



Weil

2023-2024 PROGRAM APPLICATION GUIDELINES

Weil **LEGAL**
INNOVATORS
PROGRAM

TABLE OF CONTENTS

Application Requirements4

Supplemental Materials.....5

Nonprofit Selection and Project Proposals6

Contact Us7

Appendix A – Nonprofit Job Descriptions8

ABOUT US

ABOUT WEIL LEGAL INNOVATORS

The Weil Legal Innovators Program (WLI) engages incoming law school students in addressing some of the most pressing social and legal challenges in our communities today. Each WLI class is comprised of incoming law school students who plan to attend a J.D. program at one of our law school partners. Innovators defer their first year of law school to work at a partner nonprofit organization for a paid public service fellowship, executing a strategic initiative designed to leverage their passion for justice and commitment to public service, while amplifying the impact of the nonprofits and their important missions.

ABOUT WEIL

With approximately 1,100 lawyers in offices around the world, Weil operates according to the “one firm” principle, allowing us to bring the right mix of firm-wide skill and local-market presence to deliver the coordinated legal advice necessary to help our clients achieve their sophisticated goals and objectives.

Founded in 1931, Weil has provided legal services to the largest public companies, private equity firms and financial institutions for more than 85 years. Widely recognized by those covering the legal profession, Weil’s lawyers regularly advise clients globally on their most complex Litigation, Corporate, Restructuring, and Tax and Benefits matters. Weil has been a pioneer in establishing a geographic footprint that has allowed the Firm to partner with clients wherever they do business.

APPLICATION REQUIREMENTS

Thank you for your interest in the Weil Legal Innovators Program!

The deadline to submit your application is March 16, 2023, 11:59PM ET.

Applications must be submitted online by following this link:

<https://weilsocialresponsibility.smapply.io/>

ELIGIBILITY

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

Applicants must demonstrate an intention to attend one of the participating WLI law school partners by attaching a letter of intent or deposit submission confirming that they plan to attend one of the following law schools:

1. Berkeley Law
2. Columbia University Law School
3. Duke University School of Law
4. Georgetown University Law Center
5. Harvard Law School
6. New York University School of Law
7. Stanford Law School
8. University of Michigan Law School
9. University of Pennsylvania Law School
10. University of Texas at Austin School of Law
11. Yale Law School

In the circumstance that an applicant is still deciding between two or more WLI law school partners by the application deadline, the program will accept an official letter of acceptance to one of the partner law schools in lieu of a letter of intent to attend and/or proof of a deposit. However, a letter of intent to attend and/or proof of a deposit to one of the WLI law schools must be submitted by the time the Innovator accepts their offer to participate in the WLI Program.

Please note that all law school letters must be provided on the institution's letterhead.

Eligibility is also subject to confirmation that the applicant will be 18 years of age as of the anticipated July 2023 orientation date. Please also note that this position is not eligible for visa sponsorship. All WLI participants must demonstrate U.S. work authorization within three business days of hire.

SUPPLEMENTAL MATERIALS

RESUME

PDF version required.

PERSONAL STATEMENT

Describe your motivations for participating in the Weil Legal Innovators Program, how it will advance your career goals, and ultimately help you to become a well-rounded attorney with a commitment to public service and social impact, regardless of where your legal career takes you. Please also share what an innovative and entrepreneurial mindset within the context of one's legal career means to you. *Answer should be 500 words maximum.*

LETTERS OF RECOMMENDATION

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

You must use the application portal to request a letter from your recommender. You will be able to track the status of your recommendation on the portal, however, you will not be able to view the contents of the letter. You may ask your recommender for a copy of the letter directly at your own discretion.

GUIDELINES FOR LETTERS OF RECOMMENDATION:

- Letters of recommendations can be from an academic source and/or an employer/internship supervisor.
- For applicants with substantive work experience after college, at least one letter should be from an employer/internship supervisor

LETTERS OF RECOMMENDATION MUST ANSWER THE FOLLOWING QUESTIONS:

1. Why do you believe that the applicant would be a suitable fit for the Weil Legal Innovators Program?
2. What leadership and/or public service competencies have you seen demonstrated in the applicant?

OTHER REQUIREMENTS:

- Must be submitted online by March 16, 2023
- Must be submitted through the recommender's institutional email address
- Must be on school or company letterhead
- Must be signed by the recommender
- Should be no longer than one page
- Should be in PDF format

Note if you have an extenuating circumstance relevant to any of the above guidelines and requirements, please email us at legalinnovators@weil.com.

NONPROFIT SELECTION AND PROJECT PROPOSALS

The 2023-2024 WLI Program offers 20 Innovator fellowship opportunities at 12 leading nonprofit organizations based across the United States.

Please identify your **first choice** and **second choice** WLI initiative from the list below. For a full list of all nonprofit project job descriptions and desired skills, please refer to Appendix A.

ORGANIZATION	JOB TITLE	LOCATION	HYBRID OR REMOTE*
American Civil Liberties Union (ACLU) of Texas	Case Management & Litigation Assistant	Houston, TX	Remote
Asian Americans Advancing Justice AAJC	Special Projects Fellow	Washington, D.C.	Hybrid or Remote
Asian Americans Advancing Justice AAJC	Strategic Communications Fellow	Washington, D.C.	Hybrid or Remote
Clooney Foundation for Justice	Non-Profit Governance Fellow	Global	Remote
Clooney Foundation for Justice	Waging Justice for Women's Fellow	Global	Remote
Clooney Foundation for Justice	Yazidi Project Fellow	Global	Remote
Earthwatch Institute	Research & Communications Analyst	Boston, MA	Remote
Innocence Project	Exoneration Innovator	New York, NY	Hybrid
Law Foundation of Silicon Valley	Community Housing & Health Fellow	San Jose, CA	Hybrid
National Urban League	Equitable Justice Legal Fellow	Washington, D.C.	Hybrid
National Urban League	Office of General Counsel Legal Fellow	Washington, D.C.	Hybrid
National Urban League	Washington Bureau Fellow	Washington D.C.	Hybrid
National Women's Law Center	Judicial Nominations & Policy, Program Associate	Washington, D.C.	Hybrid or Remote
National Women's Law Center	TIME's UP Legal Defense Fund, Program Associate	Washington, D.C.	Hybrid or Remote
Refugee and Immigrant Center for Education and Legal Services (RAICES)	Research Fellow	New York, NY	Hybrid
Robert F. Kennedy Human Rights	Compass Investors Fellow	New York, NY	Hybrid
Robert F. Kennedy Human Rights	International Advocacy & Litigation Fellow	Washington, D.C.	Hybrid
Robert F. Kennedy Human Rights	Workplace Dignity Fellow	Washington, D.C.	Hybrid
Tahirih Justice Center	Client Services Project coordinator	San Bruno, CA	Hybrid
United Way of New York City	Advocacy Associate	New York, NY	Hybrid

*Details on hybrid or remote work arrangements included in Appendix A under each job description.

NONPROFIT PROJECT PROPOSAL STATEMENTS

For the full list of all nonprofit project job descriptions and desired skills, please refer to Appendix A. Once you have reviewed the job descriptions, please answer the following prompts:

FIRST CHOICE

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

SECOND CHOICE

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

We are interested in not only knowing why the nonprofit initiative is interesting to you, but also in understanding how you might tactically address the challenge posed in the job description using the skillsets (including lived experiences, tools and frameworks) which you may wish to bring to the forefront if offered the opportunity.

KEY DATES

DECEMBER 2022	WLI applications open
MARCH 16, 2023	WLI applications close
APRIL 2023	Interview Round I with WLI Steering Committee; Interview Round II with WLI Nonprofit Partners
MAY 2023	Offers extended to Innovators
JULY 2023	WLI Program commences
JULY 2024	WLI Program concludes

CONTACT US

For more information on Weil Legal Innovators, please visit:
www.weil-legal-innovators.com

To review our Frequently Answered Questions, please visit:
<https://www.weil.com/weil-legal-innovators/frequently-asked-questions>

To speak with a member of the WLI team, please contact us at:
legalinnovators@weil.com

APPENDIX A

NONPROFIT JOB DESCRIPTIONS

Organization: American Civil Liberties Union (ACLU) of Texas

Location: Houston, Texas

Hybrid or Remote: Remote*

Job Title: Case Management & Litigation Assistant

Supervisor: Legal Program Manager



ABOUT THE ORGANIZATION

The ACLU is the nation's foremost defender of civil liberties and civil rights, dedicated to defending the Bill of Rights and advocating for marginalized communities through litigation, legislation, and public education. The ACLU of Texas, founded in 1938 and headquartered in Houston, is one of the largest ACLU affiliates in the nation. The ACLU of Texas has regional staff in Austin, Brownsville, Dallas, and El Paso.

