



Weil

# 2020–2021 PROGRAM APPLICATION GUIDELINES

Weil **LEGAL**  
**INNOVATORS**  
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 five 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 February 28, 2020, 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 five 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 five participating WLI law school partners by attaching a version of their letter of intent or deposit submission confirming that they plan to attend one of the following law school partners:

1. Columbia University Law School
2. Duke University School of Law
3. Georgetown University Law Center
4. New York University School of Law
5. University of Pennsylvania Law School

Please note that all law school confirmation 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 7/16/20 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 means to you. *Answer should be 500 words maximum — approximately 3,500 characters.*

## LETTERS OF RECOMMENDATION

All applications must include two letters of recommendation.

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 a former employer/internship supervisor are acceptable. Alternatively, two letters of recommendation from a former 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 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

If a recommender wishes to submit their letter confidentially directly to Weil, they may do so by emailing it to [legalinnovators@weil.com](mailto:legalinnovators@weil.com).

# NONPROFIT SELECTION AND PROJECT PROPOSALS

The WLI Program allows applicants to choose from 20 Innovator opportunities at 15 leading nonprofit organizations based across the United States.

Please identify your **first choice** and **second choice** WLI opportunity from the list below –  
(for the full list of all nonprofit project job descriptions and desired skills, please refer to Appendix A):

ORGANIZATION	JOB TITLE	LOCATION
American Civil Liberties Union (ACLU) of Texas	Policy and Engagement Associate	Houston, TX
Ashoka	Ashoka Support for Entrepreneurs (ASE) Coordinator	Greater Washington DC Area
Ashoka	Special Project Lead, Ashoka U	Greater Washington DC Area
The Aspen Institute	Coordinator, Youth Leadership Program	Washington, DC
Boston College Center for Corporate Citizenship	Corporate Citizenship Innovator	Greater Boston Area
Earthwatch Institute	Impact Manager	Boston, MA
Human Rights Watch	Legal Associate	New York, NY
Human Rights Watch	Communications Associate	New York, NY
Innocence Project	Post-Conviction Litigation Paralegal	New York, NY
Met Council on Jewish Poverty	Public Policy Innovator	New York, NY
National Urban League	Social Impact Associate	New York, NY
National Urban League	Policy and Advocacy Associate	Washington, DC
National Women's Law Center	Litigation Projects Associate	Washington, DC
Oxfam America	Legal Associate – Migrant Rights	Boston, MA or Washington, DC
Oxfam America	Legal Associate – Digital Rights	Boston, MA
Tahirih Justice Center	Pro Se Empowerment Innovator	San Francisco Bay Area
Tahirih Justice Center	Court Observation Coordinator	Houston, TX
United Way of Massachusetts Bay and Merrimack Valley	Early Education Policy Associate	Boston, MA
United Way of New York City	Organizational Change Strategist	New York, NY
Youth INC	Strategy and Learning Associate	New York, NY

# NONPROFIT PROJECT PROPOSAL STATEMENTS

Once you have reviewed the job descriptions in Appendix A, answer the following prompts::

## FIRST CHOICE

Describe how you would tactically address the social and/or legal challenges described in your desired **first choice nonprofit initiative**. Please indicate resources, tools, mechanisms or frameworks you would leverage to address these social and/or 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 described in your desired **second choice nonprofit initiative**. Please indicate resources, tools, mechanisms or frameworks you would leverage to address these social and/or legal challenges. *Answer should be 500 words maximum — approximately 3,500 characters.*

## CONTACT US

**For more information on Weil Legal Innovators, please visit:**

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

**To review our Frequently Answered Questions, please visit:**

<https://www.weil.com/weil-legal-innovators/frequently-asked-questions>

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

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

# APPENDIX A

## NONPROFIT JOB DESCRIPTIONS

**Organization:** American Civil Liberties Union (ACLU) of Texas

**Location:** Houston, TX

**Job Title:** Policy and Engagement Associate

**Supervisor:** Statewide Engagement Policy Manager



### JOB DESCRIPTION

As part of the ACLU of Texas' Policy and Field Engagement Departments, the Associate will:

- Assist in the development and execution of creative strategies that support strategic policy goals in targeted state and local jurisdictions, coordinating closely with the ACLU of Texas' legal team and other program departments.
- Provide in-depth research and help draft policy, advocacy, and public education materials.
- Build and strengthen relationships and communications with local organizations and coalitions who share the ACLU's values, including both traditional and new allies.
- Represent the ACLU of Texas at local coalition meetings, tabling opportunities, partner events, and public speaking engagements.
- Coordinate the internal response to local events connected to ACLU's priority issue areas by connecting with expert staff across departments and integrating their input.
- Develop educational and action-oriented programming around priority issue areas to educate and mobilize volunteer activists and the broader public.

