FELLOWSHIP
HOST ORGANIZATION GUIDE

Application Period for Class of 2020
June 20 – September 20, 2019
We’re Here to Help

Big or small, every organization has dream projects they would tackle, if only they had more hands on deck. The Equal Justice Works Fellowship program serves a dual purpose: to jump-start the careers of aspiring public interest lawyers, and to build capacity at legal services organizations nationwide by providing up to $50,000 per year to host a Fellow who will design and work on a unique and innovative project.

By hosting an Equal Justice Works Fellow, your organization will receive up to $100,000 total ($50,000 per year) toward their salary over the course of the two-year Fellowship term, allowing you to expand your reach to new communities, legal issues, and pro bono initiatives.

For best results, Equal Justice Works strongly encourages potential host organizations and Fellowship candidates to work closely throughout the application process. In this guide, we’ll show you how best to identify and recruit an eligible candidate, then work collaboratively to design an innovative legal project.

QUESTIONS?
Fellowships@equaljusticeworks.org  202.466.3686  equaljusticeworks.org

ABOUT EQUAL JUSTICE WORKS /
Equal Justice Works is the nation’s largest facilitator of opportunities in public interest law. We bring together an extensive network of law students, lawyers, legal services organizations, and supporters to promote public service and inspire a lifelong commitment to equal justice. Following their Fellowships, more than 85 percent of our Fellows remain in public service positions, continuing to pursue equal access to justice for underserved communities across the country.
LEARN ABOUT OUR PROGRAMS

Equal Justice Works supports legal services organizations across the nation by facilitating opportunities for a full-time lawyer to work there as an Equal Justice Works Fellow.

CHOOSE TO DESIGN A FELLOWSHIP OR JOIN A PROGRAM

To host Equal Justice Works Fellows, an organization can design a Fellowship project with an individual candidate and submit a joint application. This guide addresses that process. Organizations can also apply to host a Fellow as part of an established Equal Justice Works program that is recruiting host organizations. For more information about established programs, please visit our website.

SUBMIT YOUR APPLICATION

Submit your joint application with a candidate who has designed a Fellowship.
Benefits of Hosting a Fellow

By hosting a Fellow, your organization will join a community of legal services organizations that are also on the frontlines of working toward equal justice.

1. **Utilize Available Funding**
   Equal Justice Works will provide up to $50,000 annually toward a Fellow’s salary during their two-year term. That’s $100,000 your organization wouldn’t have otherwise! In the event that the regular salary of a comparable position exceeds this amount, you will need to make up the difference; however, the potential cost pales in comparison to the value of an additional full-time staff member.

2. **Explore New Territory**
   Equal Justice Works does not fund general staff attorney positions—instead, the purpose of this program is to create positions for lawyers to spearhead new, innovative projects. By hosting a Fellow, your organization can increase capacity or expand legal services in ways it wouldn’t have been able to do otherwise.

3. **Grow Your Network**
   The Fellowship program could not exist without the generous support of law firms, corporations, private foundations, and individuals that fund each project. Beyond contributing financially, sponsors are also encouraged to participate in the selection process, and remain connected with the Fellow throughout their project. This arrangement can benefit organizations as well, by providing the opportunity to form pro bono relationships with sponsors and their legal teams. Such collaborations can lead to additional capacity through clinic volunteers, research assistance, legal drafting, and other services.
See the Difference for Yourself
These Fellows built upon their organizations’ missions in new ways.

JORDAN CHISOLM
Legal Services of Greater Miami, Inc.  2017
Jordan provides free transactional legal services to minority and immigrant entrepreneurs in low-income Miami neighborhoods to strengthen business viability and community revitalization.

JORDAN AIKEN
Bet Tzedek  2016
Jordan utilized her seven years of advocacy experience to create the nation’s first transgender-specific Medical-Legal Partnership, allowing members of Los Angeles’ sizable LGBT community to receive the specialized support they may not find elsewhere.

MINDY PHILLIPS
East Bay Community Law Center  2015
In Oakland, where an estimated 30 percent of the population is foreign-born, Mindy was the only lawyer to host regular, free immigration-focused legal clinics at local schools, allowing immigrant families to access help and resources in a safe, familiar environment.

SABRINA TALUKDER
Legal Aid Society of New York City  2014
Sabrina implemented an online tool throughout Legal Aid offices in New York, to identify domestic violence and human trafficking survivors trapped in our criminal justice system. She also created a secure hotline for survivors, enabling them to obtain legal services.
Learn About Our Programs

WHAT DO YOU WANT TO ACHIEVE?

Candidates and organizations can partner in any number of ways—a candidate may approach an organization with a proposed project idea, or an organization may recruit an applicant. When seeking and/or assessing candidates with whom to collaborate, it is helpful to identify the relevant issue areas of interest.