Whether it's protecting the rights of immigrants and refugees, ending mass incarceration, achieving full equality for the LGBT community, combatting voter suppression, or preserving reproductive rights, the ACLU takes up the toughest civil rights and liberties cases to defend all people from government abuse and overreach.

JOB DESCRIPTION

Building on the success of our first Innovator, we seek to move the infrastructure of the department forward through this position.

The Innovator will be primarily tasked with building and implementing a brand-new case management system for the ACLU of Texas. The creation of this system will be conducted in two phases: research and implementation & training.

As Case Management Assistant, the Innovator will be building, implementing, and training staff on a new case management system for the department. By building this new layer of much needed infrastructure, the ACLU of Texas hopes to capitalize on the success of our intake program by further tracking those intakes that move to investigation and litigation stages. Currently, the department has no software and relies on simple folder case trees to manage cases and filings. Through Affiliate Support Services at ACLU National, they will be coordinating and donating a 1-year subscription to LegalServer, a case management system. The Innovator will be working closely with affiliate and national technology and legal staff to help implement the system. In addition, the Innovator will get hands on knowledge of not only case management, but in-depth analysis of each of our current cases, what goes into building litigation, and what is needed for a successful piece of litigation. During the research phase the Innovator will learn the current case management infrastructure, criteria for case development, and basics of case management. For the implementation & training phase, the Innovator will work with the selected case management system to implement and migrate any necessary information. They will lead project management and help establish guidelines, policies, and procedures for the new system. After implementation is complete, a training guideline and presentation will

be presented to all legal staff and they will oversee successful use and tracking of cases in the new system. We expect this project to take 6-8 months for full completion.

As Litigation Assistant, the Innovator will assist in building litigation through intake, research, motions practice, discovery, and possibly trial. They will also be supporting the legal department as we address any litigation post-legislative session and helping with legal advocacy across all our issue areas. The Innovator will provide basic general paralegal assistance including but not limited to: preparing documents for filing in court, cite-checking, proof reading, drafting legal letters, FOIA and Public Information Act requests, and other correspondence, as appropriate, managing responses, and using PACER and Westlaw. Opportunities to gain subject matter knowledge, interact with other departments through integrated advocacy, and direct interaction with impacted communities should also be expected.

DESIRED SKILLS

- Knowledge of diverse groups, experience working with a multicultural workforce, and sensitivity and appreciation of cultural differences is required;
- Knowledge of technology systems is a plus, but not required.

***Remote Work Details:** The position will be remote, with potential travel to the office once per quarter. All travel costs will be covered by the organization.

Organization: Asian Americans Advancing Justice | AAJC

Location: Washington, DC

Hybrid or Remote: Hybrid or remote*

Job Title: Special Projects Fellow

Supervisor: Vice President, Policy & Programs



ABOUT THE ORGANIZATION

Asian Americans Advancing Justice | AAJC, a nonprofit, nonpartisan 501(c)(3) organization, was incorporated in 1991 and opened its Washington, DC office in 1993. Our mission is to advance the civil and human rights of Asian Americans and to build and promote a fair and equitable society for all. For 30 years, we have served as the leading Asian American voice on civil rights issues in our nation's capital – fighting for the rights of our communities through policy advocacy, community engagement, and litigation.

JOB DESCRIPTION

The Advancing Justice | AAJC Policy & Programs department seeks a fellow reporting directly to the Vice President of Policy & Programs to handle a diverse portfolio of special projects at the intersection of law and policy, including monitoring judicial and executive appointments, staffing coalition meetings, preparing research memoranda and backgrounders, and execution of government and stakeholder engagement strategy. This portfolio would also include issues such as court reform and other institutional reform efforts as well as newly emerging policy needs that cut across and/or require coordination across multiple program areas. This position is ideal for a fellow with experience and interest at the intersection of law and policy and would offer both hands on experience in the day-to-day work of advocacy as well as a high-level view of federal policy issues.

Duties and Responsibilities:

- Provide public policy research and analysis on issues related to judicial and executive appointments, court reform and other institutional reform efforts, and other emerging issues at the intersection of law and policy;
- Monitor and analyze legislation, regulations, and policy developments; prepare testimony, agency comments, legal briefs and memoranda, and other relevant material;
- Contribute to the development and implementation of strategic communications plans, including providing content support, drafting blog posts and press releases, and responding to press inquiries and making public speaking appearances as necessary and appropriate;
- Support the development and implementation of Community Partners Network strategies and activities on related policy issues;

- Build and maintain excellent relationships with partners and relevant legal and advocacy groups within the civil rights and Asian American communities nationally and locally;
- Build strong and effective relationships with key stakeholders in the policy arena, allied organizations, coalitions, and policymakers.

DESIRED SKILLS

- One to two years of work experience in a related field preferred;
- Ability to operationalize vision, think strategically, creatively problem solve, exercise good judgment, and lead change;
- Experience working with diverse groups from various sectors;
- Excellent communicator and writer who can articulate messages to different audiences, including translating law and policy into plain language;
- Experience in government, advocacy, or policy research (including internships).

***Remote Work Details:** Option for remote or hybrid. May be asked to attend in person meetings in DC area. Cost to travel would be covered by organization.

Organization: Asian Americans Advancing Justice | AAJC

Location: Washington, DC

Hybrid or Remote: Hybrid or remote*

Job Title: Strategic Communications Fellow

Supervisor: Senior Director of Strategic Communications



ABOUT THE ORGANIZATION

Asian Americans Advancing Justice (AAJC) is a nonpartisan nonprofit organization. Its mission is to advance the civil and human rights of Asian Americans and to build and promote a fair and equitable society for all. For 30 years, AAJC has served as the leading Asian American voice on civil rights issues in our nation's capital – fighting for the rights of the communities which it serves through policy advocacy, community engagement, and litigation.

JOB DESCRIPTION

The Advancing Justice | AAJC communications team is looking for a fellow to join our growing Communications department. We are seeking an individual who can work on litigation-related communications projects. Such projects could include showing how Asian American plaintiffs in lawsuits have had a positive impact in garnering attention and rights for communities of color in areas such as voting, education, and immigration. An additional example includes creating a timeline of voting rights within the Asian American community and accompanying that timeline with a narrative for the continued need for progress and pushing back against voter suppression tactics.

Projects can take multiple formats from written documents such as a white paper to multi-media content such as videos. The fellow will also contribute to creating, building, and implementing integrated communications strategies that increases the organization's impact within the Asian American and Pacific Islander communities, advances our policy goals, and strengthens our organization's brand.

Duties and Responsibilities:

- Act as thought partner to the Senior Director, Strategic Communications;
- Possess a passion for storytelling on a multitude of issues and for a variety of communications products;
- Assist the department in promoting the intersection of litigation and communications through products for social media and other channels;
- Assist with research, writing, and development of content like blogs and campaign reports;
- Produce high-quality visual media for website and multiple social media accounts that demonstrate technical sophistication and an ability to convey organizational or programmatic messages succinctly and clearly;
- Ability to lead the communications work in issue areas as needed;

- Lead or assist with research, writing, copy editing, and development of communications content like eblasts, blogs, press releases, newsletters, and talking points;
- Contribute story ideas, ways to repurpose existing content, and provide recommendations for new tools, products, or ways of thinking about our work.

DESIRED SKILLS

- Up to two years of work experience in a related field;
- Ability to operationalize vision, think strategically, creatively problem solve, exercise good judgment, and lead change;
- Excellent communicator and writer who can articulate messages to different audiences, including translating law and policy into plain language;
- Excellent writing and editing skills, highly organized, and detail oriented;
- Demonstrated ability to work well under pressure and manage multiple work streams.
- Tech-savvy, proficient with Google Office and Microsoft Suite;
- Competent at digital content management: Quorum, Drupal, WordPress, Tweetdeck, etc.;
- Self-starter, not afraid to take initiative and work independently

***Remote Work Details:** Option for remote or hybrid. May be asked to attend in person meetings in DC area. Cost to travel would be covered by organization.

Organization: Clooney Foundation for Justice
Location: Global
Hybrid or Remote: Remote*
Job Title: Non-Profit Governance Fellow
Supervisor: Head of Operations



ABOUT THE ORGANIZATION

All over the world, journalists and defenders of democracy are detained, prosecuted, and jailed. Women and girls, LGBTQ+ people, and minorities are subject to unfair laws and targeted for abuse. Meanwhile, the perpetrators walk free.

George and Amal Clooney created the Clooney Foundation for Justice (CFJ) to change this reality. They believe that with expertise, creativity, determination—and a community of allies and supporters—we will succeed in waging justice to protect human rights.

Through CFJ's signature programs, Amal, George, and a talented staff of human rights lawyers, investigators, and advocates seek justice for the most vulnerable.

JOB DESCRIPTION

This position is for an early career professional looking to explore a legal career in nonprofit law, governance, and compliance. As a 501(c)(3) public charity, the Clooney Foundation for Justice (CFJ) has obligations and best practices to maintain both our charitable status and our standing in the nonprofit industry while also navigating CFJ's compliance requirements as an employer and business entity.

