

**POLICY ATTORNEY / ANALYST
(August 2011)**

Job Announcement:

POLICY ATTORNEY / ANALYST

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health and education. We are the largest provider of free legal services in the District and the only to focus on children. Our 75-person staff partners with local pro bono attorneys to serve 1,200 at-risk children each year. We use this expertise to advocate for changes in the District's laws, policies and programs.

Children's Law Center's policy program draws its strength from the expertise and experience we gain representing 1,200 children and caregivers each year in abuse and neglect, adoption, guardianship, custody, special education, health care, mental health and public benefits matters. Our policy initiatives are closely coordinated with our direct representation of individual clients.

Position Profile:

The Policy Attorney / Analyst will work on CLC's policy initiatives, which will focus in the next few years on child welfare, children's mental health and special education. CLC's policy work is outcome-oriented and involves legislative, budget, and administrative advocacy.

The Policy Attorney/ Analyst will work closely with the policy attorneys on the team and work with staff in our core, direct services programs in order to implement strategies for improving the laws, policies and programs which affect our client community. The Policy Attorney / Analyst will report to the Policy Director.

Position Responsibilities include:

1. Drafting letters, memoranda, proposed legislation and other policy and legal documents;
2. Attending meetings and participating in collaborative projects with agencies, child advocacy and legal service groups;
3. Lobbying the City Council, Mayor's Office and agencies on policy initiatives; and
4. Identifying, researching and recommending strategy choices and positions for CLC.

Qualifications:

An ideal candidate will have the following qualifications:

- J.D. or Masters degree and three (3) to five (5) years relevant experience;

- A demonstrated commitment to ensuring that at-risk children have safe homes, a meaningful education and a healthy mind and body;
- Experience providing direct legal services or providing other services to low-income children or adults;
- Systemic advocacy experience;
- Outstanding verbal and written communication skills;
- Excellent research and analytical skills;
- Demonstrated capacity to work independently; and
- Demonstrated capacity to work collaboratively.

CLC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medical condition, status as a veteran, or any other category protected by applicable federal, state, or local law. Competitive salary structure and excellent benefits package.

Applications should include a cover letter, current resume and list of references and should be submitted to:

Policy Attorney Search Committee
Children's Law Center
616 H Street, NW Suite 300
Washington, DC 20001
jobs@childrenslawcenter.org