

Alumni Jobs Newsletter

December 2019



Staff Attorney

Laurel Legal Services, Inc. (Greensburg, PA)

Position Type: Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:**

STAFF ATTORNEY

LAUREL LEGAL SERVICES, INC.

Laurel Legal Services, Inc., which provides free legal aid to indigent clients in a six county service area, including Cambria, Westmoreland, Clarion, Jefferson, Armstrong and Indiana County, is currently seeking applicants for a Staff Attorney position. This position is based out of the Johnstown office in Cambria County, but will require travel both within Cambria County as well as the other counties Laurel Legal serves.

GENERAL DEFINITION OF THE WORK:

This work primarily involves assisting, counseling and representing low income clients and victims of domestic violence in all aspects of a legal problem including housing, landlord and tenant issues, custody, unemployment, social security, debt collection, foreclosures, guardianships, expungements and clean slate cases, bankruptcy, utility shut offs, Protection from Abuse actions, and other related matters. Staff attorneys will be expected to interview, gather of facts, identify and clarify legal problems or issues, discuss of various options available to the client and formulate appropriate strategies to deal with this particular problem, which may include full representation before Common Pleas and Appellate Courts, magisterial district justices, hearing officers, or other administrative bodies, negotiation with other parties and counsel, and preparation of pleadings and defending clients.

Staff Attorneys are expected to be aware of and apply/implement rules, regulations, and instructions of Laurel Legal Services Inc. and its funding sources, as well as Pennsylvania substantive and procedural rules. This includes proper case management (including case closings), documentation and file maintenance. It also includes maintaining a working knowledge of program priorities, client eligibility requirements, and various funders and reporting requirements. Anyone hired for this position will received ongoing training.

MINIMUM QUALIFICATIONS/ TRAINING AND EXPERIENCE:

- Graduation from a college or university with a B.S. or B.A;

- Graduation from an American Bar Association accredited law school
- A Pennsylvania Law License
- 1-3 year's legal experience or a combination of equivalent experience or training. Specialized experience in a legal services program or other skills may substitute for amount of time, as determined by the Executive Director.
- This position will be based out of Cambria County, Johnstown, Pennsylvania but may require significant travel within Laurel Legal Services' 6 County service area.

BENEFITS:

Extensive fringe benefits including medical insurance, paid holidays, accrued vacation and sick leave, disability insurance, CLE credits, student loan assistance, and fixed work hours.

HOW TO APPLY:

Interested candidates must submit their application not later than January 17, 2020. Interviews will begin immediately, however this position will remain open until it is filled. To apply, please submit the following documents:

- A cover letter
- A current resume that includes all experience, education, training, outside activities, and other information relative to the position.
- A list of references, where available.

Desired Class Level: Graduate/Alumni

Posting Date: December 11, 2019

Expiration Date: February 1, 2020

Contact: Mr. Charles I. Himmelreich
Acting Executive Director
16 E. Otterman Street Greensburg, Pennsylvania 15601 United States
<http://www.laurellegalservices.org>

Resume Receipt: E-mail

Default email for resumes.: lcatalano@wpalaw.org

Additional Documents: Cover Letter, Writing Sample

ID: 5319

Immigration Staff Attorney

Asian Law Alliance

Job Type: Full-time

Geographic Preference: West (CA, NV, UT, CO, MT, WY)

Job Location(s):
San Jose, California United States

Job Description:
Immigration Staff Attorney

AGENCY DESCRIPTION: The Asian Law Alliance (ALA) is a non-profit community law office that has provided legal services, community education and advocacy services since 1977 to the Asian and Pacific Islanders communities in Santa Clara County. Priority areas are immigration, housing, domestic violence, public benefits and civil rights.

DUTIES AND RESPONSIBILITIES:

Client Counseling and Representation: Conduct intake; provide representation in both affirmative and defensive immigration cases before USCIS, EOIR and the BIA.

Two years of experience in general immigration law.

Two years of experience in removal defense is strongly preferred.

Community Education: Organize and conduct presentations on various legal topics. Drafting and reviewing community education pamphlets.

Community Organizing/Advocacy: Advocacy work on community issues as required; networking with other service providers, organizations and government agencies to enhance services to the Asian and Pacific Islander communities.

QUALIFICATIONS: • Must be an active member in good standing of the State Bar. California Bar membership is preferred but not required. • Must have at least two years of experience in general immigration law • Minimum of two years of experience in removal defense is strongly preferred • Must have a demonstrated understanding of and commitment to the needs of the low income immigrant community • Bilingual skills in Asian Pacific Islander language or Spanish highly desirable • Must be willing to work flexible hours including evenings and/or weekends • California driver's license and own vehicle required

Desired Class Level(s): Graduate/Alumni

Posting Date: December 10, 2019

Expiration Date: December 27, 2019

Contact: Mr. Richard Konda
Executive Director, Asian Law Alliance
991 West Hedding Street San Jose, California 95126-1248 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: rkonda@asianlawalliance.org

Additional Documents: Cover Letter, Writing Sample

Visual ID: 5175

Attorney

Legal Aid of West Virginia

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Wheeling, West Virginia (United States)

Description:

Legal Aid of West Virginia (LAWV) is seeking a skilled motivated attorney to help us change the lives of Vulnerable clients in our Wheeling office. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave. Working for LAWV offers you the opportunity to advocate for equal justice for vulnerable West Virginians. If you are passionate about serving others and want to do rewarding work, please send cover letter and resume via email to jobs@lawv.net by Monday, December 16, 2019. EOE Qualified women, monorities and people with disabilities are encouraged to apply/

Desired Class Level: Graduate/Alumni

Posting Date: December 9, 2019

Expiration Date: December 16, 2019

Contact: Ms. Kerry LeMasters
West Virginia United States

Resume Receipt: E-mail

Default email for resumes.: jobs@lawv.net

Additional Documents: Cover Letter, Unofficial Transcript

Requested Document Notes: Resume, Cover Letter, Transcript

ID: 5311

BILINGUAL (Spanish/English) STAFF ATTORNEY Granger, WA

Northwest Immigrant Rights Project

Job Type: Full-time**Job Location(s):**

Granger, Washington United States

Job Description:

BILINGUAL (Spanish/English)

STAFF ATTORNEY POSITION

Granger, WA

Full time, exempt

<https://nwirp.org/jobs>**SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a Spanish-speaking attorney, or law graduate who took the July 2019—or will take the Winter 2020—bar examination, to provide direct representation, community outreach and education to individuals seeking legal assistance in a variety of immigration matters.

This position is based in NWIRP's Granger Office, which is located in Granger, WA, a city of over 3,000 people located in a rural area 25 miles southeast of Yakima. From this location, the office serves clients from across Central and Eastern Washington. The office has a staff of ten and serves a client base consisting largely of farmworkers and their families.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; (3) self-help assistance in the form of community workshops and legal clinics; and (4) community education. The attorney will focus on providing representation and legal assistance on a wide range of immigration cases including matters involving removal proceedings, Special Immigrant Juvenile Status (SIJS) petitions and applicable state court custody matters, asylum applications, protections for survivors of domestic violence and other crimes (including U visas), and citizenship applications. The staff attorney may also be assigned work relating to other immigration matters as needed.

Beginning annual salary is \$64,201 for a licensed attorney with no experience and is higher for attorneys with specific types of experience. For example, for someone with 10 years of non-profit immigration attorney experience the annual salary would be \$87,624; 20 years = \$103,889.

NWIRP is proud to be a unionized employer and this full time position is covered by NWIRP's Collective Bargaining Agreement. NWIRP offers a generous benefits package, including 100% of premiums for excellent health, vision and dental plans; 3% employer retirement contributions; disability/life/AD&D coverage; annual leave of 16 paid vacation days, 13 paid holidays, 12 paid health-related days; 12 weeks of paid parenthood leave after 6 months of employment; partially paid sabbatical after 6 years of employment.

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from people of color, immigrants (including individuals who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBT community, and other underrepresented and historically marginalized groups.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

RESPONSIBILITIES:

- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Establish, organize, and maintain files;
- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Provide direct representation to persons in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security;
- Provide direct representation to persons in state custody proceedings, as needed;
- Provide direct representation and other forms of legal assistance to individuals in a wide range of immigration matters;

- Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in NWIRP's outreach, community education and development efforts;
- Perform other tasks as required and directed by supervisory staff.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper.

Emotional demands: While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited to, discrimination, domestic abuse and violence.

SKILLS AND QUALIFICATIONS:

- Law degree, or commitment to taking the Winter 2020 bar examination;
- Admission to the bar of any state in the U.S. (will consider a law graduate planning on taking the next bar examination);
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's mission, vision, and values;
- Excellent written and oral communication skills;
- Commitment to working in a diverse working environment;
- Fluent in English and Spanish;
- Strong organizational skills and ability to work independently;
- Proficiency in use of web-based software, MS Word and MS Excel; and
- The applicant must have a valid driver's license and access to a vehicle as the position involves some travel

REPORTS TO:

Supervising Attorney, Granger Office

TO APPLY:

Please see <https://www.nwirp.org/wp-content/uploads/2019/12/NWIRPGrangerStaffAttorney2019.12.pdf> for the email to which you may send your resume with the subject "Staff Attorney Application - NAME". Full consideration will be given to those who apply by January 31, 2020, but applications will be accepted on a rolling basis until position is filled

Desired Class Level(s): Graduate/Alumni

Posting Date: December 9, 2019

Expiration Date: January 13, 2020

Contact: Human Resources
615 2nd Avenue Seattle, Washington 98104 United States

Resume Receipt: Other (see below)

How To Apply: <https://nwirp.org/jobs>

Additional Documents: Cover Letter

Visual ID: 5291

Intellectual Property Transactional Associate

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time**Job Location(s):**

Charlotte, North Carolina United States

Job Description:

Moore & Van Allen PLLC has an immediate need in its Charlotte office for an associate with two to five years of transactional experience (*e.g.*, IT, licensing, outsourcing, manufacturing, distribution, and/or M&A contracts and negotiations). Experience in data privacy and data security matters is a plus, but not required. Excellent academic performance and strong interpersonal skills required. Equal Opportunity Employer.

Desired Class Level(s): Graduate/Alumni**Posting Date:** December 9, 2019**Expiration Date:** January 15, 2020**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)**How To Apply:** <http://www.mvalaw.com/f-20.html>**Additional Documents:** Cover Letter, Unofficial Transcript**Visual ID:** 5310

Assistant Public Defender

Public Defender Corporation First Circuit (Wheeling)

Position Type: Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Wheeling, West Virginia (United States)**Description:**

The Public Defender Corporation for the First Judicial Circuit of West Virginia anticipates a vacancy for the position of Assistant Public Defender in the Corporation's Weirton office. Assistant Public Defenders represent indigent clients at the trial court and appellate stages in the following proceedings: criminal, extradition, probation and parole, contempt, juvenile, and abuse and neglect.

Salary depends upon experience and available funding. Benefits include a pension (upon eligibility) as well as medical and life insurance (provided our carrier accepts your application).

Forward inquiries or résumés to Justin M. Hershberger, Acting Chief Public Defender; First Judicial Circuit Public Defender Corporation: P.O. Box 347; Wheeling, WV 26003; Phone (304) 232-5062; Fax: (304) 233-7342; Electronic submissions are encouraged. E-mail: hershberger@wheelingpdc.org.

