



**American Civil Liberties Union Fund of Michigan Is Hiring:
West Michigan Legal Fellow**

Do you want to use your law degree to fight for justice and change the world? Do you want a future in impact litigation and the mentoring to get there? Are you excited to live in one of [Michigan's Cool Cities](#)? If so, the American Civil Liberties Union of Michigan's legal fellowship may be for you.

This two-year position in the ACLU's western regional office in Grand Rapids is designed to provide emerging social justice leaders with excellent training and experience in impact litigation and integrated advocacy. The fellow will work closely with the West Michigan office's Senior Staff Attorney 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 and civil rights issues. Recent ACLU of Michigan fellows have worked on [Hamama v. Adducci](#) (pending challenge to the mass deportation of Iraqi nationals to face persecution, torture or death); [Does v. Snyder](#) (holding Michigan's sex offender registry unconstitutional); and [Barry v. Lyon](#) (restoring almost \$60 million in wrongfully withheld food assistance to low-income families). Check out our [docket](#) for more about how we are fighting back against the onslaught on our civil liberties and civil rights.

The West Michigan Legal Fellow will participate in both litigation and non-litigation advocacy activities, with a likely emphasis on criminal justice/smart justice, poverty, 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, outreach, and coordination with local legal committees.

Specific Responsibilities

(1) 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 Freedom of Information Act 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 ACLU's Legal Department, as needed.

(2) Advocacy/Public Education

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

(3) Administration, Coordination and Support

- Contribute to the maintenance of the legal docket.
- Work with local lawyers committees to screen and develop promising civil liberties and civil rights cases.
- Assist in managing the West Michigan office.

Supervision

The Legal Fellow will work within the Legal Department under the direct supervision of the West Michigan office's [Senior Staff Attorney](#). The Legal Department is supervised by the [Legal Director](#). The Legal Fellow may also work on assignments with other departments (e.g., legislative) as needed.

Qualifications

- JD. Must be a member of the State Bar of Michigan or pass the next bar examination.
- A strong understanding of, and demonstrated commitment to, civil liberties, civil rights and the mission of the ACLU. Experience in non-profit 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, civil liberties and civil rights issues.
- Demonstrated skills in working independently, jointly and under pressure.
- Excellent communication skills 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 with 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, religion, ability and socio-economic 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.
- Language skills relevant to immigration-related work in Michigan are a plus.

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 and civil rights 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.
- Emotionally mature and self-confident, with a sense of humor in order to maintain balance and perspective.

Compensation

This is a two-year position with a competitive salary. Excellent benefits including health insurance and a 401(k) plan.

Application Procedure

Please submit in digital form, by email, a detailed letter of interest addressed to Miriam Aukerman, a resume, a legal writing sample and contact information for three references. Send to westmichiganfellow@aclumich.org. Applicants will be considered on a rolling basis, but we strongly encourage applications to be submitted before March 23, 2018.

The start date is negotiable and the position will remain open until filled. In your letter of interest, please indicate when you would be available to begin the fellowship, if selected.

The American Civil Liberties Union Fund of Michigan is an equal opportunity/affirmative action employer. Women, people of color, persons with disabilities, and lesbian, gay, bisexual and transgender people are strongly encouraged to apply.