

Georgia Justice Project Job Announcement – Part-Time Staff Attorney

The Georgia Justice Project (GJP) is a 32-year-old non-profit located in Atlanta's historic Old Fourth Ward neighborhood. GJP's mission statement: *Georgia Justice Project strengthens our community by demonstrating a better way to represent and support individuals in the criminal justice system and reduce barriers to reentry. GJP promotes innovative change through direct legal representation, policy advocacy, education, and coalition building.*

GJP's work spans three primary areas:

1. Criminal Records Representation (statewide);
2. Advocacy and Education (statewide); and
3. Holistic Criminal Representation (Fulton and DeKalb Counties)

GJP currently has 17 staff members including the following: lawyers, social workers, paralegals, and development and administrative staff.

GJP is seeking a part-time staff attorney (approx. 20 hours per week) that will represent clients on criminal records issues and assist with special projects as necessary. At this time the position is temporary (5-6 months), but there is a possibility that it could become permanent.

DUTIES AND RESPONSIBILITIES

Criminal Records:

- Assist clients with record restriction (expungement), sealing, retroactive first offender, corrections, pardons, and other matters related to their criminal history
- Assist with screening, assessment, and selection of potential clients
- Plan and execute legal research and legal strategy needed for representation
- Communicate with potential employers and other decision-makers on clients' behalf
- Ensure effective implementation of criminal records laws around the state (including communicating with clerks and prosecutors and filing appeals as necessary)
- Communicate with clients regularly and maintain client files reflecting all activity related to legal case
- Prepare and present status reports on cases and clients

Other Tasks:

- Assist with drafting educational materials and website content
- Assist other attorneys as necessary with research and writing related to various policy issues
- Represent the organization to various communities and constituencies as requested
- Work collaboratively with other program staff on behalf of clients and to accomplish the mission of the organization
- Assist other departments in organizational projects as needed and attend all GJP functions

PREFERRED QUALIFICATIONS

- Licensed Attorney with the State Bar of Georgia or ability to waive in
- Prefer two years of experience as an attorney, but willing to consider recent graduates (if licensed)
- A demonstrated commitment to social and racial justice and an understanding of how poverty and race factor into the criminal justice system
- Ability to advocate assertively and effectively for low-income, justice-involved individuals

- Ability to interact respectfully with diverse groups of people
- Excellent written communication and research skills
- Willingness to perform administrative tasks such as copying and obtaining documents from courts (GJP does not have an administrative support staff)
- The ability to effectively manage the multiple priorities and fast pace of a non-profit workplace
- Approx. 20 hours of availability in the office each week during regular business hours; schedule is somewhat flexible, but applicants must be available for occasional hearings whenever they are scheduled (estimated two to three hearings per month)
- Driver's license (required)

Interested candidates should send a cover letter, resume, and a *brief* (no more than 4-5 pages) writing sample to Elizabeth@GJP.org as soon as possible. This position will remain open until filled. Subject line must state, "Part-Time Staff Attorney Position." No phone calls please. Salary will depend upon experience.

Georgia Justice Project is an equal opportunity, affirmative action employer. We welcome qualified applicants of all races, ethnicities, genders, and sexual orientations. We also welcome applicants who are formerly incarcerated or justice-involved.