This office is an Equal Opportunity Employer

Desired Class Level: Graduate/Alumni**Posting Date:** December 6, 2019**Expiration Date:** January 6, 2020**Contact:** Justin M. Hershberger
Acting Chief Public Defender
P.O. Box 347 Wheeling**Resume Receipt:** E-mail**Default email for resumes.:** hershberger@wheelingpdc.org**Additional Documents:** Cover Letter**ID:** 5289

Attorney

Legal Aid of West Virginia

Position Type: Full-time**Job Location(s):** Wheeling, West Virginia (United States)**Description:**

Legal Aid of West Virginia (LAWV) is seeking a skilled motivated attorney to help us change the lives of vulnerable clients in our Wheeling office. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave. Working for LAWV offers you the opportunity to advocate for equal justice for vulnerable West Virginians. If you are passionate about serving others and want to do rewarding work, please send cover letter and resume via email to jobs@lawv.net by Monday, December 16, 2019. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

Desired Class Level: Graduate/Alumni**Posting Date:** December 6, 2019**Expiration Date:** December 16, 2019

Contact: Ms. Kerry LeMasters
Administrative Director
Administrative Director Legal Aid 922 Quarrier Street Charleston, West Virginia 25301
United States

Resume Receipt: E-mail**Default email for resumes.:** jobs@lawv.net**Additional Documents:** Cover Letter**ID:** 5284

Attorney

Legal Aid of West Virginia

Position Type: Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Beckley, West Virginia (United States)**Description:**

Legal Aid of West Virginia (LAWV) is seeking a skilled motivated attorney to help us change the lives of vulnerable clients in our Beckley office. This 3-year grant position will coordinate, support and manage the provision of free legal help to children and families at designated schools in Southern West Virginia. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave.

If you are passionate about serving others and want to do rewarding work, please send cover letter and resume via email to jobs@lawv.net by Wednesday, December 18, 2019.

EOE Qualified women, minorities and people with disabilities are encouraged to apply.

Desired Class Level: Graduate/Alumni**Posting Date:** December 6, 2019**Expiration Date:** December 18, 2019**Contact:** Elizabeth Wehner
Managing Attorney for Grants and Training
922 Quarrier Street, Suite 400 Charleston, West Virginia 25301 United States**Resume Receipt:** E-mail**Default email for resumes.:** jobs@lawv.net**Additional Documents:** Cover Letter**ID:** 5285

Attorneys - Domestic Violence

Legal Aid of West Virginia

Position Type: Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:**

VOCA (domestic violence) Attorney, permanent staff attorney position

Locations:

Parkersburg or Huntington

Domestic Violence Attorney, permanent staff attorney position

Location:

Elkins

Desired Class Level: Graduate/Alumni**Posting Date:** December 6, 2019**Expiration Date:** December 16, 2019**Contact:** Elizabeth Wehner

Managing Attorney for Grants and Training

922 Quarrier Street, Suite 400 Charleston, West Virginia 25301 United States

Resume Receipt: E-mail**Default email for resumes.:** jobs@lawv.net**Additional Documents:** Cover Letter**ID:** 5288

Paralegal

Legal Aid of West Virginia

Position Type: Full-time

Job Location(s): Charleston, West Virginia (United States)

Description:

Charleston Paralegal

Immediate opening for a Paralegal with Legal Aid of West Virginia's Charleston office. Work performed includes receiving referrals for services, performing intakes, conducting initial interviews of all potential clients and processing the intake information to ensure optimal services are given to clients qualifying for services. The Paralegal will also have day-to-day responsibilities, work with office teams and supervisors to develop and implement improved intake systems, and prepare letters and legal documents. Highly rewarding work with excellent benefits (4+ weeks' vacation/holidays, PEIA medical coverage). This is a great opportunity to do important work benefitting the community.

Send cover, resume and salary requirements via email to jobs@lawv.net by Wednesday, December 18, 2019.

EOE Qualified women, minorities and people with disabilities are encouraged to apply.

Desired Class Level: Graduate/Alumni

Posting Date: December 6, 2019

Expiration Date: December 18, 2019

Contact: Ms. Kerry LeMasters

Administrative Director

Administrative Director Legal Aid 922 Quarrier Street Charleston, West Virginia 25301
United States

Resume Receipt: E-mail

Default email for resumes.: jobs@lawv.net

Additional Documents: Cover Letter

ID: 5286

Several Positions

McDonald Hopkins, LLC.

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Description:

DATA PRIVACY (CLE, DET): McDonald Hopkins LLC is seeking a junior to midlevel associate attorney with a minimum of 1-2 years of relevant experience to join their Data Privacy and Cybersecurity practice group in the Cleveland or Detroit office. Experience in breach response and data privacy counseling preferred. We seek candidates with strong academic credentials and written and verbal communication skills who fit within our entrepreneurial culture, possess sophisticated technical skills, and who are ambitious and team-oriented. Please submit a cover letter that specifically outlines your relevant experience, your law school transcript and resume.

PRIVATE EQUITY (CHI, DET): McDonald Hopkins is looking for the opportunity to talk with attorney candidates in Chicago and Detroit who represent private equity sponsors, institutional investors and private company clients, and who have experience in complex business transactions, including, mergers, acquisitions, divestitures, joint ventures, leveraged buyouts, growth equity investments and recapitalizations. Ideal candidates will focus on growth and entrepreneurship and be either partner level with between \$250-750K in portable business OR senior associate/junior partner level with strong relationships and relevant experience - demonstrated through a business plan - with private equity sponsors, institutional investors and private company clients that can be developed with strong support from a law firm invested in growth. McDonald Hopkins is a Midwest law firm with a national M&A practice that is committed to growing its M&A and private equity attorney presence in Chicago and Detroit. Our team has strong M&A support groups, with a deep bench of tax, compensation and benefits, IP, and healthcare attorneys to support M&A and other corporate transactions.

LITIGATION (CLE): The Cleveland office of McDonald Hopkins LLC is seeking a junior to midlevel associate attorney to assist their Litigation Department. The ideal candidate will have between 2-5 years of business litigation experience, including significant writing experience. Applicants should have outstanding academic credentials, be highly motivated, and have the ability to work as part of a national team. Please submit a cover letter, resume, law school transcript, and writing sample.

TAX (CLE OR DET): The Tax and Benefits Department of McDonald Hopkins LLC is seeking an Associate Attorney or Tax Specialist (non-JD) with 3-5 years of federal, state and local

tax experience. Applicants should have outstanding academic credentials and writing skills, be highly motivated, and have the ability to work as part of a national team. Ideal candidates will be resident in our Cleveland or Detroit locations. Please submit a cover letter, resume, transcript and writing sample.

RESTRUCTURING (CHI): The Chicago office of McDonald Hopkins LLC seeks an associate to join its Business Restructuring Services Department. The ideal candidate will have an interest in bankruptcy and restructuring matters and 0-4 years of experience in the practice of law. We counsel distressed companies, buyers of distressed companies, and large creditors of distressed companies. Occasional chapter 11 bankruptcy, but primarily out-of-court transactions and resolution. Important to be a creative business counselor, with a transactional mindset, in addition to being very strong technical lawyers. Intelligence, drive, creativity, and adaptability are prized assets. Preeminent restructuring practices in the middle market. This is a great opportunity for those who enjoy adapting to each new matter. Interested candidates should submit a cover letter, resume, writing sample, and law school transcript.

Desired Class Level: Graduate/Alumni

Posting Date: December 6, 2019

Expiration Date: January 6, 2020

Contact: Karina Conley

Resume Receipt: E-mail

Default email for resumes.: kconley@mcdonaldhopkins.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 5290

Veteran's Fellow

Legal Aid of West Virginia

Position Type: Full-time

Description:

Veteran's Fellow - 1 year funded position.

Clarksburg/Morgantown

Apply with resume and cover letter

Desired Class Level: Graduate/Alumni

Posting Date: December 6, 2019

Expiration Date: December 16, 2019

Contact: Elizabeth Wehner

Managing Attorney for Grants and Training

922 Quarrier Street, Suite 400 Charleston, West Virginia 25301 United States

Resume Receipt: E-mail

Default email for resumes.: jobs@lawv.net

Additional Documents: Cover Letter

ID: 5287

Director/Assistant Dean for Career Services-College of Law

West Virginia University

Position Type: Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Morgantown, West Virginia (United States)**Description:**

The College of Law at West Virginia University invites applications for the position Director/Assistant Dean for Career Services. This position is responsible for leading a comprehensive Career Services program, including outreach and employer development, programming and special events, career counseling for all students, marketing of services provided to students, alumni and employers, and the compilation and dissemination of all required and requested statistical employment reports for the College of Law. This experienced professional must be visionary, strategic, creative, energetic, personable, and an effective day-to-day manager of career services initiatives to complement the College's mission, vision, and strategic plan. The Director/Assistant Dean will supervise staff, which includes an Assistant Director.

In order to be successful in this position, the ideal candidate will:

Major Areas of Responsibilities

- Serve as the chief career services officer of the College.
- Develop and implement an annual comprehensive career services program. Design and execute a strategy to support students' career development goals, including an ambitious program of soliciting and developing job opportunities, developing progressive programming, and providing proactive career counseling.
- Lead the strategic planning, assessment, and evaluation of career services initiatives.
- Lead the overall daily operations of career services.
- Compile and maintain accurate statistical employment reports for various purposes.
- Integrate information, policies, and resources for the determination of decisions, solutions, alternatives, and other outcomes associated with career services.

Areas of Focus**Outreach and Employer Development**

- Develop and maintain effective relationships with legal employers and recruiters to cultivate employment opportunities in areas including but not limited to law firms, government agencies, J.D. advantage positions, and judicial clerkships.

- Direct on campus interview programs and resume collections.
- Develop and market on campus interview programs, including creating publications and advertising materials, coordinating mailings, and forecasting target markets.
- Conduct outreach to expand job opportunities for students through a concerted program of employer development. This program will include personal visits, annual mailings, telephone contact, and website and other marketing strategies.
- Establish and maintain effective working relationships with a wide range of constituencies. Develop and implement outreach initiatives for Career Services.
- Integrate emerging technologies in career services programming.

Programming and Special Events

- Create and conduct educational programming, workshops and seminars on the legal profession, career opportunities and job search techniques, including programming to prepare students for their job search, such as resume and cover letter workshops, career options programming, networking receptions, and mock interviews.
- Coordinate participation in all job fairs and specialty employment programs off campus; advertise and coordinate student participation in such.

Career Counseling/Advising

- Counsel students and alumni regarding career planning, goals, options and opportunities, as well as job search strategies.
- Meet with students and alumni in person, one on one, in groups, and through telephonic consultations.
- Assess those students in need of referral to other university or community services; refer as appropriate.
- Perform all counseling with a sense of professionalism and compassion while remaining mindful of confidentiality.

Writing and Editing

- Create and implement strategic marketing plan, in coordination with the college's director of marketing and communications that promotes the programs, services, and offerings of career services.
- Coordinate the maintenance of the career services web content on the College website.
- Prepare presentations, statistical reports; draft reports for internal and external constituencies.
- Write and edit all career services publications and policies.
- Review and edit cover letters, resumes, and other job search correspondence.