### DESIRED SKILLS

- Demonstrated effectiveness in coordinating multiple stakeholders to identify and work toward shared goals
- Ability to handle multiple projects simultaneously
- Excellent communication (both written and oral) and relationship building skills
- Strong organizational skills
- Ability to see a project through from start to finish with minimal supervision yet a great deal of input and collaboration with internal and external partners
- Willing and able to travel throughout Texas, including border communities
- Spanish fluency a plus but not required



**Organization:** Ashoka

**Location:** Greater Washington DC Area

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

**Supervisor:** Global General Counsel



## **JOB DESCRIPTION**

### Social Entrepreneurs in Legal Education (SELE) (60%)

The Ashoka Global Legal Department wishes to develop a program to accelerate legal social innovation. The ASE Coordinator will play a central role in developing this idea. 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. A newly proposed Ashoka Legal Internship Program addresses these needs by providing short term support to Ashoka Fellow ventures focused on the law while law students gain practical experience and exposure to the legal social entrepreneurial space. The ultimate goal is to multiply the number of changemaker lawyers exponentially. The Weil Legal Innovator will be responsible for managing the project from design to implementation phase.

### Fellows Support Services (40%)

Ashoka provides different services to Fellows to support their social ventures and bring their ideas to scale. Given the nature of their work and the diverse geographical location of Fellows, and although Ashoka Fellows refrain from direct political involvement, they sometimes face challenges due to the political landscape. The Weil Legal Innovator will help revamp of the existing Fellows Security Program by performing research, and updating and expanding resources to develop a robust internal structure to assist Fellows with security challenges, for example assisting with relocation and linking Fellows to appropriate networks as necessary. This will involves engaging with Ashoka's Venture and Fellowship Teams.

## **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, research skills, the ability to take initiative, project management skills, the ability to work independently and in a team environment, and the ability to communicate with professional and educational networks

**Organization:** Ashoka

**Location:** Greater Washington DC Area

**Job Title:** Special Project Lead, Ashoka U

**Supervisor:** Chief Operating Officer



## JOB DESCRIPTION

Ashoka U is the higher education initiative of Ashoka – the world’s largest community of changemakers. Ashoka U believes that higher education can and should be a force for social impact. Given Ashoka U’s innovative and fast-paced culture, the Weil Legal Innovator can work on several strategic projects throughout the year.

### *Knowledge Products and Resources:*

The Commons is an online, professional development program for higher education faculty and staff working to advance social innovation education opportunities on their campuses. Working in cohorts, participants have the opportunity to learn from a coach and one another as they work to advance their own social innovation education project.

- Research, analyze and develop content for knowledge products and trainings on changemaking education and organizational transformation in higher education.
- Develop and curate new materials for Commons Cohorts, providing participants the opportunity to access the highest quality resources to support them as they accelerate social impact opportunities on campus.

### *Exchange Projects:*

The Exchange is Ashoka U’s global gathering for social impact educators. Every year, Ashoka U brings together 650+ faculty, staff, administrators, students, and thought leaders for three days of inspiration, learning, and community building for social innovation and changemaking education.

- Co-design a Track at the Exchange.
- Co-lead development of 2021 Exchange sponsorship strategy and deck, making the Exchange more accessible and contributing to the financial sustainability of Ashoka U.
- Co-lead the process to secure hosts for the 2022 and 2023 Exchanges, supporting Ashoka U to update sponsorship pricing related to hosting and develop a shortlist of potential campuses.

### *Community Engagement Projects:*

Changemaker Campus is a community of leaders and institutions that work collectively to make social innovation and changemaking a new norm in higher education and beyond. There are currently approximately 45 campuses in the network across 10 countries. #MillionsofChangemakers is a global call for commitments from colleges, universities, and higher education innovators to activate and support changemakers.

- Activate stakeholder influence and collaboration across our networks (e.g. Changemaker Campus, #MillionsofChangemakers, Commons, and/or Ashoka U Exchange).
- Create/nurture communities/practices at the intersection of law, higher education, and social impact.

## DESIRED SKILLS

- Keen sense of curiosity and desire to learn
- Strong research, analysis, and writing skills (e.g., mine large amounts of data; identify categories and units of analysis; identify and/or calculate themes, trends, etc.; synthesize, draw conclusions, report, and persuasively present analysis)
- Strong written and oral communication skills (e.g., proficiency conducting interviews, managing meetings, fielding stakeholder questions, and developing fact sheets, memos, presentations, reports, etc.)

