



Weil

2021-2022 PROGRAM APPLICATION GUIDELINES

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

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ABOUT US

ABOUT WEIL LEGAL INNOVATORS

The Weil Legal Innovators Program engages incoming law school students in addressing some of the most pressing social and legal challenges in our communities today. Weil Legal Innovators is comprised of a class of 10 incoming law school students who plan to attend one of eight WLI Law School Partners. Innovators defer their first year of law school to work at one of WLI's 15 partner nonprofit organizations for a paid fellowship, executing a strategic initiative designed to leverage their business acumen 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 19, 2021, 11:59 PM EST.

Note that progress throughout the online application cannot be saved. We strongly recommend all applicants to prepare their application materials and answers offline, and submit all components online in one sitting, once ready.

Applications must be submitted online by following this link: <https://www.weil.com/weil-legal-innovators/program-details>

ELIGIBILITY

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

Applicants must demonstrate an intention to attend one of the eight 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. University of Michigan Law School
8. University of Pennsylvania Law School

In the circumstance that an applicant is still deciding between two or more WLI Law School Partners by the application deadline, the program will accept an official letter of acceptance into 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 2021 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 – approximately 3,500 characters.*

LETTERS OF RECOMMENDATION

Your application must include two letters of recommendation in order to be considered.

For prospective Innovators applying directly from an undergraduate program, and/or for 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 is 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 on school or company letterhead
- Must be signed by the recommender
- Must include the recommender's mailing address and email address
- Should not be longer than one page
- Should be in PDF format

Applicants may upload letters of recommendation when submitting their WLI application online. If a recommender wishes to submit their letter confidentially and directly to Weil, they may do so by emailing it to legalinnovators@weil.com.

NONPROFIT SELECTION AND PROJECT PROPOSALS

The 2021-2022 WLI Program offers 21 Innovator fellowship opportunities at 15 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 that the job locations listed below indicate where nonprofit organizations are based, although due to the ongoing COVID-19 pandemic, a fully remote work year remains likely. 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
Ashoka	Ashoka Legal Support for Entrepreneurs (ASE) Coordinator	Greater Washington, DC Area
The Aspen Institute	Coordinator, Youth Leadership Programs	Washington, DC
Earthwatch Institute	Impact Manager	Boston, MA
Human Rights Watch	Associate, General Counsel's Office	New York, NY
Human Rights Watch	Associate, Washington Advocacy Team	Washington, DC
Innocence Project	Post-Conviction Litigation Innovator	New York, NY
Met Council on Jewish Poverty	Public Policy Innovator	New York, NY
Ms. Foundation for Women	Special Project Fellow, Executive Office	New York, NY
National Urban League	Regulatory and Compliance Law Fellow	New York, NY
National Urban League	Equitable Justice Fellow	New York, NY
National Urban League	Washington Bureau Fellow	Washington, DC
National Women's Law Center	TIME'S UP Legal Defense Fund Innovator	Washington, DC
Oxfam America	Living Wage Innovation Fellow	Boston, MA or Washington, DC
Posse Foundation	Program Associate	New York, NY
Tahirih Justice Center	National Pro Se Toolkit Coordinator	Greater Washington, DC Area
Tahirih Justice Center	Immigrant Health Justice Coordinator	Houston, TX
Tahirih Justice Center	Tech Access Project Coordinator	San Francisco Bay Area, CA
United Way of New York City	Associate, Justice and Opportunity	New York, NY
Youth INC	Strategy and Advocacy Fellow	New York, NY
Youth INC	Diversity, Equity and Inclusion Fellow	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 — approximately 3,500 characters.*

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 — approximately 3,500 characters.*

KEY DATES

DECEMBER 2020 WLI applications open

MARCH 2021 WLI applications close March 19 / Interview Round I with WLI Steering Committee

APRIL 2021 Interview Round II with WLI Nonprofit Partners

MAY 2021 Offers extended to Innovators

JULY 2021 WLI Program commences

JULY 2022 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

Job Themes: Civil Rights, Legal Services, Program Development



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, combating 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 in its Houston office 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 building, recruiting, and managing a new intake program comprised of undergraduate college students. The coordinator will help revolutionize the way the ACLU of Texas handles intake investigations and provide much needed resources to impacted communities. As a litigation assistant, candidates will assist in case management, anticipate and identify litigation tasks, and perform general paralegal work.

The Innovator will be primarily tasked with building and creating a brand-new intake program for the ACLU of Texas. The creation of this function will be conducted in two phases: development and implementation. During the development phase, the Innovator will learn the intake system, criteria for case development, and basics of case investigation. The Innovator will also be tasked with creating guidelines, policies, and procedures for the new intake program as well as recruitment and outreach to undergraduate colleges in the Houston area. For the implementation phase, the Innovator will provide orientation and management of undergraduate college students who will be evaluating intake and providing resources to impacted communities. They will also be tasked with leading weekly intake program meetings and helping to develop cases based on incoming intake. The Innovator will also help with presentations to attorneys, intake memorandum, and interviewing potential litigants.

As the litigation assistant, the Innovator will provide basic general paralegal assistance including but not limited to: preparing documents for filing in court, cite-checking, proofreading, drafting legal letters, FOIA and Public Information Act requests, and other correspondence, as appropriate, managing responses, and using PACER and Westlaw.

DESIRED SKILLS

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

Organization: Ashoka

Location: Greater Washington DC Area

Job Title: Ashoka Legal Support for Entrepreneurs (ASE) Coordinator

Supervisor: Global Legal Director

Job Themes: Social Innovation, Legal Services, Program Development



ABOUT THE ORGANIZATION

Ashoka is the world's largest network of social entrepreneurs with over 3,200 leading changemakers—Ashoka Fellows—in over 90 countries. Through its 40 country offices, Ashoka has access to tens of thousands of other social innovators creating change across the world.

Ashoka builds and cultivates a community of change leaders who see that the world requires everyone to be a changemaker. Together, they collaborate to transform institutions and cultures worldwide, so they support changemaking for the good of society.

JOB DESCRIPTION

There exists a significant gap in the availability of experiential learning for law students interested in law and social innovation. Concurrently, social entrepreneurial organizations often lack sufficient capacity to carry out projects. Ashoka is currently designing and implementing an internship program that addresses these needs by providing short-term support to Ashoka Fellows while providing law students practical experience and exposure to the social entrepreneurship space. The ultimate goal is to multiply the number of changemaker lawyers exponentially, provide increased capacity for the Ashoka Fellows, and strengthen bonds between social entrepreneurs, big law, and legal education networks.

This program is currently in the rollout phase, with the first class scheduled for summer 2021. The project involves the design and facilitation of an *Ashoka Summer Legal Internship Program* that places current law students with social ventures and organizations led by Ashoka Fellows. Current law students will be matched with Ashoka Fellows and other legal service organizations globally for summer internship opportunities in an effort to not only benefit the social ventures through the delivery of services by a legal intern, but also increase the number of lawyers with professional social entrepreneurial experience.

