



## **Staff Attorney**

The Human Trafficking Legal Center seeks an attorney with experience in the anti-trafficking field and a demonstrated passion for social justice to serve as Staff Attorney. The Staff Attorney will conduct hard-hitting, data-driven research; provide immigration services to trafficking survivors; provide technical assistance to pro bono attorneys; lead the organization's case data analysis; manage the organization's case databases; and support the organization's strategic litigation work.

The Human Trafficking Legal Center serves as a pro bono clearinghouse to connect trafficking survivors with highly-skilled legal representation to hold traffickers accountable. We conduct cutting-edge research to identify gaps in services and system failures. We seek justice for workers held in forced labor around the globe. We seek to transform systems to prevent forced labor in global supply chains.

### **RESPONSIBILITIES:**

- Draft motions, appellate briefs, and amicus briefs.
- Support strategic litigation portfolio with case identification, case development, and motions practice.
- Provide technical assistance and training to legal and social service providers on criminal, civil, and immigration remedies for trafficking survivors.
- Provide immigration services (T-visa representation) to trafficking survivors.
- Provide victim-witness representation in federal criminal cases.
- Develop and maintain collaborative relationships with community partners within the United States.
- Provide trafficking case referrals to pro bono attorneys and non-profit legal services partners.
- Lead the organization's cases data analysis:
  - Analyze human trafficking cases to identify trends and gaps.
  - Develop, research, and draft publications on human trafficking trends.
  - Research and publish reports on the state of federal criminal and civil trafficking litigation.
  - Lead the Human Trafficking Legal Center's case database project.



## **QUALIFICATIONS:**

- Juris Doctor degree from an accredited law school with a strong academic record.
- Admission to a U.S. State bar, in good standing (D.C. Bar membership preferred).
- 3+ years of litigation experience, including clerkships.
- Excellent brief-writing skills.
- Excellent legal research skills.
- Strong interpersonal and communication skills.
- Ability to work collaboratively with partner organizations, NGOs, pro bono law firms, agency officials and staff, legislators, attorneys, and advocates.
- Excellent organizational, time management, and communication skills.
- Strong data-management and case management skills.
- Attention to detail.
- Ability to work with partner organizations, and as part of a team.
- Ability to work well under pressure while managing multiple tasks simultaneously.
- Ability to think strategically and creatively.
- Ability to work independently and take initiative.
- Ability and willingness to collaborate across teams and cultures.
- Experience working with or representing vulnerable populations.
- A sense of humor.
- Willingness to travel domestically and internationally.

## **Preferred but not required qualifications:**

- Federal judicial clerkship.
- Fluency in a second language.

## **ANNUAL SALARY AND BENEFITS**

Salary is \$60,000-\$70,000, commensurate with experience. The Human Trafficking Legal Center provides a generous benefits package. Benefits include three weeks of annual vacation (with an additional week of paid leave between Christmas and New Year's Day), as well as employer-paid health insurance, dental insurance, and vision insurance. Employees also participate in a SIMPLE IRA retirement plan with an annual 2% employer contribution.



**TO APPLY:**

Please email a cover letter, resume, writing sample, and a list of three references to [applications@htlegalcenter.org](mailto:applications@htlegalcenter.org) by February 10, 2022. Applications will be reviewed on a rolling basis until a candidate is selected. The anticipated start date is approximately March 1, 2022.

**EQUAL OPPORTUNITY EMPLOYMENT:**

The Human Trafficking Legal Center is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, marital status, immigration status, or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. The organization encourages candidates with lived experience to apply.

**COVID 19 VACCINE REQUIREMENT:**

All employees are required to be fully vaccinated for COVID 19.

**TIME COMMITMENT:**

This position is full-time and is classified as exempt.

**LOCATION:**

This position is temporarily remote due to the pandemic. Any candidate selected should be prepared to report to our office in Washington, D.C.