

Job Announcement

Staff Attorney

Anticipated State Date: 8/1/2024



Position Overview

Georgia Appleseed Center for Law & Justice (gaappleseed.org) is hiring a Staff Attorney, licensed to practice law in Georgia, reporting to the Policy Counsel for School Justice. The Staff Attorney supports our School Justice and Housing Justice initiatives, with a particular focus on School Justice and our FAIR project. The FAIR project provides brief legal service and representation to children across the state facing school disciplinary hearings, as part of our efforts to dismantle the school-to-prison pipeline.

The Staff Attorney provides coaching to advocates for children (e.g., case managers, parents, and guardians ad litem), represents children in limited education advocacy matters, performs intake and follow-up with clients to determine outcomes, and designs and leads advocacy trainings. In addition, the Staff Attorney performs legal research, drafts documents for a variety of audiences, develops and executes policy and programmatic recommendations, staffs coalition meetings and events, and works closely with pro bono partners.

Georgia Appleseed is a nonprofit, public interest law center that advances justice through legal advocacy and policy change. We are a highly collaborative team, particularly focused on supporting Georgia's most marginalized children, including Black and Brown children, children experiencing poverty, LGBTQ+ children, children with disabilities, and children in foster care. 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.

Salary is \$60,000-\$80,000 commensurate with experience.

Key Responsibilities and Duties:

- Support the Policy Counsels (School Justice and Housing Justice), Legal & Policy Director, and Executive Director with research, brainstorming, talking points, memos and briefs, presentations, etc.
- Provide brief legal service and advice to parents, case managers, and other caregivers who are advocating for children in education law matters.
- Represent children in education discipline and special education cases, performing both intake and follow-up on case outcomes.
- Research and draft high quality policy papers, reports, talking points, legal guides, and other legal and policy-related documents. Render legal information in ways meaningful and accessible to non-lawyer audiences.
- Support Policy Counsels to review and summarize findings of pro bono projects.

- Provide staffing support to Georgia Appleseed coalitions, including efficiently scheduling, creating agendas, distributing notes and action items, and coordinating and managing pro bono support for action items.
- Cultivate local community engagement across the state. Collaborate and network with local and state social services communities to create and maintain a state-wide community resource guide for advocates.
- Listen to stakeholders and collect insights and information to inform Georgia Appleseed policy recommendations and create advocacy tools and resources.
- Plan and undertake regular travel throughout the state, and some overnight trips (typically 8-10 per year) for coalition facilitation and partnership meetings.
- Assist with monthly reporting, newsletters, social media posts and website updates.
- Perform other duties as assigned.

Education and Qualification:

- Juris Doctor and current license to practice law in Georgia.
- Demonstrated commitment to social justice and passion for Georgia Appleseed's mission.
- 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:

- The salary is \$60,000-\$80,000 per year, depending on experience
- Group health, vision, and dental insurance premiums for employee, currently paid at 100%
- Life and disability insurance premiums for employee, currently paid at 100%
- 401k match, currently paid at 5%
- FSA and HSA plan options
- Free office parking
- Generous paid time off
- Hybrid in-office and remote work schedule

This is a full-time position located at 150 Interstate North Parkway, Atlanta 30339 in Cobb County. This job currently involves working from home Mondays and Fridays, and in the office Tuesday through Thursday. The Staff Attorney may travel throughout Georgia to fulfill assigned duties.

How To Apply

Submit a resume, letter of interest and legal writing sample to hr@gaappleseed.org. We will only consider applications with all three items. 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.