

## Job Announcement

### Staff Attorney

Anticipated State Date: 1/1/2024



#### Position Overview

Georgia Appleseed Center for Law & Justice (Georgia Appleseed) seeks a Staff Attorney to join our mission to create a bright future for all of Georgia's children. The Staff Attorney reports to the Legal & Policy Director and supports our School Justice, Housing Justice, and pro bono engagement initiatives. 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. The Staff Attorney may also lead convenings and trainings, conduct related public advocacy, and represent children in foster care in school disciplinary hearings.

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

- Support the Legal & Policy Director (LPD), Executive Director, and Policy Counsels with research, brainstorming, talking points, memos and briefs, presentations, etc.
- 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.
- Collaborate with LPD to establish and maintain pro bono partnerships with local and national law firms and legal departments.
- 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.
- Work with LPD to ensure effective evaluation of policy initiatives to improve outcomes and impacts.
- Research, review, and interpret existing and proposed legislation, ordinances, regulations, and resolutions to provide legal and policy reform recommendations to LPD and Executive Director.
- 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.
- Assist with monthly reporting, newsletters, social media posts and website updates.
- Perform other duties as assigned.

#### Education and Qualifications

- 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

- \$60,000-70,000 annual salary based 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 paid time off
- 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 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 letter of interest, resume, and legal writing sample to [hr@gaappleseed.org](mailto: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.