



## SAMPLE POSITION DESCRIPTION

### Appendix (9)

**Employer:** *[Host Organization]*

**Fellowship:** Equal Justice Works Crime Victims Advocacy Program

*[Host Organization]* seeks diverse and dynamic applicants for a 24-month, full-time attorney position at [host organization] as an Equal Justice Works Fellow in the Crime Victims Advocacy Program<sup>1</sup>.

*[Descriptive paragraph about the host organization]*

*[Host Organization]* has been competitively selected by Equal Justice Works as an implementing partner of Equal Justice Works' Crime Victims Advocacy Program (CVAP). Despite the significant expansion of victim assistance services and resources in recent years, access to high-quality civil legal services and victims' rights enforcement remains limited, especially for Black, Indigenous and other People of Color (BIPOC) and other underserved individuals. The Crime Victims Advocacy Program will increase legal assistance to crime victims in BIPOC communities by mobilizing and training a network of committed attorney and law student Fellows.

The Crime Victims Advocacy Program will:

- support a national cohort of 21 attorney Fellows and 21 summer law student Fellows working at selected host organizations across the country,
- expand the capacity of participating host organizations to provide legal assistance to victims of crime in underserved, BIPOC communities, including civil legal assistance and legal assistance on victims' rights enforcement.

An [Equal Justice Works fellowship](#) is an opportunity to transform your passion for equal justice into a career. As a Fellow, you will be part of a prestigious cohort of CVAP attorneys hosted by legal services organizations across the United States.

As a Fellow, you will develop experience and skills to be a leader in social justice

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*The Crime Victims Advocacy Program (CVAP) is funded by the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC), Award Number 15POVC-22-GK-01116-NONF and authorized under 34 U.S.C. §20103(c)(1)(A) and (c)(3)(E).*

while contributing to a broader community of practice. .

### **Fellowship responsibilities include:**

- Primarily providing civil legal assistance and legal assistance with rights enforcement for victims in underserved, BIPOC communities. Fellows will provide direct legal services, and when appropriate, conduct outreach, education, and partnership-building activities.
- Protecting and enforcing victims' rights on behalf of clients
- Building key stakeholder relationships in furtherance of the fellowship objectives
- Engaging in peer-to-peer learning as part of the Equal Justice Works Crime Victims Advocacy Program Fellow cohort
- Actively contributing to and participating in Crime Victims Advocacy Program cohort activities (resource exchanges; mandatory webinars and conference calls; and in-person trainings including Equal Justice Works Leadership Development Training in Washington DC in Oct/Nov 2023 and 2024.
- Demonstrating leadership as an Equal Justice Works fellow
- Contributing to required programmatic reporting
- *[Include additional duties as appropriate for Host Organization context]*

### **Qualifications**

Candidates will possess the following qualifications:

- Licensed to practice law in *[the applicable US jurisdiction]* with *[preferred experience level from the host organization]*
- Previous legal services experience, including civil legal aid, law school clinics, and internships
- Proven leadership skills with a strong work ethic
- Demonstrate commitment to social justice, with a desire to increase access to justice for older victims of crime and achieve results
- Outstanding verbal and written communication. Experience with delivering training and presentations a plus.
- Alignment with Equal Justice Works and *[host organization]* mission, vision, and values
- Exceptional interpersonal and organizational skills
- An ability to work collaboratively in a multidisciplinary setting to facilitate a coordinated community response and provide holistic services to clients
- *[Additional qualifications e.g. language skills, practice areas, etc.]*

Please note Fellows must commit to fulfilling the twenty-four-month fellowship and will sign a Fellowship Agreement with Equal Justice Works.

## **Salary and Other Benefits**

The Equal Justice Works Crime Victims Advocacy Program attorney will receive an annual salary and *[health insurance and other benefits]* through *[Host Organization]*. Interested applicants should contact *[insert host organization contact]* with any follow-up questions.

**Application Instructions:** *(To be completed by host organization)*

*[EEO statement - sample: [Host Organization] is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.]*

**Application Deadline:** *[Insert Date]*, but candidates are encouraged to apply as soon as possible.

SAMPLE