

## Public Interest Fellowship Program Fellowship Job Description

**We are hiring for:**

Summer 2020

☐

Yearlong: 2020-2021

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Organization name + abbreviation: \_\_\_\_\_

Organization city: \_\_\_\_\_

Website URL: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact Pronouns: \_\_\_\_\_

Contact email: \_\_\_\_\_ Contact phone: \_\_\_\_\_

### Fellowship Overview

Fellow's job title: \_\_\_\_\_

Fellow's supervisor + title: \_\_\_\_\_

#### Job

**Overview:** Towards Justice is a nimble nonprofit law firm that supports workers who have experienced injustices in their workplace. The Fellow will work directly along side our Attorneys and investigators to help workers recover wages, seek justice and win cases.

**Primary Job Duties:** The Fellow will be responsible for supporting the litigation team with client management (calls, emails, direct inperson communications), class action cases (working with class administrator and/or court dates), intakes (completing legal intakes) & referrals.

#### Required qualifications/skills:

#### Preferred qualifications/skills:

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## Fellowship Details

In addition to the \$31,500 (year) or \$4,800 (summer), our fellow will receive the following benefits:

We are happy to provide the Fellow with two additional benefits and are flexible on what these will be (rent stipend, increase in pay, bus pass, gym membership, etc.). We are waiting for the Fellow to let us know which benefit would be most beneficial to them.

A typical week as a PIFP fellow in our office will look something like this:

One of the best things about Towards Justice is that every week is different! We may have a court date, a worker meeting to advocate on a new bill, a Wage Theft Task Force meeting or need to draft a press release or revamp our website to host information on a new case. No matter what the Towards Justice office is always moving. A few items that do happen each week are 1. Case Analysis of new intakes with our Attorneys and 2. Referral of cases to our Collaborating Attorney Network

This is our mission statement:

Towards Justice is a nonprofit law firm that seeks to advance economic justice through impact litigation, strategic policy advocacy, and capacity building.

Here's our advice for those who apply:

Towards Justice is a small but mighty organization. We are 5 years old and often still feel like a start-up because we are nimble and can change gears quickly to respond to the needs of our community. If you like a fluid workplace, that is face paced, fun, and sometimes quirky, we're the spot for you. If you thrive better with more structure, we may not be the best fit for you.

Supplemental question (answer in the "supplemental question" section of the PIFP application):

Additional Information:

**Email application + materials to PIFP Director, Cari Hanrahan at [chanrahan@coloradocollege.edu](mailto:chanrahan@coloradocollege.edu) by 11:59 pm 11/1/2019.**