The Innovator will help support administration and coordinate the rollout of the second class of legal interns – communicating and strengthening partnerships, promoting the program, assisting with and screening and interviewing of candidates, mapping and identifying funding resources, assisting with the screening and interviewing, and organizing virtual and/or in-person events.

The Innovator will also work on the *Ashoka Security Program*. Ashoka prides itself on the transformational goals of its Fellows; however, their work at times put them at increased risk, whether it be digital, physical,

and/or emotional. As Ashoka's network and office locations expand, they seek to put a process in place to both proactively address and react to the security needs of their Fellows, youth changemakers, and Ashoka staff across the globe. The Innovator will assist on active cases, program administration, partner relationship maintenance, and communication between the Ashoka teams, local point persons, and Ashoka country offices.

Finally, the Innovator will hold responsibilities in the *Ashoka Legal Support for Entrepreneurs (ASE) Program*. Once a social entrepreneur becomes an Ashoka Fellow, they have several avenues of support available to them for life (Ashoka considers its Fellowship to be a life-long commitment). The Legal Team offers pro bono support to Fellows by connecting them to a network of pro bono partners and provides information, learning opportunities, and news on its Legal Engagement webpage. The Innovator will assist with pro bono support, managing the online ticketing/tracking systems, updating and maintaining the webpage, reaching out to partners, organizing law-oriented workshops and events, and maintaining the Legal Team's online document drive.

DESIRED SKILLS

- Ashoka seeks a self-motivated applicant who flourishes in creative work environments.
- The ideal candidate will be well organized and able to manage their own time as different tasks arise.
- Requirements for the position include proficiency in Microsoft office applications (Excel, Word, etc.), superb research and writing skills, and the ability to communicate effectively with professional and educational networks.

Organization: The Aspen Institute

Location: Washington, DC

Job Title: Coordinator, Youth Leadership Program

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

Job Themes: Youth Empowerment, Leadership, Social Innovation



ABOUT THE ORGANIZATION

The Aspen Institute is an international values-based organization that drives change through dialogue, leadership, and action to help solve the greatest challenges of our time. The Youth Leadership Programs Department at The Aspen Institute identifies, cultivates, and amplifies the talent of rising generations. The department works with high school to college-aged youth to address the most complex and challenging social, political, and scientific issues facing communities today. The department is home to the Aspen Challenge, Aspen Young Leaders Fellowship, and Bezos Scholars Programs.

JOB DESCRIPTION

The Innovator will get hands-on experience supporting the equity-driven missions of The Aspen Institute's Youth Leadership Programs, a team whose goals are achieved via an unwavering focus on equity and inclusion and a commitment to working in communities with young people from low- to moderate-income backgrounds, youth of color, and youth with learning differences or differing abilities. The Innovator will serve as a core member of the Youth Leadership Programs Department team, working with the team 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 work streams across Aspen's Youth Leadership Programs Department. The Innovator will have the option/opportunity to work on the following:

- Contribute to the design and development of projects and initiatives that support the leadership development of young people across the country. For example:
 - Create an engagement model with offerings and events to remain connected with past program participants, alumni, and their families
 - Design a newsletter to reach college-aged participants 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. For example:
 - Create a risk and liability plan for a youth program working in major school districts
 - Adapt procedures for in-person convening with COVID-19 safety protocols
- Conduct interviews with past participants to develop impact statements for use in grant reporting, Aspen blog posts, newsletters and social media features. For example:
 - A feature on fellows who received resources to mitigate impacts of COVID-19, such as laptops, Wi-Fi hotspots, and support for housing insecurity or earnings interruption
- Contribute to the management and implementation of *Youth Lead Now!* Quarterly national webinars featuring influential speakers. For example:
 - Support planning and implementation of youth-moderated

webinars with speakers such as Former Secretary of Education Arne Duncan and music industry pioneer Tory Cartner

- Virtual and on-site support for major events with prominent speakers. For example:
 - Aspen Challenge opening with 320 high school students and 80 educators in two cities (past speakers: Congressman John Lewis, Angela Duckworth, Jose Andres, Chance the Rapper)
 - Aspen Young Leaders Fellowship Retreat or Civic Action Trip (past locations: retreat in the Ozark mountains of Arkansas and a Civic Action Trip to New Orleans, including a session with Mayor LaToya Cantrell)

DESIRED SKILLS

The Aspen Institute is seeking an Innovator who can work effectively with diverse teams and communities. A successful candidate will have an interest in learning about educational systems, youth development, and community engagement and have:

- 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, contact databases, complex spreadsheets, and web-based research. Any website and social media maintenance 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 1 trip per month)*
Travel will be dependent upon CDC guidelines and parameters in place by the Aspen Institute regarding staff travel

Organization: Earthwatch Institute

Location: Boston, MA

Job Title: Impact Manager

Supervisor: Program Manager and Sustainability Specialist

Job Themes: Environmental Justice, Program Development



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.

JOB DESCRIPTION

The Innovator, serving as Impact Manager, will help align Earthwatch's Sustainable Cities programs to several goals from an array of priorities including internal Risk Management, the UN's Sustainable Development Goals (SDGs), Indicators, and Targets and principals of Environmental Justice.

- The Innovator will help to design and document the impact of these programs on low-income and underrepresented populations in specific communities with particular focus on flooding, air quality, and heat.
- In an assessment of Earthwatch's current programs against the SDGs and environmental justice impacts, the Innovator will help create a road map that identifies areas for growth to lead to positive impacts in these communities.

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 and students and research scientists to:

- Develop a detailed understanding of the SDGs and 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 risk management frameworks and tools for new programs.
- Conduct a review of programs under Earthwatch's Sustainable Cities work 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.
- 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.
- Spanish, coding (R, Python or other) and/or GIS skills are a plus.

Organization: Human Rights Watch
Location: New York, NY
Job Title: Associate, General Counsel's Office
Supervisor: General Counsel
Job Themes: Human Rights, Tech Access



ABOUT THE ORGANIZATION

Human Rights Watch defends the rights of people worldwide. They scrupulously investigate abuses, expose the facts widely, and pressure 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 General Counsel's Office at HRW is responsible for legal oversight of the organization's corporate matters, such as issues of internal governance and policy, a wide range of media law, foreign operations, tax, insurance and contract review, litigation and international and domestic employment matters, including labor relations. The General Counsel's Office seeks an Innovator to take a leadership role in several long-term projects that involve working with stakeholders across the organization.