**Organization:** The Aspen Institute

**Location:** Washington, DC

**Job Title:** Coordinator, Youth Leadership Program

**Supervisor:** Senior Program Manager, Youth Leadership Program  
and Managing Director, Youth Leadership Programs



## JOB DESCRIPTION

The Weil Legal Innovator will serve as a core member of the Youth Leadership Programs Department team working with a 10-person team to deliver against the departmental mission. The Innovator will provide primary support the Aspen Young Leaders Fellowship and Aspen Challenge programs. Scope of work includes staffing programs, serving as part of educational delivery teams (e.g., seminar coordination and facilitation, event planning, processing paperwork, facilitating small groups, mentoring youth), and supporting youth alumni networks (e.g., coordination of opportunity ecosystem resources, preparing alumni program ambassadors, managing alumni databases). The Innovator will work closely with departmental team members with responsibilities including but are not limited to:

### *General:*

- Support accounting processes including: vendor and consultant payments, contracts, stipends, talent reimbursements, and other expenses.
- Support website, social media, and database maintenance.
- Support broader efforts of the Youth Leadership Programs Department and Leadership Division as necessary.
- Integrate a diversity, equity, and inclusion lens in all essential duties and work responsibilities.
- Provide administrative support to Managing Director for special projects.

## 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 (approximately one trip per month)

**Organization:** Boston College Center for Corporate Citizenship

**Location:** Greater Boston Area

**Job Title:** Corporate Citizenship Innovator

**Supervisor:** Executive Director



## JOB DESCRIPTION

Companies consider multiple factors when determining whether and how to dedicate resources to influencing public policy decisions. Recently companies have stepped forward to lead governments to the adoption of new and more rigorous standards on a number of policy fronts.

The project will provide an overview of recent corporate leadership in public policy. The Corporate Citizenship Innovator will provide an overview of recent corporate leadership on public policy, undertaking an analysis on the effects of business influence. The Innovator will then develop a recommended framework for assessing how change might be affected within a company and how corporate action may affect change more broadly.

The Innovator will be responsible for conducting library research, summarizing peer-reviewed journal articles and legal cases relevant to the topic, drafting outlines and report chapters, and developing complementary presentation materials related to the findings.

The Corporate Citizenship Innovator will have the opportunity to participate in programs and courses offered through the Boston College Center for Corporate Citizenship. This includes Certificate programs offered by BCCCC and the Boston College Carroll School of Management.

## DESIRED SKILLS

- An understanding of and interest in CSR/corporate citizenship—specifically corporate engagement in public policy
- Ability to interpret academic research and statistical analysis
- Team-player capable of keeping multiple contributors on project plan
- Good analytical thinker capable of synthesizing insights derived from information from disparate sources

**Organization:** Earthwatch Institute

**Location:** Boston, MA

**Job Title:** Impact Manager

**Supervisor:** Director of Strategic Partnerships



## JOB DESCRIPTION

The Impact Manager will help align the programs within Earthwatch's Sustainable Cities initiative to the UN's Sustainable Development Goals (SDGs), Indicators, and Targets enabling Earthwatch to understand which SDGs most closely align and how to share outcomes with the relevant authorities.

Environmental justice is also critical to success in urban areas. The Impact Manager will document the impact of climate change on low-income and underrepresented populations in these cities with particular focus on flooding, air quality, and heat and evaluate Earthwatch programs for fair and meaningful involvement of these communities. In an assessment of current programs against the SDGs and environmental justice impacts, the Impact Manager will help create a roadmap that identifies areas for growth to lead to positive impacts in these communities.

Responsibilities include, but are not limited to, the following:

- Develop a detailed understanding of the SDGs and environmental justice
- Coordinate the project by setting realistic deadlines and managing a timeline
- Conduct a review of programs under Earthwatch's Sustainable Cities initiative
- Interview staff, partners, and participants of these programs
- Visit at least one program in person
- Map current program impacts to SDGs and environmental justice
- Identify gaps/opportunities for growth and create a roadmap to achieve these impacts

## DESIRED SKILLS

- Articulate with 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
- Positive and collaborative attitude
- Excellent social and interpersonal skills with ability to interact with diverse internal and external individuals
- The role requires creativity and flexibility in an often fast-paced environment

**Organization:** Human Rights Watch

**Location:** New York, NY

**Job Title:** Legal Associate

**Supervisor:** General Counsel



## **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 a Legal Associate to take a leadership role in several long-term projects that involve working with stakeholders across the organization. First, the Associate 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 Associate 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 Associate 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 Associate will be an active member of the General Counsel's office and will also 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 highly desirable

**Organization:** Human Rights Watch

**Location:** New York, NY

**Job Title:** Communications Associate

**Supervisor:** Senior Media Officer



## JOB DESCRIPTION

The Communications Division is part of the Media Department and works to determine the best messages, the right audiences, and the best vehicle to raise public awareness of the human rights violations HRW investigates and documents.

