



Legal Fellow
American Civil Liberties Union of Missouri Foundation, Inc.
Location: St. Louis, Missouri

Be Part of a Pivotal Moment in History

The American Civil Liberties Union of Missouri Foundation Inc. (“ACLU-MO”) is accepting applications from third-year law students in their final semester, judicial clerks, and recent law school graduates for its Legal Fellowship. The Legal Fellowship is a two-year program that will begin in the late summer/fall of 2019 and is a full-time position. The Legal Fellow will participate in both litigation and non-litigation advocacy activities to advance civil liberties and civil rights in Missouri. The Legal Fellow will work under the direction of the ACLU-MO’s Legal Director to help develop and litigate cases at the trial and appellate level in state and federal courts on a wide variety of cutting-edge civil liberties issues. Likely areas of emphasis include reproductive freedom, criminal justice/smart justice, free speech, and immigration.

The Legal Fellow will be involved in investigation, client interviewing, legal and factual research, discovery, and brief writing. In addition, the Legal Fellow will have non-litigation advocacy responsibilities including public speaking and outreach.

ABOUT THE ACLU OF MISSOURI

Founded in 1920, the ACLU-MO is one of Missouri’s premier public advocacy organizations. The ACLU-MO, headquartered in St. Louis with a diverse staff of 11, is committed to protecting constitutional rights and civil liberties. We are in the midst of planned growth and increasing prominence in policy issues including racial equality, equitable policing, reducing mass incarceration, threats to reproductive rights, prosecutorial accountability, LGBT equality, free speech, and protecting privacy in the digital age.

To learn more about our work, please visit www.aclu-mo.org and www.aclu.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific Responsibilities:

Legal

- Participate in investigating, developing, and litigating impact civil liberties and civil rights cases in federal and state court.
- Conduct factual and legal research, prepare memoranda, draft Sunshine Law requests, write demand letters, draft pleadings and briefs, conduct discovery, and help write appellate and amicus briefs.
- Review, comment, and edit letters and briefs of co-counsel and other ACLU staff.
- Support the legal work of the Legal Director and Staff Attorneys, as needed.

Advocacy/Public Education

- Advocate for civil liberties and represent the ACLU-MO at events and in coalitions, as appropriate.
- Work with ACLU-MO staff to implement integrated advocacy campaigns and high-impact strategies utilizing ACLU-MO's communication, legislative, field organizing, and legal programs.

Administration, Coordination and Support

- Contribute to the maintenance of the legal docket.
- Work with the Legal Department and the ACLU-MO's Litigation Committee to screen and develop promising civil liberties cases.

QUALIFICATIONS:

- JD (or an expectation of receiving one by the end of 2019). Must be a member of the Missouri Bar or eligible to be immediately admitted into the Missouri Bar Association pursuant to SCR 2.110 or 2.111.
- A strong understanding of, and demonstrated commitment to, civil liberties, civil rights, and the mission of the ACLU. Experience in nonprofit advocacy or other community-based groups is valuable.
- Exceptional writing and analytical skills are required. Judicial clerkships and/or experience litigating federal civil rights and civil liberties cases are a plus.
- Substantive knowledge and understanding of constitutional law and civil liberties issues.
- Demonstrated skills in working independently, jointly, and under pressure.
- Excellent communication skills as to both legal and non-legal audiences.
- Demonstrated skills in legal analysis, research, and strategic thinking.
- Demonstrated ability to work cooperatively on a variety of projects with lawyers, other staff members, and community organizations and coalitions.
- A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity and expression, religion, ability, and socioeconomic circumstance.
- Creative, result-oriented, self-starting, willing to learn, and able to manage an aggressive schedule.
- Proficiency with computers: Windows and Microsoft Office in particular.

Personal Characteristics

Ideally, the successful candidate will be the following:

- Personally committed to advancing the ACLU's values, mission, goals, and programs, with an understanding of the range of civil liberties issues and their implications.
- A flexible, well-organized, reliable, creative, and energetic person who can handle and prioritize multiple activities and responsibilities; a self-starter and finisher.
- A team player who inspires collaboration and functions decisively; flexible and well organized.
- Willing to work beyond 9-5 as needed, including occasional weekend meetings and travel.

COMPENSATION AND BENEFITS

This is a two-year position with a salary of \$50,000. Excellent and comprehensive benefits package including paid vacation and holidays; medical, dental, and vision insurance; life and disability insurance; and 401(K) pension plan with employer contributions and employer match of optional employee contributions.

To Apply:

E-mail a letter of interest, resume, writing sample, and three professional references to application@aclu-mo.org. Please put “**Legal Fellow**” in the subject line of your email. *Please indicate in your cover letter where you saw this job posting.*

Alternatively, application materials may be mailed to: 906 Olive St., Suite 1130, St. Louis, Missouri 63101. *Please: no phone calls.*

Deadline:

Application materials will be reviewed as received and will be accepted until the position is filled.

ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to 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.

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact: application@aclu-mo.org.