

**Policy Counsel
Job Announcement
Anticipated Start Date: November 1, 2023**



POSITION OVERVIEW

Georgia Appleseed Center for Law & Justice (gaappleseed.org) seeks an experienced attorney to join our mission to create a bright future for all of Georgia’s children. The Policy Counsel reports directly to the Legal & Policy Director and manages (1) our pro bono and community partnerships and (2) our Housing Justice initiative. The Policy Counsel coordinates pro bono and community partners to manage, research, and develop detailed, pragmatic policy recommendations and reports that amplify the voices of Georgia’s families and children and advance Georgia Appleseed’s priorities. As coordinator of our Housing Justice initiative, the Policy Counsel leads our efforts to increase low-income families’ access to stable, healthy housing. This is a highly public position—in addition to other duties, the Policy Counsel will lead coalition meetings, trainings, and related public advocacy.

We are a dynamic and highly collaborative team devoted to advancing justice for children across Georgia. A successful candidate will contribute positively to our team and workplace environment, prioritize our mission, and be innovative, enthusiastic, flexible, curious, and knowledgeable about our work.

KEY RESPONSIBILITIES AND DUTIES

- Research and draft high quality policy papers, reports, talking points, legal guides, and other legal and policy-related documents. Render legal information in ways that are meaningful and accessible to non-lawyer audiences.
- Establish and manage relationships with pro bono partners, recruit new volunteers, and coordinate all pro bono projects with state and national law firms.
- Review, summarize, and present findings of pro bono projects and make informed, pragmatic recommendations based on those findings.
- Create and maintain a pro bono directory and research library to supply resources for presentations, advocacy tools, pro bono highlights, and guidance/training materials for community members.
- Guide and support housing collaborations, coalitions, and working groups to develop and reach goals set by members, including policy recommendations, advocacy campaigns, research, and other outputs.
- Facilitate Georgia Appleseed and other housing collaborations and coalition meetings across Georgia with stakeholders with diverse backgrounds and viewpoints, including efficiently scheduling, creating agendas, distributing notes and action items, and coordinating and managing pro bono support for action items.
- Research and report on Housing Justice initiative policy and practice priorities, develop advocacy strategies, and implement approved strategies.

- Support and nurture relationships with government agencies, partner organizations, and policymakers.
- Listen to stakeholders and collect insights and information to inform Georgia Appleseed policy recommendations and create advocacy tools and resources.
- Cultivate local community engagement across the state.
- Work with Legal & Policy Director to ensure effective evaluation of policy initiatives to improve outcomes and impacts.
- Plan and undertake regular travel in the metro area, and some overnight trips (typically 8-10 per year) throughout Georgia for coalition facilitation and partnership meetings.
- Perform other duties as assigned.

EDUCATION AND QUALIFICATIONS

- Demonstrated commitment to social justice and passion for Georgia Appleseed's mission.
- Juris Doctor and current license to practice law in Georgia.
- Adeptness and comfort working with a broad range of collaborators.
- Fluency with the internet, technology, and cloud-based applications.
- Fluency in Microsoft Office 365 (including SharePoint, Excel, Word, Teams).
- Effective oral and excellent written communication skills for a variety of audiences.
- Willingness and ability to receive direction and feedback, including writing edits, and to actively engage with feedback for continuous improvement.
- High level of organization and productivity, ability to handle multiple projects under pressure and work both collaboratively and independently.
- Confidence representing Georgia Appleseed and its research and recommendations to a variety of audiences – community/laypeople, school leaders, lawmakers, lawyers, etc.
- Valid driver's license and access to a vehicle for regular use.

SALARY AND BENEFITS

- \$70,000-\$85,000 annual salary depending on experience
- Group health, vision, and dental insurance premiums for employees, currently paid at 100%
- 401k match, currently paid at 2%
- FSA plan
- Free office parking
- Generous vacation and sick leave
- Hybrid in-office and remote work schedule.

This is a full-time, exempt position located at 1600 Parkwood Circle SE, Atlanta 30339 in Cobb County. This job currently involves working from home on Mondays and Fridays and in

the office three days per week, Tuesday through Thursday. The team member in this position may travel throughout Georgia to fulfill assigned duties.

HOW TO APPLY

Submit a letter of interest, resume, and legal writing sample to hr@gaappleseed.org. We will only consider complete applications. This position will be filled as soon as a qualified applicant is identified and has accepted the position. No phone calls please. Interviewed candidates may be asked to perform a skills assessment.

Prior to employment, we will conduct a background check to verify prior employment, education, and criminal history, and candidates must provide proof of complete vaccination against COVID-19. Reasonable accommodations will be considered on a case-by-case basis for exemptions to the vaccination requirement in accordance with applicable law.

Georgia Appleseed Center for Law & Justice is an equal opportunity employer and will not discriminate against any job applicant or employee because of that person's race, color, sex, gender, gender identity, age, religion, national or ethnic origin, disability, sexual orientation, creed, citizenship, HIV status, or marital status. We recognize the value of diversity in the workplace and urge people in all protected groups to apply for employment. Reasonable accommodations will be made for individuals with mental or physical disabilities who are otherwise qualified to perform the essential duties and responsibilities of a given position in a satisfactory manner, provided the needed accommodation does not result in an undue hardship for Georgia Appleseed.