Reporting to Head of Operations and working closely with the Director of Strategic Initiatives, Finance Manager, and General Counsel, the Nonprofit Governance Fellow would support CFJ's work to ensure that our financial and human resources infrastructure meets nonprofit compliance and best practice standards, our employer obligations both domestic in the US and foreign in international jurisdictions are met and maintained, and track updates to business, nonprofit, and employment law that may impact CFJ's operations. We envision the fellow working closely with key leaders of the organization to design and steward the infrastructure that allows CFJ's programs to operate successfully. Throughout the course of the fellowship, this would include taking the lead on project-based assignments for workstreams such as creating an international employee handbook, researching and implementing structures to ensure continued compliance in multiple international jurisdictions, reporting major project outcomes to CFJ's Board of Directors alongside our General Counsel and Head of Operations, and preparing for our Spring Board of Directors Meeting. Fellows would have the opportunity to attend and take notes at meetings with peer organizations, law firms, and Board members to get a first-hand look at what happens behind the scenes to run an international NGO and contribute their own ideas to burgeoning projects. This position will provide fellows a well-rounded introduction to the world of nonprofit governance and offer the opportunity to contribute strategically to CFJ's infrastructure.

DESIRED SKILLS

- A desire to learn about non-profit governance, compliance, and best practices;
- Detail-oriented: would enjoy helping our Head of Operations and General Counsel create and track systems;
- Comfort with basic Excel;
- Understanding of the need for confidentiality and security given the nature of CFJ's human rights work and the fact that this position will work closely with our General Counsel;
- Writing well is expected of all CFJ staff members;
- Previous work or internship at a law firm would be a big plus, especially in corporate law, labor and employment law, or a regulatory practice.

***Remote Work Details:** Fully remote position.

Organization: Clooney Foundation for Justice

Location: Global

Hybrid or Remote: Remote*

Job Title: Waging Justice for Women Fellow

Supervisor: Senior Program Manager, Waging Justice for Women



ABOUT THE ORGANIZATION

All over the world, journalists and defenders of democracy are detained, prosecuted, and jailed. Women and girls, LGBTQ+ people, and minorities are subject to unfair laws and targeted for abuse. Meanwhile, the perpetrators walk free.

George and Amal Clooney created the Clooney Foundation for Justice (CFJ) to change this reality. They believe that with expertise, creativity, determination—and a community of allies and supporters—we will succeed in waging justice to protect human rights.

Through CFJ's signature programs, Amal, George, and a talented staff of human rights lawyers, investigators, and advocates seek justice for the most vulnerable.

JOB DESCRIPTION

This position is for an early career professional interested in gender and women's justice and in contributing to a brand new initiative. The Clooney Foundation for Justice's (CFJ) newest program, Waging Justice for Women, is embarking on a groundbreaking project to contribute to strengthening the next generation of public interest lawyers across Africa by establishing a gender justice fellowship program. CFJ and its local partners will place recently graduated lawyers at human rights organizations in the sub-Saharan African region. The Waging Justice for Women fellow will contribute to the logistical organization of getting the pilot phase of our project off the ground, conduct and synthesize research to design curriculum to train fellows on strategic litigation tools and methods, and support the Waging Justice for Women team in developing metrics for measuring and evaluating project success. Other aspects of our Waging Justice for Women program include developing women-for-women legal aid clinics, and working on strategic litigation with local partners—and the Capacity Building Fellow's work may overlap with these aspects as well. Our program focuses on Kenya, Malawi, Tanzania and South Africa.

DESIRED SKILLS

- A desire to learn about gender justice, particularly in Africa;
- Detail-oriented: from helping to organize an in-person meeting for all fellows to tracking metrics, this role requires a love of organization and detail;
- Ability to work with respect and care on an international, cross-cultural team and project;
- Understanding of the need for confidentiality and security given the nature of CFJ's human rights work;
- Writing well is expected of all CFJ staff members;
- Previous experience with Africa-focused gender justice work would be a big plus.

***Remote Work Details:** Fully remote position.

Organization: Clooney Foundation for Justice

Location: Global

Hybrid or Remote: Remote*

Job Title: Yazidi Project Fellow

Supervisor: Legal Director, The Docket



ABOUT THE ORGANIZATION

All over the world, journalists and defenders of democracy are detained, prosecuted, and jailed. Women and girls, LGBTQ+ people, and minorities are subject to unfair laws and targeted for abuse. Meanwhile, the perpetrators walk free.

George and Amal Clooney created the Clooney Foundation for Justice (CFJ) to change this reality. They believe that with expertise, creativity, determination—and a community of allies and supporters—we will succeed in waging justice to protect human rights.

Through CFJ's signature programs, Amal, George, and a talented staff of human rights lawyers, investigators, and advocates seek justice for the most vulnerable.

JOB DESCRIPTION

This position is for an early career professional looking to explore a legal career in human rights, accountability for mass atrocities, open source intelligence, digital forensics, criminal analysis, and international criminal law. The Docket initiative of the Clooney Foundation for Justice (CFJ) is launching a project to obtain legal redress and justice for survivors of the Yazidi genocide at the hands of ISIS, using various mechanisms in international law such as universal jurisdiction. Working closely with the Legal Program Managers for The Docket, the Yazidi Project Fellow will conduct desk research, maintain evidence databases, support The Docket team's collection of witness testimonies, provide logistical support to team members based in the field, and contribute to the overall project evolution. This is an excellent opportunity for an Arabic-speaking fellow to contribute to the case building activities of The Docket team and coordinate closely with The Docket's partner organizations.

DESIRED SKILLS

- A desire to learn about justice and accountability mechanisms for survivors of gross human rights abuses and mass atrocities;
- Arabic (written and spoken) is required, as well as English;
- Detail-oriented: would enjoy developing and tracking systems for evidence collection and storage, including witness testimony and open source intelligence;
- Ability to work seamlessly on an international, multi-lingual, cross-cultural team;
- Extremely sensitive to the experiences of survivors of mass atrocities, including sexual violence and deaths of family members;
- Understanding of the need for confidentiality and security given the nature of CFJ's human rights work;
- Writing well is expected of all CFJ staff members;
- Previous internship or work experience in international human rights law or criminal law is a big plus.

***Remote Work Details:** Fully remote position.

Organization: Earthwatch Institute
Location: Newton, MA
Hybrid or Remote: Remote*
Job Title: Research & Communications Analyst
Supervisor: Director of Annual Giving & Planned Giving



ABOUT THE ORGANIZATION

Earthwatch connects people with scientists worldwide to conduct environmental research and empowers them with the knowledge they need to conserve the planet. Since our founding in 1971, Earthwatch has been taking action to address global change through a time-tested model of citizen science and community engagement. By pairing citizen science volunteers from all sectors of society with researchers around the world, Earthwatch teams have helped to safeguard critical habitats, conserve biodiversity, and promote the sustainable use of natural resources.

Earthwatch's unique model inspires new ways to think, act, live, and relate to the natural world. Throughout our history, Earthwatch has played a pivotal role in the development of protected areas, national parks and refuges, and environmental policy. From supporting efforts to designate Sandy Point in the U.S. Virgin Islands as a national wildlife refuge in 1984 to contributing a decade's worth of data to inform Belize's 2018 decision to establish the world's first national ray sanctuary, Earthwatch participants and scientists have made significant contributions to conservation around the world. Earthwatch is a testimony to what people—scientists and non-scientists—can do when they come together in the name of field research and environmental conservation.

JOB DESCRIPTION

The Research & Communications Analyst is responsible for reviewing and analyzing Earthwatch's science and communications archives to distill key findings, stories, impacts, and other substantive information that can be used to further Earthwatch's goals to build brand awareness and to engage with new and existing audiences. The archives include magazine publications, press clippings, scientific research reports, field research briefings, videos, photos, audio files, and other media assets, as well as a variety of fundraising materials. The Analyst will also be responsible for reviewing our contact management and research databases to generate reports and relevant statistical data that help document Earthwatch's impacts throughout its more than 50-year history. Finally, the Analyst will conduct a series of phone, video, and/or in-person interviews with past Earthwatch scientists, participants, and partners to record testimonials and collect qualitative impact data.

While proximity to Earthwatch's office is not a requirement for this role, candidates who live within commuting distance to the office will have access to additional Earthwatch historical resources that have not yet been digitized.

The Research & Communications Analyst will work across nearly every department at Earthwatch, including Development, Research, Communications, Program Delivery, Sales, and Finance, to ensure they are able to collect and collate accurate and compelling information about the history of Earthwatch's operations and impacts. They will then work with Earthwatch's Director of Annual Giving and Planned Giving, Heather Wilcox, as well as the Directors of Research and Communications to develop a series of reports, publications, and multimedia materials to communicate the findings to both internal and external audiences. The specific types of multimedia materials will depend on the experience and skillset of the candidate, but might include videos, podcasts, social media campaign content, data visualizations, and more.