What is the mission of your organization? How might a full-time Fellow expand your impact? Consider the needs (and wants) of your organization, and pursue eligible candidates who align with your goals.
Common Issue Areas of Interest:

Access to Healthcare  
Children & Youth  
Civil Rights  
Community Economic Development  
Criminal Justice  
Domestic Violence & Family Law  
Education & Special Education  
Housing & Homelessness  
Immigration & Trafficking  
LGBTQ+ Rights  
Medical-Legal Partnerships  
Veterans  
Workers’ Rights

* Note: Equal Justice Works does not support international projects or standard criminal defense at this time.
1. **Nonprofit Status**
   In order to host a Fellow, your organization must be a nonprofit within the United States or its territories, dedicated to serving unmet legal needs.

2. **Adequate Supervision**
   The Fellow must have a designated legal supervisor in place throughout their two-year project term. In the evaluation of the application, the supervision structure will be taken into consideration.

3. **Employee Benefits**
   Equal Justice Works will provide up to $50,000 toward the Fellow’s salary per year for the duration of the project. If similarly experienced lawyers on your staff earn more than $50,000 per year, your organization must make up the difference. Additionally, the organization must provide the Fellow with health insurance and any fringe benefits available to full-time staff members.

*Note: Organizations may submit applications for multiple candidates with unique projects, but must have the capacity to support each applicant in the event that multiple projects are funded.*

### INFORMATIONAL WEBINARS
For more information about the Fellowship program, register for an informational webinar at [bit.ly/HostOrg2019](http://bit.ly/HostOrg2019). We host webinars geared toward both organizations and candidates—if you already have a candidate in mind, encourage them to sign up for a candidate focused webinar at [bit.ly/Applicants2019](http://bit.ly/Applicants2019). Toward the end of the application period, we will also offer two sessions open to organizations, candidates, and law school professionals alike that will explore the nuts and bolts of a high-scoring application to help applicants as they work to fine-tune their materials—register at [bit.ly/LastMinuteTips2019](http://bit.ly/LastMinuteTips2019).

- **May 22, 2019**
  3–4 p.m. EDT
  Host Organizations

- **July 24, 2019**
  3–4 p.m. EDT
  Host Organizations

- **August 14, 2019**
  3–4 p.m. EDT
  Organizations, Candidates, and Law School Professionals

- **September 5, 2019**
  3–4 p.m. EDT
  Organizations, Candidates, and Law School Professionals
Choose to Design a Fellowship

FIND YOUR IDEAL CANDIDATE

An effective way to find a candidate is to reach out to individuals you know with relevant experience and education. Even if you don’t have a specific individual in mind, it’s easy to leverage your existing networks and social platforms to get the word out.

Organizations seeking a candidate to partner with on an Equal Justice Works Fellowship application have several options for finding and selecting a candidate. Many organizations approach their interns, volunteers, or other law students and recent graduates with whom they have a previous relationship. Organizations may also run an internal solicitation process to find the best candidate before applying to Equal Justice Works.
Candidate Requirements and Benefits

Hosting an Equal Justice Works Fellow offers numerous benefits for the host organization and the Fellow.

Requirements

• Candidates must be graduates of Equal Justice Works Member Law Schools (full listing available on our website) by the start of their Fellowships.

• Candidates must not have held a full-time, permanent public interest attorney position previously. Candidates with previous law school or other bridge fellowships are eligible, as these are not permanently funded positions. Candidates transitioning from the private sector are encouraged to apply, as are those in the midst of finishing clerkships.

• With the exception of established Equal Justice Works Fellowship programs, candidates may not have participated in any other major fellowship program. These include the Skadden Fellowship, Soros Justice Fellowship, Echoing Green Fellowship, etc.

Benefits

• Equal Justice Works Fellows gain firsthand experience working in their chosen issue areas—perfect for recent law school graduates, or others with public interest backgrounds who have yet to practice.

• Participants work full time at their host organization, and receive the same salary, health insurance, and fringe benefits as a similarly qualified lawyer during their two-year term.

• Equal Justice Works offers a Loan Repayment Assistance Program to eligible Fellows, based on the Fellow’s monthly Income-Based Repayment rate.

• Fellows attend a three-day intensive Leadership Development Training in Washington, D.C., with travel, lodging, and meals provided.

• Fellows receive access to the Equal Justice Works alumni network, which includes job listings, networking opportunities, and more.
Step-by-Step Guide to Finding a Candidate

1. Create a Solicitation Notice

Like any other job notice, solicitations often begin with an introduction to the program, details about the types of projects the organization is seeking to host, necessary qualifications, and instructions on how to submit an application. In addition to the qualifications outlined by Equal Justice Works, it is helpful to provide information up front about your organization’s expectations, particularly if you have a specific project in mind. Below is an excerpt from a sample solicitation notice.

