Big or small, every nonprofit 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 attorneys, and to build capacity at nonprofit legal organizations nationwide by providing up to $50,000 per year to host a Fellow who will lead a unique and innovative project.
We’re here to help

By hosting an Equal Justice Works Fellow, your organization will receive up to $100,000 total 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
www.equaljusticeworks.org
Facebook • Twitter

Plan your process

Follow this process for best results

DEFINE THE NEED
(SPRING/SUMMER 2018)

IDENTIFY THE CANDIDATE
(SPRING/SUMMER 2018)

DESIGN THE PROJECT
(SUMMER 2018)

COMPLETE THE APPLICATION
(JUNE 20 – SEPT. 21, 2018)

ABOUT EQUAL JUSTICE WORKS

For more than three decades, Equal Justice Works has created opportunities for public interest lawyers committed to building a more just society. We believe that the most vulnerable among us deserve equal access to justice and quality legal representation.

To achieve this, we offer a continuum of opportunities for law students and lawyers that provide the training and skills that enable them to provide effective representation to underserved communities and causes.
Utilize Available Funding

Equal Justice Works will provide up to $50,000 annually towards 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.

Explore New Territory

Equal Justice Works does not fund general staff attorney positions—instead, the purpose of this program is to create positions at public interest organizations 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.

Grow Your Network

The Fellowship program could not exist without the generous support of law firms, corporations, and private foundations 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 benefits host 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 expanded their organizations’ missions in new and meaningful ways

1. Jordan Chisolm
   LEGAL SERVICES OF GREATER MIAMI, INC.
   Jordan provides free transactional legal services to minority and immigrant entrepreneurs in low-income Miami neighborhoods to strengthen business viability and community revitalization.

2. Jordan Aiken
   BET TZEDEK
   Jordan utilized her seven years of advocacy experience to create the nation’s first transgender-specific Medical-Legal Partnership, allowing members of Los Angeles’ sizeable LGBT community to receive the specialized support they may not find elsewhere.

3. Mindy Phillips
   EAST BAY COMMUNITY LAW CENTER
   In Oakland, where an estimated 30 percent of the population is foreign-born, Mindy was the only attorney to host regular, free immigration-focused legal clinics at local schools, allowing immigrant families to access help and resources in a safe, familiar environment.

4. Sabrina Talukder
   LEGAL AID SOCIETY OF NEW YORK CITY
   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.
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 courts
- Affordable housing/
  Microfinance
- Aid to disadvantaged children
  and youth
- Children and families
- Civil rights
- Community economic
development
- Consumer rights
- Corporate and government
  accountability
- Criminal justice reform
- Disability rights
- Domestic violence
- Access to education/STEM
- Education/
  Special education
- Elder law
- Disaster relief
- Environmental justice
- Farmworkers’/
  Migrant workers’ rights
- LGBT rights
- Healthcare
- Human rights
- Immigration/Asylum
- Immigrant communities
- Medical-Legal Partnerships
- Police accountability
- Poverty/Economic
  opportunity
- Prisoners’ rights
- Public benefits
- Reproductive health
- Technology/Privacy
- Trafficking
- Veterans’ issues
- Voting rights/
  Electoral participation
- Women’s issues
- Workers’ rights

*NOTE:* Equal Justice Works does not support standard criminal defense or international projects at this time.
Is your organization **eligible**?

*Our three requirements for host organizations:*

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 attorneys 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 case that multiple projects are funded.

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**Informational Webinars**

For more information about the Fellowship program, [sign up for an informational webinar](#). Included on the right are webinars geared toward both host organizations and Fellowship candidates—if you already have a candidate in mind, encourage them to [sign up for the latter](#). Toward the end of the application period, we will offer two sessions open to [host 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.

- **June 26, 2018**
  - 4–5 pm EDT
  - Fellowship Candidates

- **July 11, 2018**
  - 3–4 pm EDT
  - Host Organizations

- **July 18, 2018**
  - 3–4 pm EDT
  - Fellowship Candidates

- **July 25, 2018**
  - 3–4 pm EDT
  - Host Organizations

- **August 15, 2018**
  - 3–4 pm EDT
  - All Audiences

- **September 5, 2018**
  - 3–4 pm EDT
  - All Audiences

*"The Fellowship allows organizations such as WLC to vastly expand the community for which we provide services and for which we advocate for policy change. Without its support, a very important part of what we do would simply not be possible.”*

*–Washington Lawyers’ Committee for Civil Rights & Urban Affairs*
Now that you know the benefits and requirements for host organizations, and have begun considering potential areas of expansion, the easiest 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.