Duties and Responsibilities:

- Review and analyze Earthwatch's communications and science archives; distill key findings that can be used to communicate the organization's impacts on individuals, environmental education, and scientific research;
- Analyze Earthwatch's contact management and scientific databases to generate relevant statistical data and reports, e.g., the total number of students, teachers, and scientists Earthwatch has supported over the past 50+ years, numbers of environmental policy impacts and key examples, etc.;
- Identify current and former participants and partners, including scientists, students, teachers, members of the general public, and local community leaders, to collect testimonials and qualitative impact data;
- Write stories, reports, and other content to communicate the results to the general public in a compelling way to feed into ongoing fundraising and marketing communications;
- Create multimedia materials—from videos to social media campaign content to data visualizations—that can help to raise Earthwatch's brand awareness and reach new audiences.

CONTINUED FROM PREVIOUS PAGE

DESIRED SKILLS

- Excellent written and verbal communication skills;
- Strong organizational and project management skills;
- Interest in and/or understanding of environmental history, including the history of the climate crisis and its impacts on humans, habitats, and biodiversity;
- Excellent research skills and ability to analyze complex concepts;
- Ability to distill large datasets into key talking points, stories, and statistics geared for the general public;
- Excellent problem-solving skills; comfortable tackling problems head-on with flexibility and efficiency;
- Excellent social and interpersonal skills with ability to interact with diverse internal and external individuals;
- Experience with data visualization & related software (e.g., Tableau) and/or willingness to learn;
- Familiarity with Microsoft Access and/or willingness to learn.

***Remote Work Details:** This is a remote-first organization but there is an office in Newtown, MA that is open and available to any employees.

Organization: Innocence Project
Location: New York, NY
Hybrid or Remote: Hybrid*
Job Title: Exoneration Innovator
Supervisor: Director of Post-Conviction Litigation



ABOUT THE ORGANIZATION

The Innocence Project works to free the innocent, prevent wrongful convictions, and create fair, compassionate, and equitable systems of justice for everyone. Founded in 1992 by Barry C. Scheck and Peter J. Neufeld at the Benjamin N. Cardozo School of Law at Yeshiva University, the organization is now an independent nonprofit. Our work is guided by science and grounded in antiracism. Since our inception, the Innocence Project has used DNA and other scientific advancements to prove wrongful conviction. To date, we have helped to free or exonerate more than 200 people who, collectively, spent more than 3,600 years behind bars. Our efforts have led to the passage of more than 200 transformative state laws and federal reforms. Today, the Innocence Project continues to fight for freedom, drive structural change, and advance the innocence movement.

JOB DESCRIPTION

This position provides someone who is passionate about social justice and righting the most grievous wrongs of our criminal legal systems with an opportunity to support the Innocence Project's efforts to free wrongfully convicted people across the country. The Exoneration Innovator will be responsible for supporting the Post-Conviction Litigation (PCL) Team with in-depth legal research and writing, preparation of resource guides, and assisting with data management. The Exoneration Innovator may also, where needed, assist with preparing motions and materials for court appearances. The work of the Exoneration Innovator will help ensure the organization's efforts to rectify gross miscarriages of justice are robustly supported.

The Exoneration Innovator's job duties will involve:

- Comprehensive legal research projects, and written analysis, including in connection with complex procedural and constitutional questions;
- Managing and producing work products that provide departmental support, including, for example, by managing departmental resources (such as a brief bank) and drafting written guidance materials for internal reference;
- Assisting in data management;
- In some instances, supporting client representation by assisting legal teams with court filings and materials for hearings, and engaging in client communication.

DESIRED SKILLS

- Excellent research and analytical skills, and an ability to write clearly and persuasively;
- Self-starting initiative, the ability to follow through on projects with keen attention to detail, and facility with prioritizing in a fast-paced, deadline oriented environment;
- Proficiency with Excel/Google Sheets and PowerPoint/Google Slides will be helpful;
- Innocence Project's exoneration work is client-centered. Ideal candidates may be system-impacted and/or will likewise value the power and contributions of system-impacted persons;
- Commitment to social and racial justice, and to the Innocence Project's mission.

***Remote Work Details:** Innovator will be required to come into the office two to three days per week.

Organization: Law Foundation of Silicon Valley

Location: San Jose, CA

Hybrid or Remote: Hybrid*

Job Title: Community Housing and Health Fellow

Supervisor: Supervising Attorney, Health and Supervising Attorney, Housing



ABOUT THE ORGANIZATION

The Law Foundation of Silicon Valley uses innovative legal advocacy as a tool for social change. We work tirelessly to ensure that every person in our thriving region is granted the same rights and legal access. Every day, our attorneys, social workers and advocates craft inventive solutions to the life-changing legal issues facing low-income people in Silicon Valley.

Established more than 40 years ago, today our team of 90 attorneys, social workers and staff, together with pro bono volunteers, find stable homes for abused and neglected children, help people living with chronic illnesses access the benefits they need to remain healthy and self-sufficient, provide low-income people access to safe and affordable housing and address a number of other critical issues including domestic violence, discrimination, human trafficking, mental health and more.

JOB DESCRIPTION

The Innovator would be supporting both the Law Foundation's Housing and Health program, with a focus on unhoused advocacy work. Job duties will include, but are not limited to, the following:

- Engage in policy advocacy including research and writing, writing reports related to policy advocacy, writing advocacy letters to legislative bodies, and meeting with elected officials. Policy issues that the Innovator may work on include anti-displacement policies, tenant protection including rent stabilization, and just cause eviction protections;
- Investigate potential systemic issues including research, writing, public records reviews, and in-person surveying;
- Attend, monitor, and provide feedback at community meetings, government body meetings, task force meetings, and other meetings and/or hearings related to systemic advocacy;
- Conduct outreach and community education presentations and produce educational materials related to housing rights, economic rights, patients' rights, and other legal issues confronted by low-income individuals;
- Support program and organization-wide initiatives, including race equity;
- Observe eviction court in San Jose and participate in CourtWatch, track and monitor data, trends, and outcomes for tenants;
- Under the supervision of an experienced attorney, participate in jail advocacy efforts, including conducting interviews with inmates, tracking jail compliance with health and safety mandates, and reporting back on findings;
- Support Health and Housing staff, advocates, and attorneys in case work and case management.
- Assist with client intake, referrals, and administrative tasks such as data entry, as needed;
- Participate in Law Foundation activities, such as program meetings and special events;

- Support program and organization-wide initiatives, including the race equity inclusion initiative;
- Assist underserved populations, including communities of color, LGBTQIA+ community, immigrant/refugee communities, individuals living with HIV/AIDS and/or mental health disabilities, unstably housed individuals, people using drugs, and system-impacted individuals, in line with the Law Foundation's Race Equity Inclusion principles.

DESIRED SKILLS

- Ability to identify, investigate, and resolve client problems;
- Ability to analyze, write and present ideas clearly and concisely;
- Ability to work collaboratively with a team;
- Ability to work independently and be self-motivated;
- Have a passion for social justice and race equity;
- Ability to treat unhoused individuals, mental health consumers, and/or persons with other disabilities with dignity and respect;
- Connections to and experience working with communities of color and people living with disabilities;
- Basic computer proficiency and willingness to learn new technology as needed;
- Basic ability to access, process, and organize data;
- Interest or passion for community-driven advocacy and policy advocacy.

***Remote Work Details:** Hybrid work schedule. Required to be in office a minimum of two days a week. Days in office to be discussed with supervisor.

Organization: National Urban League
Location: New York, NY
Hybrid or Remote: Hybrid*
Job Title: Equitable Justice Legal Fellow
Supervisor: Vice President for Equitable Justice



ABOUT THE ORGANIZATION

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

JOB DESCRIPTION

NUL's Equitable Justice and Strategic Initiatives (EJSI) Division seeks a Weil Legal Innovator who will be responsible for assisting with substantive legal and policy research, policy analysis and tracking in the following issues areas: civic engagement, census and redistricting, voting rights and ballot access, criminal justice reform, corporate diversity, combating extremism and discrimination, and more.

Essential Functions:

- Providing substantive research policy and legal research, including detailed research memoranda, policy analysis, and more;
- Assisting Federal, State and Local Legislative Affairs staff to track and report legislative action within our portfolio;
- Monitoring key meetings, briefings, hearings, and legislation, attending and tracking task force meetings and other legislative activities as assigned, reporting feedback from those meetings and executing follow-up communications where appropriate;
- Assisting staff by conducting research and developing substantive outlines and talking points for panels and presentations, as necessary;
- Assist our Correspondence and Referrals staff to develop and maintain a tracking system for legal inquiries and drafting EJSI replies;
- Additional substantive work as assigned.

