

The Human Trafficking Institute

Legal Fellow

Job Description | November 2018

Please note this is an externally funded fellowship.

Institute's Mission

The Human Trafficking Institute exists to decimate modern slavery at its source by empowering police and prosecutors to stop traffickers. Working inside criminal justice systems, the Institute provides the embedded experts, world-class training, investigative resources, and evidence-based research necessary to free victims.

General Description

The Legal Fellow will perform research, writing, and management duties to support the Institute's legal department. Projects will include writing articles on complex issues impacting human trafficking law, tracking federal appellate decisions in human trafficking cases, managing the Institute's Amicus Project, spearheading the Institute's mandatory restitution campaign, supporting the development and publication of the 2018 Federal Human Trafficking Report, and assisting with the management of the Douglass Fellows Legal Fellowship program.

The Legal Fellow position requires a 20 hours per week minimum commitment, for six months to a year, beginning January 2019. The Legal Fellow should be available to work out of the Institute's Merrifield, Virginia office near the Dunn Loring-Merrifield Metro Station. The Legal Fellow will report directly to the Legal Advisor.

Responsibilities

- Research and write case notes, articles, and Insight pieces on legal issues impacting human trafficking law.
- Maintain a database on recent federal appellate case law in the area of human trafficking.
- Track *amicus curiae* opportunities and file briefs in federal circuit court cases dealing with human trafficking issues.
- Build and maintain a database of judges and attorneys with active human trafficking cases to send the Institute's restitution resource guide.
- Participate in detailed review process of completed data entries in Federal Human Trafficking database.
- Oversee Douglass Fellows through editing and project management.

Requirements

- J.D. or equivalent law degree
- Source of funding (e.g., Equal Justice Works, law firm)

- Strong legal research and writing ability
- Meticulous attention to detail; strong time management and organizational skills
- Ability to efficiently and independently produce a professional work product
- Proactive and innovative problem solver
- Team player with a sustained positive attitude
- Prior experience with Pacer and WestLaw preferred

To Apply

Applicants should submit a cover letter, resume, and three references to applications@traffickinginstitute.org by December 31, 2018. Applications will be considered on a rolling basis.