



**TZEDEK DC**

Legal Help for People in Debt

A Center at the University of the District of Columbia David A. Clarke School of Law  
4340 Connecticut Ave, NW, Suite 319 | Washington, DC 20008 | [www.tzedekdc.org](http://www.tzedekdc.org)

## **POSITION ANNOUNCEMENT**

**FELLOWSHIP: Equal Justice Works Crime Victims Justice Corps**

**ORGANIZATION: Tzedek DC**

### **ABOUT THE EQUAL JUSTICE WORKS CRIME VICTIMS JUSTICE CORPS**

The Equal Justice Works Crime Victims Justice Corps is a legal fellowship program designed to increase capacity and access to civil legal help for crime victims. A cohort of approximately sixty fellows are placed at nonprofit organizations across the country to provide direct representation to victims of crimes, including human trafficking, fraud/identity theft, campus sexual assault, and hate crime, and immigrant victims of crime with meritorious claims for immigration relief, and outreach and education to community partners. All fellows will incorporate crime victims' rights enforcement into their practice and will receive training from the National Crime Victim Law Institute and other training and technical assistance providers. This program is supported by an award from the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime, Award Number 2017-MU-MU-K131, and private funding.

### **ABOUT TZEDEK DC**

Tzedek DC is public interest center headquartered at the University of the District of Columbia David A. Clarke School of Law. Tzedek DC's mission is to safeguard the legal rights of low-income DC residents dealing with often unjust, abusive, and illegal debt collection practices, as well as other consumer protection problems like credit reporting issues, identity theft, and predatory lending. Tzedek DC provides direct legal services for DC residents with debt issues, advocates for fairer policies nationally and in the District of Columbia, and conducts community-based financial literacy programs.

### **ABOUT THE FELLOWSHIP POSITION**

Tzedek DC is currently seeking an Equal Justice Works Crime Victims Justice Corps fellow for a two year fellowship period from June 2018 to June 2020.

## **TASKS AND DUTIES:**

- Help shape Tzedek DC's crime victim support program. Provide trauma-informed direct legal services, including performing intakes and handling a caseload, for victims of financial crimes to address the range of civil legal issues that arise from the victimization.
- Provide crime victims' rights enforcement.
- Conduct outreach and education activities, provide referrals, and leverage pro bono resources.
- Contribute to programmatic reporting required under the federal award.
- Collaborate with other Equal Justice Works Crime Victims Justice Corps Fellows including coordination with the Network for Victim Recovery of DC.
- Actively participate in mandatory in-person training programs including two-day Crime Victims Justice Corps Victim Law Boot Camp training on June 28-29, 2018 in Washington, DC; learning event at the end of the Fellowship; annual three-day Equal Justice Works Leadership Development Training in October/November 2018 and 2019 in Washington, DC; and training calls with the National Crime Victim Law Institute
- This position will require travel around Washington DC.

## **PREFERRED QUALIFICATIONS**

The ideal candidate will possess the following qualifications:

- 0-3 years' experience in direct legal services for low-income clients, and those with legal experience in crime victims' rights enforcement and victim service are strongly encouraged to apply. Particular experience working with survivors of trauma is preferred as financial abuse often accompanies intimate partner violence.
- A demonstrated commitment to public interest work, particularly for civil legal services, including but not limited to, consumer matters, debt matters, or issues relating to victims of crime, and desire to assist crime victims
- A commitment to serving low-income clients
- Strong academic performance, including excellent research and writing skills
- Strong communication (written and oral), interpersonal, and organizational skills
- An ability to provide victim-centered, trauma-informed, and culturally competent legal assistance to crime victims/survivors
- An ability to work collaboratively in a variety of contexts and with multiple organizations to facilitate comprehensive services to crime victims/survivors, but also an ability to work independently
- Ability to begin the fellowship on or around June 1, 2018 and serve for 2 years
- Law school clinic, externship, summer or other relevant practice experience a plus
- A combination of organizational, substantive and relationship-building skills, flexibility, and a sense of humor to thrive in a fluid environment.
- Spanish and/or Amharic skills preferred.
- Admission to or eligibility to join the DC bar.

## **SALARY AND OTHER SUPPORT**

The Fellow will receive an annual salary in the \$50,000-\$52,000 range plus healthcare benefits.

## **APPLICATION INSTRUCTIONS**

The application should include

1. Cover letter
2. Resume
3. Name and contact information for two references
4. A relevant and substantive writing sample of original work product of no more than 5 pages in length.

**Applications will be reviewed on a rolling basis and applicants are encouraged to apply as soon as possible.**

**Application materials and any questions should be directed by email only to:**

Elana Handelman, Intake Specialist & Avodah Service Corps Fellow, Tzedek DC, [eh@tzedekdc.org](mailto:eh@tzedekdc.org)

## **TZEDEK DC IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Tzedek DC that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.