



## American Civil Liberties Union of Hawai'i

VOLUNTEER LEGAL FELLOWSHIP

Honolulu, Hawai'i

The ACLU of Hawai'i is accepting applications from judicial law clerks and recent law graduates to work as an ACLU Legal Fellow on cutting edge civil liberties and civil rights cases beginning in the *Fall of 2019*. The ACLU litigates high impact, high profile cases addressing a wide range of constitutional issues including: freedom of speech and religion, police misconduct, voting rights, right to due process, privacy rights, education reform, and the rights of people of color, women, LGBT persons, immigrants, and prisoners.

The Fellowship offers a unique opportunity to gain experience working with leading civil liberties attorneys on exciting and rewarding cases in a supportive environment. While this position is unpaid, we will work with candidates to procure fellowship funding.

### **Responsibilities:**

The Legal Fellow will be expected to perform the following duties, under the supervision of the Legal Director and in coordination with other designated staff, volunteers, and others:

#### *1. Legal Program Responsibilities*

- Participate in pending ACLU of Hawai'i litigation in state and federal court, including all aspects of discovery, motion practice, evidentiary hearings, and drafting briefs in trial and appellate courts;
- Research, investigate, develop, and present potential cases to the Legal Director and the ACLU of Hawai'i Litigation Committee for evaluation;
- Review requests for legal assistance when appropriate and assist in responding to legal intake to identify appropriate cases for legal challenge; and
- Additional duties as assigned by the Legal Director.

#### *2. Legislative and Advocacy Responsibilities*

- Identify and research issues related to proposed legislation, ordinances and agency rules and regulations statewide;
- Draft (and, if directed, deliver) written and/or oral testimony on such measures;

- Lobbying of legislators and other elected officials; and
- Assist in grassroots lobbying statewide.

### 3. *Other Duties*

- As appropriate, to assist with fundraising, grant proposals, administrative tasks, and other duties needed to promote the organization and its mission.

### **Qualifications:**

- Juris Doctorate (J.D.) Degree;
- Excellent writing, research, analytical and public speaking skills;
- Ability to develop and implement litigation strategies;
- Strong self-motivation and ability to manage multiple deadlines;
- Substantive knowledge of constitutional law and civil liberties;
- Demonstrated commitment to public interest law and the mission of the ACLU;
- Facilitate administrative work, including coordination with volunteer attorneys and supervision of law students, interns, and office volunteers;
- Ability to think creatively and to use non-litigation strategies to promote objectives, including building coalitions with ally organizations, lobbying and developing public-education programs;
- Judicial clerkships preferred but not required;
- Admission to the Hawai'i Bar preferred but not required.

### **Supervision:**

The Legal Fellow will be supervised by the Legal Director. The Fellow may also have the opportunity to work with the Executive Director, Advocacy Coordinator, Deputy Director, and/or cooperating attorneys, including those from the national ACLU.

### **Outside Funding:**

Please note that the ACLU of Hawai'i does not have the resources available to make this a paid position. However, past fellows have received funding through their law schools and other outside sources. Applicants are expected to contact the public interest or career resources office of their law school about potential funding opportunities.

## Applications

Applicants should submit a brief letter of interest, resume, writing sample, and the names and contact information of two references to **[fellowship@acluhawaii.org](mailto:fellowship@acluhawaii.org)**. Reference "Fellowship" in the subject line. When sending documents via e-mail, please send all materials as PDFs. Electronic submission of applications and correspondence is strongly preferred.

Alternatively, applications can be sent by mail to:

*American Civil Liberties Union of Hawai'i  
Legal Fellow  
P.O. Box 3410  
Honolulu, HI 96801*

Review of applications will begin immediately and will continue until the position is filled. Please indicate in your cover letter where you found this job listing.

NOTE: If the Legal Fellow is not admitted to the Hawai'i Bar, the Legal Fellow shall not engage in the practice of law in Hawai'i. That is, the Legal Fellow shall neither provide legal advice to clients or prospective clients nor represent or imply to anyone in the general public that s/he is authorized to practice law in Hawai'i. All research, written work product, or other law-related activities shall be done under the direct supervision of the Legal Director or other staff members who are licensed to practice law in the State of Hawai'i.

*The mission of the ACLU of Hawai'i is to protect the fundamental freedoms enshrined in the U.S. and State Constitutions. ACLU of Hawai'i fulfills this through legislative, litigation, and public education programs statewide. The ACLU of Hawai'i is a non-partisan and private non-profit organization that provides its services at no cost to the public and does not accept government funds. The ACLU of Hawai'i has been serving Hawai'i for over 50 years. For more information, visit us at [www.acluhawaii.org](http://www.acluhawaii.org).*