DESIRED SKILLS

- Strong written and oral communication skills, an ability to convey ideas and positions to diverse groups, strong analytical skill, and digital and technological competency;
- Detail-oriented self-starter, entrepreneurial spirit, and a team-player;
- Strong organizational skills, a demonstrated ability to prioritize tasks and responsibilities, and can produce under tight deadlines.

***Remote Work Details:** Hybrid work schedule. In office Tuesday, Wednesday, and Thursday. Remote Monday and Friday.

Organization: National Urban League

Location: New York, NY

Hybrid or Remote: Hybrid*

Job Title: Office of General Counsel Legal Fellow

Supervisor: General Counsel and Senior Vice President of Legal Affairs



ABOUT THE ORGANIZATION

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

JOB DESCRIPTION

The Office of General Counsel Legal Fellow assists in all areas of the General Counsel's office, in particular nonprofit grant and contract management, compliance, litigation, and governance. The law fellow would be expected to:

- Research policy areas of interest to the Office of General Counsel including diversity, equity and inclusion and equitable justice and provide practical and impactful suggestions for implementation;
- Assist on discrete projects with staff from the Washington Bureau (primarily legislative work) and/or the Equitable Justice & Strategic Initiatives department;
- Review contracts with third parties and provide suggested edits;
- Help maintain a contract administration program to ensure compliance with contract terms, federal acquisition regulations, and other technical and statutory obligations of NUL for its agreements with U.S. Federal agencies, corporations, and private foundations;
- Examine issues and review pleadings for ongoing litigations and assist on evaluating NUL's position on Supreme Court Amicus briefs;
- Provide information in response to letters from incarcerated individuals and aid in the implementation of the newly developed expungement project;
- Support quality assurance and regulatory compliance efforts for programs related to health equity, workforce, housing, diversity & equity, and entrepreneurship, especially in reporting to funders and agencies. Assist program staff in using insights gained from data analysis, both internal and external, in order to improve program operations and effectiveness;
- Aid in the development of materials for Board of Trustee meetings, Board Committee meetings, and Delegate Assembly and other tasks, as necessary, to ensure proper non-profit Board governance;
- Review, interpret, and analyze grants and associated documentation;
- Support senior team with proceedings, lawsuits, disputes, with individuals or corporations and audits with regulatory agencies.
- The above is the general job description as considered by the General Counsel. However, the selected Fellow is encouraged to express interest in any area that the League works and we will work to give them meaningful experience in that field.

DESIRED SKILLS

- Demonstrated interest in one or more of NUL's focus areas (Health Care, Education, Housing, Financial Literacy, Entrepreneurship, Technology, public policy or Workforce);
- Interest in working at mission-oriented organizations;
- Strong verbal and written communication skills;
- Inquisitive, self-starter, with ability to problem solve and acquire necessary information;
- Ability to manage multiple projects simultaneously;
- Ability to think, plan, and execute resourcefully;
- A good sense of humor, demonstrated ability to collaborate, and willingness to work with a team;
- Prior work experience in a professional / business setting;
- Willing to travel (up to 10%);
- Experience with business technology and software. Experience with commonly used research databases.

***Remote Work Details:** Hybrid work schedule. In office Tuesday, Wednesday, and Thursday. Remote Monday and Friday.

Organization: National Urban League

Location: Washington, DC

Hybrid or Remote: Hybrid*

Job Title: Washington Bureau Fellow

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



ABOUT THE ORGANIZATION

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

JOB DESCRIPTION

NUL's Washington Bureau initiates advocacy and issues research on these areas, and also addresses civil rights, telecommunications, internet, technology and other issues. This is an opportunity that is ideal for someone looking to work at the intersection of law, policy and non-partisan politics. It will involve meetings on Capitol Hill and with members of the Biden-Harris Administration.

The Washington Bureau Fellow works on a discrete portfolio of matters connected with our policy and appropriations work in Washington, D.C. The Weil Legal Innovator would be expected to:

- Draft recommendations on requests from third parties to join federal and state court litigation as a party or friend of the court;
- Assist with planning of policy briefings for members of the new administration, Congress, staff, corporate partners, and other advocacy organizations;
- Track litigation around the country involving NUL program priorities, tracking any relevant executive orders issued by the president, track executive nominations for cabinet and subcabinet positions, and judicial nominations;
- Develop advocacy materials for members of Congress, the administration, and federal agencies on program and legislative priorities for NUL;
- Assist in the research of federal appropriations for various agencies/ programs of interest to NUL;
- Assist in the drafting of comments in federal rulemaking proceedings before federal agencies on program priorities for NUL.

DESIRED SKILLS

- Demonstrated interest in one or more of NUL's focus areas (Health Care, Education, Workforce, Economic policy, Housing, Entrepreneurship, Technology, Fair Courts, Voting Rights, Criminal Justice Reform, Employment Policy, Public Policy affecting women and underserved communities);
- Interest in working at mission-oriented organizations;
- Strong verbal and written communication skills;
- Inquisitive, self-starter, with ability to problem solve and acquire necessary information;
- Ability to manage multiple projects simultaneously;
- Ability to think, plan, and execute resourcefully;
- A good sense of humor, demonstrated ability to collaborate, willingness to work with a team, and openness to being coached;
- Willing to travel (up to 10%);
- Experience with business technology and software, Excel, and commonly used research databases.

***Remote Work Details:** Hybrid work schedule. In office Tuesday, Wednesday, and Thursday. Remote Monday and Friday.

Organization: National Women's Law Center

Location: Washington, D.C.

Hybrid or Remote: Hybrid or remote*

Job Title: Judicial Nominations & Policy, Program Associate

Supervisor: Director of Nominations & Cross-Cutting Policy



ABOUT THE ORGANIZATION

The National Women's Law Center fights for gender justice—in the courts, in public policy, and in our society—working across the issues that are central to the lives of women and girls.

We use the law in all its forms to change culture and drive solutions to the gender inequity that shapes our society and to break down the barriers that harm all of us—especially women of color, LGBTQ people, and low-income women and families.

For 50 years, we have been on the leading edge of every major legal and policy victory for women.

JOB DESCRIPTION

The National Women's Law Center's Strategy and Policy team is seeking a Weil Legal Innovator who can increase the team's capacity to develop processes for engagement with attorneys to establish a pipeline of candidates for federal judgeships from underrepresented backgrounds and establish and strengthen its relationships with bar associations and other legal professional organizations across the country.

The Innovator's Job duties will include:

- Under the supervision of the Director of Nominations and Cross-Cutting Policies, data analysis to include gathering and analyzing data from the attorneys we connect with for the pipeline. This would include surveying the attorneys and collating and synthesizing the responses to report on demographic trends to help assess if we're reaching the attorneys we are hoping to have in the pipeline.
- Drafting mass communications to the attorneys in the pipeline. This would include coordinating and planning webinar-based trainings for attorneys on the judicial and executive nominations process, informing attorneys about upcoming trainings, helping attorneys register for those trainings, and running the trainings under the supervision of the Director of Nominations and Cross-Cutting Policies.
- Managing the contact database and reviewing requests for assistance from attorneys in the pipeline. Under the supervision of the Director of Nominations and Cross-Cutting Policies, the Innovator would review requests for assistance on the judicial and executive nominations process and provide relevant information.
- Review and recommend processes for improvement. The Innovator will work with the Director of Nominations and Cross-Cutting Policies to ensure that engagement and communications with bar associations and attorneys in the pipeline are properly tracked, reviewed, and stored for record-keeping and easy retrieval.

DESIRED SKILLS

- Proficiency in MS Word, MS Outlook, Excel, PowerPoint;
- Strong office and organization skills, including attention to detail, proofreading, and excellent written and oral communication skills;
- Demonstrated ability to work well in a fast-paced, diverse, and inclusive team setting, remaining flexible, resourceful and proactive;
- Demonstrated ability to build relationships and work collaboratively with a diverse group of key organizational and external partners;
- Demonstrated ability to analyze qualitative data;
- Demonstrated commitment to and or experience working on gender and racial equity and centering communities of color in their approach to work;
- Experience with contact management systems preferred;
- A collaborative and collegial approach.

***Remote Work Details:** Currently, in-person work is wholly voluntary, and organization can accommodate staff who wish to work in the office, staff who wish to work remotely, and those who prefer a hybrid arrangement. NWLC is still determining what their telework and remote work policies will be in 2023-2024.

Organization: National Women's Law Center

Location: Washington, D.C.

Hybrid or Remote: Hybrid or remote*

Job Title: TIME'S UP Legal Defense Fund, Program Associate

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



ABOUT THE ORGANIZATION

The National Women's Law Center fights for gender justice—in the courts, in public policy, and in our society—working across the issues that are central to the lives of women and girls.

We use the law in all its forms to change culture and drive solutions to the gender inequity that shapes our society and to break down the barriers that harm all of us—especially women of color, LGBTQ people, and low-income women and families.

