

## **STAFF ATTORNEY**

### **American Civil Liberties Union of Alaska Anchorage, Alaska Staff Attorney Position Description**

#### **Position Overview:**

The American Civil Liberties Union of Alaska seeks a Staff Attorney who is dynamic, mission-driven, and committed to advancing the civil rights and liberties of the people of Alaska.

#### **Core Responsibilities:**

Maintain individual caseload

- Represents the ACLU of Alaska and its clients in all aspects of complex impact litigation, including factual and legal research, client relationship building, discovery, motion practice, trials, appeals, and amicus briefs;
- Litigation in Alaska's state and federal courts, including acting as lead counsel, second chair, and/or co-counsel in ACLU of Alaska litigation matters;
- Works closely with Legal Director on all aspects of legal program;
- Evaluates potential plaintiffs and cases;
- Screens and works with plaintiffs and potential plaintiffs;
- Screens and works with co-counsel, cooperating counsel, and pro bono counsel in ACLU of Alaska litigation matters
- Drafts complaints, pleadings, motions; argues motions and appeals; conducts discovery.

Support daily operations of ACLU of Alaska legal department

- Assist with legal intakes, case reviews, and other legal matters;
- Assist with hiring and supervision of legal fellows, interns, and law students;
- Assist with legal research, document management, and preparing and finalization of correspondence and legal filings.

Support strategic impact litigation program

- In concert with the Legal Director, implement a strategic impact litigation program that advances key civil liberties by persuading state and federal courts, administrative tribunals, and regulatory agencies to recognize new or established legal principles;
- Proactively identify litigation opportunities, and, in consultation with the Executive Director and Legal Director, select direct-representation and amicus cases for the ACLU of Alaska;
- Work with Legal Director, directors from other departments, and greater ACLU of Alaska staff in strategic visioning and planning to identify current and future issue priority areas.

- Work with ACLU of Alaska Prison Project on litigation and problem identification and to maintain cohesion between Prison Project and larger impact litigation strategies.

Work with Legal Director, directors from other departments, and greater ACLU of Alaska staff to approach community problems with an integrated advocacy framework, integrating legal, policy, and advocacy perspectives, tools, and approaches. Represent the ACLU of Alaska in community engagement and maintain relationships with partner organizations, public interest law firms, legal service agencies, and other members of the Alaska legal community

- Interface with pro bono attorneys & help manage pro bono program;
- Assist in training and coordination of volunteer attorneys' work on ACLU of Alaska cases;
- Network with community organizations and organizers and represent ACLU of Alaska's legal program;
- Coordinate with ACLU National office and its programs to maximize affiliate's impact;
- Develop and staff "know your rights" and other community legal and continuing legal education presentations.

**The ideal candidate will have the following professional skills and competencies:**

- Law degree and a license to practice law in Alaska or the ability to be admitted by reciprocity or passing the next bar exam;
- 2+ years of litigation experience, ideally in Alaska;
- An absolute commitment to the highest ethical and professional standards;
- Excellent organizational and time management skills;
- Dedication to social justice work, cultural competency to work with a diverse team, and experience with and commitment to the transformative work of challenging systems of oppression, institutional and structural racism, and implicit bias; Ability to work with diverse community groups;
- Understanding or the ability and willingness to learn about systems of oppression and commitment to approaching problems through lenses of intersectionality, decolonization, and anti-racism.
- Exceptional analytical, writing, and speaking skills and demonstrated ability to write clearly and precisely and to communicate effectively to a variety of audiences;
- A strong passion for the ACLU's mission and commitment to diversity, equity, inclusion and belonging;
- Ability to work with a team demonstrating flexibility, humor, honesty, empathy, and open-mindedness;
- Willingness to work irregular hours as needed, along with occasional travel within Alaska.

**Compensation**

This is an exempt, full-time, at-will position. Salary is between \$75,000-85,000 depending on experience and includes excellent benefits, including health, dental, life, and disability insurance;

a 401(k) plan with an employer-match; and generous vacation, sick, and holiday leave, including paid family leave.

### **Commitment To Equity, Diversity, Belonging, and Inclusion**

The ACLU of Alaska is an equitable opportunity employer. We believe that having a board, staff, and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission by creating an environment where all community members can thrive. We strongly encourage applications from all qualified persons, including people of color, immigrants, women, people with disabilities, members of the LGBTQIA2S+ community, those who have been formerly incarcerated, and other members of underrepresented groups.

The ACLU of Alaska does not discriminate based on race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or record of arrest or conviction. We are committed to providing a work environment that practices equitable and inclusive treatment. We work diligently to prevent and address harassment or discrimination of any kind.

### **Workplace Requirements**

The ACLU of Alaska has a physical office space in Anchorage, Alaska and is a hybrid workplace with a mix of in-office and remote work. Anchorage-based employees should expect to schedule 2 to 3 in-office days per week and to attend bi-weekly staff meetings in person when possible.

Flexibility and work/life balance are important values to the ACLU of Alaska, and we make every effort to help employees meet both professional and personal obligations.

ACLU of Alaska employees must have a COVID-19 vaccination record on file or request a medical or religious exemption.

### **Applications**

Applications will be reviewed as they are received and will be accepted until filled. Please email PDFs of your letter of interest, résumé, a professional writing sample, and the names and contact information of three professional references to [jobs@acluak.org](mailto:jobs@acluak.org) with the subject “Staff Attorney.”