Law Fellow - Skadden, EJW
Leadership Counsel for Justice and Accountability (Fresno, CA)
Fellowship, Term

Position Type
Fellowship, Term

Desired Class Level(s)
3L, Alumni

Description

POSITION SUMMARY:
The Law Fellow position is an exempt, professional position performing work that is predominately intellectual and varied in character related to high-level legal and policy work in furtherance of the organization's mission and goals. The position regularly requires the use of professional, independent judgment to exercise discretion in matters related to the duties set forth below.

The Law Fellow will primarily be responsible for providing legal representation to clients from disadvantaged rural communities. In collaboration with directing attorneys and staff, the Law Fellow will identify, develop, and implement advocacy strategies related to land use, built environment, public financing, local government, access to basic infrastructure, transportation, and community development that is equitable across the region in an effort to improve conditions of rural communities in the San Joaquin Valley and throughout the state. This position will also engage in community education and organizing campaigns throughout the San Joaquin Valley to support the development of advocacy strategies.

The Law Fellow is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

Leadership Counsel invites graduating third-year law students, judicial clerks, and recent law school graduates to apply for a
sponsorship opportunity for an externally funded law fellowship. The selected applicant will work with Leadership Counsel to develop and submit a proposal for one or more public interest law fellowships, such as Equal Justice Works, Skadden, the Justice Catalyst, and law school sponsored fellowships. We welcome applications from qualified individuals who are interested in working with us to develop a fellowship proposal relating to any of Leadership Counsel’s topical practice areas, including but not limited to:

- inclusive and environmentally just land use planning
- safe and affordable drinking water and wastewater service
- affordable and clean transportation options
- clean air
- climate justice including a just transition
- energy equity
- sustainable agriculture
- quality affordable housing and fair housing choice
- transparent and inclusive governance.

**DUTIES AND RESPONSIBILITIES:**

- Act as primary legal representative to clients
- Develop and enter into retainer agreements with clients
- Represent clients in negotiations
- Represent clients in litigation
  - Ensure clients maintain full understanding of substantive and procedural issues involved in representation
  - Communicate with clients as often as necessary but no less often than monthly
- Engage in policy advocacy
  - Identify targets for regulatory and legislative reform
  - In collaboration with directing attorneys, develop and implement a policy agenda
  - Develop and communicate comments to advance regulatory advocacy
  - Conduct legal analyses of local and statewide regulatory and legislative policies – current and pending
  - Attend legislative hearings, conferences and other meetings related to advocacy priorities as
identified by LCJA

- Collaborate with local, state, and national partners to further advocacy goals
- Develop and maintain relationships with government officials and elected representatives to further the organization's mission and policy objectives
- Develop and maintain positive and productive relationships with law firms, law schools and other potential legal resources
- Supervise interns
- Engage in community education and organizing to further LCJA issues and priorities
  - Develop curriculum for education and organizing
  - Develop relationships with community residents and agency partners
  - Develop advocacy plan in collaboration with staff and community partners
  - Coordinate and attend relevant community events
- Author and co-author relevant reports and studies in collaboration with directing attorneys
- Represent LCJA in local, state, and national level conferences to further organizational mission and goals
- Administrative duties
  - Maintain time records of all activities as directed by directing attorneys and codirectors
  - Maintain files in accordance with office policies
- Help implement a communications plan
- Contribute to fundraising efforts
- Other duties as identified by directing attorneys and co-directors and advisory committee

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervising manager or co-executive directors.

QUALIFICATIONS:

EDUCATION:
Third year law students at an accredited school of law; LLM candidates; and current judicial clerks may apply
PRIOR EXPERIENCE:
1-2 years of demonstrated experience working with and on behalf of low income regions of the State

TECHNICAL SKILLS/PROFICIENCIES:

- Computer skills including Microsoft Office Suite and Google Office Suite
- Excellent verbal and writing skills
- Excellent project management skills
- Bilingual and bi-literate in English and Spanish preferred

OTHER TRAITS:

- Ability to work long hours and weekends when necessary
- Ability to travel within the State of California and 1-2 times out of state
- Access to personal vehicle and insurance coverage
- Access to a cell phone
- Reliable access to the internet
- Comfortable with working with residents and organizations from diverse backgrounds

Physical Requirements & Work Environment

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to drive frequently and for up to 8 hours in a day to community meetings, hearings, conferences and other related activities, ability to work long days occasionally up to 14 hours in a day, ability to conduct door-to-door outreach and conduct meetings, lifting materials and supplies such as chairs, easels, tables. Typically, these will weigh 30 pounds or less. Position involves sitting at a desk and working on a computer for most the workday. The employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop and kneel. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Acute hearing is necessary for telephone and in-person communication with
callers and community members, and visual acuity sufficient to read a computer screen and paper documents.

This position engages in functions both indoors and outdoors, in office environments with light to moderate noise, and in community gathering venues, private homes or government buildings with both small and large groups of people where noise levels may be higher than in a typical office setting.

Employees share office space with one or more other staff members. Out-of-office meetings both meetings will include meetings in other offices, in community centers, in homes, in government buildings, and outside.

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Job Type
Fellowship

Practice Area(s)
Public Interest

Location(s)
Fresno, California United States

Additional Documents
Cover Letter