



Fall 2025 Legal Fellowship

The American Civil Liberties Union of Hawai'i is excited to announce that our Legal Department is accepting applications to work as a Legal Fellow beginning in Fall 2025!

Who We Are

The ACLU of Hawai'i is an affiliate office of the American Civil Liberties Union, a national nonprofit, nonpartisan, public interest organization devoted to the protection of civil liberties and civil rights through litigation, legislative advocacy, organizing, and community education. The ACLU of Hawai'i works primarily on issues that directly impact people who live in Hawai'i.

We take pride in our reputation of over 50 years fighting for people whose civil rights are challenged. And now—with never-before-imagined threats to civil liberties nationally, the increased need to be a check on government locally, and the 400-years overdue increased awareness of the impacts of systemic racism on every element of our society—it is the ideal time to join us and make a meaningful impact on the future of Hawai'i and the United States.

What We Do

The Legal Department is currently working on a variety of matters, including litigation relating to police misconduct, the criminalization of homelessness, prisoners' rights, abortion access, gender equity. The Legal Department also engages in other forms of advocacy, including by sending demand letters, filing amicus briefs, testifying before government bodies, and holding know-your-rights trainings.

Fellowship Overview

The ACLU of Hawai'i seeks current third-year law students and recent law graduates to sponsor for internally funded or externally funded one- or two-year legal fellowships to start in Fall 2025. The Fellowship offers a unique opportunity to gain experience working with leading civil liberties advocates on exciting and rewarding matters in a supportive environment.

Position Description

The Legal Fellow will work full-time, under the supervision of the Legal Director (and also in coordination with other staff), to support the litigation and other advocacy work of the Legal Department. Responsibilities include: legal research, drafting, interviewing, and investigation for cases involving constitutional and civil rights.

Location

The ACLU of Hawai'i office is located in Honolulu, Hawai'i. The ACLU of Hawai'i has a hybrid work model with three in-office days required each week.

Compensation and External Funding

This is a full-time, salaried, exempt fellowship position for one year, with a target start date in September 2025. The salary for this position is \$60,000. Although the fellowship may be funded internally, the ACLU of Hawai'i strongly encourages candidates to seek external funding through their law schools and/or other outside sources. Applicants are expected to contact the public interest or career resources office of their law school about potential funding opportunities. If you receive funding from your school or external source, the ACLU of Hawai'i will supplement the fellowship funding amount so that the fellow will receive a salary of \$60,000 per year.

Benefits

- Time-Off:

- Staff receive 14 days off for holidays, 5 floating holidays per calendar year, 18 paid-time-off days their first year; 24 days their second and third year; and 30 days in their fourth year and beyond. After year four, employees qualify for paid sabbatical leave.

- Insurance

- 100% paid employer-provided health insurance (medical, dental, vision and drug); long-term disability; and a defined contribution plan with employer match.

- Family & Medical Leave

- 16-weeks of paid time-off per eligibility year to care for a newborn child, adopted child, or parent with medical needs, as defined by the relevant policy.

- Professional Development

- Budget permitting, staff will receive one paid opportunity to travel outside of Hawai'i for approved professional development convenings, once per fiscal year.

Qualifications

We will consider candidates who will have obtained a J.D. by summer 2025. We are looking for candidates with a demonstrated commitment to—and substantive knowledge of—civil rights, equity, and social justice (broadly defined). Candidates should possess strong legal research, writing, and analytical skills, as well as strong communication, organizational, and time management skills. We value lived, educational, and professional experience that would make a Legal Fellow effective at working with communities that have been impacted by violations of civil rights and civil liberties. While not required, we prefer candidates who are familiar with Hawai'i—its culture, politics, history, and current civil rights and civil liberties challenges. Finally, we also prefer candidates who have judicial clerkship experience and/or are admitted to (or intend to seek admission to) the Hawai'i bar.¹

¹ If the Legal Fellow is not admitted to the Hawai'i bar, they shall not engage in the practice of law in Hawai'i. All of the Legal Fellow's work shall be done under the direct supervision of the Legal Director, who is licensed to practice law in the State of Hawai'i.

How to Apply

To apply, please submit the following application materials—in a single combined PDF—to jobs@acluhawaii.org with the subject line “**Fall 2025 Legal Fellowship Application – [Last Name], [First Name]**”:

- (1) **Cover letter.** Your cover letter should not exceed 700 words. In the first paragraph, please state (A) how you learned about the position, and (B) your earliest available start date. Additionally, answer the following questions: (C) why are you interested in working at ACLU of Hawai‘i? (D) how do your skills, expertise, experiences, and mindset make you a good fit for this position? (E) what familiarity do you have with Hawai‘i?
- (2) **Resume.** Please limit your resume to one page.
- (3) **Writing sample(s).** You are required to submit two writing samples, each consisting of at least 8 pages (and totaling no more than 20 pages). Preferably, one sample demonstrates your objective legal analysis skills, and the other demonstrates your persuasive legal advocacy skills. Your writing sample(s) must also be your own work product and/or include relevant disclaimers.
- (4) **Transcript.** Please include a transcript from your law school.
- (5) **References.** Please submit at least 2 references from supervisors. For each, include: name, job title, direct phone number, email address, and a sentence that describes your relationship and identifies what information or perspective the person can provide on your candidacy.

Deadline

To ensure that your application is considered, please apply by February 20, 2025. However, we will review applications on a rolling basis until the position is filled. When the position is filled, this job posting will be removed.

The ACLU of Hawai‘i undertakes inclusive strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact hr@acluhawaii.org.

The ACLU of Hawai‘i is an equal opportunity employer. We value a diverse workforce and an inclusive culture. It is our policy to employ qualified people without regard to: ethnicity; race; color; religion; sex; national origin; age; ancestry; disability; sexual orientation; veteran’s status; marital status; civil union status; arrest or court record; citizenship; credit history; genetic information; gender identity or expression; status as a victim of domestic violence, sexual violence, or stalking; or any other characteristic protected under federal or state law.