



## **Staff Attorney Job Description**

**The Center for Justice and Accountability** is a United States-based nonprofit international human rights organization. We work globally with communities impacted by genocide, crimes against humanity, and other atrocities to seek truth, justice, and redress through innovative litigation and transitional justice strategies.

### **Position Overview**

This position contributes to CJA's overall mission by supporting investigation and litigation activities related to cases undertaken by CJA, and contributing to transitional justice projects developed in close collaboration with local partners. This position requires substantial knowledge and experience in U.S. human rights litigation or international criminal litigation, legal strategy, case development, transitional justice, capacity building, partnership development and coalition building, 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 is targeted for attorneys with three to nine years of relevant experience.

### **Location**

Anywhere in the United States. CJA's operations are fully remote. The position requires international travel for work. There are also periodic all-hands meetings, including when CJA brings staff together for a week-long in-person retreat.

### **Reporting Relationships**

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

### **Primary Responsibilities**

The Staff Attorney works collaboratively and strategically with civil society actors around the world to investigate and litigate high-impact cases on behalf of survivors of war crimes, crimes against humanity, torture, and other atrocity crimes. In addition, the Staff Attorney contributes to transitional justice projects requiring deep collaboration with local partners, including mentorship around effective documentation and investigations for legal accountability and collaborative case-building. The Staff Attorney engages in advocacy, community outreach, public engagement, coalition building, writing and publishing reports, planning and participating in public meetings, and fundraising.

### **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;
- Help identify, cultivate, and maintain partnerships with civil society, community-based organizations, and community partners in communities impacted by atrocity crimes;
- Working with the Executive Director and senior staff attorneys, build and nurture relationships with victims and survivors, clients and witnesses, experts, academia, psycho-social health organizations and others;
- Work in close collaboration across geographically-dispersed teams and coalitions.

### **Investigation and Litigation**

- Help develop and investigate potential new and existing cases working in deep collaboration with impacted communities, 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 potential cases;
- 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 relevant U.S. law, universal jurisdiction, international criminal and humanitarian law, and related legal issues.

### **Transitional Justice**

- Work in close collaboration with impacted communities to mentor local human rights documenters, lawyers, and investigators around effective documentation for legal accountability;
- Support civil society and community-based organizations in impacted communities in developing strategic avenues toward justice for atrocity crimes; and
- Work in collaboration with other program staff and project partners to develop program content for capacity building programs.

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

- Develop public engagement campaigns around CJA's litigation and investigation work to strengthen impact;
- Work with civil society and community-based partners to develop collaborative advocacy campaigns;
- 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 Executive Director and senior staff attorneys, help develop litigation and other program budgets; and
- Ensure the appropriate use of funds and proper documentation of expenses.

### **Other Duties**

- 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**

- Juris Doctorate or equivalent and minimum of three (3) years of relevant experience;
- Membership in good standing with at least one State Bar in the United States;
- Solid legal research, writing, and analytical skills;
- Demonstrated commitment to human rights;
- Knowledge of U.S. and international human rights and international criminal law;

- Experience working directly with clients and non-governmental organizations;
- English language oral and written fluency required; fluency in a second language strongly preferred;
- Strong interpersonal and communication skills;
- Ability and willingness to travel extensively in the United States and internationally;
- Thrives as part of a team with diverse experience, expertise, and skills; and
- Ability to work independently based on self-initiative and strategic thinking.

### **Salary and Benefits**

Salary is commensurate with experience (range \$70,000 to \$90,000). We offer a generous benefits package including payment of 100% of health insurance premiums for employees. CJA also offers benefits including life insurance, long-term disability protection, a group 403(b) retirement plan (with an employer contribution), Flexible Spending Account, and support for professional development.

### **How to Apply**

Please submit a cover letter, resume, writing sample, and three professional references by email to [jobs@cja.org](mailto:jobs@cja.org) no later than 5pm Pacific Time on **March 31, 2023**. Please reference “Attn: Staff Attorney Search” in the subject line of the email. Applications will be accepted until the position is filled. We thank all applicants for their interest, but only short-listed candidates will be contacted.

CJA is an equal opportunity employer committed to a diverse and inclusive work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are strongly encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, CJA will consider for employment qualified applicants with arrest and conviction records.

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