Host organizations seeking a candidate to partner with on an Equal Justice Works Fellowship application have several options for finding and selecting a candidate. Many host 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 candidates before applying to Equal Justice Works.

In this section, we’ll guide you through the process of creating and sharing a successful solicitation notice.

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**Fellow requirements and benefits:**

**REQUIREMENTS**

- In order to become a Fellow, candidates must be a graduate of an Equal Justice Works member law school—[view the list here](#)—by the start of their Fellowship.
- 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 the Equal Justice Works AmeriCorps Fellowship program, candidates may not have participated in any other major fellowship program. These include Skadden, Soros, Echoing Green, etc.

**BENEFITS**

- Equal Justice Works Fellows gain firsthand experience working in their chosen issue area—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 attorney during their two-year term.
- Equal Justice Works offers a Loan Repayment Assistance Program to all Fellows, based upon their monthly Income-Based Repayment (IBR) 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

Step 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. At right is an excerpt from a sample solicitation notice. View the full examples for more inspiration.

“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 law students or recent graduates for Equal Justice Works Fellowships beginning in September 2019. 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 2019, recent law graduate, or and experienced attorney seeking to make a career change to public interest work
• Experience working with refugees or other vulnerable individuals, including LGBTI 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

“[Our Fellow] is helping us develop institutional expertise in this subject matter area that will allow us to continue this work after the Fellowship concludes.”

-Legal Aid Society of Eastern Virginia
Step 2. Share it far and wide!

Once you know what you’re looking for in a Fellowship 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.

**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.
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.
Twitter

Pique interest with short-form job notices

1. USE HASHTAGS
This is the time! 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
As of this year, Tweets are now capped at 280 characters instead of 140. 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.
LinkedIn
Reach eligible candidates quickly

Unlike more traditional social media platforms, LinkedIn puts you directly in touch with active job seekers. Official LinkedIn job listings are costly to post and often not the first choice for public interest job seekers, therefore, we recommend organizations post solicitations using their “Company Updates” newsfeed instead.

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 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.
The final project proposal should be the result of a collaborative effort between your organization and the candidate. Striking a balance between the candidate’s passions and the organization’s strategic goals is paramount to success. Pay particular attention to opportunities for pro bono involvement from sponsors, ongoing sustainability of the project, the candidate’s connection to the community, and the needs of the community being served. A well-designed proposal addresses each of these considerations.

The application, to be completed online, is divided into three distinct expository sections, with required answers ranging from 200 to 2,500 characters. As you and your candidate develop the project proposal, it can be helpful to use the descriptions below as your guide.

More information can be found [on our website](#).

**Part I. Project Description**

*Part I should be a collaborative effort between the prospective host organization and the candidate.*

Working together, start getting your plans down on paper. With your help, the potential Fellow should be prepared to provide:

- A one-sentence description of the project and the population it seeks to help
- A statement of need, describing the issues to be addressed and the reasons the project is timely
- The goals of the project overall, including strategies, anticipated outcomes, and plans for sustainability beyond the two-year term
- A timeline of the Fellowship project, broken down into six-month increments, through the entire two years of the Fellowship
- A description of potential sponsor involvement—what’s in it for the sponsor?
- An acknowledgment of similar services within the community, with a description of what distinguishes your project, and ways in which collaboration may be possible
- An example of prior collaboration with pro bono attorneys, if any

**POTENTIAL SPONSOR INVOLVEMENT**

Nearly all Fellowship sponsors are interested in being involved in the Fellowships they fund in some manner. 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 fund a particular project, so we urge candidates and host organizations to spend significant time discussing potential opportunities for pro bono involvement.
Part II. Candidate Background

*Part II should be completed by the candidate and reviewed by the prospective host 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.

Part III. Host Organization Background

*Part III should be completed by the prospective host organization with input from the candidate.*

In the final section, the responsibility is on the host organization to describe how a Fellow will make a unique and significant difference to the operation of the organization. Additionally, the host organization is asked to provide technical details about the supervision that will be offered to the Fellow. Be prepared to provide:

- A description of how the project will be distinct from the work of general staff attorneys or previous Fellows, if any
- The 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 between Fellow and supervisor
- A description of the technology and resources that will be available to the Fellow

*See the difference for yourself*

Real testimonials from host organizations

**Kwame’s fellowship project has grown our organization’s impact on the cause to restore voting rights across the country. Without Kwame’s fellowship project, we would not have the resources to pursue an amicus brief in Iowa made possible by the support of his fellowship sponsor Greenberg Traurig, LLP, which provided an exceptional group of pro bono attorneys to assist with writing and research.”**

-Brennan Center for Justice

**“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.”**

-OneJustice
The application is available to complete online between June 20 and September 21, 2018. 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, don’t forget to 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.