



# Equal Rights Advocates

Since 1974, Fighting for Women's Equality

**Title:** Staff Attorney  
**Reports to:** Managing Attorney  
**Supervises:** law clerks, law fellows  
**Classification:** Full-time, exempt

**Position Summary:** ERA's mission is to protect and secure equal rights and economic opportunities for women and girls through litigation and advocacy. This staff attorney will be one of the attorneys responsible for developing and handling all aspects of civil litigation consistent with the mission of ERA. This attorney will serve as a resource on substantive employment discrimination law and other areas of gender discrimination law to ERA law clerks and fellows.

## Essential Functions

Supervise and train law fellows and law clerks staffing ERA's Advice and Counseling Line.

Serve as lead or second chair in all phases of state and federal court litigation from initial case development through trial and appeal, including initiating and managing litigation. Litigation docket to include primarily class action cases. Devise and execute strategic plans in complex litigation.

Develop potential litigation consistent with ERA's mission and project areas, particularly in target communities and industries. Present potential litigation for approval, including anticipated budget and legal theories.

Participate in one of ERA's several legal campaigns and projects, which will include litigation, policy/legislative work, community outreach and education, and media.

Develop and participate in media and communications strategies for ERA work.

Participate as necessary in meetings with ERA Board of Directors and subcommittees.

Develop and present community education programs related to ERA's work.

Draft policy advocacy documents such as public comments and letters.

Research and/or prepare amicus briefs.

Assist ERA's development department in fundraising and fund reporting related to the attorney's work areas.

## Minimum Qualifications

Juris Doctor Degree.

Admitted to practice in California state and federal courts.

**Minimum** 5+ years litigation experience.

Class action litigation experience preferred.

Demonstrated experience in:

developing litigation.

drafting complaints, motions for summary judgment, etc.

responding to discovery and independently taking and defending depositions.

mediation and settlement discussions.

• Litigation experience in state and federal employment discrimination; demonstrated knowledge of federal and state employment and anti-discrimination laws.

Demonstrated ability to work with a diverse group of co-workers, law clerks, volunteers, clients, and communities targeted by ERA's outreach and litigation development efforts.

Community outreach and education experience.

Supervisory experience.

Computer literacy (Microsoft Outlook, Word)

**Knowledge, Skills, and Abilities:**

- Interest in and dedication to the achievement of full civil rights for women and girls.
- Commitment and ability to work with low-income communities as well as immigrant women or women of color.
- Excellent research, writing, and communication skills.
- Ability to devise litigation budgets and manage litigation.
- Ability to supervise, work collaboratively with, and provide guidance to law fellows and law clerks.
- Commitment to building organizational capacity and reach.
- Knowledge and awareness of local, regional, and national issues affecting women and girls.
- Willingness and ability to travel when required.
- Ability to work as a member of a team as well as ability to work independently and produce high-quality work with exceptional attention to detail and accuracy.
- Ability to prioritize and coordinate tasks in order to meet deadlines while remaining flexible to task changes.
- Fluency in Spanish or Asian/South Asian language highly desirable.

ERA provides generous benefits including medical, dental, life, and disability insurance; three weeks vacation the first year of employment, increasing to four weeks after one year, and thirteen paid holidays.

All inquiries will be considered confidential.

**Application Deadline: The position will remain open until filled.**

Please submit cover letter, resume and salary requirements by mail or e-mail to:

Hiring Coordinator  
Equal Rights Advocates  
1663 Mission Street, Suite 250  
San Francisco, CA 94103

[jobapplicants@equalrights.org](mailto:jobapplicants@equalrights.org)

Equal Rights Advocates is an equal opportunity/affirmative action employer and actively recruits women, people of color, persons with disabilities, and LGBTQI individuals.