



**The Louis D. Brandeis Center For Human Rights Under Law (“LDB”) is looking for a dedicated litigation counsel to join our legal team’s efforts to combat anti-Semitism and anti-Zionism on campus, in the corporate arena and beyond.**

**Position Title:** *Litigation Counsel*

**Location:** Remote work is available throughout the United States.

**Hiring Institution:** The Louis D. Brandeis Center for Human Rights Under Law (LDB) is an independent, unaffiliated, nonprofit corporation established to advance the civil and human rights of the Jewish people and promote justice for all. LDB engages in research, education and legal advocacy to combat the resurgence of anti-Semitism on college and university campuses, in the workplace, and elsewhere. It empowers students by training them to understand their legal rights and educates administrators and employers on best practices to combat racism and anti-Semitism.

**Qualifications:** The Litigation Counsel should possess a demonstrated commitment to and enthusiasm for LDB’s mission and ability to advocate that mission persuasively.

The ideal candidate will have:

- A J.D., bar qualifications in one or more states, and 3 to 5 years of civil litigation experience, including: handling all aspects of discovery (fact finding, propounding and responding to written discovery, taking and defending depositions, procedural and dispositive motions practice), taking cases to trial, and settlement negotiations and mediation.
- Experience with cases before federal or state administrative agencies (such as the Education Department’s Office for Civil Rights and EEOC) is a plus.
- Excellent academic credentials from an ABA-accredited law school.
- Maintain the highest standards of integrity; exhibit excellence in legal analysis and writing; and display, at all times and to all persons, a courteous, professional and cooperative attitude.

**Responsibilities:**

The Litigation Counsel will be relied upon to handle all aspects of litigation in federal court as well federal and state administrative agencies, such as the Education Department’s Office For Civil Rights and the Equal Employment Opportunity Commission, under the direct supervision of the Director of Legal Initiatives.

Key areas of responsibility include:

- Managing a docket of active cases involving anti-Semitism and discrimination in higher education and the corporate arena
- Interviewing witnesses and potential clients; conducting intake activities, including assessment of potential actions
- Managing discovery and communications with opposing counsel
- Interacting with and educating students and employees about their legal rights
- Preparing legal complaints, briefs, and related documents
- Researching substantive issues of federal and state law
- Researching and analyzing public policy issues
- Delivering written and oral presentations to a variety of audiences.

Additional duties may include interacting with complainants, witnesses, university administrators, government officials, public interest advocates, other nonprofit organizations, activists and/or the public; assisting in the preparation of conferences, workshops, lectures and symposia; preparing continuing legal education materials; developing public policy white papers and related policy materials; and generally providing trusted legal and policy support.

**Compensation:** Non-profit market competitive.

**Travel:** Travel may be required.

**Application Process and Timing:** Applications are reviewed on a rolling basis. Help us understand why you might be a good fit for LDB and why we might be the right team for you. We suggest including:

- Your resume
- A cover letter addressing your interest and passion for LDB's mission and the litigation attorney role as well as how your experience relates to the job requirements (no more than 1 page)
- A legal writing sample (no more than 10 pages)

LDB has retained Steadfast LLC to help with this search. Steadfast is committed to ensuring that both hiring managers and applicants have a great experience in all stages of the recruiting process. Please submit your application materials in pdf form by email to: [info@steadfast.us](mailto:info@steadfast.us).

Questions? Please contact us at [info@steadfast.us](mailto:info@steadfast.us). Unfortunately, we're not able to respond to phone calls but inquiries and applications will receive a response from our Steadfast partners.

The Louis D. Brandeis Center, Inc., is an equal opportunity employer.