



Investigative Fellow

Civil Rights Corps is an innovative and aggressive non-profit civil rights law organization based in Washington, D.C. Founded in 2016, CRC challenges wealth-based and race-based systems of oppression. We have already won groundbreaking litigation challenging the rise of debtors' prisons, abusive private probation schemes, and wealth-based pre-trial detention. CRC works closely with community partners and is committed to fundamentally change our country's approach to the criminal system. Our staff is comprised of passionate and dedicated advocates who seek to fight inequality and protect the rights of the most underrepresented, impoverished, and marginalized members of our society. Employees at Civil Rights Corps possess a profound commitment to serving social justice and fighting inequality in all of its forms, and they approach their work with urgency. Learn more at civilrightscorps.org.

Job Description

Civil Rights Corps is seeking an Investigative Fellow to join our team. The Fellow will support our impact litigation and advocacy challenging mass human caging with a goal of creating a legal system that promotes equality and freedom. Job duties will include:

- Conducting research, on-the-ground investigation, and related tasks in support of complex civil rights litigation in federal and state courts to challenge a range of injustices within the criminal legal system.
- Working with Civil Rights Corps case teams on fact development and litigation support, to include meeting with clients, witnesses and putative class members, drafting memoranda, proofreading briefs, filing pleadings, managing litigation calendars, submitting records requests, assisting with discovery production and review, organizing large quantities of responsive documents, and a variety of other case support duties.
- Conducting analysis of facts, records and information and working with attorneys and investigators to integrate information into case preparation.
- Developing and maintaining relationships with clients, community partners, organizers, coalition members, and legal allies.
- Working collaboratively with attorneys, fellows, investigators, and policy and communications staff on a variety of cases and projects.
- Some travel will be required, consistent with case needs in other jurisdictions around the country.

Qualifications

The ideal investigative fellow is passionate about social justice, is hard working, a fast learner, proactive, able to juggle multiple tasks, and able to work well in a collaborative environment. Specific qualifications we are looking for include:

- Bachelor's degree.
- Demonstrated commitment to the mission, purpose, and values of CRC.
- Demonstrated ability to work well in teams.
- Proficiency in MS Word, Excel, and Adobe.
- Experience working with diverse populations, with those directly impacted by the criminal legal system, and on behalf of low-income clients.
- Proven ability to take initiative, establish priorities, work independently, self-motivate, and proceed with objectives with minimal supervision.
- Innovative thinking, an unwillingness to accept things as they are, and a strong work ethic are essential.

Salary, Benefits, and Logistics

This is a full-time position beginning as soon as possible. The Investigative Fellow will receive excellent benefits, including full health care coverage, generous retirement benefits, and public transportation benefits. The position will be paid a competitive salary commensurate with experience. The beginning salary for this position is \$43,000. Federal holidays will be paid time off, along with paid vacation and sick leave.

Application Requirements

Interested applicants should submit a cover letter, resume, writing sample, and list of four references to Civil Rights Corps. Applications will be reviewed on a rolling basis; we guarantee consideration for applications received by 12/31/19. Materials should be addressed to jobs@civilrightscorps.org. Please include your name and "Investigative Fellow" in the subject line.

Civil Rights Corps is an equal opportunity employer. We greatly value a diverse workforce and management team and an inclusive culture. Civil Rights Corps is committed to promoting an environment free of barriers and discriminatory practices for its clients and staff.