“Legal Aid of USA”

In this example, the organization provides a short description of the issue they would like to tackle, and uses discrete sections to outline exactly what they are looking for in a candidate:

**OPPORTUNITY**

Legal Aid of USA is seeking to host recent graduates for Equal Justice Works Fellowships beginning in September 2020. This is an exciting opportunity for individuals interested in refugee, human rights and international law to make a difference in the lives of those at-risk. Candidates should submit with their application materials a brief outline of the project they are proposing in this area of law.

**QUALIFICATIONS**

- JD anticipated by May 2020, recent law graduate, or experienced attorney seeking to make a career change to public interest work
- Experience working with refugees or other vulnerable individuals, including LGBTQ+ individuals, victims of sexual and/or gender based violence, and victims of torture and serious trauma
- Knowledge of refugee law and/or processing, human rights, and international law, including former employment and/or internships, is a plus
- Fluency in oral and written English; other languages preferable, especially Arabic, Somali, Farsi, Dari, Pashto, and Kurdish

Equal Justice Work Fellows have greatly expanded our knowledge base in critical areas of need and have been able to reach under-served communities where we do not have the resources to do targeted outreach. The Fellows’ work has enabled us to continue in these high-need areas by laying the foundation for gained institutional knowledge and expanded community relationships.

Olga Pribyl
Vice President, Special Education Clinic
Equip for Equality
2. Share it Far and Wide!

Once you know what you’re looking for in a candidate, there are plenty of platforms upon which to solicit. For best results, take advantage of these well-known platforms for engagement:

PUBLIC SERVICE JOBS DIRECTORY (PSJD)

**PSJD** is an online job board connecting law students, lawyers, and employers interested in public service. Access to the site is free for law students and alumni of over 200 American and Canadian law schools, making it the perfect place to find qualified candidates.

NATIONAL LEGAL AID & DEFENDER ASSOCIATION (NLADA)

**NLADA’s Job Board** is another free service that “connects organizations and professionals across the equal justice community.”

IDEALIST

**Idealist** is perhaps the most well-known job board for volunteer and nonprofit opportunities, though it is not limited to the legal field. Make sure to properly tag your post in order to reach legal professionals.

LOCAL LAW SCHOOLS

In addition to creating online job listings, don’t forget to reach out to local law schools directly! Many law school career services offices have private listservs of their own, as well as the ability to post physical notices around campus. You should also consider reaching out to law school clinics.

SOCIAL MEDIA

If your organization is active on **Facebook**, **Twitter**, and/or **LinkedIn**, you can boost your visibility even more by capitalizing on this existing audience—after all, you already know your followers are interested in your mission. Use the tips and examples on the following pages to craft a high-impact post.
Facebook
Make the Most of This Popular Platform

1. Catch the Eye

Posts containing graphics tend to inspire far more interaction than lengthy blocks of text. Use relevant client photos if you have them (with permission, of course) or search for free stock images on sites like Pexels and Pixabay.

2. Keep it Simple

On social media, the shorter the better. Be sure to include a link to direct applicants to the full job listing where they can apply.

3. Use a Hook

Beginning your post with a “call to action” is a great way to grab attention quickly. Keep things punchy, and don’t wait until the end of the paragraph to share the important details.

4. Boost Your Ratings

“Boosting” posts is an effective way to reach more users, and even $20 is enough to increase traffic. Use the Facebook Ads Manager to target your audience based on location, interests, and more. Be careful—Facebook has strict guidelines when it comes to image-based ads that can hinder your boost. If the graphic in your post includes text, keep things short or risk losing out on potential engagements. Facebook offers a handy tool that allows you to test the image before you post.
1. **Use Relevant Hashtags**

Search Twitter to see what's been trending. Where appropriate, include hashtags for topics such as #veterans, #probono, and #lawschool to broaden the reach of your tweet.

2. **Always Include a Link**

Whether you use a URL-shortening service like bit.ly, Twitter automatically deducts 23 characters per link. When you plan your post, make sure to account for that decrease in space. But always include a link to the job posting so that interested candidates know exactly how and where to apply. Share the link in all tweets related to the application opportunity.

3. **Abbreviate**

Tweets are capped at 280 characters. Depending on your message, however, abbreviations may still be necessary to get your point across. This isn’t a legal brief, so don’t feel pressured to maintain a formal writing style.

4. **Broaden Your Reach**

Once again, sponsored content is always a great way to reach more users. Use a Twitter ads self-service site to create the ad and track its progress. There is no minimum spend, and this can be a useful tool in driving site visits.
1. **Share More Content**

According to LinkedIn, “companies that post 20 times per month reach at least 60 percent of their audience.” This volume of content is almost certainly overkill, but the point stands that organizations that post regularly tend to garner more engagements overall. By beefing up your presence with other articles, blogs, and images, your followers are more likely to see your organization’s page as a source of relevant information.

