



## **JOB ANNOUNCEMENT – STAFF ATTORNEY**

The Southwest Women's Law Center is a nonprofit policy and advocacy Law Center dedicated to improving women's lives by eliminating gender discrimination, advancing women's economic security, reducing child poverty, and ensuring that all women have access to quality, affordable healthcare, including family planning and reproductive health services. We provide legal and policy expertise to governmental entities and community organizations that work on behalf of women and girls in New Mexico. The Law Center also engages in impact litigation in collaboration with attorneys in the private bar.

The Law Center seeks to hire a creative, self-motivated, hard-working staff attorney with a demonstrated commitment to civil rights and social justice. We are seeking an attorney who is committed to helping build and sustain the Law Center's legal program in a challenging economic environment.

The Staff Attorney will report to the Executive Director of the Law Center and is expected to be able to participate in the full range of the Law Center's programs, as needed. The Staff Attorney will be responsible for the Law Center's Reproductive Rights advocacy, and civil legal services work on behalf of low-income women and children in New Mexico. The Staff Attorney will also provide support to the Executive Director in matters related to Title IX protections for women and girls, and will be responsible for supervising Kellogg Fellows who will be working at the Law Center. The Staff Attorney is expected to continue the standard of excellence in work the community has come to expect from the Southwest Women's Law Center.

### **Program Responsibilities (in areas assigned by the Executive Director consistent with the Center's priorities and funding)**

1. Conduct legal research, writing and analysis to advance the Law Center's programmatic and legal advocacy work.
2. Coordinate the Law Center's administrative advocacy work before state agencies, including monitoring proposed rule changes, identifying areas of significant potential impact on low-income women, and preparing appropriate legal analyses regarding state agency policies and regulations.
3. Research and analyze proposed legislation and prepare draft/model bills as appropriate.

4. Conduct trainings, prepare summaries, fact sheets, training materials, toolkits, talking points and other similar materials and provide technical legal assistance and support to community partners.
5. Oversee and ensure the accuracy of the content of the Law Center's website, Facebook page and twitter handle relating to the Law Center's program areas.
6. Work collaboratively with community partners and other legal services agencies in assigned program areas.
7. Assist in the preparation of grant proposals and identify possible areas of effective legal and policy advocacy for the Law Center.
8. Develop work plans, evaluation standards and procedures, and measurable benchmarks for the assigned program work.
9. Provide support to other staff from time to time on special projects or priorities of the Law Center.

### **Required Skills and Qualifications**

- Licensed attorney with a minimum of 3 years of experience.
- Demonstrated personal commitment to addressing reproductive rights, gender discrimination, poverty and racism
- Ability to work in diverse communities
- Excellent communication and analytic skills (both written and oral), including the ability to explain complex policy issues to lay audiences and diverse communities
- Strong computer skills (including legal research databases, Microsoft Office and PowerPoint)
- Strong interpersonal skills, including ability to work well with a wide variety of people and communities and public officials
- Attention to detail
- Strong communication skills
- Strong organizational skills
- Flexible and able to identify important opportunities for the Center to advance its mission and program
- Ability to multi-task, work under pressure and meet deadlines
- Ability to represent the Law Center and its mission professionally and appropriately to the community and to public officials
- Ability to work collaboratively and with individuals with diverse work styles

## **Desired Skills and Qualifications**

- Civil rights or other civil litigation experience
- Fluency in Spanish helpful
- Prior experience in social justice advocacy
- Prior experience with administrative and/or legislative advocacy
- Prior public policy experience

## **Salary and Benefits**

This is an exempt position at a public interest salary. Benefits include health insurance, paid holidays and paid leave.

## **Application Requirements**

To apply, please send a cover letter (including salary requirements), resume and writing sample by email to: [info@swwomenslaw.org](mailto:info@swwomenslaw.org) or by mail to: Southwest Women's Law Center, 1410 Coal Ave SW, Albuquerque, NM 87104 by August 11, 2017. The Southwest Women's Law Center is an equal opportunities employer.

1410 Coal Avenue SW  
Albuquerque, New Mexico 87104  
505.244.0502 | Fax 505.244.0506  
[www.swwomenslaw.org](http://www.swwomenslaw.org)