Strategic Planning, Assessment, and Data Reporting

- Lead the strategic planning, assessment, and evaluation of the career services initiatives in alignment with the college strategic plan.
- Provide continuous assessment of career services initiatives and evaluation of such offerings leading to the development and implementation of new or revised program offerings.
- Utilize assessment techniques and analyze data impacting the effectiveness and efficiency of career services initiatives.
- Assess offerings and overall operations of the career services program compared to national benchmarks and best practices.
- Compile and maintain all statistical information on employment for use in national surveys, including U.S. News & World Report, American Bar Association, Law School Transparency, National Jurist, and all National Association of Law Placement (NALP) surveys.
- Identify emerging trends and technologies in academic law career services.

Supervision

- Develop staff job descriptions, recommend, and administer personnel policies.
- Recruit, hire, evaluate, promote, and manage staff according to University policies.
- Define expectations for staff performance and set performance goals.
- Serve as a positive role model to staff on professionalism, professional ethics, and professional knowledge.

Internal and External Relationships

- Cultivate collaborative relationships and actively engage with various constituents, including students, faculty, student organizations, employers, alumni, Development Office, College of Law Visiting Committee, and other university departments.
- Participate in and attend College events, including speaking at law school orientation and admissions programs, graduation, alumni receptions, Homecoming, symposiums, and other events.
- Attend National Association of Law Placement (NALP) meetings; join relevant committees, provide service to NALP and actively participate in professional organizations to maintain an awareness of new trends and developments in the law career services field.
- Coordinate attendance by College representative to regional career service consortia, including POWER and the Pittsburgh City Group; attend meetings, share resources.
- Join and contact any groups that would expose the law school and students to local legal communities, including bar associations, legal interest groups, legal service groups,

etc.

- Provide an engaging and stimulating career services environment and culture.
- Demonstrate a strong commitment to diversity and inclusion.
- Participate in professional development opportunities to enhance leadership skills and Other duties/responsibilities as may be assigned by the Dean of the College of Law or the Associate Dean for Administration.

Qualifications

The successful candidate must possess a master's or equivalent degree with a minimum of eight years of demonstrated progressive experience in law career services, legal recruiting or other relevant experience; or a Juris Doctor degree with a minimum of five years of demonstrated progressive experience in law career services, legal recruiting, or other relevant experience. A Juris Doctor is strongly preferred as is relevant recruiting experience in higher education. Excellent oral and written communication skills are essential as well as demonstrated professionalism, strong analytical, organizational, and interpersonal skills. A strong commitment to student success and engagement is required to thrive in this student-centered and team-oriented environment.

Additional preferred qualifications include: counseling skills and such experience within a university or legal recruiting setting; knowledge and practice of career services/student development methods, practices, resources, standards, and theories; basic computer skills; and demonstrated leadership ability, including strategic planning, budget, program development, and project management.

In addition, the following qualities and capabilities for the successful candidate are desired:

- Possess an engaging, positive, and approachable personality that invites collaboration, builds mutual respect, and demonstrates an inherent ease in establishing rapport with broad and diverse constituencies, including students, faculty, administrators, staff members, employers, and alumni.
- Exhibit and sustain a high degree of energy, drive, and passion that readily engages and inspires others.
- Demonstrate innovation coupled with the leadership, management, and execution skills needed to bring others on board with a vision to proactively advance strategic goals and objectives.
- Possess a vision for, and comprehensive understanding of, an engaging career services experience specific to law schools.
- Demonstrate a flexible attitude and be comfortable leading change and continuous improvement.
- Possess a strong work ethic, coupled with the skills necessary to prioritize and

organize multiple responsibilities and goals.

- Demonstrate a record of superior communication and presentation skills, successful relationship building, and collaboration with internal (e.g., students, faculty, staff and stakeholders of the College of Law) and external constituencies (e.g., employers, alumni, and members of the local community).
- Demonstrate ability to make independent and informed decisions.
- Possess an awareness of current issues in legal career services and a broad understanding of the evolving job market of law graduates.

This position requires after hours, weekend hours, and travel. Start date, on or before January 6, 2020.

About WVU At West Virginia University, we pride ourselves on a tireless endeavor for achievement. We are home to some of the most passionate, innovative minds in the country who push their limits for the sake of progress, constantly moving the world forward. Our students, faculty and staff make this institution one of the best out there, and we are proud to stand as one voice, one university, one WVU. Find out more about your opportunities as a Mountaineer at <https://talentandculture.wvu.edu/>.

West Virginia University is an Equal Opportunity/Affirmative Action Employer and the recipient of an NSF ADVANCE award for gender equity. The University values diversity among its faculty, staff and students, and invites applications from all qualified individuals, including minorities, females, individuals with disabilities and veterans.

Job Posting
: Nov 15, 2019
Posting Classification: Non-Classified
Exemption Status: Exempt
Benefits Eligible: Yes
Schedule
: Full-time

Desired Class Level: LLM, Graduate/Alumni

Posting Date: December 4, 2019

Expiration Date: December 31, 2019

Contact: Human Resources
Human Resources

1 Law Center Drive Morgantown, West Virginia 26505 United States

Resume Receipt: Other (see below)

Default email for resumes.: wvuhire@mail.wvu.edu

How to Apply: <https://wvu.taleo.net/careersection/staff/jobdetail.ftl?job=13563&tz=GMT-05%3A00&tzname>

Requested Document Notes: Resume

- Letter of Interest
 - Three professional references to include current and/or previous supervisors.
 - Final candidate(s) will be required to submit academic transcripts.
 - Valid driver's license
-

ID: 5280

Staff Associate - Litigation

Steptoe & Johnson, PLLC (Bridgeport, WV & Charleston, WV)

Position Type: Full-time**Practice Area(s):** Litigation**Job Location(s):** Charleston, West Virginia (United States)**Description:**

Steptoe & Johnson PLLC is seeking a staff associate with practice ranging from entry level to 3 years of general litigation experience for its Charleston, WV office. Qualified candidates should have litigation experience commensurate with time in practice, strong writing and analytical skills, excellent academic credentials, and a desire to appear in court. Experience with litigation in federal courts and experience with complex, high-profile, high-dollar litigation is particularly helpful. We offer a competitive starting salary and a comprehensive benefits package. This staff associate role is designed to be part of a client service team and ideal for a lawyer who does not seek to be in a partner-track position, but wants to continue providing top-quality legal representation for the firm's clients.

Steptoe & Johnson is among the NLJ's Top 150 law firms, with 14 offices in 6 states. In addition to litigation, Steptoe & Johnson's core strengths include energy, transactional, and labor and employment law, with over 275 attorneys working in 40 practice areas. With roots dating back more than a century, the firm has a long history of success borne of focused client service and congenial working relationships with the firm. Steptoe & Johnson provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Desired Class Level: Graduate/Alumni**Posting Date:** December 4, 2019**Expiration Date:** February 1, 2020**Contact:** Claire Ellis
Coordinator, Recruiting & Professional Development
P.O. Box 1616 United Center, 1085 Van Voorhis Rd., Suite 400 Morgantown, West Virginia
26507-1616 United States**Resume Receipt:** Other (see below)**How to Apply:** <https://www.step toe-johnson.com/careers>**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 5281

Litigation attorney wanted

Hamilton, Burgess, Young & Pollard, PLLC (Fayetteville, WV)

Position Type: Full-time**Practice Area(s):** Administrative**Description:**

Seeking an attorney motivated to learn litigation from the Plaintiff's perspective. Our firm litigates cases on behalf of consumers and injured people in Southern West Virginia. We are one of the few firms that handle bankruptcy and affirmative claims on behalf of consumers against their creditors and debt collectors. We also have a very active personal injury practice. Our offices are located in Princeton and Fayetteville, WV. No prior experience necessary, we're happy to train the right candidate.

Desired Class Level: 3L, Graduate/Alumni**Posting Date:** December 3, 2019**Expiration Date:** March 7, 2020**Contact:** Steven R. Broadwater, Jr.

Partner

PO Box 959 Fayetteville, West Virginia 25840 United States

<https://www.hamiltonburgess.com/>**Resume Receipt:** E-mail**Default email for resumes.:** lpollard@hamiltonburgess.com**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 5266

Staff Associate - Labor & Employment

Steptoe & Johnson, PLLC (Bridgeport, WV & Charleston, WV)

Position Type: Full-time

Practice Area(s): Labor

Job Location(s): Morgantown, West Virginia (United States)

Description:

Steptoe & Johnson PLLC is seeking a staff associate with 3+ years of general litigation experience for its Morgantown, WV office. Experience with labor and employment is preferred but not required. Qualified candidates should have litigation experience commensurate with time in practice, strong writing and analytical skills, and excellent academic credentials. Experience with written discovery, motions practice, brief writing, depositions and witness interviews is particularly helpful. We offer a competitive starting salary and a comprehensive benefits package. This staff associate role is designed to be part of a client service team and ideal for a lawyer who does not seek to be in a partner-track position, but wants to continue providing top-quality legal representation for the firm's clients.

Steptoe & Johnson is among the NLJ's Top 150 law firms, with 14 offices in 6 states. In addition to litigation, Steptoe & Johnson's core strengths include energy, transactional, and labor and employment law, with over 275 attorneys working in 40 practice areas. With roots dating back more than a century, the firm has a long history of success borne of focused client service and congenial working relationships with the firm. Steptoe & Johnson provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Desired Class Level: Graduate/Alumni

Posting Date: December 3, 2019

Expiration Date: February 1, 2020

Contact: Claire Ellis
Coordinator, Recruiting & Professional Development
P.O. Box 1616 United Center, 1085 Van Voorhis Rd., Suite 400 Morgantown, West Virginia
26507-1616 United States

Resume Receipt: Other (see below)

How to Apply: <https://www.steptoe-johnson.com/careers>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 5269

Affordable Housing Real Estate Associate | Baltimore or DC

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time**Job Location(s):**

Washington, District of Columbia United States

Baltimore, Maryland United States

Job Description:

We are seeking to hire an associate for our nationally recognized Real Estate Department for our Baltimore or Washington, D.C. offices. Qualified candidates should have at least two years of legal experience in multifamily government-assisted and/or low-income housing tax credit affordable real estate finance transactions. Experience with HUD programs including the Rental Assistance Demonstration program, Section 8, the U.S. Housing Act of 1937 and HUD-insured and GSE lending products is a real plus. This is an excellent opportunity for a motivated entrepreneurial candidate to thrive in a collegial environment at a firm with a national profile. Active license in MD or DC preferred.

Ballard Spahr has one of the largest and most accomplished real estate practices in the country, with more than 125 lawyers nationwide. We help clients build, buy, sell, develop, lease, and finance real estate assets, from conversion of some of the nation's largest public housing portfolios to the tallest building in Pennsylvania to Utah's largest solar energy facility to luxury condominium hotels.