2. **Find Your Audience**

Find LinkedIn Groups related to public service, pro bono law, and significant issue areas, and join the conversation. Sharing your post within established groups will allow you to reach interested parties who don’t yet follow you.

3. **Engage Your Staff**

Promote your organization’s work by encouraging employees to add their current positions to their profiles. This will automatically feature your Company Page on each of their profiles, helping to drive more traffic your way, as well as providing interested candidates with more tangible points of contact.

4. **Broaden Your Reach**

In case you haven’t yet figured it out, sponsoring your post is one of the simplest ways to ramp up traffic. With LinkedIn Ads, you can use targeting criteria such as industry, seniority, and location to make sure you’re reaching the right people.
How to Design the Project

Striking a balance between your organization’s strategic goals and the candidate’s passions significantly enhances an application.

1. Project Description

Part I should be a collaborative effort between the organization and the candidate. Working together, start getting your plans down on paper. With your help, the candidate should be prepared to provide:

• One-sentence description of the project and the population it seeks to help
• Statement of need, describing the issues to be addressed and the reasons the project is timely
• Goals of the project overall, including strategies, anticipated outcomes, and plans for sustainability beyond the two-year term
• Timeline of the Fellowship project, broken down into six-month increments, through the entire two years of the Fellowship
• Description of potential sponsor involvement in the project—what’s in it for the sponsor?
• Acknowledgment of similar services within the community, with a description of what distinguishes your project, and ways in which collaboration may be possible
• Example of the candidate’s prior experience coordinating pro bono activities and/or working with pro bono attorneys, if any

POTENTIAL SPONSOR INVOLVEMENT

Nearly all Fellowship sponsors are interested in being involved in the Fellowships they fund. Some sponsors select projects of interest based on potential involvement, i.e., pro bono attorney involvement in cases or research, helping staff a clinic, media for sponsors, etc. This can be a very important factor in a sponsor’s decision to support a particular project, so we urge candidates and organizations to spend significant time discussing potential opportunities for pro bono involvement.
2. **Candidate Background**

Part II should be completed by the candidate and reviewed by the organization. In this section, the candidate will describe the ways in which their personal background and experiences make them uniquely qualified to serve the identified community. As you review this section—which also includes the candidate’s résumé, references, and two letters of recommendation—be mindful of how these materials connect with your organization’s stated mission.

3. **Organization Background**

Part III should be a completed by the organization with input from the candidate. In the final section, the responsibility is on the organization to describe how a Fellow will make a unique and significant difference to the operation of the organization. Additionally, the organization is asked to provide technical details about the supervision that will be offered to the Fellow. Be prepared to provide:

- Description of how the project will be distinct from the work of general staff attorneys or previous Fellows, if any
- Candidate’s history at the organization, if any
- Information about previous Fellows hosted by the organization, if any
- Details about the organization’s pro bono initiatives
- Details about the proposed supervisor, including:
  - Relevant issue area experience
  - Supervision and management experience
  - The proposed level of interaction with the Fellow
- Description of the technology and resources that will be available

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It has been a pleasure to work with Renee’s sponsor, Fenwick & West LLP, to make this Fellowship project possible. The Fellowship project has provided the organization a unique opportunity to roll out new values highlighted in our new strategic plan, including a careful implementation of the values of the human-centered design process and a new full-scope pro bono project that we otherwise would not have been able to develop.

Julia R. Wilson
Chief Executive Officer
OneJustice
Submit the Application

DON’T WAIT UNTIL THE LAST MINUTE!

The application is available to complete online between June 20 and September 20, 2019. We strongly encourage applicants to begin the process well before the deadline, and not to wait until the last minute to submit online.
Tips for a Smooth Submission

• Create an online profile beginning in June, to ensure that you are gathering the necessary information as you work with your candidate to plan the project.

• Talk to your candidate(s) about salary and benefits early in the process to avoid awkward conversations close to the deadline. The application requires all parties to agree to and certify the salary and benefits that will be provided.

• Applicants have the ability to save their progress at the end of each section—take advantage of this feature and break the application down into manageable parts.

• Don’t jeopardize your hard work by forgetting to proofread! As you plan the application process at the beginning of the summer, build in ample time for final review and editing.

• We encourage applicants to have their application reviewed by at least three different people prior to submission—because of its length, it requires far more than just a quick read to ensure high quality work.

• If you are pasting content into the online application from a different program, such as Microsoft Word, make sure to give the document a final once-over in case of formatting errors.

DON’T FORGET!

The application period begins June 20, 2019, and closes on September 20, 2019.