



Hawai'i

Immigrants' Rights Attorney

The American Civil Liberties Union of Hawai'i ("ACLU-HI") works to dismantle systemic injustice and protect the civil liberties for all through legal, political, and educational efforts. ACLU-HI is seeking a self-motivated, talented attorney with experience in immigration-related advocacy to serve as our **Immigrants' Rights Attorney**. This position is funded for 2 years, with a possibility for future extension.

The Immigrants' Rights Attorney will play a key role in our fight to safeguard the constitutional rights afforded to immigrants living in Hawai'i. The ideal candidate will have had experience litigating immigrant rights matters and have an appetite for advancing immigrants' rights in Hawai'i through strategic litigation and legislative action. While the Immigrants' Rights Attorney's focus will be on Immigrants' rights, they will also work on other civil rights and civil liberties priorities as needed.

Position Overview

Title:	Immigrants' Rights Attorney
Term:	2 years (extension possible; subject to funding)
Location:	Honolulu, Hawai'i
Deadline to Apply:	May 5, 2025; applications accepted until the role is filled
Start Date:	Summer/Fall 2025 (exact date negotiable)
Supervision:	Reports to the Legal Director
Classification:	Full-time, Exempt
Salary:	\$75,000 USD/year

Essential Job Functions

- Litigation

- Investigate and develop impact cases that advance and protects immigrants' rights
- Litigate all aspects of immigrants' rights cases, including working with clients; drafting pleadings, briefs and memoranda; engaging in discovery and motion practice; handling hearings and arguments in trial and appellate courts; and engaging in appellate advocacy
- Travel as required for litigation, conferences, and other advocacy opportunities
- Collaborate with and manage co-counsel and volunteer attorneys
- Engage in special projects and other duties as assigned by the Legal Director

- Policy Advocacy

- Help draft bills for the 2026 and 2027 legislative sessions that advance immigrants' rights
- Submit testimony and public commentary on proposed legislation in Hawai'i
- Serve as a subject matter expert and advocate, and provide technical and other support for Policy Director, including analyzing bills and drafting proposed statutory text
- Participate in coalition meetings with partner immigrant rights organizations in Hawai'i
- Coordinate with ACLU National to advance nationwide immigration campaigns
- Work with local, state, and federal policymakers to promote immigrant-friendly policies
- Lead strategic campaigns to challenge anti-immigrant policies & enforcement practices

- Public Education

- Develop and present “know-your-rights” workshops for immigrant communities in Hawai‘i
- Articulate ACLU-HI views to a variety of audiences, through public speaking and media
- Work with ACLU National to advance national public education agendas
- Create educational materials, fact sheets, and reports on immigration-related legal issues
- Provide legal expertise to coalitions, community groups, and advocacy organizations

Other Job Functions

- Mobilize supporters to engage, take action, and become an ACLU-HI volunteer member
- Think creatively, strategically, and openly about how our organization can better integrate equity, diversity, inclusion, and belonging into our day-to-day operations
- Assist in the development, mentoring, and supervision of more junior staff, fellows, and interns and in the recruitment and hiring process
- Promote a welcoming, inclusive, and respectful work environment for all staff members

Required Qualifications

- Juris Doctorate (JD), and admission to Hawai‘i bar, or admission to the Hawai‘i bar within 1 year of employment¹
- Knowledge of immigration law, constitutional law, and civil rights issues
- Experience working with immigrant communities affected by enforcement actions
- Record of moving legal cases forward
- Excellent legal research and writing skills; excellent oral advocacy and courtroom skills
- Excellent written and spoken communication skills, including strong proofreading skills
- Self-motivated and independent work ethic, with the ability to collaborate with and contribute effectively to a team environment while producing high-quality, error-free work
- Adaptability and willingness to learn, embracing critical feedback from management
- Excellent interpersonal and collaboration skills; experience working with diverse teams
- Excellent project management, organizational, and multi-tasking skills
- 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

Preferred Qualifications

- At least 3 years of experience with immigration law or immigrants’ rights litigation
- Proficiency in common languages spoken by immigrants in Hawai‘i (*e.g.*, Spanish, Tagalog, Ilocano, Chuukese, Marshallese, Samoan, Chinese, Japanese, Korean, Vietnamese)
- Working knowledge of Hawai‘i’s political, social, and cultural landscapes
- Familiarity with the ACLU’s work and impact, both statewide and nationally
- Demonstrated commitment to civil rights, civil liberties, and the ACLU-HI mission

¹ Hawai‘i does not have reciprocity with other jurisdictions. Bar admissions are handled by the Hawai‘i State Judiciary. The Judiciary’s website includes [bar application information](#) and the [Rules of the Supreme Court](#), which govern bar admissions. Candidates admitted in other jurisdictions should be prepared to seek admission under Rule 1.16.

Working Conditions

- Exempt employees should generally be available Monday-Friday, 8:30 a.m. to 5:30 p.m., with a minimum of three days a week in-office and the option to work two days per week remotely.
- The following physical demands and work environment conditions represent those required and encountered by an employee to perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions:
 - o Input information into a computer for long periods of time
 - o Periodically work extended hours, including on evenings, weekends, and holidays
 - o Travel across the state of Hawai'i as needed

Benefits

- **Time-Off:**
 - o 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**
 - o 100% paid employer-provided health insurance (medical, dental, drug and vision); long-term disability; and a 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 an approved professional development convening, once per fiscal year.

How to Apply

- Email these materials—in a combined PDF—to jobs@acluhawaii.org by **May 5, 2025**. Include “Immigrants’ Rights Attorney Application” in the subject line:
 1. Cover Letter (maximum: 2 pages)
 - a. How did you learn about this position?
 - b. What is your earliest available start date?
 - c. How do your experience and skills qualify you for this position?
 - d. Why are you interested in working at the ACLU of Hawai'i?
 2. Resume or CV (maximum: 2 pages)
 3. Two Writing Samples (maximum: 10 pages each; one should be a legal brief)
 4. Three References (two must be former supervisors)
 - a. For each, include: name, job title, direct phone number, and email address
- Applicants who advance will be required to complete a research/writing exercise.

ACLU-HI undertakes inclusive strategies in its recruitment efforts to assure persons with disabilities have full opportunities for employment. 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.