Ballard Spahr LLP is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Desired Class Level(s): Graduate/Alumni**Posting Date:** December 2, 2019**Expiration Date:** January 2, 2020**Contact:** Kathryn J. Ball
Manager of Attorney Growth and Integration
1735 Market Street Philadelphia, Pennsylvania 19103 United States**Resume Receipt:** Other (see below)**How To Apply:** <http://selfapply.ballardspahr.com/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=0da1e038-7f20-49a5-9368-31628d58b918>**Visual ID:** 5198

Consumer Financial Services Litigation Associate | PHL

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time**Job Location(s):**

Philadelphia, Pennsylvania United States

Job Description:

We are seeking a junior level, non-partnership track attorney with one to two years of experience to join the Litigation Department of our Philadelphia office. The ideal candidate will have experience in consumer finance and mortgage litigation, representing banks, lenders, credit card companies, mortgage lenders and servicers. Our Litigation Department is our largest practice group and represents a wide range of local, national and international clients in all types of complex litigation. Active bar licenses in PA required. This is an excellent opportunity for professional growth in a collegial environment of a national firm. Strong communication skills are required.

Ballard Spahr LLP is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Desired Class Level(s): Graduate/Alumni**Posting Date:** December 2, 2019**Expiration Date:** January 2, 2020**Contact:** Kathryn J. Ball

Manager of Attorney Growth and Integration

1735 Market Street Philadelphia, Pennsylvania 19103 United States

Resume Receipt: Other (see below)**How To Apply:** Please apply via link:

<http://selfapply.ballardspahr.com/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=211462bc-6133-4255-a35b-dd501f748408>

Visual ID: 5203

Employment Counsel

Vail Resorts

Position Type: Full-time

Geographic Preference: West (CA, NV, UT, CO, MT, WY)

Job Location(s): Broomfield, Colorado (United States)

Description:

Reach Your Peak at Vail Resorts. You're someone who pushes boundaries and challenges the status quo. You're brave, ambitious and passionate in everything you do. And we want you on our team. Pursue your fullest potential and never settle in the quest to deliver extraordinary guest service. Join one of the world's most innovative companies and re-imagine a mountain resort experience with us. Welcome to Vail Resorts. Reach Your Peak.

Job Summary

Employment Counsel will be a member of the growing Labor and Employment legal team at Vail Resorts and will be a strategic partner providing employment-related legal advice to various divisions of the company. The successful candidate will have 3-5 years of employment law experience and will be able to handle a wide range of legal questions with practical solutions, communicate confidently and clearly with business clients and senior lawyers, manage competing priorities and thrive in a fast paced and high volume environment.

Job Responsibilities

Provide legal advice, counsel and support to Human Resources, Employment Investigations, HR Compliance, HR Programs, and senior leaders on a significant and diverse volume of employment law matters including accommodations, discipline, compensation, leaves of absences, meal and rest periods, FMLA, FLSA issues, EEO requirements, social media, separations, independent contractor classification, recruiting and hiring, and policies and procedures

Understand and distill the practical ramifications of complex legal issues (including regulatory requirements) into concise summaries supporting thoughtful, well-reasoned recommendations and clearly and succinctly articulate the associated risks

Engage with and manage outside counsel to effectively resolve threatened or outstanding employment litigation matters and establish best practices for prevention of litigation; respond to EEOC and state fair employment agency discrimination charges and other types of employment-related agency complaints

Assist in the preparation and presentation of legal training to HR and business leaders

Adhere to and support standards and goals of the company and the legal department

Other duties as assigned

Desired Class Level: Graduate/Alumni

Posting Date: December 2, 2019

Expiration Date: December 31, 2019

Contact: Retail Recruiter Lauren Atkinson
390 Interlocken Crescent #1000

Resume Receipt: E-mail

Default email for resumes.: leatkinson@vailresorts.com

Additional Documents: Cover Letter, Unofficial Transcript, Other Documents

ID: 5245

Financial Services Associate - Renewable Energy Project

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time**Job Location(s):**

Charlotte, North Carolina United States

Job Description:

Moore & Van Allen, PLLC, a large southeastern law firm with a national practice, is seeking an experienced transactional lawyer for its Financial Services practice. Preferred candidates would have one to three years of experience in finance transactions, ideally with some experience representing lenders and tax equity investors in renewable energy project finance transactions. Excellent academic performance and strong interpersonal skills are required. Competitive compensation package includes full benefits.

Desired Class Level(s): Graduate/Alumni**Posting Date:** December 2, 2019**Expiration Date:** January 8, 2020**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)**Default email address for resumes:** charlotterecruiting@mvalaw.com**How To Apply:** <http://www.mvalaw.com/f-20.html>**Additional Documents:** Cover Letter, Unofficial Transcript**Visual ID:** 5243

TEMPORARY, CONTRACT RESEARCH FELLOW

Legal Aid Society

Job Type: Part-time**Job Location(s):**

Louisville, Kentucky United States

Job Description:

The Legal Aid Society is hiring a part-time Research Fellow to track outcomes of domestic violence clients. The position is a temporary contract position through September 30, 2020, working no more than 20 hours per week. **Purpose of the job:** Develop and implement a plan to track and analyze outcomes of domestic violence, stalking, and sexual assault cases.

1. Develop outcome data collection tool(s) which includes a mechanism to collect client feedback.
2. Determine process to analyze outcomes in cases handled for survivors of domestic violence, stalking, and sexual assault.
3. Contact former clients and gather data on the impact of Legal Aid's advocacy with respect to their safety and stability.
4. Maintain accurate files and data.
5. Synthesize and analyze data.
6. Offer recommendations based on data and findings.
7. Create ongoing tracking procedures for current and future cases.
8. Prepare reports and complete forms required by program policies.
9. Participate in program activities as applicable and upon request.
10. Perform other duties commensurate with duties outlined above at the discretion of his or her supervisor.

1. Must have demonstrable commitment to understanding and addressing issues of low-income constituents. 2. Must have a Bachelor's Degree. Law school students, Social Work graduate students, Justice Administration graduate students, or similar public service graduate students with an interest in public interest law are preferred. 3. Must have skills to use office technologies, including case management software. 4. Must be able to operate a motor

vehicle, hold a valid driver's license, and be able to be insured under the Legal Aid Society auto insurance policy. 5. Second language skills highly valued.

Desired Class Level(s): 1L, 2L, 3L, Graduate/Alumni

Posting Date: November 29, 2019

Expiration Date: December 29, 2019

Contact: Andrea Doyle
Executive Assistant
416 W. Muhammad Ali Blvd. Suite 300 Louisville, Kentucky 40202 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: magnew@laslou.org

Additional Documents: Cover Letter

Visual ID: 5190

Staff Attorney

Esperanza Immigrants Rights Project (Los Angeles, CA)

Position Type: Full-time**Practice Area(s):** Immigration/Refuge**Description:**

Esperanza seeks a full-time Staff Attorney to work primarily in our Representation Program, assisting detained and non-detained immigrants.

The Staff Attorney will work under the supervision of a Managing Attorney or a Directing Attorney to provide legal representation to our clients in removal proceedings and before the US Citizenship and Immigration Service. The Staff Attorney will be tasked with representing in many forms of relief including Asylum, Special Immigrant Juvenile Status, and Cancellation of Removal.

Qualifications:

Juris Doctorate;

Active California State Bar License (preferred), but will consider license from another jurisdiction or awaiting bar results.

Experience (including internships) in the practice of law, preferably in immigration and/or public interest law;

Strong organizational, case management, legal research, and legal writing skills required;

Experience working with vulnerable client populations, particularly with children, families, or clients with mental health issues is a huge plus;

Demonstrated ability and willingness to take on challenging and novel legal issues and a readiness to pursue "outside-the-box" legal theories;

Spanish language proficiency preferred and will be tested at time of interview;

Demonstrated ability to take initiative and work under pressure required;

Willingness to be a team-player with an attitude and aptitude for collaboration;

Passion for social justice for immigrants and vulnerable communities required.

Desired Class Level: Graduate/Alumni**Posting Date:** November 25, 2019**Expiration Date:** December 31, 2019**Contact:** Mr Jose Luis Garcia

Managing Attorney

1530 James M Wood Blvd Los Angeles, California 90015 United States

<http://www.esperanza-la.org>

Resume Receipt: Other (see below)

How to Apply: Simultaneously email cover letter, resume, at least 2 references, and a brief writing sample (5 pages or less) to:

(1) hrjobs@ccharities.org Catholic Charities of Los Angeles Human Resources Department; P.O. Box 15095, Los Angeles, CA 90015, and

(2) Gabriel Arellano, Esperanza Immigrant Rights Project, Garellano@ccharities.org In email subject line please place your full name, and the position you are applying for.

Additional Documents: Cover Letter, Writing Sample, Other Documents

Requested Document Notes: Other: 2 References

ID: 5192

Attorney

Marks & Harrison, P.C. (Richmond, VA)

Job Type: Full-time**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)**Job Location(s):**

Charlottesville, Virginia United States

Job Description:

Marks & Harrison is seeking an attorney to work out of our Charlottesville office. As a personal injury law firm for over 100 years, we are committed to providing outstanding client service in a professional work environment. The position offers a comprehensive incentive program in addition to salary and benefits. The ideal candidate would have 3-5 years of law firm experience and have the ability to quickly assume responsibility for an established and growing caseload. Please reply to abarr@marksandharrison.com. All inquiries will be kept in strict confidence.

Desired Class Level(s): Graduate/Alumni**Posting Date:** November 20, 2019**Expiration Date:** December 27, 2019**Contact:** Marketing Director Aaron Barr

Marketing Director

1500 Forest Avenue Richmond, Virginia 23229 United States

Resume Receipt: Online**Visual ID:** 5172

Litigation Associate

Shuman McCuskey and Slicer, PLLC (Charleston, Morgantown, WV & Winchester, VA)

Position Type: Full-time**Practice Area(s):** Litigation**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)**Job Location(s):** Winchester, Virginia (United States)**Description:**

Shuman McCuskey & Slicer, PLLC, a defense litigation firm, is seeking a litigation associate to work in its Winchester, Virginia office. WV license is a must. VA license is a plus. We offer an excellent salary and benefits. To apply, please send your resume and a cover letter to Karen McElhinny at kmcelhinny@shumanlaw.com or P. O. Box 3953, Charleston, WV 25339-3953. EOE.

Desired Class Level: Graduate/Alumni**Posting Date:** November 20, 2019**Expiration Date:** January 6, 2020**Contact:** Karen McElhinny
Owner & Member

1411 Virginia Street, East Suite 200 Charleston, West Virginia 25301 United States

Resume Receipt: E-mail**Default email for resumes.:** kmcelhinny@shumanlaw.com**Additional Documents:** Cover Letter**ID:** 5174

Corporate Transactional Associate Attorney

Middleton Reutlinger

Job Type: Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):**

Louisville, Kentucky United States

Job Description:

Middleton Reutlinger intends to hire an Associate Attorney in support of our Commercial Practice Group with 2-5 years of prior relevant experience. We represent a diverse group of commercial clients ranging from small family firms to large corporations, both public and private. This broad based representation includes but is not limited to:

- Mergers and Acquisitions
- Corporate formation and structure
- Commercial real estate transactions
- Franchisor – franchisee relations
- Supply chain management and procurement matters
- Contract negotiations
- Customer and supplier relations
- Uniform Commercial Code matters
- Consulting, licensing, dealership and joint venture agreements
- Tax issues
- Secured and unsecured lending transactions
- Employment matters
-

Candidates must have a license to practice law in Kentucky or eligible to sit for the Kentucky bar exam. A CPA or MBA is preferred, but not required. Base salary will be commensurate with relevant experience. Associates also participate in the firm's earned bonus program.

