



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 civil rights and liberties in the state. The position is full-time and will pay an annual salary between \$57,500 and \$68,499, depending on experience.

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. Our priorities include Indigenous Justice and ending the criminalization of poverty. In addition to litigating cases focusing on Indigenous Justice and decriminalization of poverty, this position will also address voting rights, reproductive rights, 2S-LGBTQIA rights, the rights of immigrants, racial justice issues, environmental justice, education equity, religious freedom and general civil liberties issues, recognizing the intersectionality of many of these issues. Over the years we have worked to build Indigenous Justice into nearly every aspect of our organization by fostering relationships with Indigenous leaders, organizations, and community members and prioritizing issues identified by Indigenous communities.

This position is based in Montana with the specific location open to discussion. Staff at the ACLU of Montana work remotely in various locales across the State, with quarterly in person meetings in Missoula.

ABOUT THE ACLU OF MONTANA

The ACLU of Montana Foundation “ACLU of Montana” (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as a private, independent, non-profit organization. We are the state’s largest and most influential civil rights organization. **Our current top priorities are Indigenous Justice, criminal legal reform, 2S-LGBTQIA rights, and voting rights.** We work on a range of additional issues including reproductive justice, immigrants’ rights, freedom of speech and religion, and informational and digital privacy. The ACLU of Montana envisions a fair, equitable, and free Montana that welcomes and celebrates diversity of all kinds. In our Montana, everybody is treated with dignity and respect, and has equal access to rights and freedoms.

The ACLU of Montana has a current staff of 12 and an office located in Missoula. We aspire to a friendly work environment, with flexibility and consideration of personal needs and circumstances. To learn more about the work of the ACLU of Montana, please visit <http://aclumontana.org>.

COMMITMENT TO DIVERSITY AND INCLUSION

ACLU of Montana is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a board, staff, and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all members of our community can thrive.

The ACLU of Montana does not discriminate on the basis of race, color, faith, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, tribal affiliation, disability, pregnancy, veteran status, or record of arrest or conviction. We are committed to providing a work environment free from discrimination and harassment and one that honors and promotes a culture of equity, diversity, inclusion, and belonging. We are engaging in ongoing internal racial equity work, with an emphasis in anti-racism and anti-colonialism.

We strongly encourage applications from Black, Indigenous, people of color, immigrants, women, people with disabilities, bi- or multi-lingual (including Indigenous languages) speakers, bicultural individuals, 2S-LGBTQIA individuals, those who have been formerly incarcerated or are currently under supervision, and other underrepresented and historically marginalized groups. We seek to build a team reflective of our diverse communities. All qualified applicants who share this vision and who have a desire to contribute to our mission are encouraged to apply.

We commit to developing and collaborating on thoughtful training programs and onboarding processes with the Civil Rights Staff Attorney that identify an individual's growth areas, in relation to the job description, and empowers their existing knowledge and skills.

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 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;
- Travel to communities (Indigenous communities in particular) across the state to meet with community members, potential clients and other stakeholders;
- Visit correctional institutions on occasion to meet with and interview incarcerated individuals.

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 newsletter, 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;
- Actively engage with the ACLU of Montana team through regular staff meetings, continuing anti-racism and anti-colonialism work, professional development opportunities, occasional retreats, and periodic committees;
- 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 and keep organized;
- 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 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.

COMPENSATION AND BENEFITS

This position is full-time, exempt, and will pay an annual salary between \$57,500 and \$68,499, depending on experience. Excellent benefits offered, including health, vision and dental insurance, short and long-term disability and life insurance, 401(k) retirement plan and employer matching, and generous vacation, holiday, sabbatical, and family and medical leave policies. Relocation reimbursements for actual moving expenses available up to \$4,000, contingent on two year’s employment. A monthly reimbursement for personal mobile phone and utilities (including internet) is offered to all ACLU employees working remotely during the pandemic. The ACLU of Montana also invests in each staff member’s professional development.

The Civil Rights Staff attorney will be based in Montana. If the finalist is not a Montana resident yet, we will discuss with the finalist a timeline for moving to MT within the first month of the start date. The position is currently remote with optional access to the Missoula office, including safety precautions in place for optional and required in-office work. Many of our staff currently work remotely with occasional in-office work. If the final candidate is not based in Missoula, the position will require occasional travel to Missoula for three-day trips per quarter (travel expenses paid for by the ACLU of Montana).

APPLICATION PROCEDURE

All applications are treated confidentially. Please submit (in pdf format if possible):

1. A letter describing your interest in the position and the ways in which you satisfy the qualifications specified above. Please indicate in your letter where you learned of this position;
2. Resume; and
3. Two relevant professional writing samples of no more than 15 pages in total, demonstrating research, writing, and legal analytical skills (e.g., memoranda of law or demand letters).

Email your application to jobs@aclumontana.org or mail it to: ACLU of Montana, Attn: Hiring, P.O. Box 1968, Missoula, MT 59806.

Please put “Civil Rights Staff Attorney” in the subject line of your email or on your envelope.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing to [jobs\[at\]aclumontana.org](mailto:jobs@aclumontana.org) to request reasonable accommodation at the time of application.

PROCESS

Our hiring process is managed by a dedicated hiring committee of three staff members and HR. The committee will begin careful review of all applications on August 1, 2023.

The steps for finalist selection include a screening call by HR staff, a videoconferencing interview with the hiring committee, a compensated assessment/work sample exercise, a final interview (via videoconferencing), reference calls for the selected finalist, decision and making a job offer to the finalist candidate by September 2023. We commit to regular communication with all applicants throughout the process, will apprise candidates of next steps as appropriate, and will promptly communicate any change in timeline above.

To learn more about the work of the ACLU-MT, please visit www.aclumontana.org.