

JOB ANNOUNCEMENT

**Center for Legal Aid Education
Seeks experienced legal aid or public interest attorney
to join our staff for a one-year position
as a Senior Equal Justice Training Fellow**

The Center for Legal Aid Education seeks a creative, innovative lawyer/educator to join its national training design and delivery team. CLAE's skills-based training programs foster high quality, high-impact advocacy on behalf of legal aid clients and communities. Our extensive training catalog addresses the full range of advocacy and leadership skills that legal aid lawyers and staff need to achieve justice for their clients. Infused with the values, vision and mission of legal services, CLAE offers its core skills training programs and cutting-edge year-long Leadership Institute through its regional campuses in Florida and New England and, for national audiences, through its Summer Institutes at Seattle University School of Law and online through the CLAE web-based campus (www.courses.legalaideducation.org). CLAE also provides selected training programs within individual states and regions. CLAE's programs are enhanced by close partnerships with such organizations as the American College of Trial Lawyers, Practising Law Institute and the National Institute of Trial Advocacy. Beginning in September 2008, CLAE will embark on a new project to develop a nine-month Poverty Law – Advanced Trial Advocacy Program for legal aid attorneys in Ontario, Canada. For more information about CLAE, see www.legalaideducation.org.

The successful candidate will be committed to continuing education and training as a means to improve the quality and impact of legal aid work; have a strong background in legal aid practice, preferably including significant litigation and broad based advocacy; supervision and training experience; and the energy and enthusiasm needed to join an emerging entrepreneurial non-profit. The candidate must also be willing and able to travel frequently to deliver courses across the country and in Canada. Initially, we are looking for someone interested in a one-year position; a longer term position is possible but dependent on a number of future contingencies.

JOB DESCRIPTION

The **Senior Equal Justice Training Fellow** will oversee and serve as lead trainer for existing CLAE in-person and online training programs, and contribute to the development and improvement of new and existing CLAE curriculum. The Fellow will report to the Executive Director.

In the area of **training delivery, the Fellow will:**

- Serve as lead trainer for selected in-person and online courses;
- Recruit, coordinate and monitor state, regional and national faculty teams to deliver courses and assist with these deliveries;
- Train course faculty and provide other support as needed;
- Communicate with course participants and their sponsoring organizations.

In the area of **training planning & outreach, the Fellow will:**

- Work with the Executive Director, other CLAE staff, board members and consultants to contribute to CLAE's overall development as a national organization;
- Contribute to the production and distribution of various publications (e.g. training reports, manuals, calendar schedules, workbooks, instructional guides, newsletters, etc.);
- Contribute to the preparation of comprehensive reports (e.g. staff studies, evaluations, needs assessments, grants solicitations, etc.) to document training resources and needs.

In the area of **training design, the Fellow will** contribute to development of new and revisions to existing CLAE training curriculum, including:

- Recruit and support training design teams;
- Prepare and administer training project budgets;
- Research and identify opportunities for acquiring grant funding for special projects and services;
- Develop, revise, and update course related materials and publications;
- Develop professional, multimedia presentations using PowerPoint, videos, and a range of interactive exercises to provide a stimulating learning environment;
- Consult as needed with target audiences and other experts for this purpose;
- Develop and utilize appropriate quality and evaluation measures,
- Contribute to the design, development and implementation of the conversion of traditional training materials to web-based and other distance learning formats.

QUALIFICATIONS/SKILLS

- Law degree and at least 10 years experience as a legal aid or public interest attorney, preferably including significant litigation and broad-based advocacy
- Training and teaching experience
- Curriculum design experience, preferred
- Comfort with MS Office (Word, Excel, PowerPoint) and internet
- Excellent verbal and written communication skills.

Salary is based on a scale dependent on experience. Excellent employee benefits package. Please send a resume with at least three work references to:

Executive Director, Center for Legal Aid Education, 89 South Street, Suite 404, Boston, MA 02111 by July 11, 2008.

CLAE is an AA/EO/Handicapped accessible employer committed to diversity in its workforce.