WASHINGTON LAWYERS' COMMITTEE
FOR CIVIL RIGHTS AND URBAN AFFAIRS

We are proud to be an equal opportunity employer and value a diverse workforce and an inclusive culture

WORKERS' RIGHTS ADVOCATE

The Washington Lawyers' Committee for Civil Rights and Urban Affairs ("the Committee") seeks a Workers' Rights Advocate to help lead the operation of its Workers' Rights Clinics.

ABOUT THE WASHINGTON LAWYERS' COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers' Committee for Civil Rights and Urban Affairs works to create legal, economic, and social equity through litigation, client and public education, and public policy advocacy with a primary focus on racial justice. For the last 50 years, the Committee has been on the cutting edge of civil rights advocacy in the region bringing precedent setting litigation to address discrimination. Our work focuses on injustices in housing, employment, the criminal legal system, education, public accommodations, and civil rights of immigrants. We partner with individuals and communities facing discrimination and with the legal community to achieve justice. The Committee's staff is unionized and negotiating its first contract. This position is within the bargaining unit. For more information on the Washington Lawyers' Committee, please go to www.washlaw.org.

POSITION DESCRIPTION

As part of its work, the Committee holds Workers' Rights Clinics at which low-income workers can receive a consultation with a trained volunteer who provides legal assistance and advice under the supervision of an experienced employment law attorney. The clinics are held in the facilities of other community-based organizations in locations throughout the City convenient to low-wage workers. The Committee also seeks to deepen its partnerships with community and impacted-person led organizations to identify and surmount legal and other barriers facing low-income workers and workers of color. During the COVID-19 emergency, Workers' Rights Clinics are being held remotely. When it is safe to do so, clinics will return to being held in locations throughout the City and or hybrid in-person and remote.

The advocate will play a key role in managing and providing operational support to the Committee's Workers' Rights Clinics and provide support for litigation, public policy advocacy, and community outreach. The advocate will work closely with, and under the supervision of, the attorney staff.

The Advocate will be responsible for:

- Coordinating volunteers,
- Managing the logistics of running the clinics,
- Conducting follow up with clinic clients,
- Engaging with partner organizations,
- Interviewing clients and conducting factual investigation,
- Managing a case management database,
- Engaging in community outreach,
- Engaging in policy advocacy and research, and
- Other tasks necessary to advance our workers' justice/employment equity mission.

SKILLS/QUALIFICATIONS

The ideal candidate will possess the following skills and qualifications:

- Passion for civil rights and racial equity advocacy;
- Fluency in written and oral Spanish (certification at Advanced Mid or above on the OPI/OPIc which will be tested prior to our extending an offer of employment); and
- Ability to effectively use Office 365 and databases; knowledge of case management systems, including Legal Server, a plus;

COMPENSATION

Based upon Washington Lawyers' Committee experience-based pay scale, attached. Generous leave and employer-funded benefits.

HOW TO APPLY

Please email a letter detailing your interest, a resume, and brief writing sample to: wlcjobs@washlaw.org. Please place "[your name] – Clinic Advocate" in the subject line. Applications will be considered on a rolling basis and the position will remain open until filled.

The Washington Lawyers' Committee for Civil Rights and Urban Affairs is an equal opportunity employer. Diversity is an essential component of the Committee, and we encourage all qualified persons to apply. Applicants are accorded an equal opportunity for selection without regard to actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, matriculation, or political affiliation.

Advocate/Development Associate (combined Advocate and Development Scales)

Years Experience	Salary
0	$42,500
1	$44,000
2	$45,500
3	$47,000
4	$48,500
5	$50,000
6	$51,500
7	$53,000
8	$54.500
9	$56,000
10	$57,500
12	$59,000
13	$60,500
14	$62,000
15	$63,500