- First, the Innovator will be charged with tracking trends in the litigation to which HRW is a party or a witness and identifying opportunities for HRW to participate in cutting-edge litigation matters.
- Second, the Innovator will support HRW's effort to protect the right to privacy in the digital age, particularly with the regard to the nuances of GDPR compliance at an international NGO.
- Finally, the Innovator will participate in an upcoming organization-wide effort to ensure that HRW lives its values both internally and externally, in the form of a comprehensive policy review and ethics audit.
- The Innovator will be an active member of the General Counsel's office and will provide administrative support to the team.

DESIRED SKILLS

- Prior office/administration experience and outstanding organizational skills with exceptional attention to detail are required.
- Sound judgment, a willingness to take on responsibilities, and ability to problem solve and self-teach new topics are required.
- Excellent oral and written communication skills in English are required; proficiency in other languages is a plus.
- Strong interpersonal skills in order to work collaboratively within Human Rights Watch as well as with external partners are required.
- Self-motivation and the ability to prioritize with minimal supervision and work independently as well as function as a member of a team are required.
- Ability to work well under pressure and to manage multiple priorities while working effectively toward deadlines is required.
- Ability to maintain confidentiality and information security is required.
- Proficiency in various computer packages, including MS Office applications and ability to quickly learn other applications are required.
- Interest and familiarity with international human rights and digital privacy issues is desirable.

Organization: Human Rights Watch
Location: Washington, DC
Job Title: Associate, Washington Advocacy Team
Supervisor: Washington Director
Job Themes: Human Rights, Policy & Leadership



ABOUT THE ORGANIZATION

Human Rights Watch defends the rights of people worldwide. They scrupulously investigate abuses, expose the facts widely, and pressure 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 Human Rights Watch Washington Advocacy team leads the organization's work to influence United States foreign policy. This position reports to the Washington Director and 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, preparing and distributing written products (e.g. reports, letters, briefing papers, talking points, dispatches, web content), coordinating 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.

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: Post-Conviction Litigation Innovator
Supervisor: Staff Attorney, Post-Conviction Litigation Unit
Job Themes: Human Rights, Legal Services



ABOUT THE ORGANIZATION

The Innocence Project was founded in 1992 by Barry C. Scheck and Peter J. Neufeld at the Benjamin N. Cardozo School of Law at Yeshiva University to assist the wrongly convicted who could be proven innocent through DNA testing. The Innocence Project's groundbreaking use of DNA technology to free innocent people has provided irrefutable proof that wrongful convictions are not isolated or rare events but instead arise from systemic defects. Now an independent nonprofit organization closely affiliated with Cardozo School of Law at Yeshiva University, the Innocence Project's mission is to free the staggering numbers of innocent people who remain incarcerated and to bring substantive reform to the system responsible for their unjust imprisonment.

JOB DESCRIPTION

In this new role, the Post-Conviction Litigation Innovator will support the work of the Innocence Project's Post-Litigation Department attorneys in providing direct representation to convicted persons seeking post-conviction DNA testing and seeking to challenge wrongful convictions resulting from due process violations. The Innovator will collaborate with a staff attorney to provide assistance with inter alia, case development, completing high-level legal research and writing projects, and creating departmental resources.

The attorneys in the Post-Conviction Litigation Department represent convicted individuals around the nation seeking to overturn their convictions based on evidence of innocence, including through post-conviction DNA testing. They also work with a wide-range of forensic experts and investigators to re-investigate and litigate post-conviction innocence claims.

The Innovator will support this work by conducting high-level research and analysis related to complex procedural and constitutional issues, writing motions and legal memos, and by providing assistance with crafting litigation strategy. The Innovator will also help to develop projects that meaningfully impact and further the work of the Department such as developing case screening criteria and analyzing departmental forensic case data.

DESIRED SKILLS

- Strong research and analytical skills and an ability to write and speak clearly.
- Self-starter with the ability to take the initiative and follow through on projects to completion.
- Strong interpersonal and written communication skills, flexibility and patience to work with different personalities in a fast-paced environment.
- Ability to handle multiple tasks simultaneously, prioritize and effectively manage workload, and regularly meet deadlines.
- Ability to work independently as well as within a team.
- Commitment to racial and social justice; particularly the mission of the Innocence Project.

Organization: Met Council on Jewish Poverty

Location: New York, NY

Job Title: Public Policy Innovator

Supervisor: Managing Director of Government Affairs; Chief Policy Officer

Job Themes: Community Empowerment, Policy & Leadership



ABOUT THE ORGANIZATION

The Metropolitan Council on Jewish Poverty is the voice of the Jewish poor and the first line of defense for the community's needy. They fight poverty through comprehensive social services and passionate advocacy to care for every individual with integrity and respect. Met Council's network of 75 food pantries, affordable housing sites and JCC's strengthen families and neighborhoods across New York.

JOB DESCRIPTION

The Innovator will be a critical member of the government relations and public policy team assisting Met Council in its efforts to pass laws and change policies that will benefit the neediest New Yorkers. In this role, the Innovator will learn about the front-line work that Met Council does fighting poverty.

The Innovator will work with the communications team to engage supporters of their grass-roots efforts to amplify the voice of the neediest via newsletters, policy updates and action items. The Innovator will also join Met Council at New York City Hall and in the State Capitol to advocate and testify at hearings on key public policy issues relating to fighting poverty. The Innovator will accomplish these goals by working closely with senior Met Council staff to research and write policy papers, memos, testimony, as well as correspondence for government stakeholders on issues ranging from affordable housing to benefits access and domestic violence.

DESIRED SKILLS

- Excellent communication skills, both written and verbal.
- Attention to detail.
- Ability to research and synthesize information.
- Ability to multitask and prioritize deadlines.
- Ability to work independently to move tasks forward.
- Must be computer-literate with ability and interest to learn new software (Met Council currently uses the Outlook platform plus special programs-focused software).
- Superior interpersonal skills.
- Additional languages helpful but not required (e.g., Russian, Yiddish, Creole, Spanish, Mandarin, etc.).

Organization: Ms. Foundation for Women

Location: New York, NY

Job Title: Special Project Fellow, Executive Office

Supervisor: President and CEO

Job Themes: Women's Issues, Community Empowerment, Program Development



ABOUT THE ORGANIZATION

The Ms. Foundation for Women's mission is to build women's collective power in the U.S. to advance equity and justice for all. Ms. Foundation seeks to achieve its mission by investing in and strengthening the capacity of women-led movements, particularly by women and girls of color, to advance meaningful social, cultural and economic change in the lives of all women and girls. They do this by focusing their grantmaking on women's safety, health and economic justice (SHE). Ms. Foundation provides flexible, general operating support to grantee partners to ignite change, amplify the least heard voices, and create collaborations across issues that address the interconnected nature of women's and girls' lives.

JOB DESCRIPTION

The Innovator will assist the President and CEO on special projects aligned to the Ms. Foundation's strategic plan as assigned. The role will require working with the Foundation's Leadership Team, which includes the Chief Operations Officer, who leads the day-to-day operations of the organization, the Vice President of Strategies and Programs, which has responsibility for grantmaking and capacity building of grantee partner organizations, and the Vice President of Advancement, who heads fundraising and communications.

