

Be Part of a Pivotal Moment in History

The American Civil Liberties Union of Hawaii is hiring a **Staff Attorney** for a temporary, 12-month position starting on or around August 15, 2022. The Staff Attorney will be a mission-driven, self-motivated attorney who will help advance the civil rights and liberties of the people of Hawai'i.

What you'll do

Reporting to the Legal Director, the Staff Attorney will play a critical role in implementing the ACLU of Hawai'i's legal program, including by developing and litigating high-impact cases, managing an ongoing docket of cases and matters, and working with other departments to accomplish the affiliate's goals. The Staff Attorney will also support the legal program and the affiliate through advocacy means short of litigation, including by sending and following up on demand letters and open records requests, reviewing and responding to intake requests, engaging in legislative advocacy, holding public education and know-your-rights events, and speaking to the media and others about our work.

What you'll need

The following are required qualifications:

- *Juris doctor* from an accredited law school.
- Admission to the Hawai'i bar.
- Litigation experience.
- Excellent legal research, writing, analytical, and oral communication skills.
- Excellent project management, organizational, and follow-through skills.
- Ability to travel and flexibility to work as needed to accomplish organizational goals.

Additional qualities we are looking for

While no one person will have all of the qualities enumerated below, additional qualities we are looking for include:

- Experience litigating complex constitutional and civil rights matters.
- Ability to collaborate with and manage members of a team or group.
- Experience working in a fast-paced environment with the ability to simultaneously work and manage multiple projects, deadlines, and priorities.
- Experience working and communicating with marginalized or vulnerable communities.
- Commitment to equity, diversity, inclusion, and belonging (EDIB), both in the workplace and in collaboration with community partners and constituents.
- Commitment to the mission of the ACLU.
- Familiarity with the criminal legal system.
- Familiarity with Hawai'i.

How to apply

If you're excited about devoting your talents and skills to the ACLU of Hawai'i, please submit—in a single combined PDF, and in the following order—(1) cover letter, (2) resume, (3) writing sample(s) of 8-20 pages total, and (4) three professional references to legaljobs@acluhawaii.org by July 8, 2022.¹ The subject line of your transmittal email must be in the following form: "Staff Attorney Application – [Last Name], [First Name]".

Here are further instructions on each application component:

- (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, your cover letter must address the following questions: (C) what single civil rights/liberties issue do you feel is most pressing right now and why? (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 at least one writing sample of at least 8 pages. You may—and are encouraged to—submit two writing samples totaling no more than 20 pages. If you submit two writing samples, 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.
- (4) **References.** Please include a sentence about each reference that describes your relationship and identifies what information the person can provide on your candidacy.

The salary for this position is \$70,000 and is based on the ACLU of Hawaii's pay equity structure. Excellent benefits include: generous vacation and sick leave; individual/family employer-provided health insurance with 100% of premiums covered for the employee; long-term disability; defined contribution plan with employer match; paid parking; and 14 paid holidays. This position is full-time, salaried, and exempt under the Fair Labor Standards Act.

The ACLU of Hawai'i is committed to developing a culture of diversity, equity, respect, and inclusion and to strive to maintain a workforce that reflects the communities that we serve. The ACLU of Hawai'i is an equal opportunity employer that does not unlawfully discriminate on the basis of any status or condition protected by applicable law. We encourage all qualified individuals to apply and value people of all races, genders (including gender identity or expression), sexual orientations, disabilities, citizenships, ages, religions, ancestries, and national origins, and who have different marital statuses, family caregiving responsibilities, lived experiences with the criminal justice systems, credit histories, statuses as a victim of domestic and sexual violence, arrest or court record histories, and genetic information. The ACLU of Hawai'i does not tolerate discrimination or harassment based on any of these characteristics.

¹ We will accept applications until **July 8, 2022** or until the position is filled, when the job announcement will be removed. However, please be advised that we may review applications and make offers on a rolling basis. Thus, we encourage you to apply sooner rather than later.