For 50 years, we have been on the leading edge of every major legal and policy victory for women.

JOB DESCRIPTION

The TIME'S UP Legal Defense Fund is the first of its kind, nationwide effort dedicated to helping workers – especially low-paid workers – who are facing workplace sexual harassment. We help workers facing sexual harassment connect with attorneys in our Legal Network for Gender Equity, fund legal fees and media assistance for selected cases of workplace sexual harassment, and fund outreach grants for organizations that work with low wage workers on the issue of workplace sexual harassment.

The TIME'S UP Legal Defense Fund is housed at and administered by the National Women's Law Center Fund, LLC.

The TIME'S UP Legal Defense Fund is seeking a Weil Legal Innovator to help increase the team's capacity to support workers facing sex discrimination, strengthen its relationships with the attorneys in its Legal Network for Gender Equity, and improve the timeliness and effectiveness of its responses to workers seeking legal help and attorneys and public relations professionals supported by the Fund.

The Weil Legal Innovator's responsibilities would include:

- Under the supervision of the Program Manager and after training, reviewing requests for assistance from workers facing sex discrimination and helping to connect them to attorneys in the Legal Network. The Innovator may also help with responding to e-mails and phone calls from individuals contacting the Legal Network for assistance.
- Under the supervision of the Program Manager and after training, managing the receipt, organization, and processing of bills from attorneys, public relations professionals, and contractors for payment by the TIME'S UP Legal Defense Fund.
- Meaningfully participating in decision-making team meetings about applications for legal funding and for media assistance through the TIME'S UP Legal Defense Fund.
- Supporting training for and engagement of volunteer attorneys in the Legal Network for Gender Equity. This might include writing portions of the Legal Network attorney newsletter, helping to develop and coordinate trainings for attorneys (past training topics have included

cyber harassment, trauma-informed advocacy, and representing LGBTQI+ individuals), and helping with efforts to recruit more attorneys to the Legal Network.

- In partnership with the team's Senior Counsel, participating in special projects to support the missions of the Legal Network and TIME'S UP Legal Defense Fund. Past examples have included developing informational videos about the Legal Network and Fund and rights and remedies for addressing workplace sex harassment, expanding connections and collaborations with community-based organizations that serve farmworker survivors of sex harassment and other sexual violence, and identifying and publicizing supportive resources for survivors seeking help from the Legal Network.
- Participating in regular meetings of NWLC's workplace justice team, including discussions of policy, litigation, and communications advocacy strategies for addressing workplace sex harassment and sex discrimination.

DESIRED SKILLS

- The work of TIME'S UP Legal Defense Fund routinely requires staff to be exposed to stories about individuals who have been sexually harassed or assaulted. This can be difficult emotionally. The ideal candidate would be someone who has experience providing direct services to individuals in need, and ideally to survivors of sexual harassment, sexual violence, or other trauma. We do provide training for our staff and excellent resources to deal with vicarious trauma.
- The ideal candidate would have strong office skills, including attention to detail, proofreading, and excellent written and oral communication skills, as well as experience managing spreadsheets and/or financial information.

***Remote Work Details:** Currently, in-person work is wholly voluntary, and organization can accommodate staff who wish to work in the office, staff who wish to work remotely, and those who prefer a hybrid arrangement. NWLC is still determining what their telework and remote work policies will be in 2023-2024.

Organization: Refugee and Immigrant Center for Education and Legal Services (RAICES)

Location: New York, NY

Hybrid or Remote: Hybrid*

Job Title: Research Fellow

Supervisor: Vice President, Development and Chief Executive Officer



RAICES

ABOUT THE ORGANIZATION

RAICES, formally known as the Refugee and Immigrant Center for Education and Legal Services, defends the rights of immigrants and refugees; empowers individuals, families, and communities; and advocates for liberty and justice.

Founded in 1986 as the Refugee Aid Project, RAICES provides legal and social services to disenfranchised immigrants and refugees, including families and unaccompanied children, and pairs direct client service with impact litigation and rights advocacy focused on expanding permanent protections for immigrants and changing the narrative around immigration in the U.S. The 501(c)(3) not-for-profit is headquartered in San Antonio, Texas, with services across the State of Texas and national advocacy for systemic change.

Each year, RAICES opens more than 10,000 affirmative and defensive direct representation cases, including social services case management; provides Know Your Rights presentations and legal intakes in 15 shelters and select emergency facilities for unaccompanied children; and resettles more than 400 refugee parents and children, including Afghan Special Immigrant Visa holders and humanitarian parolees, Ukrainian nationals, and Cuban entrants.

JOB DESCRIPTION

As part of the Weil Legal Innovators Program, the Research Fellow will help further RAICES' goal of identifying and exploring opportunities to expand into thought leadership activities that support RAICES' mission through public education and provide a meaningful experience in social justice for the Research Fellow.

The Research Fellow at RAICES shall further RAICES' strategic external relations goals, including:

- Coalition building with leading social justice organizations across the nation to advance intersectional cause needs and interests; and
- Investing in education and engagement that can yield socially responsible citizens and migrant justice allies in and beyond the legal profession.

The Research Fellow shall be asked to focus on projects that are designed both to provide value to the mission of RAICES and to engage the Research Fellow by fostering skills and critical thinking through meaningful practical application ("hands-on") experience working in a not-for-profit organization focused on social justice.

For example, these projects may include activities such as compiling and consolidating the metrics that exist across programs; analyzing research and metrics findings; and providing recommendations of topics related to publication of white papers designed to advance mission oriented public education goals as part of targeted campaigns.

Project based activities shall be designed to expedite RAICES' ability to capitalize on the information contained in the body of research that has been gathered across the agency in recent years but has yet to be aggregated, analyzed, and published.

Research Fellow responsibilities shall include:

- Participate in internal meetings, task-forces, and working groups with and on behalf of executive management, including confidential access to privileged information;
- Make high level contacts of a complex nature inside and outside of the organization and in furtherance and support of RAICES' executive strategic priorities;
- Identify record-keeping obstacles for executive review and intervention and provide recommendations for course correction, as relevant;
- Create and implement research and metrics collection, review, and analysis plans, working with teams across locations and offices through both in-person site visits and digital engagement;
- Identify existing gaps in services measurement, evaluation, and reporting across the organization;
- Establish thematic areas of content development for internal and external education and reporting;
- Facilitate internal working groups and seminars on research standardizations for internal and external relations, immersing constituents in findings and codified best practice;
- Demonstrate an ability to interact with persons of all backgrounds, cultures, and affiliations in both the public and private sectors.

With direct supervision from the Vice President of Development and Chief Executive Officer, the Research Fellow shall receive a holistic view of the operations of not-for-profit organizations, and have access to various forms of programmatic experiences and meetings with community stakeholders.

CONTINUED FROM PREVIOUS PAGE

RAICES recognizes this as an opportunity to empower a socially conscious young leader with an understanding of migrant justice and not-for-profit best practices prior to embarking on their legal career; strengthen RAICES' internal collation and analysis of research and metrics that exist across the organization; and establish a pipeline for publications that advance RAICES' standing within the immigrant rights landscape.

DESIRED SKILLS

- Bachelor's degree in Social Sciences, Communication, Business, or other relevant field;
- Proficient in use of technology including MS Office, Google Apps, and internet research;
- Entrepreneurial approach;
- Ability to travel domestically (please note that all travel to be facilitated and underwritten by RAICES and planned in coordination with the Research Fellow);
- Commitment to social justice evidenced by job and/or volunteer and/or intern experience;
- Proactive and demonstrate behavior that aligns with RAICES' mission, vision and values – Empowerment, Excellence, Compassion, and Inclusion;
- Able to communicate cross-culturally and collaborate in a multicultural setting with patience and compassion with diverse individuals;
- Ability to work independently and in collaboration with diverse, multidisciplinary stakeholders;
- Strong organizational and time-management skills;
- Excellent oral and written communication skills.

***Remote Work Details:** Hybrid work arrangements. The Innovator should expect to work in-person from the New York office space approximately 1-2x week. This role will also involve potential travel, including travel to the office locations in Texas (underwritten by RAICES).

Organization: Robert F. Kennedy Human Rights
Location: New York, NY (option for Washington, D.C.)
Hybrid or Remote: Hybrid*
Job Title: Compass Investors Fellow
Supervisor: Senior Vice President of Strategic Partnerships and Investor Engagement



ABOUT THE ORGANIZATION

Since 1968, Robert F. Kennedy Human Rights has advocated for a more just and peaceful world. Our organization works alongside local activists to ensure perpetual, positive change within government institutions and corporations. Our goal is to pursue strategic litigation on key human rights issues, educate millions of students in human rights advocacy, and foster a social good approach to business and investment both nationally and abroad. Our programs are designed to serve individuals from every background and demographic; however, we specifically focus on audiences who have been systematically oppressed by authoritative powers and historically excluded from leadership positions.