The Communications Associate will use various media monitoring software to conduct research, create reports and briefing documents, identify gaps, and analyze data on the media impact of HRW's reports and maximize the effectiveness and scope of HRW's work. The Associate will leverage these tools to create in-depth reports on European migration, LGBT rights, and other thematic and regional areas of interest that will help researchers specializing in those fields to strengthen their future human rights media outreach. This will maximize the impact of their research while creating and formalizing workflows and processes that can be replicated in the systems.

One of the goals of this project is to provide HRW's research department with the analyses they need to best influence public attention on important human rights issues. Additionally, the Associate will be an active member of the HRW Press Team and support the team with the range of materials being published by HRW daily along with other administrative duties.

## DESIRED SKILLS

- Prior office/administration experience and strong organizational skills with meticulous attention to detail are required
- Initiative, follow-through, ability to work independently, and excellent organizational skills are required
- Excellent oral and written communication skills in English are required; proficiency in other languages is highly desirable
- 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
- Proficiency in computer programs including MS Office applications is required
- Proofreading experience is desirable
- An understanding of news cycles and international media outlets is preferred
- 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 Paralegal

**Supervisor:** Director, Post-Conviction Litigation



## **JOB DESCRIPTION**

The Innocence Project Post-Conviction Litigation Department represents individuals who claim they are innocent of a crime for which they were convicted. Most are incarcerated and are seeking release from prison. The Innocence Project represents individuals throughout the United States and on average litigate for roughly six years to prove their client's innocence. The team is comprised of seven lawyers, four paralegals, one assistant, and fifteen law students. The Weil Legal Innovator would join this team as a paralegal supporting an attorney.

Paralegal responsibilities include, among other things, drafting orders for discovery and DNA testing, writing memos organizing factual issues, conducting evidence searches, liaising with forensic laboratories and prisons, communicating with clients and their family members, and preparing litigation documents for filing. Paralegals occasionally travel to prisons and court hearings.

## **DESIRED SKILLS**

- Strong writing and communication skills required
- Proven ability to handle multiple tasks simultaneously, prioritize and effectively manage workload, and regularly meet deadlines
- Competency with Windows, Microsoft Office Suite and basic internet research is required
- Familiarity with Case Management software and legal search engines such as Westlaw and LexisNexis preferred
- Previous experience preparing documents for filing in court preferred
- Energetic self-starter who is highly organized, persistent and detail-oriented
- Commitment to 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  
and Director of Volunteer Services and Donor Relations



## **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 and use that as a basis for researching, writing and disseminating policy papers to key government stakeholders.

The Innovator will work with the communications team to engage supporters of grassroots 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.

## **DESIRED SKILLS**

- Excellent communication skills, both written and verbal
- Attention to detail
- Ability to research and synthesize information
- Ability to multi task and prioritize deadlines
- Ability to work independently to move tasks forward
- Must be computer-literate with ability and interest to learn new software
- Superior interpersonal skills
- Additional languages helpful but not required (e.g., Russian, Yiddish, Creole, Spanish, Mandarin, etc.)

**Organization:** National Urban League

**Location:** New York, NY

**Job Title:** Social Impact Associate

**Supervisor:** Senior Vice President and General Counsel



## JOB DESCRIPTION

National Urban League's economic development initiative seeks to unlock capital for investment in areas that have been disproportionately impacted by poverty; encourage and support socially responsible investment and development in underserved communities; ensure urban revitalization meets the context-specific needs of investees in underserved communities; and support access to capital at the ecosystem level to enable an MSME and MWBE entrepreneurial pipeline leading to robust job creation.