Opportunities for the Innovator to work directly with the CEO include but are not limited to:

- Assisting the CEO with distribution of grants through the Building Connections Initiative, a five year, \$25 million program that gives resources and support to organizations led by and for women of color.
- Working interdepartmentally on communications strategies for external audiences.
- Monitoring state-level policies that could potentially have a negative impact on women, especially in the areas of safety, health, and economic justice.
- Assisting the COO on program-related investment strategies (PRIs) targeted towards women, Indigenous people and people of color.
- Working on new projects that may be related to the outcome of the 2020 presidential and congressional elections.

DESIRED SKILLS

- A broad understanding of gender and racial justice, with knowledge of the issues and challenges facing women and girls of color and indigenous women and girls, including queer and Trans women, immigrant and low-income communities.
- Additionally, some knowledge and understanding of movement building, grassroots advocacy, policy advocacy and community organizing within communities of color and/or feminist movements would be a plus.

Organization: National Urban League

Location: New York, NY

Job Title: Regulatory and Compliance Law Fellow

Supervisor: Assistant General Counsel

Job Themes: Racial Justice, Legal Services, Capacity Building



ABOUT THE ORGANIZATION

Founded in 1910, the National Urban League is the nation's oldest and largest community based organization devoted to empowering African Americans and underserved communities to enter the economic and social mainstream through programs, advocacy and research. The National Urban League (NUL) is a non-profit, 501(c)(3), non-partisan, corporation headquartered in New York City, with a Washington Bureau in Washington, DC and 90 separately incorporated 501(c)(3) affiliates in 36 states and the District of Columbia. The National Urban League serves as a National Intermediary and provides federally funded services in the areas of Health Care, Education, Economic Development, Housing, Financial Literacy, Entrepreneurship and Workforce. The National Urban League's Washington Bureau initiates advocacy and issues research on these areas, and also addresses civil rights, telecommunications, internet, technology and other issues.

JOB DESCRIPTION

The Innovator, serving as the Regulatory and Compliance Law Fellow, will work on a discrete portfolio of matters connected with National Urban League's federal grant programs' compliance and governance. The Innovator will be expected to:

- Manage and maintain 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.
- Assist the organization's Programs Department, and the NUL as a whole, in updating and developing logic models to explain each program and the underlying NUL theory of change/impact.
- 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.
- Support outreach to Government, Congress, nonprofit organizations, and other entities on supplier diversity issues.
- Support senior team with administrative law proceedings and disputes or audits with regulatory agencies.
- Support quality assurance and regulatory compliance efforts, especially in reporting to funders and agencies.
- Assist program staff in using insights gained from data analysis, both internal and external, in order to improve program operations and effectiveness.

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).
- Strong verbal and written communication skills.
- Inquisitive, self-starter, with 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%) – *travel will be pending CDC guidelines.*
- Experience with business technology and software. Experience with commonly used research databases.

Organization: National Urban League

Location: New York, NY

Job Title: Equitable Justice Fellow

Supervisor: Senior Vice President, Equitable Justice & Strategic Initiatives

Job Themes: Racial Justice, Criminal Justice, Policy & Leadership



ABOUT THE ORGANIZATION

Founded in 1910, the National Urban League is the nation's oldest and largest community based organization devoted to empowering African Americans and underserved communities to enter the economic and social mainstream through programs, advocacy and research. The National Urban League (NUL) is a non-profit, 501(c)(3), non-partisan, corporation headquartered in New York City, with a Washington Bureau in Washington, DC and 90 separately incorporated 501(c)(3) affiliates in 36 states and the District of Columbia. The National Urban League serves as a National Intermediary and provides federally funded services in the areas of Health Care, Education, Economic Development, Housing, Financial Literacy, Entrepreneurship and Workforce. The National Urban League's Washington Bureau initiates advocacy and issues research on these areas, and also addresses civil rights, telecommunications, internet, technology and other issues.

JOB DESCRIPTION

As National Urban League's Equitable Justice Fellow, the Innovator will work on a discrete portfolio of matters related to policing and criminal justice reform, civic engagement, and other justice related areas. As this is a new role at National Urban League, the Innovator will be critical to helping grow the organization's equitable justice work. The Innovator will be expected to:

- Research policy areas of interest to the Equitable Justice Department.
- Track and monitor developments in state and local legislation related to equity, voting, and policing and criminal justice reforms.
- Conduct legal research related to that legislation.
- Participate in strategic planning and campaigns designed to advance and pass legislation.
- Generate draft testimony and correspondence on census and civic engagement, as well as any other relevant pieces of the Equitable Justice portfolio.
- Prepare and disseminate materials related to NUL's policing and criminal justice reform agendas to external partners and National Urban League affiliates.
- Support the Department in managing internal and external relationships with affiliate leaders and a range of external partners.
- Assist with community outreach and manage projects as assigned.

DESIRED SKILLS

- Prior work experience in a professional/business setting.
- Demonstrated interest in one or more of NUL's focus areas (Justice, Health Care, Education, Housing, Financial Literacy, Entrepreneurship, Technology, public policy or Workforce).
- Strong verbal and written communication skills.
- Inquisitive, self-starter, with 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%) – *travel will be pending CDC guidelines.*
- Experience with business technology and software. Experience with commonly used research databases.

Organization: National Urban League
Location: Washington, DC
Job Title: Washington Bureau Fellow
Supervisor: Senior Vice President, Policy & Advocacy
Job Themes: Racial Justice, Policy & Leadership



ABOUT THE ORGANIZATION

Founded in 1910, the National Urban League is the nation's oldest and largest community based organization devoted to empowering African Americans and underserved communities to enter the economic and social mainstream through programs, advocacy and research. The National Urban League (NUL) is a non-profit, 501(c)(3), non-partisan, corporation headquartered in New York City, with a Washington Bureau in Washington, DC and 90 separately incorporated 501(c)(3) affiliates in 36 states and the District of Columbia. The National Urban League serves as a National Intermediary and provides federally funded services in the areas of Health Care, Education, Economic Development, Housing, Financial Literacy, Entrepreneurship and Workforce. The National Urban League's Washington Bureau initiates advocacy and issues research on these areas, and also addresses civil rights, telecommunications, internet, technology and other issues.