Candidate must have 2-5 years of prior relevant experience in corporate transactional work. Prefer, but do not require, candidate to also be a CPA or have MBA.

Desired Class Level(s): Graduate/Alumni**Posting Date:** November 15, 2019**Expiration Date:** December 15, 2019

Contact: Attorney Jennifer Barbour
Attorney
401 South 4th Street Louisville, Kentucky 40202 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: jbarbour@middletonlaw.com

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 5137

Lawyer: Dynamic, Driven & Passionate / Rapidly Growing Firm

Zinda Law Group, PLLC

Job Type: Full-time**Job Location(s):**

El Paso, Texas United States

Austin, Texas United States

Dallas, Texas United States

Denver, Colorado United States

Job Description:

Zinda Law Group is an elite plaintiff's firm looking for ambitious, dynamic, driven, and passionate attorneys at all levels to join our team.

Zinda Law Group is not your typical law firm. By joining our team, you open yourself up to the opportunity to fast career progression, and you could see yourself as a lead attorney on sophisticated, seven-figure cases within a few years of joining the firm! You will have the opportunity to work on high-stakes, high value cases, rather than a high-volume of cases. You will be mentored by and train with dynamic, experienced litigation attorneys, and handle your own cases from cradle to grave.

Most importantly, you will join a team of remarkable attorneys who do outstanding work for their clients, are financially successful, and go home fulfilled at the end of the day – every day.

If you are an ambitious, driven, dedicated and passionate lawyer who wants to be an elite trial attorney, please apply for one of our open positions; we'd love to hear from you.

Open Positions:

These openings are for our Austin, Dallas, Denver, or El Paso office:

1. Trial Lawyer / Senior Litigator

Our Senior Litigators handle the most sophisticated and complex cases at the firm. We are looking for litigators with at least 5 years of experience and the drive to run their own docket of cases.

2. Trial Lawyer / First Chair

Like our Senior Litigators, our First Chair Attorneys run their own docket. They handle their cases from intake through settlement or jury verdict and over time develop a more sophisticated docket, with the goal of becoming a Senior Litigator.

3. Trial Lawyer / Second Chair (Recent law school graduates are encouraged to apply):

Our Second Chair attorneys work alongside a more senior attorney and together they work on a docket of cases. From day one, our Second Chair attorneys are working directly with clients, drafting demands, motions, pleadings, and discovery. Once they've demonstrated their abilities, our Second Chairs take and defend depositions, argue motions in court, handle mediations, and take witnesses at trial.

4. Docket Manager/Supervising Attorney:

Docket Managers supervise a team of litigators and review personal injury cases for quality assurance and high level of legal work, ensuring attorneys hit their fee goals and other KPIs. They provide guidance and assist with strategy for attorneys on their team.

5. Training & Development Lawyer: If you're looking for a non-traditional legal career but still want to put your J.D. to good use, this job is for you. Our Training & Development Attorneys help train and mentor our lawyers and create ongoing professional development opportunities for everyone at the firm.

Compensation Range: \$70,000 to \$350,000

Must be licensed and in good standing with either the Texas State Bar or the Colorado State Bar (or admission pending).

Desired Class Level(s): Graduate/Alumni

Posting Date: November 15, 2019

Expiration Date: December 22, 2019

Contact: Kate Howard
Recruiting
8834 North Capital of Texas Highway Austin, Texas 78759 United States

Resume Receipt: Other (see below)

How To Apply: <https://zdfirm.bamboohr.com/jobs/view.php?id=280>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 5163

Judicial Clerk

Judge Joseph K. Reeder - Circuit Judge - West Virginia's 29th Ju (Putnam County, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Winfield, West Virginia (United States)

Description:

The Administrative Office of The Supreme Court of Appeals of West Virginia Position Announcement TWENTY-NINTH JUDICIAL CIRCUIT PUTNAM COUNTY EMPLOYMENT OPPORTUNITY Winfield, West Virginia Position open until filled (Posted 10-31-2019) The Position The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the Honorable Joseph Reeder. This position works under the direct supervision of Judge Joseph Reeder in the Twenty-Ninth Judicial Circuit, Putnam County, WV. This is a salaried position. The position is described as follows: CIRCUIT JUDGE LAW CLERK Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$50,946.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$59,538.00, plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary. Position Purpose: The Circuit Court Law Clerk will be responsible for providing legal support to Judge Joseph Reeder. The position is a unique opportunity to learn court operations from the inside out, and gain invaluable "real life" practical experience while working in a challenging, high volume, highly-variable and fast-paced environment. Minimum Qualifications: A successful candidate must possess excellent legal research and writing skills. The candidate must also possess the ability to communicate clearly and concisely. Ability to exercise good judgment and maintain tact, composure, and confidentiality. The candidate must possess strong organizational skills and attention to detail. All circuit judge law clerks must sit for the West Virginia Bar Examination each time it is offered. The failure to pass the West Virginia Bar Examination within two (2) attempts will result in a loss of employment. West Virginia Bar Examination failures predating judicial employment count toward the two (2) attempts. Any person who has failed the West Virginia Bar Examination, or any bar examination, two (2) or more times is ineligible for these positions. Once a person passes the West Virginia Bar Examination, the issue of bar examination failures is moot. Additionally, the minimum law school G.P.A. for these positions is 2.2. Duties and Responsibilities: Each law clerk might have a broad spectrum of duties to perform, as every judge has specific legal and administrative support that they require of their law clerk. Duties and responsibilities may include, but are not limited to: Perform legal research, Prepare confidential legal memoranda, Attend court hearings, Draft orders and opinions, Advise and assist judge with legal issues, Conduct discovery conferences, Respond to attorneys and self-represented litigants, and Monitor the court's docket. Page 2 of 2 Criminal Background Check: All successful

candidates must submit to a criminal background check. Compensation and Benefits include: Competitive salary based on experience and qualifications, Medical Insurance, Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical), Life insurance, Defined benefit pension plan, Section 457 deferred compensation plan, 12 paid holidays, and Annual and sick leave. The Administrative Office of the Courts The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary. West Virginia Courts West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at www.courtswv.gov. Equal Opportunity in Employment It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable. Application Process To apply for this position, please direct the following application materials to the Law Clerk Program Coordinator at sarah.loftus@courtswv.gov. Cover Letter, Resume, Law School Transcript, Writing Sample, References (at least three, including current contact information), Signed Court Employment Application (available on Court website), and Signed, Notarized Release for Criminal/Background Check (available on Court website). All of the requested documents and information must be received before a final employment decision will be made. Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.

Desired Class Level: Graduate/Alumni

Posting Date: November 14, 2019

Expiration Date: January 14, 2020

Contact: Jacqueline Lowry

Resume Receipt: E-mail

Default email for resumes.: sarah.loftus@courtswv.gov

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

ID: 5159

Legal Counsel

Federal Reserve Bank of Richmond (Richmond, VA)

Position Type: Full-time

Practice Area(s): All Practice Areas

Job Location(s): Richmond, Virginia (United States)

Description:

Legal Counsel

Requisition #261706

As part of the Federal Reserve System, the nation's central bank, the Federal Reserve Bank of Richmond is committed to strengthening the economy and our communities. It's a big job, and to do it we need talented, results-driven professionals who care about making a difference.

At the Richmond Fed, our goal is not just to be an employer of choice; we want to be your employer of choice. One of the ways we do that is by offering a total rewards portfolio that includes more than compensation. Our total rewards includes thrift and retirement plans, generous paid time off, health and wellness benefits, insurance to protect you and your loved ones, work/life offerings, and a variety of professional development opportunities.

The Richmond Fed's Legal Department is looking for an attorney with legal and technical experience in contracts, information technology, and information security. The individual will generally represent the Richmond Fed and specifically support National IT, the national provider of information technology services to the Federal Reserve System.

Candidates must submit an application, a cover letter, résumé, a writing sample, and three professional references. Upload these documents as attachments to your electronic submission. Formatted attachments can include Microsoft Office products (201_ or earlier work best), PDFs, JPGs, or HTML documents; size for each is limited to 1.5MB. Once your profile is complete, attach your profile to open requisition #261706(Legal Counsel) and hit "Submit." Your information will immediately come into the assigned recruiter's view.

Special Considerations:

Candidate should review the Richmond Fed Code of Conduct to ensure compliance with issues related to previous employment and prohibited financial interests. The Code is available on the About Us, Careers webpage at www.richmondfed.org.

Apply on line at www.richmondfed.org

***Selected candidate is subject to special background check procedures.

***The hiring range for position \$107,900-\$134,900, annually.

***Salary and position title offered will be based on job responsibilities and individual's knowledge, skills and experience as defined in the job qualifications/experience.

Essential Job Responsibilities (including but not limited to the following)

Draft, negotiate, and review contracts for procurement, especially procurement of software, hardware, consulting, outsourcing, cloud, and other services.

Assess potential legal and compliance risks, benefits, and consequences of contracts and other procurement transactions, present alternatives and propose solutions to achieve business objectives, while managing legal, security, and practical business considerations.

Advise on legal issues related to IT transactions, projects, and initiatives, including cloud computing, telecommunications, data privacy, data governance, information-sharing, IT policies, standards and compliance, open source software, information and cyber security, intellectual property, cloud computing, and emerging technologies.

Advise and, as needed, train colleagues on legal principles and best practices for IT, contracts and procurement, tenant leasing, data governance, data privacy, open-source software, information and cyber security, and intellectual property.

Conduct legal research, give oral and written opinions, and make legal and risk management recommendations on IT, cloud computing, contracts and procurement, open-source software, data governance, information and cyber security, and data privacy.

Actively participate on task forces, work groups, and other special projects within the Richmond Fed and across the Federal Reserve System to address legal issues related to National IT.

Collaborate effectively with Richmond Fed management and staff and with third-party legal and business representatives.

Required Qualifications/Experience:

Strong academic credentials with a J.D. degree from an accredited law school.

Membership in good standing, as attorney or corporate counsel, of the Virginia State Bar (or eligibility for such membership).

At least five years of legal experience in one or more of the following: information technology, contracts and procurement, information security, or cyber security.

Required Knowledge/Skills:

Strong working knowledge of general contract law, commercial law, and corporate law.

Experience in drafting and negotiating a wide range of contracts.

Ability to identify both legal and reputational risks.

Ability to summarize precisely and succinctly key legal and business issues and alternatives for executive decisions.

Ability to work in a fast-paced, deadline-oriented environment.

Ability to work independently with minimal supervision while maintaining a reputation for good teamwork

Demonstrated ability to prioritize multiple tasks.

Outstanding client-management skills, with an ability to inspire confidence and trust in a variety of clients.

Excellent interpersonal skills, with an ability to interact effectively with people at all organizational levels.

Experience or familiarity with the regulation of financial services firms.

Experience or familiarity with the following: information technology, information security, and the risk considerations relevant to a provider of technology services.

Preference for candidates with experience in IT hardware, software, cloud services, and consulting services.