*The Social Impact Fellow will advance Urban League's efforts by:*

- Advising the President and the Executive Leadership Team on ways to enhance large-scale economic development in low- and moderate-income neighborhoods located in Opportunity Zones ("OZs") and other underserved communities in ways that promote social justice, healthy environments, inclusive economies, advanced infrastructure and thriving cultures.
- Assisting Urban League's partners across various sectors of the U.S. economy including social impact investors, opportunity zone funds, public companies and real estate developers to implement successful development strategies that preserve housing affordability and small business growth.
- Researching best practices to revitalize neighborhoods and capitalize on development opportunities while enhancing local participation and including key community stakeholders.
- Identifying metrics to track, measure, report on and rate the social impact, sustainability and inclusiveness of opportunity zone projects and other urban revitalization programs focused on communities of color.
- Identifying and analyzing issues relevant to gentrification, inclusive economic development, infrastructure investment, Opportunity Zones and social and economic barriers to entry.

- Developing databases of Minority or Women-Owned commercial real estate investment or development firms eligible for participation in Opportunity Zone investments and other urban revitalization projects.
- Participating in the development and implementation of economic development goals, objectives, and priorities by Urban League's partners; recommending relevant policies and procedures.

## DESIRED SKILLS

- A deep interest in, and passion for, the mission of the National Urban League
- Effective interpersonal skills and demonstrated ability to interact professionally with diverse staff, clients, and consultants across varied geographies. A team player who can add value to the National Urban League team beyond his/her area of expertise
- Ability to work in a small team setting
- Inquisitive, self-starter, with ability to work independently and flexibly in a high-pressure environment
- Excellent writing skills and oral presentation skills. Excellent analytic, writing, and strategic planning skills, and a demonstrated ability to effectively manage multiple, often conflicting deadlines and work demands; establish and negotiate timelines and ensure timely delivery of high-quality work.
- Familiarity with common social media platforms (Facebook, Instagram, LinkedIn, Twitter) and knowledge of social science research and online research
- Ability to travel; must be available to attend evening and weekend events and meetings
- Bachelor's degree in social science (history, political science, etc.), economics, urban planning, pre-law, research, public policy or business

**Organization:** National Urban League

**Location:** Washington, DC

**Job Title:** Policy and Advocacy Associate

**Supervisor:** Senior Vice President for Policy and Advocacy and Executive Director, Washington Bureau



## **JOB DESCRIPTION**

As a Policy and Advocacy Associate, the Innovator will work with the policy and advocacy teams to support the work of the Washington Bureau in representing the interests of the National Urban League mission and its affiliates before policy and decision makers. Working within the Washington Bureau, the Associate will be responsible for refining strategies to champion public policy initiatives at the Federal, State and Local level that promote economic and social justice as it relates to criminal justice reform, voting rights, education, health, workforce, housing and civic engagement. The Associate will work closely with members of the National Urban League Executive Staff in Urban League projects, programs and initiatives, and will:

- Conduct relevant and targeted qualitative and quantitative analysis on topics important to the National Urban League's mission, programs, advocacy and constituents.
- Conduct relevant policy and content area specific, and legislative research, developing policy fact sheets, one-pagers, and offering support to Executive Staff at Urban League convenings.
- Provide Executive Staff with support in research and analysis on various topics, organizations, and key influencers related to the work of the National Urban League.
- Attend conferences, briefings, and forums as a representative of the National Urban League.
- Assist in the preparation of Urban League advocacy, communication, events and research materials.

## **DESIRED SKILLS**

- A deep interest in, and passion for, the mission of the National Urban League
- Excellent analytic, writing, and strategic planning skills, and a demonstrated ability to effectively manage multiple, often conflicting deadlines and work demands; establish and negotiate timelines and ensure timely delivery of high-quality work.
- Creativity, flexibility, sound judgment, and ability to take initiative and work independently
- Effective interpersonal skills and demonstrated ability to interact professionally with diverse staff, clients, and consultants across varied geographies
- A team player who can add value to the National Urban League team beyond his/her area of expertise
- Inquisitive, self-starter, with ability to work independently and flexibly in a high-pressure environment
- A good sense of humor, demonstrated ability to collaborate, and willingness to work with a team

**Organization:** National Women's Law Center

**Location:** Washington, DC

**Job Title:** Litigation Projects Associate

**Supervisor:** Legal Director



## JOB DESCRIPTION

The National Women's Law Center seeks to effect change through the courts, in cases chosen for the potential impact. The Associate will work with the Legal Director to identify and support Law Center litigation and amicus curiae work in cases addressing education, workplace justice, health and reproductive rights, and more, increasing the litigation capacity and impact of the Law Center and expanding its ability to identify matters that merit engagement. The Associate's duties include:

- Establishing and managing a system for tracking cases raising particular legal questions of interest and conducting initial review and summary.
- Screening incoming requests for legal assistance, including reviewing documents to see if they warrant further review for potential substantive engagement by the Law Center.
- Providing litigation support for amicus efforts cases across program areas.
- Assisting with managing pro bono law firm relationships.
- Working with the program and communications team to review, update and ensure that Center's litigation and amicus efforts are appropriately highlighted on the Center's website and blog.
- Perform discrete research assignments for ongoing litigation and amicus brief efforts, typical damage awards in a particular jurisdiction or rules for attorney admissions.
- Conduct social science research for amicus briefs.
- Assist in enhancing Center litigators' expertise and effectiveness through professional development by researching training opportunities and guest speakers, inviting speakers and scheduling sessions.

## DESIRED SKILLS

- High level of organization, attention to detail, clear and precise writing, background in issues related to women and girls preferred

**Organization:** Oxfam America  
**Location:** Boston, MA or Washington, DC  
**Job Title:** Legal Associate – Migrant Rights  
**Supervisor:** Private Sector Advocacy Manager



## JOB DESCRIPTION

Five Oxfam country offices – El Salvador, Guatemala, Honduras, Mexico, and the U.S. – are joining forces to tackle the ongoing migration crisis that has seen many Central American migrants suffer human rights abuses during their journey north. The Legal Fellow will collaborate with these Oxfam offices to create inventive legal strategies to confront this humanitarian emergency. This may include scoping out a variety of legal approaches to address different aspects of the crisis, including:

- Evaluating venues for legal recourse
  - Can migrants file claims against the Mexican government for failing to protect them? Which jurisdiction(s) offer the most effective means of redress? Would claims most effectively be filed against the federal, state, or local authorities?
  - Can migrants file claims in other jurisdictions, including the U.S. or international venues?
- Capacity-building and training
  - How can Mexican civil society groups assist migrants to remain safe and access justice during their journey north? How can Salvadoran, Guatemalan, and Honduran civil society groups disseminate training to local communities that are likely to migrate to the U.S. protect themselves?

## DESIRED SKILLS

- Strong research and writing skills
- Strong critical thinking skills
- Ability to work independently
- Creative, solution-oriented thinking
- Background in, or passion for, promoting migrant rights, human rights, and other related issues.
- Knowledge of Spanish a plus, but not required
- Knowledge of immigrant rights, Latin America, and international affairs a plus, but not required

**Organization:** Oxfam America

**Location:** Boston, MA

**Job Title:** Legal Associate – Digital Rights

**Supervisor:** Senior Manager, ICT4D (Information and Communication Technologies for Development) Program



## **JOB DESCRIPTION**

A movement is underway around the topic of “human rights in a digital age”. Oxfam has been invited to join initiatives such as The Contract for the Web, but currently lacks the policy framework to allowing them to join, the capacity to participate or comment on the progress or adequately represent the interests of Oxfam’s constituents in the negotiations.

As a result of the Contract for the Web process, there will be derivative and related initiatives. The purpose of this proposed project would be to help define/refine Oxfam’s policies so that they are relevant to the digital age, and create new policies in response to the rapidly shifting governance framework that relates to data, access, privacy, openness of and access to technology. In addition, the Associate will help define the “digital rights context analysis template” which would help Oxfam to analyze and define their position on the tech/digital access policies of the countries in which they operate.

## **DESIRED SKILLS**

- Strong research abilities
- Strong communications skills – both written and oral
- Strong critical thinking skills, with a creative and solution-oriented approach
- Ability to work independently, but also to understand the need to consult and inform a wide and diverse network of stakeholders
- Background in, or passion for, promoting human rights, and other related issues
- Background in, or passion for, technology and in particular understanding the positive and negative impacts of its growing ubiquity and the differentiated capacity to benefit from its usage

**Organization:** Tahirih Justice Center  
**Location:** San Francisco Bay Area  
**Job Title:** Pro Se Empowerment Innovator  
**Supervisor:** Managing Attorney



## JOB DESCRIPTION

Across the United States and near our borders, undocumented immigrants and asylum seekers are unable to access legal information and representation to obtain lawful status in the U.S. Some do not know that they qualify for immigration relief, some are unable to fill out and file complex English-language applications by themselves, and some are unable to find or afford legal representation where they live. The Innovator will help fill this gap in services by developing materials to aid individuals to self-file applications where they formerly could not. Innovators will also help develop “know your rights materials” that help asylum seekers at the US-Mexico border obtain information about credible and reasonable fear interviews.

