



CIVIL RIGHTS STAFF ATTORNEY JOB SYNOPSIS

Full job description can be found [here](#).

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 across Montana. The Civil Rights Staff Attorney must live in or be willing to move to Montana and be admitted to the Montana State Bar or willing to apply for admission to the Montana State Bar. To learn more about working for the ACLU-MT, please visit: www.aclumontana.org/careers.

COMPENSATION AND BENEFITS

This position is full-time, exempt, and will pay an annual salary of between \$91,000 - \$95,000 depending on experience. Excellent benefits offered, including health, vision and dental insurance, short and long-term disability and life insurance, 401(k) retirement plan with employer matching, and generous vacation, holiday, sabbatical, and family and medical leave policies. Relocation reimbursements for actual moving expenses are available up to \$4,000, contingent on two years’ employment. A monthly reimbursement for personal mobile phone and internet is offered to all ACLU employees. The ACLU of Montana also invests in each staff member’s professional development.

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. Please indicate in your letter where you learned of this position.
2. Resume.
3. Two relevant professional writing samples of no more than 15 pages in total, demonstrating research, writing, and legal analytical skill (e.g. memorandum of law or demand letters).



Email your application to [jobs\[at\]aclumontana.org](mailto:jobs[at]aclumontana.org) with “Staff Attorney” in the subject line of your email.

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[at]aclumontana.org) to request reasonable accommodation at the time of application.

HIRING PROCESS

Application review will start January 2, 2025. Applications after that date are encouraged and will be accepted on a rolling basis until the position is removed from the ACLU-MT [Careers](#) page.

Our hiring process is managed by a dedicated hiring committee and HR. The steps for finalist selection include a screening call by HR staff, videoconferencing interview with the hiring committee, a compensated assessment/work sample exercise, a final interview, reference calls for the selected finalist, decision and making a job offer to the finalist candidate. 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.