JOB DESCRIPTION

Since the onset of the Covid-19 pandemic, increasing entities, even outside the financial sector, are embracing ESG (environmental, social, and governance) as a critical measure of success. With the current administration promising a return to stronger governmental oversight of financial and ecological compliance, ESG is poised to take on growing importance in 2022 and beyond. However, with no single ESG programming, assessment, and reporting mechanism, organizations face a rapidly evolving ESG landscape of competing rankings and principles. As organizations are increasingly being advised to work with an integrated team of consultants to ensure that good intentions lead to good results, the need for lawyers that understand ESG is growing in demand. Working as a Compass Investor Fellow, you will receive a bespoke, advantageous learning opportunity, putting you at the forefront of a growing field in the legal and financial industry.

The Robert F. Kennedy Human Rights Compass Investors program convenes, connects, and catalyzes investment decision-makers on the importance and intersection of social justice issues in their investment processes. Our investors collectively control close to \$7 trillion in assets under management and are keenly focused on seeking superior risk-adjusted returns. As a result, our work offers insights and connections for these leaders around the "S" in ESG, economic and racial equity to yield both profits and positive impact for people and the planet. Unfortunately, there is no standardized, actionable DEI measure that all private market participants can leverage as a baseline or benchmark for measuring accountability and progress. Any benchmarks that do exist in the market are arbitrarily applied, exclude many investors from participating, and lack a comprehensive framework for capturing the DEI in the investment universe. As a Compass Fellow, collaborating with leading experts in the field, you will be tasked with exploring new and innovative ways to engage and assess the private equity community on action steps to back up their commitments on following a social good approach.

Fellowship responsibilities include, but are not limited to:

- Engaging with investors, human rights advocates, academia, and others operating at the intersection of business and social justice to share best practices and co-create content that is focused on the thematic priorities of the RFK Compass Investor Program;
- Developing a 5-year plan to track and measure actions taken by the investment community to advance racial and economic equity; primarily related to the actions listed in the RFK Compass 4 Point Investor Action Plan;
- Tracking progress and commitments towards racial and economic justice, which involves developing criteria for measuring progress towards commitments, including methodology, indicators, participants, outputs, and outcomes;

- Working with a cohort of 10-15 fund managers and institutional investors (phase 1 of the tracking) to collect data related to the actions of their organizations towards racial and economic justice;
- Working with external RFK partners, such as Lenox Park Solutions and the NYU Stern School of Business, to continue the work of defining the S in ESG and develop standardized indicators in the industry to measure social factors in the industry..

DESIRED SKILLS

- Experience working with senior-level executives in the financial services/asset management sector;
- Significant experience with conducting research for varied audiences and synthesizing information quickly and coherently;
- Experienced project manager, able to move complex projects forward with many stakeholders;
- Interest in working in the non-profit, impact investing, or finance sectors;
- Effective and creative Keynote, PowerPoint, or Google Slides skills;
- Ability to crunch numbers and utilize systems such as Microsoft Excel & Google Sheets;
- Excellent verbal and written communication skills;
- Proactive with the drive to propose and execute ideas individually;
- High level of integrity and discretion in handling confidential information;
- Innovative thinking, willingness to voice your opinions, and a strong work ethic are essential;
- Ability to build positive relationships with colleagues and to help others;
- Ability to foster inclusivity and work with people who have different backgrounds, experiences, and perspectives from your own.
- Ability to foster inclusivity and work with people who have different viewpoints backgrounds, experiences and perspectives.
- Experience working with senior-level executives in the financial services/asset management sector.

***Remote Work Details:** Hybrid work schedule. Working 2-3 days a week from the New York office required. Working from the Washington, D.C. office may also be considered.

Organization: Robert F. Kennedy Human Rights

Location: Washington, D.C.

Hybrid or Remote: Hybrid*

Job Title: International Advocacy & Litigation Fellow

Supervisor: Vice President of International Advocacy and Litigation



ABOUT THE ORGANIZATION

Since 1968, Robert F. Kennedy Human Rights has advocated for a more just and peaceful world. The organization works alongside local activists to ensure perpetual, positive change within government institutions and corporations. Its goal is to pursue strategic litigation on key human rights issues, educate millions of students in human rights advocacy, and foster a social good approach to business and investment both nationally and abroad. The organization's programs are designed to serve individuals from every background and demographic; however, they specifically focus on audiences who have been systematically oppressed by authoritative powers and historically excluded from leadership positions.

JOB DESCRIPTION

The RFK Human Rights International Advocacy and Litigation team collaborates with partners around the world to create lasting legal change. Through legal advocacy, we have freed political prisoners, defended the rule of law in autocratic regimes, and amplified the voices of human rights defenders in the United States and abroad. We present the annual Robert F. Kennedy Human Rights Award, which recognizes a courageous individual whose activism reflects Robert F. Kennedy's belief that every individual can make a difference. The award's recipients enter multi-year partnerships with Robert F. Kennedy Human Rights, anchoring our advocacy work and strengthening the activists' ability to make gentler the life of the world.

At RFK Human Rights, our team of lawyers and issue experts forges strategic partnerships with human rights defenders and organizations on the ground to achieve sustainable social change. As an International Advocacy and Litigation Fellow, you will support the legal team in case identification, research, development of legal strategy for precedent-setting decisions by international and regional human rights mechanisms, and advocacy initiatives. Additionally, you will work alongside the team to help organize and successfully execute the annual Human Rights Award, which celebrates courageous human rights defenders from around the world.

Fellow responsibilities may include, but are not limited to:

- Helping maintain and manage communication with clients, human rights defenders, and civil society partners around the world in support of joint litigation and advocacy;
 - Attending and reporting on briefings, Congressional hearings, symposia, and other meetings;
 - Monitoring sources of information on countries and issues of concern to Robert F. Kennedy Human Rights and collect, organize, and analyze relevant research;
 - Working closely with programmatic staff to develop long-term strategies, legal actions, and advocacy campaigns;
 - Supporting the coordination of the Annual Human Rights Award, including the selection process and Award Ceremony;
 - Providing administrative support to Robert F. Kennedy Human Rights staff on an as-needed basis;
 - Doing your part in keeping our operations running smoothly - tracking your hours and submitting timecards in a timely manner.
- Conducting factual research and drafting memoranda on the human rights situation in countries of interest to the organization and on thematic issues (e.g., the right to freedom of expression, right to nationality);
 - Conducting research on the application of international human rights norms to country conditions, developments in the domestic legal systems of specific countries and their implications for human rights, and other questions;
 - Preparing documents in support of litigation before international tribunals (e.g. Inter-American Human Rights System, African Human Rights System, UN Treaty Bodies), and in support of advocacy before governments, international organizations, and UN special procedures;

CONTINUED FROM PREVIOUS PAGE

DESIRED SKILLS

- Base understanding (academic/research/work experience) of regional and international human rights law;
- Knowledge of the United Nations system (e.g., UN treaty bodies, special procedures, Universal Periodic Review, etc.) and/or the regional human rights mechanisms (e.g., Inter-American Commission on Human Rights, African Commission on Human and Peoples' Rights, etc.);
- An ability to master complex human rights issues under tight deadlines;
- Fluency in any of the following languages: Arabic, French, or Spanish;
- Strong verbal and written communication skills;
- High level of integrity and discretion in handling confidential information;
- Innovative thinking, a willingness to voice opinions, and a strong work ethic;
- Ability to build positive relationships with colleagues and to help others;
- Ability to foster inclusivity and work with people who have different backgrounds, experiences, and perspectives from your own

***Remote Work Details:** Hybrid work schedule. Working at least 2-3 days a week from the Washington, D.C. office required.

Organization: Robert F. Kennedy Human Rights
Location: Washington, D.C.
Hybrid or Remote: Hybrid*
Job Title: Workplace Dignity Fellow
Supervisor: Senior Vice President, Workplace Dignity

The logo for Robert F. Kennedy Human Rights, featuring the organization's name in white capital letters on a blue background that is shaped like a stylized 'K'.

ABOUT THE ORGANIZATION

Since 1968, Robert F. Kennedy Human Rights has advocated for a more just and peaceful world. The organization works alongside local activists to ensure perpetual, positive change within government institutions and corporations. Its goal is to pursue strategic litigation on key human rights issues, educate millions of students in human rights advocacy, and foster a social good approach to business and investment both nationally and abroad. The organization's programs are designed to serve individuals from every background and demographic; however, they specifically focus on audiences who have been systematically oppressed by authoritative powers and historically excluded from leadership positions.