Under the direction of the Managing Attorney and with the help of Tahirih's local and national attorneys, the Innovator will develop (1) an app and/or online materials and (2) distributable print materials 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. Some examples already identified by Tahirih staff include:

- Asylum seekers who have not yet entered the US (Credible Fear Interview process).
- Asylum seekers who have entered the US, but have not found representation (pro se filing of asylum applications, lodging in immigration court, statute of limitation issues).
- Those who may enter secondary screening with Customs and Border Patrol at ports of entry (e.g. airport arrivals).
- Expanded expedited removal (a removal/deportation system that allows Immigration and Customs Enforcement to bypass immigration courts).

- Workplace immigration raids.
- VAWA/I-751 waiver seekers (victims of domestic violence seeking green cards) who are still trapped in abusive relationships.
- Victims of sex and labor trafficking who are still being trafficked or at risk of being re-trafficked.

## DESIRED SKILLS

- Professional proficiency in Spanish a plus
- Some web design experience is preferred
- Mobile app or web development experience is a plus
- Ability to explain complex concepts in simple terms

**Organization:** Tahirih Justice Center  
**Location:** Houston, TX  
**Job Title:** Court Observation Coordinator  
**Supervisor:** Policy Manager



## **JOB DESCRIPTION**

Since 2016, Tahirih has provided consultations and screenings to families in removal proceedings at the Houston Immigration Court on a weekly basis. Over the years, the project has morphed into what is now known as the "Immigration Help Desk" at the Court and is staffed by attorneys and advocates from four agencies serving a diverse population of individuals who are in removal proceedings. This work has allowed the Houston legal community to expand limited services in an innovative way but has also highlighted extreme disparity in treatment amongst the Immigration judges and the critical need to address the lack of due process. To address these complaints of bias and due process concerns, Tahirih launched a Court Watch Project which trains volunteers and ensures they are prepared to observe, record and track biased behaviors.

Tahirih is seeking a dynamic individual who is able to build upon the work of the Court Watch Project, and expand it in 2020. This individual will be responsible for recruiting and coordinating new volunteers to observe, assist in synthesizing data, and flag issues which might be ripe for advocacy with Houston's Policy & Advocacy Manager. Additionally, the Coordinator will confer with outside stakeholders, such as community partners and academia to explore deepening the research by adding in interviews with respondents who have been before the Houston Immigration Courts.

The Coordinator would also become the point person for Tahirih within the cohort of local organizations staffing the "Immigration Help Desk", ensuring the office is communicating regularly with the court assigned liaison to confirm logistics and to evaluate whether or not the experiences of individuals accessing the Help Desk are consistent with data provided by volunteers through Court Observations. The ultimate goal of the project is to increase transparency and accountability among local Immigration Judges and ensure impartiality, dignity and respectful treatment of all immigrants. Specific responsibilities include:

- Regularly tracking and analyzing data from court observations.
- Recruiting, supporting, and training volunteer observers in accordance with developed best practices.
- Coordinating with a court assigned liaison to ensure scheduling of both weekly court screenings and court observations.
- Collaborating with Deportation Defense Houston's detained observation project to compare trends.
- Identifying areas for improvement.
- Serving as a thought partner and advisor to Houston's Policy & Advocacy Manager, Managing Attorney, Executive Director and Deputy Director regarding proposed uses of gathered data.

## **DESIRED SKILLS**

- Spanish fluency a plus but not required

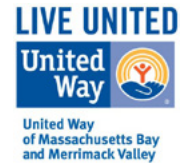


**Organization:** United Way of Massachusetts Bay and Merrimack Valley

**Location:** Boston, MA

**Job Title:** Early Education Policy Associate

**Supervisor:** Director of Public Policy



## JOB DESCRIPTION

The Early Education Policy Associate will work with the Director of Public Policy to analyze and recommend solutions to sustain and grow early childhood programs for low-income children throughout Massachusetts and will:

- Conduct a landscape analysis of the state of the early education field in Massachusetts.
- Conduct research of local, state, and national public policy efforts in early education, other direct service solutions, and influence of other sectors and disruptive models.
- Conduct interviews with early education providers, community leaders, policy makers, and legislative and administrative staff.
- Draft a policy brief on application of public policy and direct service solutions to address the needs of the early education field in Massachusetts.

The Associate will be responsible for meeting with appropriate UW staff and volunteers and make recommendations for how UW could catalyze growth in the early education field through fundraising/major donor campaigns, grantmaking priorities, and donor/volunteer engagement.

The Associate will also raise awareness on the issues facing early education field by drafting consumer and donor-focused blogs and using social media outlets.