Familiarity with the National Institute of Standards and Technology's Special Publication 800-53.

Willingness and ability to learn and master other subject matters, such as data privacy, intellectual property, facilities management, banking supervision, human resources, and records management.

Desired Class Level: Graduate/Alumni

Posting Date: November 13, 2019

Expiration Date: December 13, 2019

Contact: Jessica Beasley
<http://www.richmondfed.org>

Resume Receipt: Other (see below)

How to Apply: <https://frb.taleo.net/careersection/jobdetail.ftl?job=261706&lang=en>

ID: 5154

Immigration Associate Position

Blessinger Legal PLLC

Job Type: Full-time

Geographic Preference: Mid-Atlantic (DE, MD, DC, VA)

Job Location(s):

Falls Church, Virginia United States

Job Description:

Are you ready to be part of a passionate team that brings positive change to the immigrant community? If so, this is the place for you!

About the Firm

An innovative law firm is looking to hire an associate attorney. This position is open to recent law school graduates, but at least one year of experience in immigration or criminal law is preferred.

We handle a wide range of immigration cases, including removal defense, U visas, T visas, Violence Against Women Act (VAWA) cases, asylum, adjustment of status, Special Immigrant Juvenile Status (SIJS) with custody determination hearings, and employment-based cases.

This is a great opportunity for attorneys looking to grow with a quickly expanding law firm. We have clients from around the world. This is a truly exciting position that is both rewarding and challenging.

Job Description

You will be responsible for representing individuals in Immigration Court, before the U.S. Citizenship and Immigration Services, and before the Asylum Office. You will meet regularly with clients for consultations, affidavits, and to prepare them for hearings, interviews, and trials. At other times, you will also be writing briefs or arguments and researching innovative ways to help our clients. Our attorneys also appear in state courts in Maryland, Virginia, and the District of Columbia for custody proceedings in conjunction with Special Immigrant Juvenile Status.

Preferred licenses or certifications (Not Required):

Driver's License

Maryland Bar, or

Virginia Bar

Preferred education:

Juris Doctor

Preferred experience(Not Required):

Immigration or Criminal Law: at least 1 year (can be through internships or clinic)

Preferred language(Not Required):

Spanish

Personal Qualifications:

Excellent written and oral communication skills

Ability to manage multiple projects

Highly organized and able to prioritize

Flexible and highly resourceful

How to Apply:

Please send cover letter, your resume, a list of references, and a writing sample (not more than ten pages). Applications will be reviewed on a rolling basis. Do not call in regards to this post. Phone calls will disqualify you from consideration.

Spanish; Trial Skills

Desired Class Level(s): Graduate/Alumni

Posting Date: November 6, 2019

Expiration Date: December 12, 2019

Contact: Eileen P. Blessinger
7389 Lee Highway Falls Church, Virginia 22042 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: blessingjobs@gmail.com

Additional Documents: Cover Letter, Writing Sample

Visual ID: 5116

Legislative Assistant

Earthjustice

Job Type: Full-time

Job Location(s): Washington, District of Columbia United States

Job Description:

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters, individuals and communities to engage the critical environmental issues of our time, and bring about positive change. *We are here because the earth needs a good lawyer.*

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Miami, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, Chicago, and Washington, DC.

This position reports to the V.P. of Policy and Legislation and provides administrative and legislative support to Policy and Legislation Lands, Wildlife & Oceans and Access to Justice Teams, and assists in the implementation of legislative and administrative strategies on environmental issue priorities for Earthjustice.

Responsibilities

Lobbyist Support (70-75%)

- Attends, takes accurate notes and reports back on legislative hearings and briefings as directed by PAL lobbyists.
- Attends and takes accurate notes on conference calls as directed by PAL lobbyists.
- Assists PAL staff in lobbying Congress as directed by PAL lobbyists (phone calls, community lobby days) and reports the results of same.
- Manages Hill e-mail blasts.
- Schedules Hill meetings as directed by PAL lobbyists.
- Monitors legislation and federal rules of interest to PAL.
- Keeps apprised of issue areas PAL staff work on.
- Act as general point of contact for the department for Hill staff, the public, clients and other Earthjustice staff.
- Coordinates and organizes fly-ins and events, including budget management, travel, catering, meeting scheduling and serves as main contact for attendees.

- Plans and staffs events like Hill briefings, receptions and meetings as requested by PAL lobbyists.
- Researches, writes, proofreads and edits a variety of materials including but not limited to fact sheets, action alerts, memos, and blogs.
- Creates and maintains vote/target list/vote count spreadsheets and databases as requested by PAL staff.
- Conducts research on Members of Congress and issues of interest to PAL.
- Moderates listservs for lobbyists as requested.
- Monitors media coverage of interest to PAL.
- Assists in booking travel for clients and partners.
- Assists Communications Strategist, Policy and Legislation as requested.

Administrative Support/Internal Coordination (15%)

- Stays apprised of technology of help to the department (such as bill tracking software).
- Coordinates closely with legislative assistant colleague and assists same when needed.
- Serves as liaison between PAL and Earthjustice Web Master, e-mail alert team and other Earthjustice departments as directed by supervisor.
- Assists Social Media team with PAL twitter account scheduling, drafting social media materials, and live-tweeting as requested.
- Assists Office Assistant and Office Manager regarding PAL administrative functions and needs as requested.

Supervision (10-15%)

- Recruits, supervises, and manages projects of PAL interns as required

Qualifications

- Experience with the legislative process and/or environmental experience a plus.
- Bachelor's degree required.
- Strong computer skills, including Microsoft Office 2016 (Word, Excel, Power Point, Access), Google Drive, and CongressPlus.
- Strong organization skills, including ability to work collaboratively in teams managing multiple projects with complex deliverables in a fast-paced environment.
- Outstanding oral and written communications skills, including excellent command of spelling, punctuation and grammar.
- Good judgment, professionalism, composure under pressure, and a sense of humor.
- Proven ability to take initiative.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

Salary:

Salary depends on experience and location.

Salary range for this position in Washington, DC is \$58,000 – \$64,000 and includes excellent benefits that are comprehensive and competitive. We also offer an extremely congenial work environment and a casual dress code. Earthjustice is an equal opportunity employer and highly values diversity.

Application Procedure:

Interested candidates should submit a:

- Resume,
- Cover letter,
- and two writing samples

If you're having technical difficulties submitting your application, please reach out to jobs@earthjustice.org. Please, no hard copies, calls, or drop-ins.

Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.

For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.

For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 6, 2019

Expiration Date: December 12, 2019

Contact: Earthjustice California Regional Office
Los Angeles, California United States

Resume Receipt: Other (see below)

How To Apply: <https://app.jobvite.com/j?cj=o7vubfw1&s=Simplicity>

Visual ID: 5117

Attorney Litigation and Corporate

McClelland Legal Search

Position Type: Full-time

Job Location(s): Pittsburgh, Pennsylvania (United States)

Description:

Attorney (Litigation + Corporate):

Position Type: Full-time, permanent position

Employer Name: Disclosed upon receipt of resume

Job Title: Attorney

Job Description: Our client is looking for an attorney with 5 years of experience working on a mixture of litigation matters and corporate matters.

Hiring Criteria: Mix of litigation and corporate experience and admitted in Pennsylvania.

Location: Pittsburgh area

Materials requested: Resume

Deadline to apply: No deadline but search is active and interviews ongoing

Compensation Details: Compensation determined by experience

Desired years of Experience: 5 years of litigation and corporate experience

How we would like to receive the materials: Interested candidates should send their information to : dianne@mccllellandlegalsearch.com

Desired Class Level: Graduate/Alumni

Posting Date: November 6, 2019

Expiration Date: March 31, 2020

Contact: Dianne McClelland

Resume Receipt: E-mail

Default email for resumes.: dianne@mccllellandlegalsearch.com

ID: 5120

Research and Policy Analyst: Clean Transportation

Earthjustice

Job Type: Full-time

Job Location(s):

Washington, District of Columbia United States

Job Description:

Earthjustice is the premier nonprofit environmental law organization. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters and citizens to engage the critical environmental issues of our time, and bring about positive change. We are here *because the earth needs a good lawyer*.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Honolulu, New York, Philadelphia, Miami, Chicago, Denver, Seattle, Bozeman, and Washington, DC.

Earthjustice is now accepting applications for a Research and Policy Analyst to join its Washington, D.C., office. The Research and Policy Analyst will support the D.C. Office's programmatic focus on energy and air pollution issues in the mid-Atlantic through efforts to promote a shift away from fossil fuels and toward equitable zero-emissions solutions across the power, transportation, and building sectors. The work will include developing factual support for litigation and advocacy, drafting and editing comment letters or other advocacy documents, engaging in advocacy work with government decision makers, and developing and maintaining relationships with clients and other partners.

Responsibilities:

Litigation Support Responsibilities (50%)

- Conduct preliminary case inquiries and investigate potential new cases, including preparing factual research, analysis and organization of relevant information, and preparation of a written report.
- Conduct factual research to support all stages of litigation.
- Assist with drafting of client and expert declarations.
- Summarize case-related documents and information.
- Review and interpret agency policy and planning documents, technical support documents, and other factual and technical information relevant to legal strategies.
- Draft and submit formal requests to agencies for public records.
- Communicate with clients, experts, and government agencies.

- Draft comment letters and present public comments and testimony at agency hearings.
- Conduct media outreach and coordinate with the Communications Department.
- Draft fact sheets, press releases, blogs, new articles, and other materials.
- Produce multi-media materials (including GIS mapping) for case development and litigation.
- Proofread pleadings.
- Draft factual portions of pleadings.

Other Advocacy Responsibilities (50%)

- Conduct outreach to potential and existing client groups, including groups from diverse and/or under-served communities, and otherwise cultivate allies, thoughtful partnerships, and coalitions in support of assigned issues.
- Develop and maintain relationships with regional, state, and federal agencies and engage in advocacy to promote programmatic priorities.
- Track and analyze legislative and administrative policy initiatives relating to assigned issues in coordination with the Policy and Legislation department.
- Develop advocacy materials, including but not limited to fact sheets, letters, action alerts, blogs, and other educational materials for affiliated coalitions and the public.
- Coordinate briefings, seminars, and informational sessions with partners.
- Educate decision makers on key legal challenges and rulings.
- Serve as spokesperson for Earthjustice on assigned issues.
- Manage projects and other efforts performed on assigned issues by contractors, litigation assistants, interns, or others.
- Work with the Communications Department to develop media strategies and conduct outreach to media on assigned issues.
- Support client coalitions by participating in committee groups, attending conferences, maintaining websites, and tracking political and regulatory developments.
- Track environmental news relevant to assigned issue areas throughout the region and identify matters that may warrant further consideration for Earthjustice engagement.
- Monitor developments in programmatic priorities by attending relevant agency hearings and preparing and presenting comments as needed.

Qualifications:

- Bachelor's Degree (Master's preferred), preferably in Natural or Applied Sciences.
- Strong commitment to protection of human health and the environment.
- Experience with transportation, energy, climate and/or clean air policy issues preferred.
- Ability to understand scientific and technical issues quickly and synthesize this information for attorneys.
- Ability to explain complex facts and technical issues in a manner understandable to the general public.