JOB DESCRIPTION

In Workplace Dignity, the newest Robert F. Kennedy Human Rights program, our team of experts focuses their work on the principle that human rights don't end at the workplace door. We connect Robert F. Kennedy's legacy of human rights advocacy to issues in the workplace, equipping organizations and their leaders with actionable strategies and tools, amplifying the voices of workplace dignity champions, and supporting dignity-advancing legislation. More than governments, media, or even NGOs, people, including those who are otherwise disenfranchised or distrusting, trust their employer to do what's right. This creates a special opportunity for the Workplace Dignity program to close the gap between employee expectation and employer performance, and ensure employers center the dignity of workers.

As a fellow, your work will focus on helping expand our community of workplace dignity champions, including those in particularly at-risk and non-corporate sectors, through working with the team to plan and execute a new initiative titled "Voices of Dignity." Through interactive panel discussions and other community-building efforts, Voices of Dignity seeks to bring together advocates and policymakers, thought leaders, employment decision-makers, affected employees, and others to extend the workplace dignity lens across workplace types, taking stock of of-the-moment workplace realities, driving informed action for forward change and fostering community among dignity champions. Topic areas of focus could include care workers and the care infrastructure affecting working parents; journalists; employment opportunities for persons with criminal records; and teachers and school staff. Responsibilities will include helping conceptualize discussions, identify speakers and build relationships, and develop and execute outreach plans. You will also provide support on monitoring and conducting background research on policy, legislative, and legal issues that may either advance or diminish workplace dignity, such as diversity/equity/inclusion, fair pay, worker voice, workplace safety and health, and sector-specific legislation (for example, in the care economy).

Through this fellowship, the candidate will have opportunities for ownership over projects, publication of commentaries and other products, exposure to senior organizational leaders, network-building across the full range of workplace dignity champions, and exposure to research and advocacy around issues related to workplace dignity.

Fellow responsibilities may include, but are not limited to:

- Having ownership over projects;
- Supporting the publication of commentaries and other products;
- Gaining exposure to senior organizational leaders;
- Engaging in network-building across the full range of workplace dignity champions;
- Gaining experience in research and advocacy around issues related to workplace dignity.

DESIRED SKILLS

- Significant experience with conducting research for varied audiences and synthesizing information quickly and coherently;
- Experienced project manager, able to move forward complex projects with many stakeholders;
- Interest in workplace and labor rights issues;
- Effective and creative Keynote, PowerPoint, or Google Slides skills;
- Ability to crunch numbers and utilize systems such as Microsoft Excel & Google Sheets;
- Excellent verbal and written communication skills;
- Proactive with the drive to propose and execute ideas individually;
- High level of integrity and discretion in handling confidential information;
- Innovative thinking, willingness to voice your opinions, and a strong work ethic are essential;
- Ability to build positive relationships with colleagues and to help others;
- Ability to foster inclusivity and work with people who have different backgrounds, experiences, and perspectives from your own.

***Remote Work Details:** Hybrid work schedule. Working at least 2-3 days a week from the Washington D.C. office required.

Organization: Tahirih Justice Center
Location: San Bruno, CA
Hybrid or Remote: Hybrid*
Job Title: Client Services Project Coordinator
Supervisor: Managing Attorney



ABOUT THE ORGANIZATION

The Tahirih Justice Center is a national, nonprofit organization that serves immigrant survivors fleeing gender-based violence. By amplifying the experiences of survivors in communities, courts, and Congress, Tahirih's mission is to create a world in which all people share equal rights and live-in safety and with dignity.

Our interdisciplinary approach, employs lawyers and social workers working in teams to address clients' holistic needs in a culturally competent, trauma-informed manner. Additionally, we recognize that to meet the individual needs of our clients and the greater immigrant community, we must also take active measures to dismantle the systems of oppression creating those barriers for our clients.

JOB DESCRIPTION

Tahirih Justice Center's San Francisco Office is seeking a Client Service Project Coordinator to advocate for trauma-informed and accessible services for immigrant women, gender-nonconforming and trans people, most harmed by gender-violence and least helped by our current justice priorities. The Innovator will help develop new safety priorities rooted in prevention, trauma recovery, and community health, ensuring that immigrant survivors have accessible information at all times.

The Client Services Coordinator will build upon the work established in Tahirih's human centered design and client-facing *Tech Access Survey* to better understand the types of technological equipment used, clients' technology literacy, their concerns about privacy and technology, and their relationship to technology. The Coordinator will work with the Managing Attorney to coordinate and implement virtual or in-person immigration legal clinics including logistical planning, pro bono volunteer recruitment, and training.

Tahirih is seeking a dynamic individual who cares deeply about the intersection of gender and immigrant rights. The Innovator will work closely with Tahirih SF's Direct Client Services team as well as community partners.

Expected responsibilities include:

- Work with the organization's four Managing Attorneys to coordinate and implement virtual or in-person brief advice and referral immigration legal clinics including logistical planning, pro bono volunteer recruitment, and training;
- Shape and research client demographic policies and best practices leveraging the expertise of Bay Area Tech Companies, regarding use of remote tools for virtual legal clinics organization-wide, particularly in the realms of e-signatures, videoconferencing, screen sharing, digitizing, and sharing documents, and discussing and implementing technological safety precautions;

- Build a database of client-centered and linguistically accessible educational videos and create a complimentary resource list for language access to create a pool of interpreters, for virtual legal clinics and engage in other projects that the legal team org-wide may deem fit;
- Provide regular updates on current status of project as needed; and
- Attend and participate in regular program and project meetings.

DESIRED SKILLS

- Must be an action-oriented self-starter who will take initiative, dream up creative ideas, engage with staff to incorporate feedback and cultivate support, develop action plans, and problem solve;
- Strong communication skills and ability to explain complex concepts in simple terms;
- Strong customer service orientation: patience, listening, and resourcefulness;
- Commitment to learning and applying equity-centered design and trauma-informed approach in tech access;
- Strong cultural competence and experience working directly with constituents from diverse racial, ethnic, socio-economic, and geographic backgrounds;
- Strong computer skills, particularly Microsoft Office Suite and web-based research;
- Strong writing and editing skills;
- Ability to work autonomously as well as collaboratively across teams;
- Fluency in Spanish is preferred but not required; proficiency in another foreign language is a plus.

CONTINUED FROM PREVIOUS PAGE

- Ability to support moving projects from concept to completion;
- Strong interpersonal skills, including a desire to learn, sense of humor, and creativity;
- Strong writing and editing skills;
- Ability to work autonomously as well as collaboratively across teams;
- Fluency in Spanish is preferred but not required; proficiency in another foreign language is a plus;
- An interest or background in immigration policy, health care access, gender rights, and criminal justice issues;
- Experience with User Experience (UX) design is a plus.

***Remote Work Details:** In-person in the San Francisco Bay Area office at least once a week for team collaboration. This may change based on the client-centered project the Innovator is working on and the state of the COVID-19 pandemic.

Organization: United Way of New York City

Location: New York, NY

Hybrid or Remote: Hybrid*

Job Title: Advocacy Associate

Supervisor: Vice President, Advocacy



ABOUT THE ORGANIZATION

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

JOB DESCRIPTION

The advocacy unit at UWNYC works to advance the organization's mission through policy and systems change efforts, building on insights from UWNYC programmatic activities in education, food, small business and workforce development, health, and criminal justice by advancing a public policy agenda aimed at closing opportunity gaps and enabling economic mobility. This is done through a focus on structural change conditions, including influencing policies, practices, and resources flows. The Weil Legal Innovator will work closely with the Vice President of Advocacy and the Senior Manager of Advocacy as well as collaborate with UWNYC's program leaders to integrate and elevate advocacy opportunities across UWNYC's programmatic areas. The Weil Legal Innovator will also support the development of advocacy agendas, department action plans, research reports, policy briefs, and draft testimony. The position will also support planning policy convenings and participate in coalitions to provide opportunities for the UWNYC network to engage with policy issues.

- Excellent verbal and written communication skills;
- Excellent project management and Microsoft Office Suite skills;
- Key competencies: policy research, data management, partnership development, coalition building, communication.

***Remote Work Details:** Expected to join as part of the advocacy team's arrangements for in office work, which is currently 6 days a month in the office (Tues-Thurs every other week). Otherwise will be remote with the expectation of joining some additional in person activities or events as needed.

DESIRED SKILLS

- Position requires a bachelor's degree in political science, public policy or other related field;
- Writing, research and applied subject matter expertise in one or more of the following: birth – 12 improved education outcomes, economic stability and mobility, health, hunger, criminal justice, small business, workforce development and similar expertise in US-based public policy;
- Understanding of public policy framework at the New York City level, as well as legislative and community decision-making processes;
- Excellent coalition building and interpersonal communication, networking, and social skills;
- Demonstrated ability to work within a community setting with diverse stakeholders, including community groups, elected and non-elected policy makers, and volunteers is preferred;
- Experience organizing or working with cross sector partners (government, nonprofit and business) to engage networks in advocacy and community impact is preferred;

The logo for Weil, featuring the word "Weil" in white, bold, sans-serif font centered within a solid green rectangular background.

Weil