JOB DESCRIPTION

As the National Urban League's Washington Bureau Fellow, the Innovator will work on a discrete portfolio of matters connected with NUL's policy work in Washington, DC and communications issues, including a podcast and weekly newsletter. The Innovator will be expected to:

- Draft recommendations on requests from third parties to join federal and state court litigation as a party or friend of the court.
- Assist with planning of policy briefings for members of the new administration, Congress, staff, corporate partners, and other advocacy organizations.
- Curate content for National Urban League's policy-focused podcast, *For The Movement*, including identifying and booking interview guests, developing questions, and assisting with promotion of the podcast with specific audiences (previous guests have included 2020 U.S. Presidential Candidate Pete Buttigieg, Stockton, CA Mayor Michael Tubbs, and Ohio Senator Sherrod Brown).
- Assist with the curation of news and content for the weekly newsletter publication, *The Washington Bureau Insider*.
- Track litigation around the country involving National Urban League program priorities, tracking any relevant executive orders issued by the president, and track executive nominations for cabinet and subcabinet positions and judicial nominations.
- Develop advocacy materials for members of Congress, the administration, and federal agencies on program priorities for the National Urban League.
- Assist in the drafting of comments in federal rulemaking proceedings before federal agencies on program priorities for the National Urban League.

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).
- Strong verbal and written communication skills.
- Inquisitive, self-starter, with 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%) – *travel will be pending CDC guidelines*.
- Experience with business technology and software.
- Experience with commonly used research databases.

Organization: National Women's Law Center

Location: Washington, DC

Job Title: TIME'S UP Legal Defense Fund Innovator

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

Job Themes: Women's Issues, Legal Services



ABOUT THE ORGANIZATION

The National Women's Law Center fights for gender justice — in the courts, in public policy, and in our 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 our society and to break down the barriers that harm all of us — especially those who face multiple forms of discrimination, including women of color, LGBTQ+ people, and low-income women and families. For more than 45 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 (TULDF) is the first of its kind, nationwide effort dedicated to helping workers — especially low wage workers — who are facing workplace sexual harassment. Surveys estimate that up to 80% of workers face sexual harassment. Most do not report it for fear of retaliation. When workers are ready to report, all too often, especially for low wage workers, they find they have no recourse. The TIME'S UP Legal Defense Fund helps shift that power imbalance by helping workers connect with attorneys and helping to fund legal and media assistance. 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 Innovator placed with TULDF will be someone who can increase the team's capacity to evaluate its impact, 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:

- Data analysis, including gathering and analyzing data from the workers who reach out to the organization.
- Drafting mass communications to the attorneys in the Legal Network. This would include writing the TULDF attorney newsletter, coordinating and planning webinar-based trainings for attorneys (thus far, webinar topics have included cyber harassment, trauma-informed legal work, and special issues facing clients who are LGBTQI+), informing attorneys on and assisting attorneys with registration of upcoming trainings and running the trainings.
- Reviewing requests for assistance from workers and assigning attorneys.
- Assisting with funding decisions.
- Reviewing and recommending processes for improvement.

DESIRED SKILLS

- The work of TULDF routinely requires staff be exposed 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. TULDF does provide training for staff and excellent resources to deal with vicarious trauma.
- The role requires a person who is very proficient with excel and adept at writing mass communications through email and other platforms.

Organization: Oxfam America
Location: Boston, MA or Washington, DC
Job Title: Living Wage Initiative Fellow
Supervisor: Senior Advisor, Private Sector
Job Themes: Economic Justice, Program Development



ABOUT THE ORGANIZATION

Oxfam is a global organization working to end the injustice of poverty. Oxfam helps people build better futures for themselves, hold the powerful accountable, and save lives in disasters; take on inequality, climate justice, gender justice, and inequalities in the food chain, and advocate for the basic human rights and dignity of survivors of conflict and disasters. Oxfam challenges governments, multinational companies, international organizations, and other actors to use their vast power and influence to improve the lives of poor and vulnerable people.

Oxfam America also has a domestic Decent Work Program, which helps workers gain opportunity, improved conditions and stronger voice in their jobs.

JOB DESCRIPTION

Oxfam America is developing a new U.S. Living Wage Initiative (LWI) that will set a credible and realistic standard for paying a living wage and will celebrate employers who want to lead on wages.

Nearly half of U.S. workers make less than \$15 an hour. Income inequality has skyrocketed in recent decades, and the COVID-19 pandemic has created the deepest crisis of unemployment, evictions and hunger since the Great Depression. These low wages and the impact of the pandemic disproportionately impact women and people of color, and are not being addressed by current federal, state and local policies. The result is tens of millions of workers earning wages that do not pay enough to support themselves or their families. Oxfam believes that part of the solution to this challenge can come from companies in the private sector themselves.

Currently, no national platforms exist to recruit, convene, verify and celebrate employers paying a living wage, or to help bring these practices into the mainstream of U.S. business norms. Having a single, transparent and credible methodology and public seal will simplify the complex challenge of determining living wages across U.S. labor markets for employers and ensure clarity and consistency for workers, investors, and consumers.

Through this new initiative, Oxfam intends to create clarity and consistency for employers, investors, workers and consumers alike, and help incentivize a race to the top among leading U.S. employers.

The Innovator will be a core member of the LWI team, playing a key supporting role in the final stages of development of what Oxfam intends to be a market-changing institution that advances the living wage movement in the United States and raises wages for hundreds of thousands of workers.

- The Innovator will engage in research, analysis, strategic planning, and drafting of guidance language, contracts, and other material; as well as providing operational and strategic support for the LWI team.
- The Innovator will also have the opportunity to participate in high-level negotiations with companies and stakeholders and to lead an important aspect of the development of the LWI at what will be a crucial time for this initiative.

- In addition to the LWI specific work, the Innovator will be invited to participate as a full member of the Oxfam team, participating in staff meetings and teambuilding activities, and may be invited to engage in and support related aspects of Oxfam's Decent Work Program in complement to the LWI.

The Innovator will be afforded opportunities to develop critical thinking that can advance their legal education and provide a solid grounding in anti-poverty, wage and equity issues.

DESIRED SKILLS

- Strong research and writing skills.
- Strong critical thinking skills.
- Ability to work independently and manage time effectively.
- Creative, solution-oriented thinking.
- Background in, or passion for, promoting worker rights, living wages, or other related issues.
- Knowledge of certification standards and voluntary corporate initiatives, particularly that include or focus on labor standards, is preferred but not required.

Organization: Posse Foundation

Location: New York, NY

Job Title: Program Associate

Supervisor: Associate Vice President

Job Themes: Youth Empowerment, Program Development



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, a total of 10,000 Posse Scholars have been accepted into top-tier institutions of higher education throughout the country. These young people have received \$1.5 billion in full-tuition leadership scholarships from Posse's college and university partners and have been agents of positive change on their campuses. In 2010, The Posse Foundation was identified by President Barack Obama as one of 10 national nonprofit organizations to receive a portion of his Nobel Peace Prize grant.

Posse supports programs in Atlanta, Bay Area, Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York City, Washington, DC, and the national Posse Veterans Program. In 2021, Posse will be launching vPosse, a virtual implementation of the Posse Program aimed to significantly expand the organization's national impact.