- Experience working with traditional and social media.
- Excellent computer skills, including Microsoft Excel, Word, Access, and ARC GIS.
- Significant online and traditional research experience.
- Ability to communicate effectively with clients, experts and agency staff, as well as take proactive role in coalitions and other partnership opportunities.
- Ability to work on cross-functional teams.
- Attention to detail.
- Outstanding organizational skills.
- Excellent written and oral communication skills.
- Ability to work independently, quickly, proactively, and with deadlines.
- Awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Desire and ability to contribute to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

Salary depends on experience (DOE) and location.

Salary range in Washington, DC is: \$64,300- 71,400.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

To Apply:

Interested candidates should submit a:

- Resume
- One- or two-page cover letter that addresses (1) why you are drawn to Earthjustice's mission; (2) your interest in and qualifications for the position; (3) aspects of your background that demonstrate competence to work with diverse clients and colleagues; and (4) the earliest date you would be available to begin work.
- College and Post-College transcripts.
- Writing sample that reflects your own analysis and writing (i.e., not jointly written with or edited by other people).
- List of three references.

Applications will be reviewed on a rolling basis until the position is filled.

Click here to apply: <https://app.jobvite.com/j?cj=o1itbfwH&s=Simplicity>

Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 6, 2019

Expiration Date: December 11, 2019

Contact: Earthjustice California Regional Office
Los Angeles, California United States

Resume Receipt: Other (see below)

How To Apply: <https://app.jobvite.com/j?cj=o1itbfwH&s=Simplicity>

Visual ID: 5114

Staff Attorney

West Virginia School Service Personnel Association (Charleston, WV)

Position Type: Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:**

The West Virginia School Service Personnel Association is seeking a staff attorney for our labor organization. This attorney's duties embrace activities that concern members primarily in the areas of legal service and grievances. WVSSPA represents school service employees (cooks, custodians, transportation, maintenance, aides and office staff) and state employees.

Responsibilities:

- Provide members legal aid and representation in all aspects of our members' employment, including but not limited to; The West Virginia Public Employees Grievance Board, County Boards of Education, State Board of Education, Worker's Compensation.
- Communicate daily with other WVSSPA Staff members to answer legal questions and assist membership.
- To answer member questions via telephone or email in a timely manner. To meet with members to discuss and assist them with any on going cases, grievances or issues.
- Maintain detailed files on active and closed cases of members requiring legal and grievance assistance.
- This staff member shall assist in preparing bills for the legislature and participate in activities aimed at the successful passage of WVSSPA legislation.
- Provide training and/or presentations to other staff and to the membership.
- Any other duties as assigned by the Executive Director.

Requirements, Skills and Abilities:

- Must hold a Law Degree (J.D.) from an accredited School of Law and be admitted to practice law in the State of West Virginia.
- Ability to use a computer and office technology.
- Ability to communicate and build relationships with WVSSPA membership.

- Skilled in time management.
- Knowledge of school law is helpful but not required.
- Knowledge of the grievance procedure is helpful but not required.

Desired Class Level: Graduate/Alumni

Posting Date: November 6, 2019

Expiration Date: December 17, 2019

Salary Range: 50,000 - 59,999

Contact: Mr. Joe
White
1610 Washington Street East Charleston , West Virginia 25311 United States
<http://www.wvsspa.org>

Resume Receipt: E-mail

Default email for resumes.: jwhite@wvsspa.org

ID: 5118

Associate Attorney

Bernard Stuczynski Barnett & Lager, PLLC (Erie, PA)

Position Type: Full-time**Practice Area(s):** Worker's Compensation**Description:**

Thriving personal injury law firm seeks litigation attorney who is a recent law school graduate licensed to practice in Pennsylvania or a third-year law student scheduled to take the July 2020 Pennsylvania Bar Examination.

The successful candidate will be personable, intelligent, clever, and have a strong desire to learn and win. The candidate must also be willing and able to develop evidence and legal theories to support his/her client's cause. We serve clients throughout western and central Pennsylvania—some travel will be required.

Our firm offers an incentivized compensation and benefits package with an opportunity for professional growth. Candidate will be handling matters related to Personal Injury/Motor Vehicle Accidents, Workers' Compensation and Social Security Disability. To learn more about our firm and our specific areas of practice, please visit our website at [ErieInjury.com](http://erieinjury.com).

If you are prepared to make a career seeking justice and adequate compensation for injury victims by battling corporations and insurance companies, then please submit your resume and cover letter detailing why you possess the necessary qualifications.

Desired Class Level: Graduate/Alumni**Posting Date:** November 1, 2019**Expiration Date:** May 1, 2020**Contact:** Attorney Adam E. Barnett
Esquire
234 W 6th Street Erie, Pennsylvania 16507-1319 United States
<http://erieinjury.com>**Resume Receipt:** E-mail, Other (see below)**Default email for resumes.:** adam@erieinjury.com**How to Apply:** Fax 814-454-7488
U.S. Mail**Additional Documents:** Cover Letter**ID:** 5103

Executive Director Master of Legal Studies Program

The UCLA School of Law (Los Angeles, CA)

Position Type: Full-time

Geographic Preference: West (CA, NV, UT, CO, MT, WY)

Job Location(s): Los Angeles, California (United States)

Description:

UCLA School of Law

Executive Director

Master of Legal Studies Program

Job Posting

UCLA School of Law is seeking an Executive Director with entrepreneurial vision and significant experience in academic program development to launch and oversee a newly-developed Master of Legal Studies (M.L.S.) degree program. The Master of Legal Studies degree will provide non-lawyer professionals with a graduate-level training in law and preparation to understand and assess the legal and regulatory issues that impact their company, industry, or field. The Executive Director will be the primary administrator of the M.L.S. program. Under the general direction of the Dean and program faculty, the Executive Director will provide administrative oversight to all aspects of the program; devise and implement strategies to ensure a high-quality curricular program; engage in regular review of the program; and report to the law school Dean, Graduate Studies Committee, faculty and other administrators about the state of the M.L.S. program, as needed. The Executive Director will oversee admissions to the M.L.S. program and will engage with prospective students and promote the M.L.S. program broadly to cultivate interest in this innovative new degree offering. The Executive Director will also serve as the primary contact for students in the program, provide academic guidance, potentially teach a course in the program, and work closely with UCLA Law faculty and other senior administrators on curricular development.

Over time, the Executive Director will also be responsible for hiring and supervising the program's administrative team.

The ideal candidate will have: at least 7+ years of successful senior management and leadership experience; a proven track record of program leadership and program building; advanced administrative, organizational, and communication skills; a proven track record at successful innovation within complex institutions; a proven track record in budget management; as well as a demonstrated interest and strong commitment to building and

promoting a new and innovative degree offering. A Juris Doctor degree, MBA or other advanced professional degree is strongly preferred but not required.

This is a full-time, year-round, non-tenure track, academic position. The salary and level of appointment will be commensurate with qualifications and experience. This appointment is subject to the rules and regulations of the Regents of the University of California, which are mostly embodied in The UCLA CALL and the University of California Academic Personnel Manual. (See <https://www.apo.ucla.edu/policies/the-call>; and <http://www.ucop.edu/acadpersonnel/apm/welcome.html>.)

Confidential review of applications, nominations and expressions of interest will begin immediately and continue until an appointment is made. To ensure full consideration, applications should be received by Monday, November 18, 2019, but will be considered thereafter through Monday, December 16, 2019 or until the position is filled. Please apply online at <https://recruit.apo.ucla.edu/JPF05045> by submitting a cover letter, resume, and the names and addresses of at least three professional references.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination & Affirmative Action Policy (<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>).

Desired Class Level: Graduate/Alumni

Posting Date: October 22, 2019

Expiration Date: December 16, 2019

Contact: Ms. Edna Sasis
Director of the Institute for Food Laws & Regulations
Boc 951476 Los Angeles, California 90095-1476 United States

Resume Receipt: Other (see below)

How to Apply: <https://recruit.apo.ucla.edu/JPF05045>

ID: 5078

Attorney

McClelland Legal Search

Position Type: Full-time

Practice Area(s): Litigation

Geographic Preference: Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

Job Location(s): Pittsburgh, Pennsylvania (United States)

Description:

Attorney (Civil Litigation + Family Law + Reviewing and Revising Corp Agreements):

Position Type: Full-time, permanent position

Employer Name: Disclosed upon receipt of resume

Job Title: Attorney

Job Description: Our client is looking for an attorney that has 5 - 10 years of experience. The position is a unique mix of civil litigation, family law and business/corporate contract review and drafting.

Hiring Criteria: The successful candidate should have a mix of litigation, family law and transactional (revising and reviewing corporate agreements) experience and admitted in Pennsylvania.

Location: Pittsburgh area

Materials requested: Resume

Deadline to apply: No deadline but search is active and interviews ongoing

Compensation Details: Compensation determined by experience

Desired years of Experience: 5 - 10 years of relevant experience

How we would like to receive the materials: Interested candidates should send their information to : dianne@mcclellandlegalsearch.com

Desired Class Level: LLM, Graduate/Alumni

Posting Date: October 10, 2019

Expiration Date: March 31, 2020

Salary Range: Not Applicable

Contact: Cynthia McClelland
426 Frick Building 437 Grant Street Pittsburgh, Pennsylvania 15219 United States

Resume Receipt: E-mail

Default email for resumes.: dianne@mcclellandlegalsearch.com

Additional Documents: Other Documents

Requested Document Notes: Send Resume to: dianne@mcclellandlegalsearch.com

ID: 5042

Staff Attorney

PLS Logistics Services (Cranberry Twp)

Position Type: Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Job Location(s):** Cranberry Township, Pennsylvania (United States)**Description:**

Overview

PLS Logistics Services is seeking an aggressive Staff Attorney with litigation experience to join its growing in-house legal department. The Staff Attorney will represent the Company in state and federal courts and work on various commercial matters.

Responsibilities

Ability and desire to represent the Company fiercely in litigation

Superb legal research, writing and analytical skills

Strong interpersonal and communication skills

Eye for detail

Ability to achieve results and get to the point

Knowledge of Pennsylvania/Federal Rules of Civil Procedure

A high level of independence, initiative, and good judgment; and,

Excellent organizational skills.

Qualifications

Graduate from accredited law school

2+ years of litigation experience

Admitted to practice law in Pennsylvania

Desired Class Level: Graduate/Alumni**Posting Date:** October 3, 2019**Expiration Date:** December 21, 2019**Salary Range:** 70,000 - 79,999**Contact:** Abby Kostorick

Recruiting Supervisor

3120 Unionville Road Building 110/Suite 100 Cranberry Twp, Pennsylvania 16066 United States

<https://www.plslogistics.com/>**Resume Receipt:** E-mail**Default email for resumes.:** akostorick@plslogistics.com**ID:** 5018

Corporate Attorney

McClelland Legal Search

Position Type: Full-time

Job Location(s): Pittsburgh, Pennsylvania (United States)

Description:

Corporate Attorney:

Position Type: We have several full-time, permanent positions

Employer Name: This will be discussed once a resume is submitted

Job Title: The junior positions are Corporate Associate , and the more senior ones may be counsel or of counsel, depending on experience

Job Description: We have several positions at various ranges of experience, from 3 years through more senior to partner level. The experience will ideally involve M&A, venture capital and general corporate work. Securities experience is a plus.

