

## Special Projects Attorney Job Announcement

939 Market Street, Suite 201 , San Francisco, CA 94103

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[www.asianlawcaucus.org](http://www.asianlawcaucus.org)

### JOB ANNOUNCEMENT

### SPECIAL PROJECTS ATTORNEY

**The Asian Law Caucus (ALC)**, one of the nation's oldest API civil rights and legal services organizations, seeks a special projects attorney for the duration of 6 months. The special projects attorney will provide critical legal services in the areas of wage and hour violations, unemployment insurance appeals, paid family leave, employment discrimination, language rights, and other issues affecting low-wage workers. Legal services provision will serve as the basis for identifying broad patterns of abuse, which may require broader legal and policy advocacy. The special projects attorney will also participate in community education workshops and panels.

#### General Tasks

- Supervise and provide legal services in employment rights, and other areas as needed
- Assist in legislative and administrative advocacy on employment rights issues
- Conduct community education workshops on employment rights
- Assist in conducting ALC's bi-monthly employment clinics
- Supervise law clerks and other personnel
- Perform other work as needed.
- Report to assigned Staff Attorney

#### Qualifications

- B.A./B.S. and J.D. degrees with membership in good standing with the California State Bar
- 1-2 years of related legal practice experience (strongly preferred)
- Excellent research, analytical, written, and oral communication skills
- Excellent client communication and interaction skills
- Demonstrated leadership and ability to work independently and in collaboration with other attorneys, community advocates and community-based organizations
- Commitment to social justice and service to low-income communities of color
- Fluency in Asian language (preferred)

#### Salary and Benefits:

This is 6 month, *full-time*, exempt position. Salary DOE, plus medical, dental, vision and retirement benefits; without benefits, contract can be negotiable.

**Application Process:**

Qualified, interested candidates should submit a cover letter, writing sample and resume to:

Special Projects Attorney Search  
Asian Law Caucus  
939 Market Street, Suite 201  
San Francisco, CA 94103  
OR

jobs@asianlawcaucus.org

**Date Due:ASAP or until filled** Date Posted: May 4, 2006

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***The Asian Law Caucus was founded in 1972, with a mission to promote, advance and represent the legal and civil rights of Asian American and Pacific Islander communities. ALC is committed to the pursuit of social, economic and racial equality and justice for all sectors of society, with a specific focus on the needs of low-income, immigrant and underserved communities. ALC strives to create an informed and educated community empowered to assert its rights and to participate actively in American society. As such, ALC integrates its legal services, educational programs, and community organizing initiatives with advocacy at the national, state and local levels. ALC is an equal employment opportunity employer and committed to diversity in the work place.***