JOB DESCRIPTION

The Innovator will be involved in collaborative, ideas driven, analytical work that directly contributes to the success of Posse's program. The Innovator will work closely with national departments/teams to support various projects:

- *vPosse* – Posse is expanding its program to include virtual Posses (vPosse). vPosses will 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 Pilot Project. This project will give the Innovator an opportunity 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 Special Projects and Training Team (SPT), and National Senior Leadership team, to develop systems and processes for vPosses, identify metrics to track and report on program progress, review agreements and MOUs, research technology platforms, and assist in the creation of social media marketing campaigns.
- *Career, Alumni, and Graduate + Fellowship Programs (CAGF)* – Posse offers a range of resources to support the career and professional development of Scholars and alumni. The Innovator will work with CAGF to develop a structured pipeline that guides and prepares Scholars interested in pursuing legal careers. The Innovator will collaborate 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 program.

DESIRED SKILLS

- Excellent writing, presentation and communication skills.
- Strong research and analytical 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: Tahirih Justice Center

Location: Greater Washington, DC Area

Job Title: National Pro Se Toolkit Coordinator

Supervisor: Co-Director of Client Advocacy

Job Themes: Women's Issues, Immigrant Rights, Legal Services



ABOUT THE ORGANIZATION

Tahirih Justice Center is a national non-profit organization that protects courageous immigrant women and children who are survivors of horrific gender-based violence such as rape, domestic violence, trafficking, female genital mutilation/cutting and forced marriage. Tahirih empowers courageous immigrant survivors with the support they need to leave abusive situations, secure protection, attain legal standing, and rebuild their lives in safety and with dignity here in the U.S. Tahirih seeks to create a world in which women and children enjoy equality and can thrive in their communities.

JOB DESCRIPTION

Immigrant women face unique barriers to accessing safety and justice through the U.S. legal system, including cultural obstacles, limited English proficiency, low income, past and present trauma, and limited understanding of the legal system. Their legal cases are complex and often involve new areas of the law, yet many cannot afford to hire counsel because they lack work authorization and financial stability.

There are currently very few resources that provide survivors with answers to immigration questions and offer information about immigration eligibility requirements. Removing barriers based on geography allows more equitable access to information necessary to make the best decisions for one's own immigration legal case. With legal status, immigrant survivors can better support themselves and their families, leave unsafe living situations, and obtain independence from abusers. Legal status relieves the fear of deportation, opening the door to improved health and access to community services.

The Innovator will create Pro Se Toolkits for immigrant survivors of gender-based violence seeking legal information. The toolkits will be multifaceted and modeled after Tahirih's already created Pro Se T visa Toolkit. Tahirih will utilize the toolkit on its website, and proactively work to distribute it across the country, helping to bridge the information divide for individuals who need legal information and may not be in its service area, or to provide information to individuals it is unable to help. The toolkits will utilize a wide variety of mediums to help assure public comprehension. The ultimate goal of the project is to protect and increase transparency and information about possible forms of immigration legal relief.

Specific responsibilities include:

- Create project plans for the completion of additional pro se toolkits.
- Work with subject matter experts to gather needed information for the toolkit.
- Translate information from subject matter experts into plain English to create forms and materials for the toolkits.
- Work with volunteer clients who are willing to review materials and/or participate in explanatory videos.

- Manage the creation of short videos on specific topics from former clients and Tahirih colleagues.
- Assemble materials into unified pro se toolkits.
- Liaise with other departments at Tahirih, such as Communications, to finalize the pro se toolkits for publication.

DESIRED SKILLS

- Basic understanding of the immigration legal system would be preferred.
- Motivated to learn, grow, and understand immigration law.
- Ability to explain complex ideas in a simple way.
- Critical thinking and research writing experience.
- Initiative, flexibility, and creativity.
- Project management experience preferred.
- Dedication to reducing barriers faced by immigrants and people of color.
- Comfort proactively reaching out to individuals in different professional and community capacities to speak with and interview them.
- Proficiency in Spanish or French is preferred.

Organization: Tahirih Justice Center

Location: Houston, TX

Job Title: Immigrant Health Justice Coordinator

Supervisor: Deputy Director

Job Themes: Women's Issues, Immigrant Rights, Health Justice



ABOUT THE ORGANIZATION

Tahirih Justice Center is a national non-profit organization that protects courageous immigrant women and children who are survivors of horrific gender-based violence such as rape, domestic violence, trafficking, female genital mutilation/cutting and forced marriage. Tahirih empowers courageous immigrant survivors with the support they need to leave abusive situations, secure protection, attain legal standing, and rebuild their lives in safety and with dignity here in the U.S. Tahirih seeks to create a world in which women and children enjoy equality and can thrive in their communities.

JOB DESCRIPTION

Prior to the COVID-19 pandemic, Tahirih Houston's Policy and Advocacy team developed a comprehensive policy and advocacy work plan, which prioritizes, above all else, addressing the "climate of fear in accessing justice and services." Within this framework, health access and more importantly, health equity was a named priority. The current pandemic has only underscored the impact on the immigrant community in terms of health care access and further highlights the need to do better as a community ensuring all have access to health care without fear of repercussions or biases within the system.

The Innovator should be someone who cares deeply about health justice within the immigrant community and who is able to build upon and implement work steps identified through the planning process. The Innovator will work closely with Tahirih Houston's Policy & Advocacy team as well as with community partners. The ultimate goal of the Innovator's work is to increase access to health for immigrant survivors and their family in the Houston Texas area.

Overview of key responsibilities:

- Facilitate internal coordination across the legal, social services, and policy teams.
- Develop relationships with partner organizations, businesses, and individuals, onboard them onto Tahirih's Immigrant Health Justice efforts, and coordinate with them throughout the duration of the program.
- Attend and participate in regular program and campaign meetings.
- Collaborate with the Policy Manager, Social Services Manager, attorneys and other staff members to present campaign plans as assigned.
- Provide regular updates on current status of campaigns as needed.
- Represent Tahirih Justice Center externally and in coalition spaces and community events.
- Attend and facilitate coalition meetings, represent the interest and priorities of Tahirih Houston and its clients with partners, and bring back information and updates to the wider team.
- Serve as spokesperson as needed for Tahirih's media efforts.
- Work with the National Communication team to create unique content about programs and campaigns.

- Develop relationships with partner organizations, government officials, and individuals to bring them onto campaign efforts and keep them engaged.
- Track, compile, and manage lists of partners and points of contact for easy outreach.
- Respond to and manage requests for collaboration and other joint projects.
- Plan and execute outreach events, convening and trainings as assigned for by the Policy and Advocacy program.

DESIRED SKILLS

- Experience with community organizing, and engaging volunteers preferred.
- 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, complex spreadsheets, 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 would be helpful but not required; proficiency in another foreign language is a plus.
- An interest or background in immigration policy and health care access issues.

