadership, and impact litigation that supports survivors. Public policy advocacy is an integral and fast-growing element of Tahirih's mission and national leadership, as it works to pass legislation, develop regulations, and transform policies that results in systemic change which will ensure long-term protection from gender-based violence. All advocacy initiatives are inspired and informed by the real-life needs of clients, and through extensive consultation with other service-providers and advocates around the country.

Tahirih is seeking a passionate, engaged, and energetic individual to enable the organization to expand its public policy capacity. The Public Policy Innovator will support advocacy efforts by Tahirih's dynamic and innovative policy staff, including the 6th Ground Campaign to add gender as a protected ground of asylum, the organization's federal and state-based forced marriage advocacy, as well as other initiatives.

Duties will include (but not be limited to):

- Coordinating stakeholder testimony in support of the Maryland campaign to end child marriage (2022 legislative session).
- Assisting in the coordination and facilitation of high-level stakeholder consultations and strategy meetings on policy issues.
- Gathering survivor testimony and supporting survivors of gender-based violence to guide and participate directly in advocacy efforts.
- Legal research and memo writing on laws and policies to inform legislative and regulatory approaches to policy advocacy.
- Drafting advocacy packets, letters, memos, reports, and other outward facing publications in support of campaigns.
- Planning and execution of outreach and education events.
- Support with coalition building and management.

DESIRED SKILLS

The Innovator must be a self-starter who is capable of managing multiple urgent priorities simultaneously across Tahirih's policy work, including with regard to ending forced and child marriage in the U.S. and ensuring that immigrant survivors of all forms of abuse have access to critical legal protections and social services.

Required skills and competencies include:

- An interest or background in immigration policy, anti-violence work, social and racial justice movements.
- Experience in community organizing, engaging volunteers and/or supporting survivors of gender-based violence.
- Strong interpersonal skills, including a desire to learn, sense of humor, and creativity.
- Record of cultural competence and cross-cultural communication skills; experience working effectively with people of diverse backgrounds.
- Commitment to learning and promoting the principles of diversity, equity, and inclusion
- Exceptional writing and editing skills.
- Strong computer skills, particularly Microsoft Office Suite and web-based research.
- Exceptional organizational and time management skills with attention to detail.
- Ability to support moving projects from concept to completion.
- Event planning experience.
- Responsible, self-initiating, and focused, with proven ability to work independently and also collaboratively in a team-based decision-making environment.
- Strong customer service orientation: patience, listening, and resourcefulness.
- Fluency in Spanish is preferred but not required; proficiency in another foreign language is a plus.

Organization: Vibrant Emotional Health
Location: New York, NY
Job Title: Advocacy Fellow
Supervisor: Director of National and State Policy



ABOUT THE ORGANIZATION

For 50 years, Vibrant Emotional Health (Vibrant) has been at the forefront of promoting emotional well-being for all people. Through innovative programs and work administering crisis lines like the National Suicide Prevention Lifeline, Vibrant serves millions of individuals across the country who are at risk of suicide or mental health crises annually. Through state-of-the-art technology-enabled services, community wellness programs, and advocacy and education work, Vibrant is building a society in which emotional wellness can be a reality for everyone. As leaders, advocates, educators, and innovators in mental health, Vibrant has been raising awareness and offering support to everyone who is struggling. It works every single day to help save lives and assist people to get care anytime, anywhere and in any way that works for them. The organization is unwavering in its belief that everyone can achieve emotional wellness with the right care and support.

JOB DESCRIPTION

Vibrant is proud to serve as the administrator of the National Suicide Prevention Lifeline (Lifeline) since the program's inception in 2005. Funded by the U.S. Substance Abuse and Mental Health Services Administration, the Lifeline provides free, and confidential support for people in emotional distress 24 hours a day, seven days a week. The Lifeline consists of an expansive network of over 180 independently owned and operated crisis centers located across the United States. In 2020, Congress and the FCC designated 988 as the universal three-digit dialing code for the Lifeline in recognition of the need to increase the accessibility of these life-saving services, extend the national reach of suicide prevention efforts, and reduce the stigma surrounding mental health.

As part of the transition to 988, the Lifeline is working with Federal, State, and local entities on how this transition will occur within the states and territories. The Advocacy Fellow will work with the Lifeline team to support this transformation of the national crisis response network.

Specifically, the Innovator will:

- Research state-specific 988 implementation concerns (including but not limited to financing, workforce, etc.).
- Create issue white papers for use by centers/advocates.
- Collaborate with other policy staff and the Vibrant communications team on disseminating policy developments, advocacy communications, and digital advocacy outreach.
- Participate in mental health and suicide prevention coalition meetings and expand relationship building.
- Engage with federal stakeholders on mental health priorities (including reviewing federal register, drafting correspondence, meeting Congressional offices).
- Create and maintain legal and advocacy focused documents and visuals for use by centers/advocates (e.g. ensuring state map and other materials are up to date).

DESIRED SKILLS

- Excellent written and oral communication skills.
- Proficient in MS Office applications: Word, Excel, and PowerPoint.
- Detail-oriented and able to multi-task/prioritize. A flexible work style with the ability to handle shifting priorities.
- Demonstrate sound judgment by making appropriate decisions, exercising discretion, and knowing when to take initiative/follow-up.
- A collaborative team player who builds professional relationships across departments and with external stakeholders.

Organization: Vibrant Emotional Health
Location: New York, NY
Job Title: Legal Data Manager/Scientist
Supervisor: Senior Data Scientist



ABOUT THE ORGANIZATION

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The Legal Data Manager/Scientist will partner with Vibrant's Legal and IT departments to establish a 988 overall database and data element governance, privacy, security, feed and reporting standards.

Specifically, the Legal Data Manager/Scientist will:

- Join as a contributing member to Vibrant's Data Governance project.
- Partner in establishing governance/rulesets/quality standards on data contained in the 988 Unified Platform and data feeds to/from Vibrant's network centers.
- Collaborate on reporting and analytic methods and standards that meet reporting obligations to funders, donors, etc.
- Partner in establishing data field ownership, security, privacy rules, terms and conditions that protect the rights of Vibrant, the network centers, SAMHSA, etc.
- Teach and transition ongoing Vibrant Legal and IT leaders and resources what has been established and rolled out so that those remaining are enabled to support and adapt the above deliverables given changing conditions, needs, legislation, etc.

DESIRED SKILLS

Requirements:

- A minor or set of studies/classes and/or experiences with IT and data capture, reporting and analytics.
- Experience with project development or management to be able to contribute as part of a project team.
- Excellent collaboration and communications skills.
- Excellent documentation skills.

Pluses:

- Familiarity or experience with mental health or health care legal practices.
- Familiarity or experience with information security, compliance and privacy practices and rulesets (e.g. HIPAA, HITRUST).



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