



EXECUTIVE SUMMARY – STAFF LITIGATION ATTORNEY

Location: New York, NY

In Office Work: In-office approximately 4 days a week

To Apply: Interested candidates should submit a resume and cover letter to:
careers@brandeiscenter.com

Position Overview

Reporting to the Director of Litigation, the Staff Litigation Attorney role requires a person who unequivocally supports the mission of The Louis D. Brandeis Center. As LDB grows, this role will support the foundational goals of advancing the civil and human rights of the Jewish people and promote justice for all. As a Staff Litigation Attorney, you will be an integral part of the team responsible for uncovering the information needed to build complex federal litigation cases.

Key Responsibilities

In a broad sense, the Staff Litigation Attorney will:

- Conduct intake activities including assessment of potential actions.
- Interview witnesses and potential clients.
- Research substantive issues of federal and state law on issues that will be unfamiliar.
- Research and analyze public policy issues.
- Have outstanding writing skills to prepare legal complaints, briefs, and related documents.
- Manage a docket of active cases around New York State involving anti-Semitism and discrimination in higher education and elsewhere.
- Manage discovery and communications with opposing counsel.
- Assist with coordinating local events and efforts by NY area LDB law school chapters.

- Deliver 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 non-profit 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.

Experience and Qualifications

- A J.D and bar admission in New York State.
- Zero to ten years of civil litigation experience, including handling all aspects of discovery (i.e., 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 and/or state administrative agencies, such as the Office for Civil Rights, Department of Education (OCR) and the Equal Employment Opportunity Commission (EEOC), is a plus.
- Excellent academic credentials and law firm training received at premier law firms.

Interpersonal Competencies & Success Factors

- Maintain the highest standards of integrity.
- Exhibit excellence in legal analysis and writing.
- Display, at all times and to all persons, a courteous, professional, and cooperative attitude.
- Possess intellectual curiosity – able to be creative in thinking about the applications of the law to an uncovered fact pattern.
- Have maturity and common sense in order to provide sound advice to a distraught student and/or parent.
- Ability to work independently without the “big law resources”.
- Bring a “roll up your sleeves” attitude to work.
- Demonstrated ability to multitask in handling multiple responsibilities.
- High sense of urgency and commitment to execution.

Compensation: Aligned with other non-profit organizations and commensurate with experience, the package includes cash compensation and a benefits package.

Company Overview

The Louis D. Brandeis Center for Human Rights Under Law (LDB) is a non-profit organization founded by Kenneth L. Marcus in 2011 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. Among other things, LDB empowers students by training them to understand their legal rights and educates administrators and employers on best practices to combat anti-Semitism.

This new public interest litigation group, The Center for Legal Innovation (“the Center”) represents a new litigation initiative that focuses on combatting anti-Semitism across the nation and against those who would support terrorism inside this country. The Center will use the law to combat all forms of anti-Semitism, such as anti-Semitism that occurs in academia, the workplace, housing, healthcare, public accommodations, government services, unions, and corporations. Specifically, on campus, the Center will work with university faculty and students to investigate incidents, work with administration on procedures and protocols, and file legal complaints when necessary. The Center’s goal is to change the culture on campuses so that anti-Semitism is taken as seriously as other forms of hate and discrimination while also maintaining academic freedom and freedom of speech. In the workplace, LDB looks to educate companies and individuals and conduct proactive litigation. The Center will operate out of the Brandeis Center’s New York office. The Washington, D.C. based Brandeis Center also recently opened a satellite office in Los Angeles.