Hiring Criteria: Experience with M&A, venture capital and general corporate work. Admitted in PA, reciprocity eligible and/or willing to take the PA bar.

Location: Pittsburgh area

Materials requested: Resume , law school transcript and deal sheet

Deadline to apply: No deadline but search is active and interviews ongoing

Compensation Details: Compensation determined by experience

Desired years of Experience: 3+ years through partner level experience

How we would like to receive the materials: Interested candidates should send their information to : dianne@mcclellandlegalsearch.com

Desired Class Level: Graduate/Alumni

Posting Date: September 3, 2019

Expiration Date: January 31, 2020

Contact: Dianne McClelland

Resume Receipt: E-mail

Default email for resumes.: dianne@mcclellandlegalsearch.com

Additional Documents: Cover Letter, Unofficial Transcript, Other Documents

ID: 4939

Litigation Attorney

McClelland Legal Search

Position Type: Full-time

Job Location(s): Pittsburgh, Pennsylvania (United States)

Description:

Litigation Attorneys:

Position Type: Full-time, permanent positions

Employer Name: Multiple Law firms

Job Title: Litigation Attorney - title may vary depending on experience level

Job Description: We have multiple litigation positions with Pittsburgh clients. Because the positions cross various levels of experience we are accepting resumes with any level of experience, new graduates through partner level.

Hiring Criteria: Litigation experience and admitted in Pennsylvania.

Location: Pittsburgh area

Materials requested: Resume

Deadline to apply: No deadline but search is active and interviews ongoing

Compensation Details: Compensation determined by experience

Desired years of Experience: new graduates through partner level

How we would like to receive the materials: Interested candidates should send their information to : dianne@mccllellandlegalsearch.com

Desired Class Level: Graduate/Alumni

Posting Date: September 3, 2019

Expiration Date: March 31, 2020

Contact: Dianne McClelland

Resume Receipt: E-mail

Default email for resumes.: dianne@mccllellandlegalsearch.com

ID: 4940

Attorney

Franklin County Legal Services (Chambersburg, Pennsylvania)

Position Type: Full-time**Practice Area(s):** Immigration/Refuge**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Job Location(s):** Chambersburg, Pennsylvania (United States)**Description:**

Attorney Position Opening

Franklin County Legal Services ("FCLS") is a charitable, nonprofit agency located in Chambersburg, Pennsylvania. FCLS was founded in 2002. Our mission is to provide access to legal representation, advice, and education to low-income individuals with civil legal problems. Services are provided free of charge to the recipients of the services. Our work provides access to justice and helps meet basic human needs through the provision of civil legal services.

FCLS is seeking applicants for a full-time Attorney position. The Attorney will provide civil legal services to indigent clients. Access to help for all types of civil legal problems is provided with our primary in-house practice areas focusing on the greatest needs of immigration, landlord/tenant, and family law. The Attorney will also participate in regular, in-person screening and advice sessions for potential clients.

QUALIFICATIONS:

- Graduate of an ABA accredited law school;
- Admission to the Pennsylvania Bar preferred;
- Will consider attorneys licensed in another state and law school graduates;
- Experience in Pennsylvania Family Law, Landlord/Tenant matters, or Immigration Law preferred;
- Fluency in Spanish a plus; and
- Strong commitment to public interest law.

SALARY AND BENEFITS

Salary and fringe benefits information is provided to the selected candidate at the time that the position is offered. FCLS attorneys are eligible to apply for the PA IOLTA Board Loan Repayment Assistance Program offered by the Pennsylvania Bar Foundation.

Membership fees for Franklin County Bar Association, Pennsylvania Bar Association, and American Immigration Lawyers Association are paid by FCLS.

HOW TO APPLY:

Submit resume and cover letter via email (gloria@fcls.net) to Gloria Keener, Executive Director. Subject Line: Attorney Position.

Applications will be accepted until the position is filled. As of August 30, 2019, the position is open and applications are being accepted.

Equal Opportunity Employer

Desired Class Level: Graduate/Alumni

Posting Date: August 30, 2019

Expiration Date: December 31, 2019

Contact: Ms. Gloria M. Keener
Executive Director
336 Lincoln Way East Suite B Chambersburg, Pennsylvania 17201 United States
<http://www.fcls.net>

Resume Receipt: E-mail

Default email for resumes.: gloria@fcls.net

Additional Documents: Cover Letter

ID: 4914

Liability Defense Attorney

Franklin & Prokopik

Position Type: Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Martinsburg, West Virginia (United States)**Description:**

Liability Defense Attorney in our Martinsburg, WV office. Our primary practice areas are: products and premises liability, slip and fall, construction, nursing home, med-mal, auto tort and trucking. West Virginia Bar required. Salary is commensurate with experience. We are an EEO employer, offering an excellent benefits package. Please email resume and salary requirements. No phone calls please.

Desired Class Level: Graduate/Alumni**Posting Date:** August 19, 2019**Expiration Date:** December 31, 2019

Contact: Tara L. Valenza
Director of Human Resources
The B&O Building 2 N. Charles Street Suite 600 Baltimore

Resume Receipt: E-mail**Default email for resumes.:** employment@fandpnet.com**ID:** 4875

Associate Attorney

Sherman Law Firm (Romney)

Position Type: Full-time**Practice Area(s):** Bankruptcy, Criminal - Defense, Disability, Estate Planning & Probate, Litigation, Malpractice - Defense, Malpractice - Plaintiff, Negligence & Personal Injury, Real Property, Worker's Compensation, LAW**Job Location(s):** Romney, West Virginia (United States)**Description:**

Law Firm in Eastern West Virginia with offices located in both Romney and Moorefield, West Virginia seeking an associate attorney licensed to practice law in the State of West Virginia. The law firm's practice is entirely litigation, primarily civil, but also criminal. Salary is negotiable and benefits are also available. Submit resumes to Sherman Law Firm, P.O. Box 1810, Romney, West Virginia 26757.

Desired Class Level: Graduate/Alumni**Posting Date:** July 23, 2019**Expiration Date:** December 31, 2019**Contact:** Mr. Lawrence E. Sherman, Jr.
CEO/Attorney
255 West Main Street romney, West Virginia 26757 United States
<http://lshermanlawfirm.com>**Resume Receipt:** E-mail**Default email for resumes.:** lesherman@leshermanlaw.com**Additional Documents:** Cover Letter**ID:** 4790

Corporate Staff Attorney
Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

Job Location(s): Charlotte, North Carolina United States

Job Description: Moore & Van Allen, a large southeastern law firm with a national practice, has an opportunity for a staff attorney with corporate/business experience to assist with document preparation for asset and equity transactions. Seeking at least two to four years of experience drafting transaction documents, including acquisition documents, stock and asset purchase agreements, due diligence materials and related ancillary agreements. Candidates should also have excellent practice experience and excellent written and verbal communication ability. Equal Opportunity Employer.

Desired Class Level(s): Graduate/Alumni

Posting Date: December 2, 2019

Expiration Date: January 8, 2020

Contact: Mollie Clark
New Associate Recruiting Manager
100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

Default email address for resumes: charlotterecruiting@mvalaw.com

How To Apply: <http://www.mvalaw.com/f-20.html>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 5244

Assistant Federal Public Defender - Abingdon Office

Federal Public Defender, Western District of Virginia

Job Type: Full-time**Job Location(s):**

Abingdon, Virginia United States

Job Description:**OFFICE OF THE FEDERAL PUBLIC DEFENDER**

Western District of Virginia

POSITION ANNOUNCEMENT

ASSISTANT FEDERAL PUBLIC DEFENDER - Abingdon Office**Announcement # VAW-2020-01**

The Federal Public Defender for the Western District of Virginia is seeking an attorney committed to zealous representation of the indigent accused—committed to protecting their constitutional interests while providing holistic representation. Our office mission requires that each employee embrace our core values: compassion, courage, competency, creativity, and collaboration.

As such, the ideal candidate will have all or most of the following skills: superior oral and written communication, jury trial experience, demonstrated ability to work with a team, ability to multitask and meet concrete deadlines, technological proficiency, and history of aggressive, but civil, representation on behalf of clients. Further, the ideal candidate will be client-centered, open-minded, creative, empathetic, a quick learner, enthusiastic, honest, hard-working, and respectful of others.

The Office of the Federal Public Defender for the Western District of Virginia provides legal representation in criminal defense services to individuals charged

with federal crimes who are financially unable to retain counsel. Assistant Federal Public Defenders provide direct representation of indigent persons charged with federal crimes in the Western District of Virginia, on appeals to the United States Court of Appeals for the Fourth Circuit, and in post-conviction matters brought in federal court.

Abingdon is a charming, historic town that boasts the Virginia Creeper Trail, the Barter Theater (the renowned state theater of Virginia), and has the honor of being listed as USA Today's "Best Small Town Food Scene." It is nestled in close proximity to Tennessee, Kentucky, West Virginia, and North Carolina. More importantly, the cases that stem from this region are varied and interesting.

This position is for a licensed attorney. Applicants must be an active member and in good standing with a State Bar, and eligible for admission to the Western District of Virginia. Candidates that do not meet this criterion will not be considered for employment.

Salary is dependent on experience and qualifications. This position is full-time with federal salary and benefits. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Appointment is subject to a satisfactory background investigation. Salary payable only by Electronic Funds Transfer.

Please send a cover letter, resume, and writing sample (in pdf format only) to:

Dawn C. Scott, Administrative Officer

210 First Street, SW, Suite 400

Roanoke, Virginia 24011

Dawn_Scott@fd.org

Application Deadline: Priority will be given to applications received by November 20, 2019. The position will remain open until filled.

THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER

Desired Class Level(s): Graduate/Alumni

Posting Date: November 10, 2019

Expiration Date: December 10, 2019

Contact: Administrative Officer Dawn C. Scott
Administrative Officer
210 First Street SW Roanoke, Virginia 24011 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: dawn_scott@fd.org

Additional Documents: Cover Letter, Writing Sample, Other Documents

Additional Documents Notes: Resume

Visual ID: 5108

Labor and Employment Associate | Cherry Hill, NJ

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time**Job Location(s):**

Cherry Hill, New Jersey United States

Job Description:

We are seeking an attorney with two to four years of employment litigation experience to join the Labor and Employment Practice Group of the Litigation Department in our Cherry Hill, New Jersey office. The successful candidate will be involved in litigation in state and federal courts, advice and counseling, and representation of clients before administrative agencies. This is a non-partnership track position, and it is an excellent opportunity for professional growth in a collegial environment of a national firm. Superior academic credentials and strong communication skills are required. Active bar licenses in NJ and PA are required.

Ballard Spahr LLP is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Desired Class Level(s): Graduate/Alumni**Posting Date:** December 2, 2019**Expiration Date:** January 2, 2020**Contact:** Kathryn J. Ball

Manager of Attorney Growth and Integration

1735 Market Street Philadelphia, Pennsylvania 19103 United States

Resume Receipt: Other (see below)**How To Apply:** <http://selfapply.ballardspahr.com/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=d71eb7ef-2474-4bc4-8e00-8df5cc9458c3>**Visual ID:** 5200