

## **JOB ANNOUNCEMENT**

### **STAFF ATTORNEY OR LITIGATION AND POLICY ANALYST**

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The Mississippi Center for Justice (“MCJ”) seeks either an attorney with litigation and/or public policy experience, or a non-attorney with significant public policy experience, to work with the George Riley Impact Litigation Campaign in promoting its litigation and public policy advocacy.

MCJ is a nonprofit, public interest law firm committed to advancing racial and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

#### **Position Summary**

MCJ’s Impact Litigation Campaign pursues litigation, public policy advocacy, and targeted programs to address racial and economic injustice in a variety of areas. Since its founding in 2017, the Impact Litigation Campaign has initiated a range of cases and initiatives to enforce civil and constitutional rights, protect voting and electoral rights, uphold workers’ rights, and advance criminal justice reform.

The Impact Litigation Campaign is currently comprised of two lawyers. This additional position could be filled by a lawyer (Staff Attorney) or a non-lawyer (Litigation and Policy Analyst) with significant experience and aptitude in investigation, communications, and policy analysis. This position reports to the Director of Impact Litigation.

#### **Job Responsibilities**

This is a full-time, in-person position, based in Jackson, Mississippi. The employee must be able to work outside of normal work hours and off-site when needed. Automobile travel (in a personal vehicle with a current driver’s license) is required but will be reimbursed at a standard mileage rate.

Depending on which of the two position variations the candidate applies for, the specific job responsibilities for the role will differ. They may include the following:

- **Litigation Preparation & Monitoring**
  - Case investigation, general litigation support, and monitoring
  - If the candidate is an attorney, they will also be responsible for drafting briefs and filing cases
- **Policy and Legal Research, Writing, Analysis, and Advocacy**
  - General support for policy and programmatic initiatives
  - Cultivate and maintain relationships with partners for coalition building
  - Provide research, writing, analysis, and advocacy re: legislation, litigation, and policy priorities

- Monitor the status and progress of Impact Litigation Campaign initiatives and priorities
- Track and analyze legislation throughout the lawmaking process
- **Data Analysis and Management**
  - Develop and maintain databases
  - Gather and analyze quantitative and/or qualitative evidence and data to support impact litigation cases and policy initiative

## Qualifications

While the following experience is relevant, MCJ is open to applicants whose education and experience qualify them for this position even if they do not possess each of these individual qualifications:

- **All Candidates**
  - Commitment to social and racial justice
  - Experience working with clients and supporting community-based projects
  - Demonstrated excellence in research, writing, and analytical skills, preferably in assessing the meaning and impact of legal, legislative, and policy documents
  - Demonstrated ability to independently locate, gather, and analyze data or information
  - Experience using Microsoft Office Suite applications
  - Excellent communication skills
- **Attorney Candidates (Staff Attorney)**
  - Minimum education required is a Juris Doctorate from an ABA-approved law school
  - Licensed to practice law in Mississippi
  - At least two years of litigation or clerking experience
- **Non-Attorney Candidates (Litigation and Policy Analyst)**
  - Bachelor's degree required, master's preferred
  - A minimum of five years' experience independently gathering and analyzing data using investigation skills needed to build systemic cases (completion of law school would count towards three of these years).
  - Examples of independently-generated research, investigation, and analyses on legal or policy issues published by news outlets or academic institutions

## Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

**To Apply:** Please send a letter of interest that outlines relevant experience, a writing sample, links to any publications, and a resume with three (3) professional references, including two (2) from former employers, to:

Paloma Wu, Deputy Director of Impact Litigation

[pwu@mscenterforjustice.org](mailto:pwu@mscenterforjustice.org)

No telephone inquiries please.

**This position will remain open until filled.**

***The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.***