Organization: Tahirih Justice Center

Location: San Francisco Bay Area, CA

Job Title: Tech Access Project Coordinator

Supervisor: Pro Bono Network Coordinating Attorney

Job Themes: Women's Issues, Immigrant Rights, Tech Access



ABOUT THE ORGANIZATION

Tahirih Justice Center is a national non-profit organization that protects courageous immigrant women and children who are survivors of horrific gender-based violence such as rape, domestic violence, trafficking, female genital mutilation/cutting and forced marriage. Tahirih empowers courageous immigrant survivors with the support they need to leave abusive situations, secure protection, attain legal standing, and rebuild their lives in safety and with dignity here in the U.S. Tahirih seeks to create a world in which women and children enjoy equality and can thrive in their communities.

JOB DESCRIPTION

The COVID-19 pandemic has transformed the environment for Tahirih clients and has provided a catalyst for Tahirih to shift to a virtual legal service model. To respond to this shift and bridge the digital divide for their clients, the Innovator will assist in developing new, equitable, client-centered, trauma-informed, and linguistically accessible tools for working remotely with clients, all of whom are immigrant survivors of gender-based violence.

Under the direction of the Pro Bono Network Coordinating Attorney and supervision of local attorneys, the Innovator will build on the work of Tahirih's Tech Access Project to coordinate the development of:

- An app/online platform and/or online materials to aid in preparation of humanitarian immigration cases.
- Tutorials and educational resources for service seekers who require immigration legal assistance and are unlikely to be able to find legal assistance by an immigration attorney or DOJ accredited representative.

The Innovator will:

- Take a leading role in coordinating simultaneous project deliverables with the goal of launching an app/online platform and/or online materials.
- Will exercise critical analysis in identifying issues impacting the project.
- Coordinate with volunteers in the creation of tutorial videos and other online content.
- Lead/Coordinate the research of data privacy and confidentiality issues related to the development of an app/online platform designed for survivors of gender-based violence.
- Ensure that internal and external stakeholders understand the vision for the app/platform and /or online materials.
- Serve as the primary liaison between internal and external stakeholders, and be able to solicit and synthesize feedback.
- Value and have experience working with and advancing the needs of diverse populations.
- Have knowledge of, and commitment to, building and maintaining platforms that are accessible to all people.

- Be highly organized, exercise sound judgement, and be highly collaborative with the ability to work with staff at all levels of the organization.
- Be resilient, resourceful and detail-oriented with an ability to work independently and as a member of a team and will have a strong commitment to the mission and values of the Tahirih Justice Center.

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, problem solve and get things done.
- Must be a committed collaborator who values collective processes, enjoys sharing information, and thrives in a team environment where you are learning from and working closely with others.
- Must have a systems mindset in approaching problems and understand the inter-connectedness of issues that could arise in the project.
- Strong communication skills and ability to explain complex concepts in simple terms.
- Experience working with indigent and immigrant communities.
- Commitment to learning and applying equity-centered design and trauma-informed approach.
- Experience with User Experience (UX) design is a plus.

Organization: United Way of New York City

Location: New York, NY

Job Title: Associate, Justice and Opportunity

Supervisor: Vice President, Justice and Opportunity

Job Themes: Criminal Justice, Community Empowerment, Policy & Leadership



ABOUT THE ORGANIZATION

United Way of New York City (UWNYC) is a nonprofit organization that mobilizes communities to break down barriers and build opportunities that improve the lives of low-income New Yorkers for the benefit of all. Part of the United Way Worldwide system, UWNYC is one of the world's most recognized charitable brands. UWNYC envisions caring communities in which all individuals and families have access to a quality education and the opportunity to lead healthy and financially secure lives. UWNYC strives to model its values in all relationships, both internal and external, along the principles of Collaboration, Compassion, Integrity, Accountability, and Superior Performance.

JOB DESCRIPTION

United Way of New York City (UWNYC) is seeking an Associate of Justice and Opportunity to support the newly developed Justice and Opportunity Team as they address the most urgent hurdles in the organization's processes and initiatives.

The main emphasis within the Justice and Opportunity team will be ensuring the successful design of the Atlas Initiative for UWNYC. The NYC Atlas program is a voluntary program designed for individuals awaiting trial and facing the highest risks and needs, including factors associated with future justice system involvement or victimization. Atlas provides a variety of evidence-based supports namely credible mentorship, education, employment, and therapeutic services. Atlas will improve community vitality and public safety by increasing the strength and capacity of grassroots organizations and lifting up community-driven public safety.

UWNYC will look for the success of this program through the following activities:

Cross-Functional Alignment:

- Work closely with the StrengthenNYC team to provide capacity building, community building, and technical assistance to Community Based Organizations (CBO) subcontractors.
- Work closely with the Transformation and Learning team to measure program goals, strategies, and outcomes, and ensure continuous learning and improvement for the program.
- Work closely with Finance and Administration staff to ensure procurement, contract compliance, and payment to CBOs.
- Work with the Resource Development team to provide data, anecdotal information, and success stories to support fundraising opportunities.

Collaborate with the Marketing and Communications team to develop justice and opportunity materials and collateral, execute social and traditional media, and manage logistical planning for photo and video shoots.

External Relations:

- Help support day-to-day relationship with the Mayor's Office of Criminal Justice (MOCJ), working closely with their Office of Neighborhood Safety Leadership, program staff, contracting and finance staff.

- Help manage the relationship with the New York City Criminal Justice Agency (CJA) and other referral partners as well as CBOs/providers to ensure referrals are completed.

Help support relationships with therapeutic model experts and support CBOs with on-the-ground technical assistance and capacity building to ensure model fidelity, lead convenings and trainings.

Program Operations:

- Assist in managing a referral hub, providing highest level of customer service and attention to detail.
- Assist in leading logistical planning for CBO convenings, trainings, site visits, and events.
- Help support meetings and convenings of external stakeholders by building and setting agendas, developing meeting materials, liaising with invitees and attendees, and ensuring follow up.
- Help support program compliance and outcomes measurement.

DESIRED SKILLS

- Have a passion for UWNYC's mission, vision, and accomplishments.
- Exhibit strong team skills with demonstrated leadership ability.
- Have exceptional interpersonal skills and proven track record of teamwork, adaptability, innovation, and initiative.
- Possess excellent writing, editing, verbal, presentation, and public speaking skills.
- Be an astute listener who can understand and reflect on issues presented.
- Be a results-oriented, innovative thinker with excellent judgment and problem-solving skills.
- Energetic self-starter who is highly organized persistent and detailed-oriented.
- Ability to handle multiple projects and quickly "change gears" as needed.
- Competency with Microsoft and basic internet research is required.