## DESIRED SKILLS

- Excellent verbal and written communication
- Ability to work independently
- Experience conducting qualitative and legal research
- Data analysis
- Understanding of government and public policy
- Business management/economics fluency preferred
- Interest in public/private partnerships
- Interest in education policy
- Passion for making a difference and creating lasting change in the community

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

**Location:** New York, NY

**Job Title:** Organizational Change Strategist

**Supervisor:** Senior Vice President of Change and Innovation



United Way  
of New York City

## JOB DESCRIPTION

UWNYC is seeking a strategic partner to support the Executive Leadership Team (ELT) as they address the most urgent hurdles in the organization's processes and initiatives. The position will support senior leaders, including the ELT, through the process of scoping change initiatives, identifying and solving pain points, and implementing improvements. The Organizational Change Strategist (Strategist) will provide support through a rotational engagement structure, working to tailor the assistance provided to each senior leader based on change initiative and/or function needs. Primary Responsibilities will include:

- Supporting senior leaders as they lead, manage, and execute on a defined set of high priority change initiatives both within the organization and across organizations with key strategic partners in the field.
- Participating in conducting and/or overseeing applied research on UWNYC's transformation.
- Supporting alignment of change initiatives with organizational culture, and measuring results.
- Helping to envision, define, incubate, and scale operational practices across the organization.
- Influencing the organization's strategic change agenda by being an objective thought partner to senior leaders, beyond immediate scope of rotational engagements.
- Providing executive reporting on change initiative development and implementation.
- Partnering with external consultants hired to support priority change initiatives.

The Strategist should be an interculturally competent systems-thinker who possesses an interest in learning about organizational frameworks, change management models, leadership & management theory, strategy & organizational design, and group & diversity dynamics. The Strategist must be an excellent communicator, facilitator, and strategy ambassador who can help inspire people at all levels of the organization to embrace change while remaining sensitive to all aspects of UWNYC's business model, workplace culture and diverse stakeholder networks.

## 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
- Astute listener who is able to understand and reflect on issues presented
- A results-oriented, innovative thinker with excellent judgment and problem-solving skills
- Ability to handle multiple projects and quickly "change gears" as needed

**Organization:** Youth INC

**Location:** New York, NY

**Job Title:** Strategy and Learning Associate

**Supervisor:** Director of Programs



## **JOB DESCRIPTION**

Youth INC is seeking an organized, motivated, and enthusiastic professional to join their team as a Strategy and Learning Associate working with their program team to implement strategic priorities and assess impact. The Associate will assist the program team with implementing new capacity-building programs, inform Youth INC's continuous improvement process and methods for learning, and manage special projects. This is a new role that will oversee the rollout and implementation of Youth INC's Strategic Plan. Thus, it requires a high degree of intellectual curiosity, initiative and drive. It also entails collaboration across the entire program team. Primary responsibilities include:

- Partner with members of the program team to assist with the implementation and evaluation of new program initiatives, pilots, and workshop trainings.
- Explore emerging research related to Youth INC's work and coordinate opportunities to enhance the knowledge and skills of the program team.
- Conduct research on Youth INC's Partner Network of 80 youth-centered organizations to identify trends and patterns.
- Manage the continuous improvement process and partner with program team members to implement that process and corresponding improvement goals.
- Capture and communicate successes of Youth INC's capacity-building programs and pilot initiatives.
- Collaboratively plan forums/symposiums/conferences with partner consultants, funders, programs, and their internal stakeholders (at minimum one event per year).
- Manage and execute special projects, engagements, and events as needed.

The Strategy and Learning Associate will:

- Have the opportunity to attend site visits and meet with leadership from Youth INC's Partner Network of 80 youth-focused nonprofits in NYC.
- Have the opportunity to liaise with members of the Board of Youth INC and will be considered for a mentoring relationship with a Director. The Associate will also be mentored by the current Chief Operating Officer and General Counsel of Youth INC who made the transition from corporate law to the nonprofit sector.
- Have direct access to the Executive Director, who also successfully transitioned from the financial services industry to the nonprofit sector after 22 years.

## **DESIRED SKILLS**

- Excellent project management skills
- Capable of communicating complex concepts to various audiences in easy to understand manner
- Comfort working in an entrepreneurial environment
- Strong research and analytical skills

The background features a faded, grayscale image of classical architectural columns and capitals. A solid green horizontal bar is positioned in the upper right corner, containing the word "Weil" in white, bold, sans-serif font.

**Weil**