



## Civil Rights Staff Attorney

### POSITION OVERVIEW

The ACLU of Montana Foundation (“ACLU of Montana”) is seeking a passionate, energetic and committed staff attorney to conduct litigation advancing and defending civil rights and liberties in the State.

The Civil Rights Staff Attorney will join a legal team and staff committed to fighting for civil liberties and civil rights and to defend all people from government abuse and overreach. In the wake of the 2024 election, there has never been a more important time to utilize the courts to protect historically marginalized communities.

The ACLU-MT is a fully remote office with staff working in communities across Montana. The Staff Attorney can be based anywhere in Montana. Candidates based in other states must be willing to relocate to Montana. To learn more about working for the ACLU-MT, please visit: [www.aclumontana.org/careers](http://www.aclumontana.org/careers).

### KEY RESPONSIBILITIES

#### Litigation

- Actively manage legal cases, including:
  - evaluate and investigate potential claims.
  - identify potential plaintiffs and defendants.
  - devise legal theory and strategy.
  - perform all aspects of legal research.
  - draft, edit and cite-check filings.
  - conduct depositions and engage in written discovery.
  - participate in and present oral arguments.
- Evaluate and respond to intake complaints and requests for legal representation.
- Engage in non-litigation advocacy like public speaking, education and know-your-rights trainings.
- Support our legislative team by analyzing bills and providing legal analysis.

#### Staff Teamwork and Collaboration

- Collaborate with other departments of the ACLU of Montana, as necessary, to support policy and organizing work, communications and storytelling, grant proposals and funding opportunities, administrative tasks, and other related work.
- Collaborate with national ACLU partners.
- Collaborate with communications staff in drafting press releases, op-eds and articles for newsletters, website, social media and other outlets.

- Engage with the ACLU of Montana team as a cooperative, positive team player.
- Ensure all administrative tasks are completed in a timely and accurate manner, including, but not limited to travel and other expense reimbursements, timesheets, and other related financial and personnel documents.
- Attend certain ACLU functions.
- Assist in other duties as assigned within the scope of these responsibilities.

### Competency and Commitment to Racial Equity

The ACLU of Montana is committed to, and engaging in, ongoing racial equity work with an emphasis on anti-racism and anti-colonialism. As a staff member, you will be asked to commit, contribute and engage in the following ways:

- Demonstrate commitment to building or deepening understanding of equity, in which racial equity and anti-racism and anti-colonialism are centered.
- Engage with the issues of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Embrace self-learning and reflection through optional racial caucus group conversations, activities, and support.

### **REQUIRED QUALIFICATIONS**

The following experiences are integral to meeting the job responsibilities. Please be sure to identify these in your application materials through lived, professional or volunteer experience, and/or coursework.

- Juris Doctor degree.
- Admission to, or willingness to apply for admission to, the Montana State Bar and Ninth Circuit.
- Excellent research, writing and oral communication skills, including basic familiarity with legal research tools.
- Demonstrated ability to work cooperatively with stakeholders, including lawyers, other staff members, volunteers and community organizations.
- Demonstrated ability to work independently, self-start and keep organized.
- Demonstrated ability to operate in a fast-paced environment, while holding yourself accountable and interacting with colleagues professionally and without drama.
- Experience managing, prioritizing and meeting numerous deadlines and diverse responsibilities in a timely and professional manner.
- Commitment to equity, diversity, inclusion, and belonging with anti-racist and anti-colonialist understandings of and respect for differences of race, ethnicity, age, sexual orientation, gender identity or expression, religion, ability, and socio-economic circumstance and class.
- Understanding and willingness to engage with the issues of institutional and structural racism and bias, and their impact on underserved and underrepresented communities.
- Ability to communicate across differences in people's experiences and ability to flex communication style to multiple cultural environments.
- Ability to travel and attend meetings as needed.

## **PREFERRED QUALIFICATIONS**

The following experiences are particularly valuable - please be sure to address these in your resume or cover letter. We encourage you to apply even if you do not have these qualifications:

- Litigation experience, including experience taking depositions, propounding and responding to written discovery, presenting oral argument, and questioning witnesses during trial.
- Appellate experience.
- Ability to communicate complex legal issues in the courtroom and to the public.
- Experience working as an attorney in a nonprofit environment.
- Experience working in organizations and places where diversity and equity initiatives were forefront.
- History of working with or living in Indigenous and other diverse communities and working directly with people from diverse racial, ethnic, cultural, and socioeconomic backgrounds.
- An understanding of and interest in engaging in the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Knowledge and familiarity with the criminal legal system.