



## **Job Announcement Reproductive Rights Policy Counsel**

ACLU of Colorado seeks dynamic, skilled, mission-driven applicants for a new full-time Reproductive Rights Policy Counsel position. Under the direction of the Public Policy Director, and working closely with the Legal Director and legal staff, the Reproductive Rights Policy Counsel will participate in advocacy, litigation, and communications to protect and advance reproductive freedom and increase access to abortion in Colorado.

The ACLU is the nation's foremost defender of civil liberties and civil rights. The ACLU of Colorado, founded in 1952 as the Colorado affiliate of the American Civil Liberties Union, is a strong, growing organization with thousands of members, supporters, and activists across the state. We work in the courts, in the legislature, and in communities across the state to protect and strengthen civil liberties for all, drawing from principles articulated in the Constitution and the Bill of Rights. For more information about the work of the ACLU of Colorado, please visit our web site at [www.aclu-co.org](http://www.aclu-co.org).

Under the direction of the Public Policy Director, the Reproductive Rights Policy Counsel will be responsible for developing and advancing the ACLU of Colorado's legal and advocacy work regarding reproductive freedom and increasing access to abortion. The Policy Counsel will work closely with all parts of the organization: the Policy, Legal, and Communications and Outreach departments, coalition partners, ACLU of Colorado legal panel, national ACLU legal, advocacy, and communications staff, and cooperating attorneys. The Reproductive Rights Policy Counsel's advocacy responsibilities include research, drafting reports and talking points, analyzing and drafting bills, and participating in public education efforts regarding reproductive rights and access to abortion in Colorado. The Policy Counsel will also work with the Legal Director and legal staff on investigations and cases involving reproductive freedom and access to abortion, including developing, investigating and working with cooperating attorneys to bring legal cases; performing legal research; and conducting discovery, drafting pleadings, motions and briefs.

### **Responsibilities**

- Work to protect and advance reproductive freedom through research, policy advocacy, and litigation.
- Analyze proposed legislation and administrative regulations; prepare legislative memos and talking points, and testify before legislative committees; assist with drafting of bills and administrative regulations.
- Conduct research, draft legal memoranda, demand letters, and advocacy letters.
- Research, investigate, develop, and present selected potential cases to the ACLU Legal Panel for evaluation. Any potential litigation will follow established ACLU of Colorado policies and procedures under the direction of the Legal Director.
- Participate with ACLU legal staff and ACLU volunteer attorneys in pending ACLU litigation in state and federal court, including all aspects of discovery, motion practice, trials and evidentiary hearings, and drafting briefs in trial and appellate courts.

- Recruit, supervise, and coordinate volunteer attorneys for ACLU litigation.
- Develop and maintain relationships with legal, advocacy, and communications staff at National ACLU, its projects, and other ACLU affiliates, particularly those individuals working on reproductive rights.
- Represent ACLU in coalitions working on reproductive rights, access to abortion, and sex education.
- Serve as ACLU spokesperson in public speaking events and with the press, as assigned.

### **Qualifications**

- J.D. with at least three to seven years of legal experience. More recent law school graduates with exceptionally outstanding abilities and experience will be considered.
- Demonstrated commitment to the preservation of reproductive freedom and increased access to abortion.
- Substantive knowledge of constitutional law and civil liberties and a firm commitment to the mission and principles of the ACLU.
- Excellent written and oral communications skills, with both legal and non-legal audiences.
- Demonstrated skills in legal research and legal analysis.
- Ability to develop and implement litigation strategies.
- Strong self-motivation and ability to manage multiple deadlines.
- Ability to work effectively and professionally with attorneys, clients, and with community organizations and coalitions.
- A commitment to diversity; a personal approach that values individuals and respects differences of race, ethnicity, age, gender, gender identity, sexual orientation, religion, ability, and socio-economic circumstance, and the ability to work with diverse individuals within the organization and broader community.
- A confident and professional work style and the ability to work independently as well as cooperatively, exhibiting patience, good will, and good judgment; a strong sense of humor and a faculty for handling stressful situations with grace and maturity is a must.
- Proficiency with personal computers, using Windows and Microsoft Office software.
- Facility for administrative work including coordination with volunteer attorneys and supervision of support staff, law students, interns, and office volunteers.
- Applicants need not be members of the Colorado bar, but should be prepared to obtain admission as soon as possible.
- The position of Policy Counsel requires a willingness to work beyond the 9 to 5 hours of the normal work day, including evening and weekend meetings and/or events.
- Fluency in Spanish is highly desirable but not required.

### **Salary and benefits**

Salary based on experience and qualifications. Benefits include paid vacation and personal days, medical and dental insurance, 401(k) with matching contribution, and life and long-term disability insurance. This is a three-year, permanent, full-time, salaried position, with the possibility of extension depending on circumstances and funding. It is exempt from overtime under the Fair Labor Standards Act.

### **How to apply**

Applications should include a cover letter, resume, legal writing sample, and contact information for three references. Submit applications by email to [jobs@aclu-co.org](mailto:jobs@aclu-co.org) with "ACLU Reproductive Rights Policy Counsel application" in the subject line. No telephone calls please.

Resumes will be reviewed on a rolling basis beginning October 9, 2017. The position will remain open until filled.

The ACLU of Colorado is an equal opportunity/affirmative action employer and encourages applications from all qualified persons including women, people of color, persons with disabilities, and LGBTQ individuals.