



Senior Staff Attorney

The American Civil Liberties Union (“ACLU”) of Hawai‘i works to advance equity and dismantle systemic injustice through legal action, political advocacy, and community mobilization to protect the civil rights, liberties, and dignity of all. We are excited to announce the search for an experienced, mission-driven, and self-motivated Senior Staff Attorney who will help advance the civil rights and liberties of the people of Hawai‘i.

Position Overview

Reporting to the Legal Director, the Senior Staff Attorney will play a critical role in implementing the ACLU of Hawai‘i 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, including in the areas of criminal legal reform, police accountability, voting rights, free speech, privacy, immigrants’ rights, reproductive freedom, LGBTQ+ rights, and more. The Senior 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. Finally, the Senior Staff Attorney will help supervise other legal staff, including paralegals, fellows, interns, and volunteers.

Location: Honolulu, Hawai‘i
Deadline to Apply: September 30, 2024; applications accepted until role is filled
Supervision: Reports to the Legal Director
Classification: Full-time, Exempt

Essential Job Functions

- **Litigation**
 - Help the Legal Director manage the overall litigation docket and execute all phases of litigation.
 - Identify and coordinate the review and selection of potential litigation opportunities, including monitoring current civil rights issues, reviewing and responding to intake requests, interviewing prospective clients, researching potential legal claims, drafting and sending demand letters, and conducting general legal research and legal analyses.
 - Develop cases before the start of litigation, including conducting pre-litigation legal research and legal analysis, conducting factual investigations and witness interviews, preparing litigation strategy memoranda, and preparing pleadings.
 - Engage in litigation in federal and state courts, including negotiating settlements,

- conducting discovery, engaging in motion practice, presenting oral arguments, and handling trials.
- Conduct post-trial and post-litigation practice, including supervising and enforcing settlements, handling appeals, and engaging in fee motions practice.
 - Supervise paralegals, legal fellows, interns, and volunteers, and manage personnel issues as they arise.
 - Draft and/or coordinate amicus briefs in cases of constitutional significance, both in federal and state courts.
 - Maintain ACLU legal and litigation files, an intake database, and other legal program administrative files.

Other Job Functions

- Leadership

- Help the Legal Director shape a legal docket that advances the ACLU's campaign goals and responds to emerging civil rights and civil liberties threats.
- Assist the Legal Director in the management of all aspects of the ACLU's legal program, including by contributing to legal program vision, strategic planning, policies, and procedures.
- Collaborate with ACLU of Hawai'i colleagues to implement integrated advocacy campaigns using legal, communications, public education, legislative, and field organizing resources, and serve as a resource on legal matters to colleagues.
- Contribute to maintaining an equity-minded and inclusive organizational climate and culture that is sensitive to Hawaii's sense of place.
- Think creatively, ambitiously, and openly about how our legal program and organization can better integrate equity, diversity, inclusion, and belonging into our day-to-day operations, and our goals, plans, and work.

- Legal Advocacy

- Prepare and present testimony before legislative bodies and administrative agencies.
- Assist with engaging and mobilizing community members around campaign issues.
- Make press appearances for the ACLU of Hawai'i, articulating the ACLU's views to the public on a range of issues.
- Assist in developing communication materials, including press releases, op-eds, articles, blog posts, and social media assets.
- Engage in public education, including know your rights events, talk stories, membership meetings, and more.
- Assist with fundraising, grant proposals, and other tasks needed to promote the organization and its mission.
- Develop equitable and reciprocal relationships with partner organizations, other lawyers and law firms, and community coalitions and members.

Required Qualifications

- The following are required qualifications:
 - *Juris doctorate* from an accredited law school.
 - Admission to the Hawai'i bar, or admission to the Hawai'i bar within 1 year of employment.¹
 - At least 5 years of litigation experience.
 - Record of moving legal cases forward.
 - Excellent legal research, writing, analytical, and oral communication skills.
 - Excellent project management, organizational, and follow-through skills.
 - Excellent problem-solving and decision-making skills, especially in the face of uncertainty and on short notice.
 - Ability to travel and flexibility to work as needed to accomplish organizational goals, which may include evening and weekend work.
 - Commitment to equity, diversity, inclusion, and belonging (EDIB), both in the workplace and in collaboration with community partners and constituents.

Additional Qualifications²

- While no one candidate will have all the qualities listed below, additional qualifications and attributes we are looking for include:
 - Commitment to ACLU of Hawai'i values, mission, and vision.
 - Experience litigating complex constitutional and civil rights matters.
 - Broad substantive knowledge of constitutional law and civil rights.
 - Ability to lead, manage, and supervise members of a team.
 - Experience working in a fast-paced environment with the ability to simultaneously work on and manage multiple projects, deadlines, and priorities.
 - Experience working and communicating with marginalized or vulnerable communities.
 - Ability to build, nurture, and sustain a calm and positive working environment, especially in high-stress situations.
 - Experience with legislative, policy, and lobbying work.
 - Experience handling communications, media, and press requests.
 - Familiarity with the criminal legal system.
 - Familiarity with Hawai'i.

¹ Hawai'i does not have reciprocity with other jurisdictions. Bar admissions are handled by the Hawai'i State Judiciary. On the Hawai'i State Judiciary's website, you may find [bar application information](#) and the [Rules of the Supreme Court](#), which govern admission to the bar.

² If you are excited about the position but are unsure that you are qualified, please still apply.

Working Conditions

- This position is full-time, salaried, and exempt under the Fair Labor Standards Act.
- The ACLU of Hawai'i offices are generally open between the hours of 9 a.m. and 5 p.m. The physical demands and work environment described below represent those required and encountered by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - o Inputting information into a computer for long periods of time.
 - o Work some evenings, weekends, and holidays.
 - o Periodically work long and extended hours.
 - o Frequent travel across the state of Hawai'i as needed.
- This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. **Please note that staff are required to work three days in the office, with the allowance of two days per week of remote work.**

Salary & Benefits

- **Salary**
 - o Starting salary range is \$90,000 to \$105,000 annually, commensurate with experience.
- **Time-Off**
 - o Staff get 18 vacation days their first year; 24 days off their second and third year; and 30 days after four years. After four years of service, you qualify for an additional 20 days off. We offer 14 days off for holidays. An additional 5 floating holidays per calendar year are available for your use at your discretion.
- **Insurance**
 - o 100% paid employer-provided health insurance; life insurance and long-term disability; and defined contribution plan with employer match.
- **Family & Medical Leave**
 - o 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**
 - o Budget permitting, staff will receive one paid opportunity to travel outside of Hawai'i for approved professional development convenings, once per fiscal year.

How to Apply

- To apply, please submit following application materials—in a single combined PDF—to jobs@acluhawaii.org by **September 30, 2024**³ with the subject line “**Senior Staff Attorney 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 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) **References.** Of the three references, please include at least 2 supervisors. For each, include name, job title, direct phone number, email address. Please also include a sentence about each reference that describes your relationship and identifies what information the person can provide on your candidacy.
- Applicants who proceed beyond the first-round interview will be required to complete a research/writing exercise.

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/affirmative action employer. We value a diverse workforce and an inclusive culture. It is our policy to employ qualified people without regard to: 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.

³ We will accept applications until **September 30, 2024**, 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.