



## Staff Attorney Position

**The Center for Justice & Accountability** is an international human rights organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through innovative litigation, policy, and transitional justice strategies in pursuit of truth, justice and redress for victims and survivors. CJA's vision is a world in which justice thrives – where every nation has the capacity and willingness to prosecute human rights criminals and achieve justice for those most marginalized in society. We believe that the world's worst human rights criminals should be brought to justice wherever they are found, as we help build the rule of law in the nations where the original crimes occurred.

### **Position Overview**

This position contributes to CJA's overall mission by supporting investigation and litigation activities related to cases undertaken by CJA. This requires substantial knowledge and experience in U.S. human rights litigation or international criminal litigation, legal strategy, transitional justice, partnership development, as well as an understanding of the psycho-social needs of trauma survivors, and excellent project and people management skills. This is a full-time, salaried position with benefits.

This position can be based in CJA's newly-created satellite office in Washington D.C., or at the home office in San Francisco, CA.

### **Reporting Relationships**

The Staff Attorney reports to the Legal Director, and works closely with the litigation, transitional justice, development, communications and administrative staff.

### **Primary Responsibilities**

The Staff Attorney works collaboratively and strategically to help investigate and litigate high-impact cases on behalf of survivors of torture and other serious human rights abuses. The Staff Attorney also contributes to program design for fundraising and in non-litigation advocacy involving advocacy, community outreach, coalition building, writing and publishing reports, planning and participating in public meetings, and media interviews.

### **Program and Partnership Development**

- Help identify, analyze and develop opportunities aligned with CJA's strategic priorities;
- Assist in developing partnerships with pro bono counsel and other legal partners; and
- Working with the Legal Director and CJA's litigation team, build and nurture relationships with victims and survivors, clients and witnesses, civil society, experts, academia, psycho-social health organizations and others.

### **Investigation and Litigation**

- Help develop and investigate potential new and existing cases, including factual and legal research in the U.S. and abroad;

- Analyze relevant political and legal issues in the home country to assess the viability and likely impact of the potential case;
- Collaboratively contribute to all aspects of litigation for assigned cases, including legal research, litigation strategy, drafting legal documents, calendaring, representing clients in trial and appellate courts, working with expert witnesses, and organizing amicus strategies;
- Ensure clients are informed on case development and act as a liaison between clients and CJA;
- Ensure that clients' legal needs are met and that their interests are safeguarded, and provide referrals for non-legal needs;
- Maintain case files, contacts and reports; and
- Keep current with developments in the fields of ATS and TVPA law, international criminal and humanitarian law, and related legal issues.

### **Education, Outreach and Public Engagement**

- Help create, review and update programmatic and case content on CJA's website and other outreach materials and publications;
- Help identify fundraising opportunities and engage in donor cultivation activities;
- Develop written program outlines and plans to support grant proposal writing;
- Participate in crafting, reviewing, and editing programmatic reports to donors;
- Engage in public speaking and media interviews; and
- Provide oral and written programmatic reports to CJA's Board or other constituencies.

### **Fiscal Oversight**

- Working with the Legal Director and other members of CJA's litigation team, help develop litigation and other program budgets; and
- Ensure the appropriate use of funds and proper documentation of expenses.

### **Other Substantive Work**

- Provide input on policy and other strategic initiatives; and
- Other duties as needed and requested by CJA to advance its mission.

### **Required Experience and Skills**

- J.D. or equivalent;
- Membership in good standing with at least one state or international bar;
- Exceptional research, writing and analytical skills;
- Knowledge of U.S. law, international human rights and international criminal litigation;
- Demonstrated litigation experience;
- Experience working directly with clients and/or non-governmental organizations;
- English language oral and written fluency required; fluency in a second language, particularly Spanish and/or Arabic, an asset;
- Strong interpersonal and communication skills;
- Ability and willingness to travel in the United States and internationally;

- Demonstrated commitment to human rights;
- Demonstrated skills in working independently, jointly, and under pressure; and
- Ability to work independently based on self-initiative and strategic thinking.

### **Compensation and Benefits**

CJA offers a competitive nonprofit salary and generous benefits. CJA is an **equal opportunity employer** that actively recruits people of color, women, persons with disabilities, and persons with diverse gender and sexual identities.

### **Application and Selection Process**

To apply, please submit the following as one combined PDF to [jobs@cja.org](mailto:jobs@cja.org):

- Cover letter
- Curriculum vitae
- An unedited legal writing sample (maximum 25 pages)
- Contact information for three professional references

Include the words “STAFF ATTORNEY SEARCH” in your subject line. You may also include, if available, one sample of your writing for a public audience (maximum 2 pages).

Applications will be reviewed beginning July 23, 2018. Applications will be accepted until the position is filled. As we are reviewing applications on a rolling basis, it is to a candidate’s advantage to apply sooner rather than later. We thank all applicants for their interest, but we will only contact candidates who are selected for an interview.