

**2018-2019 FAIR Fellowship Job Description**  
*Promoting Diversity. Advancing Employee Justice.*

**The deadline for submitting ALL application materials is Monday, April 2, 2018.  
Any materials not received by Monday, April 2 will be disregarded.  
Award decision will be made by April 30, 2018.**

TITLE: FAIR Fellow

SALARY: \$52,000/year

FLSA STATUS: Exempt

TIME STATUS: Full-Time

FELLOWSHIP DATES: Fall 2018 through summer 2019 (12 months)

**SUMMARY**

The Fellow will work closely with the supervising attorney(s) of the Legal Aid at Work and a California Employment Lawyers Association (CELA) firm in all aspects of the organization's or firm's practice. The work performed by the Fellow may include direct services, litigation, public education/outreach, legal research and writing, community service, or any combination of these.

**REQUIREMENTS**

1. California Bar membership. (This requirement may be waived for a reasonable period of time, at the discretion of Legal Aid at Work, to allow the Fellow to take and pass the Bar examination.)
2. Excellent written and verbal communication skills.
3. Superior academic background.
4. Ability to travel as required.
5. Zero to three years legal experience.
6. Commitment to public interest law and social justice work.
7. At the end of the Fellowship, the Fellow is required to write a minimum 2-5 page essay about his/her experience and what he/she learned.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

(non-exhaustive list)

1. Diverse backgrounds.
2. Judicial clerkship or externship.
3. Foreign language abilities.
4. Knowledge of California and federal employment law principles and civil procedures.

## **RESPONSIBILITIES**

### **Litigation**

1. Under supervision, handle all aspects of state and federal court litigation, including pre-complaint investigation, complaint drafting, motion practice, discovery, trial preparation, trial, post-trial briefing and appellate work.
2. Under supervision, participate in negotiating and executing settlement of litigation.
3. Communicate with and advise clients about litigation matters.
4. Keep abreast of new issues in the field of employment law, legal ethics, and all other matters necessary for the vigorous and competent representation of the client.
5. Maintain and preserve accurate, contemporaneous records of time spent on litigation and other work performed.

### **Advocacy Other Than Litigation**

1. Under supervision, participate in negotiating and executing settlement of pre-litigation matters.
2. Communicate with and advise clients about pre-litigation matters.
3. Give periodic informal assistance to lawyers, community workers, and individuals with employment problems.

### **Community Legal Services**

1. May work on pro bono projects as needed.
2. May represent clients at administrative law proceedings, including at the CUIAB, the EDD, the DLSE, the DFEH, the SPB, the DOL, the MSPB, and the EEOC.

### **Administration**

1. Participate in staff meetings as scheduled.
2. Participate in staff retreats and priority-setting meetings, as scheduled.
3. Participate in recruiting, screening, selection and orientation of new staff and volunteers.

### **Community Work**

1. Participate in community organizations, such as bar groups, employment rights organizations or coalitions, related to the work of the office, as requested.
2. Perform community outreach, as requested.

## **ESSENTIAL FUNCTIONS**

In compliance with the Americans with Disabilities Act, the mental and physical capabilities that are essential to perform this job are listed below.

1. Membership in the California Bar (before or during tenure).
2. Ability to perform duties of established project without secretarial support.
3. Ability to use keyboard to type correspondence or complete data entry.
4. Ability to accept and learn from critiques of one's own work.
5. Ability to accept direction and mentoring.
6. Ability to design and carry out a research project.
7. Sound knowledge of federal and state employment and labor statutes.
8. Ability to read law books and documents.
9. Ability to comprehend and fashion logical legal arguments.
10. Ability to dispense sound legal advice on employment and labor law.
11. Ability to travel, primarily to courts and deposition sites throughout the state, including extended overnight stays.
12. Ability to teach aspects of employment and labor law.
13. Ability to work with diverse groups of people.
14. Ability to speak, read, and write English fluently.
15. Ability to work cooperatively, courteously and efficiently with firm's staff and volunteers.
16. Ability to access, input, and retrieve personal computer data for several hours each day.
17. Ability to keep contemporaneous attorney time records.
18. Ability to perform all job responsibilities at Legal Aid at Work and CELA member firm..
19. Ability to move from one's workstation to other locations as necessary to complete customary tasks.
20. Ability to lead groups of individuals working on shared projects.
21. Ability to manage several projects simultaneously.
22. Ability to direct support staff and student law clerks.
23. Ability to work long hours when deadlines require.
24. Ability to address the public.
25. Ability to remain calm under pressure.
26. Willingness to accept other work as requested.

## **2018-2019 FAIR Fellowship Application and Procedures**

The Foundation for Advocacy Inclusion and Resources (FAIR) is accepting applications for its fifth annual FAIR Fellowship (formerly called The Sanford Heisler Public Interest Diversity Fellowship), which will enable a new attorney to work full-time for two consecutive six-month terms at (1) Legal Aid at Work and (2) a law practice affiliated with the California Employment Lawyers Association (CELA), an organization of more than 1200 workers' rights advocates throughout California. FAIR will fund a Fellow with salary and benefits during the first six months the fellow is working at Legal Aid at Work. The applicant will then be matched with a CELA affiliated firm for the second six month term and be paid a salary and benefits by that entity.

Applicants must have superior academic qualifications, be members of the California Bar (or anticipating becoming members by fall 2018), be committed to a career in social justice, and have 0-3 years of legal experience. Preference will be given to applicants with diverse backgrounds, demonstrated interest in employment law, clinical and/or pro bono and social justice interests, and plans to practice in California. Foreign language abilities and judicial clerkships/externships are also valued.

### **Instructions**

Applicants are required to submit the following:

1. Fellowship Application Form (enclosed)
2. Resume
3. Unofficial Law School Transcript
4. Two Letters of Recommendation (preference for employers and/or clinical professors)
5. Two References (references can be the same people who wrote letters of recommendation or someone else)
6. One Writing Sample (no more than ten pages double-spaced)
7. 500-Word Essay detailing your background, how you became committed to having a public interest career, and your interest in employment law.

**All application materials must be received by Monday, April 2, 2018. Any materials not received by April 2 will be disregarded. Award decision will be made by April 30, 2018.**

Please send all application materials to [info@cela.org](mailto:info@cela.org). Use "FAIR Fellowship" in your subject line.

The Fellowship application and further information is available at: [www.fair-foundation.org](http://www.fair-foundation.org)

**2018-2019 FAIR Fellowship Application Form**

**Personal Information**

Applicant Name:

Address:

Telephone Number:

Email Address:

**Law School Information**

School:

Date of Graduation:

Percentile/Rank/GPA:

Honors Received:

Clinics or Pro Bono Programs:

**Additional Advanced Degrees**

School:

Year:

Course of Study:

**Undergraduate Degree**

School:

Year:

Course of Study:

Degree:

**Bar Exam**

Admissions and Dates:

**Judicial Clerkships or Externships**

Judge:

Court:

Dates:

**Diversity Characteristics You Wish to Identify**

**Other Fellowships**

Have you had any other fellowships previously?

Location of prior fellowship:

Dates:

Have you applied for any other fellowships or grants for the 2018-2019 year? If yes, please describe any such awards you have received, including the amount of the award and the name of the granting organization. If you have not yet heard the results of an application, please indicate when you anticipate receiving a response.