



Equal Rights Advocates

Since 1974, Fighting for Women's Equality

Title:	Staff Attorney
Reports to:	Senior Staff Attorney
Supervises:	law clerks, law fellows
Classification:	Full-time, exempt, Staff Attorney
Salary:	\$50,000-\$65,000, depending on experience

Position Summary: ERA's mission is to protect and secure equal rights and economic opportunities for women and girls through litigation and advocacy. This staff attorney will be one of the attorneys responsible for developing and handling all aspects of civil litigation consistent with the mission of ERA. The staff attorney in this position will be responsible for the supervision and development of law clerks staffing the Advice and Counseling Line and the case management (in conjunction with the Ruth Chance Law Fellow) of cases arising from advice and counseling calls. This attorney may serve as a resource on substantive employment discrimination law and other areas of gender discrimination law to ERA law clerks and fellows.

Essential Functions

- Supervise and train law fellows and law clerks staffing ERA's Advice and Counseling Line.
- Serve as lead and co-counsel in all phases of state and federal court litigation from initial case development through trial and appeal, with opportunities to initiate and manage litigation.
- Conduct outreach to develop potential litigation consistent with ERA's mission, particularly in target communities and industries (e.g., low-income communities of color, immigrant communities, traditionally male-dominated industries, and non-union industries).
- Devise investigation plans and investigate potential legal claims; prepare memoranda recommending potential litigation, including anticipated budget and legal theories, for approval by ERA Litigation Committee.
- Participate as necessary in meetings with ERA Board of Directors and subcommittees.
- Conduct legal research and draft pleadings, briefs and administrative complaints.
- In consultation with co-counsel inside and outside of ERA, devise and execute strategic plans in complex litigation.
- Develop and present community education programs on gender discrimination issues; respond to media inquiries.
- Draft or assist in drafting policy advocacy documents such as public comments and letters.
- Research and/or draft amicus briefs .
- Assist ERA's development department in preparing fundraising proposals and reports related to the attorney's substantive work areas.

Minimum Qualifications

- Juris Doctor degree.
- Admitted to practice in California state and federal courts.
- **Minimum** 4-8 years litigation experience.
- Demonstrated experience in developing litigation.
- Demonstrated experience in drafting complaints.
- Demonstrated experience in responding to discovery and independently taking and defending depositions.

- Demonstrated ability to prepare for trial and appeals.
- Demonstrated ability to prepare and respond to motions for summary judgment.
- Demonstrated experience in mediation and settlement discussions.
- Litigation experience in state and federal employment discrimination; demonstrated knowledge of federal and state employment and anti-discrimination laws.
- Class action litigation experience highly desirable.
- Demonstrated ability to work with a diverse group of co-workers, law clerks, volunteers, clients, and communities targeted by ERA's outreach and litigation development efforts.
- Community outreach and education experience.
- Supervisory experience.
- Computer literacy (Microsoft Outlook, Word) and an appreciation for using technology in advancing a social justice agenda.

Knowledge, Skills, and Abilities:

- Excellent research, writing, and communication skills.
- Ability to supervise, work collaboratively with, and provide guidance to law fellows and law clerks.
- Interest in and dedication to the achievement of full civil rights for all women and girls.
- Demonstrated commitment and ability to work with low-income communities as well as immigrant women or women of color.
- Commitment to building organizational capacity and reach.
- Knowledge and awareness of local, regional, and national issues affecting women and girls.
- Willingness and ability to travel when required.
- Ability to work as a member of a team as well as ability to work independently and produce high-quality work with exceptional attention to detail and accuracy.
- Ability to prioritize and coordinate tasks in order to meet deadlines while remaining flexible to task changes.
- Fluency in Spanish or Asian languages highly desirable.

ERA provides generous benefits including medical, dental, life, and disability insurance; three weeks vacation the first year of employment, increasing to four weeks after one year, and thirteen paid holidays.

All inquiries will be considered confidential.

Application Deadline: You are strongly urged to apply by June 12, 2007. The position will remain open until filled.

Please submit cover letter and resume by mail or e-mail to:

Hiring Coordinator
Equal Rights Advocates
1663 Mission Street, Suite 250
San Francisco, CA 94103

jobapplicants@equalrights.org

If emailing, please put the job title in the subject line.

Please, no phone calls.

Equal Rights Advocates is an equal opportunity employer.