Organization: Youth INC

Location: New York, NY

Job Title: Strategy and Advocacy Fellow

Supervisor: Chief Programs Officer

Job Themes: Youth Empowerment, Capacity Building, Policy & Advocacy



ABOUT THE ORGANIZATION

Youth INC's mission is to transform the lives of NYC kids through a unique venture philanthropy model that empowers the nonprofits that serve them. Youth INC is a leading nonprofit capacity builder and is expanding its commitment to advocacy and to share the insights from their Nonprofit Partner Network of over 70 partner organizations, which in turn support more than 300,000 NYC youth annually. Youth INC aims to advance the social-emotional learning (SEL) of young people by empowering the nonprofits that serve them. Youth INC's top priority is working with nonprofit partners to ensure the youth they serve thrive.

JOB DESCRIPTION

The Strategy and Advocacy Fellow will assist Youth INC with implementing new capacity-building programs, identifying opportunities for Youth INC to disseminate youth development and organizational capacity best practices, and manage special projects. Advocacy opportunities may include helping Youth INC draft research and policy memos, connect with policymakers, and develop tools to disseminate relevant insights to relevant stakeholders for youth development. Additionally, the Innovator will contribute to their efforts to understand and respond creatively to the ongoing effects of the coronavirus pandemic on the social impact sector, particularly from a racial equity standpoint.

Primary responsibilities include:

- Coordinate efforts to explore policy and legal impacts of the coronavirus pandemic on social impact sector and develop responsive policies and processes.
- Partner with members of the programs team to assist with the implementation and evaluation of new initiatives, pilots, and workshop trainings.
- Explore emerging research related to Youth INC's work and coordinate opportunities to enhance the knowledge of staff by organizing training opportunities and guest speakers, inviting speakers and scheduling sessions.
- Conduct research on Youth INC's Partner Network of 80 youth-centered organizations to identify trends and patterns, as well as help Youth INC explore the role of diversity, equity and inclusion (DEI) within its network and the larger social impact sector.
- Plan forums/symposiums/conferences alongside partner consultants, funders, Youth INC programs team, and their internal stakeholders (at minimum one event per year).
- Support the alignment of change initiatives with Youth INC's organizational culture and measure the results of interventions.
- Draft reports on programs and operations as well as contribute to external communications, such as newsletters and the Youth INC blog, to share insights and learnings.

The Innovator will:

- Attend site visits (pending CDC guidelines) and meet with leadership from Youth INC's Partner Network.
- Have the opportunity to liaise with members of the Board of Youth INC, including leading legal professionals from firms such as Ropes & Gray and Gibson Dunn, and will be considered for a mentoring relationship with a Director.
- The Innovator will also be mentored by the current Chief Operating Officer and General Counsel of Youth INC, as well as have direct access to the Executive Director, who both have extensive experience in both the corporate and social impact sectors.
- Help to identify opportunities to build Youth INC's legal capacity with respect to Advocacy work on behalf of Youth INC and its partners.
- Participate in conferences, panels, and convenings related to capacity building, youth development, and the social impact sector.
- Get multiple opportunities to engage data from Youth INC's pioneering metrics program built on the Hello Insight platform, developed with technology partner Algorythm.
- The Innovator will also be mentored by the current Chief Operating Officer and General Counsel of Youth INC, as well as have direct access to the Executive Director, who both have extensive experience in both the corporate and social impact sectors.

DESIRED SKILLS

- Excellent project management skills.
- Ease communicating complex concepts to various audiences in an accessible manner.
- Comfort working in an entrepreneurial environment.
- Strong research and analytical skills.
- Facility with data and analytics tools.

Organization: Youth INC

Location: New York, NY

Job Title: Diversity, Equity and Inclusion Fellow

Supervisor: COO & General Counsel

Job Themes: Youth Empowerment, Diversity, Equity and Inclusion,
Capacity Building



ABOUT THE ORGANIZATION

Youth INC's mission is to transform the lives of NYC kids through a unique venture philanthropy model that empowers the nonprofits that serve them. Youth INC is a leading nonprofit capacity builder and is expanding its commitment to advocacy and to share the insights from their Nonprofit Partner Network of over 70 partner organizations, which in turn support more than 300,000 NYC youth annually. Youth INC aims to advance the social-emotional learning (SEL) of young people by empowering the nonprofits that serve them. Youth INC's top priority is working with nonprofit partners to ensure the youth they serve thrive.

JOB DESCRIPTION

Youth INC's top priority is working with nonprofit partners to ensure the 300,000 youth they serve annually thrive. These young people reflect the diversity of New York City and the ongoing challenges of our society's racial inequity. This is why Youth INC considers Diversity, Equity, and Inclusion (DEI) integral to accomplishing their ideals.

The DEI Fellow will support Youth INC by conducting research into contemporary best practices in DEI, administering surveys of Youth INC and its partners on issues related to DEI, and making recommendations for ways that Youth INC can advance DEI in their work. This is a new role that will connect efforts from the DEI Task Force of Youth INC's board, as well as support a staff led DEI committee, to ensure coordination and success of several DEI initiatives. This work will help to develop robust and legally compliant HR policies that advance equity goals within the organization.

Primary responsibilities include:

- Conducting research to explore the role of DEI within Youth INC and the larger social impact sector.
- Contributing to the development of a racial equity lens to apply to Youth INC's programs and operations informed by surveys, independent research, and workshops/trainings.
- Assisting DEI consultants engaged by Youth INC to track staff progress on DEI goals, as well as coordinating efforts to assess the impact of new initiatives.
- Tracking and sharing opportunities for Youth INC board and staff to deepen their knowledge of DEI principles and strategies, including articles, podcasts, and webinars.
- Developing an implementation strategy for proposals made by the Youth INC board's DEI Task Force and staff led DEI committee.
- Collaborate with Youth INC staff to draft policies and HR guidelines to advance DEI principles and comply with relevant labor law.

The Innovator will:

- Participate in conferences, panels, and convenings related to DEI and the social impact sector.
- Collaborate closely with Youth INC's executive team to advance DEI initiatives and organizational culture.
- The Innovator will also be mentored by the current Chief Operating Officer and General Counsel of Youth INC, as well as have direct access to the Executive Director, who both have extensive experience in both the corporate and social impact sectors.
- Receive coaching from Youth INC DEI consultants related to organizational transformation and equity work.
- Have the opportunity to liaise with members of the Board of Youth INC, including leading legal professionals from firms such as Ropes & Gray and Gibson Dunn, and will be considered for a mentoring relationship with a Director on the board's DEI Task Force.

DESIRED SKILLS

- Interest and excitement around issues related to equity and access.
- Excellent project management skills.
- Ease communicating complex concepts to various audiences in an accessible manner.
- Comfort working in an entrepreneurial environment.
- Strong research and analytical skills.
- Facility with negotiating collaboration and communication with a wide range of stakeholders.



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