

## Legal Fellow or Senior Legal Fellow Position Description



The Leadership Center for Attorney General Studies (AG Studies) is a 501(c)(3) organization that focuses on the work of attorneys general (AGs) and the impact their offices have on communities. By conducting original research, analyzing AG actions, and educating key stakeholders, AG Studies hopes to better inform the public on the importance of state AGs.

**Job Title:** Legal Fellow or Senior Legal Fellow

**Department:** Policy

**Reports to:** Policy Director

**Compensation:** up to \$8,250/month

**Position Type:** Non-employee contractor

**Purpose:** AG Studies seeks a Legal Fellow or Senior Legal Fellow to produce legal research and writing that advances the public understanding of the role of state attorneys general. This is a one-year, 40-hour-a-week contractor position that can be performed from anywhere in the United States.

The Fellow provides high quality legal research and analysis on the role of state AGs in shaping significant legal and policy issues, such as reproductive rights, public safety, civil rights, consumer protection, environmental justice, workers' rights, and civil rights. The Fellow also provides other legal and policy research to advance the goals of AG Studies as needed.

### **Duties/Responsibilities:**

- Provide legal research and writing services, including developing written products, research, and strategic guidance, related to the work of attorneys general on a variety of policy issues.

- Generate, on average, 20 pages a week of original written content and documents such as white papers, issue summaries, briefs, or related works.
- Produce legal research memos on emerging questions of law or 50-state legal surveys on crosscutting matters.
- Assist with other legal and policy research as needed.

**Skills/Abilities:**

- Impeccable research and writing skills.
- Ability to adapt writing for various audiences ranging from layperson to seasoned legal professional.
- Strong time management skills, stays on top of multiple projects, develops and executes a plan of action with minimal supervision.
- Team player who can thrive working with a largely remote team.
- Familiarity with the state attorney general community considered a plus.

**Education:**

- J.D. degree required.

**Location:**

AG Studies' office is located in Washington, DC. This position can be performed in the office or from anywhere in the United States.

**Application Requirements:**

To apply, please submit your resume and writing sample to [jobs@agstudies.org](mailto:jobs@agstudies.org). A cover letter is optional, though recommended.

**The application deadline is rolling, but applications received by May 6 will be given priority.**

Closing:

- AG Studies' office is in downtown DC and is open 9 AM - 6 PM Eastern. The Fellow may perform work in the office if desired.
- AG Studies values a truly diverse workforce and consultant community and is committed to a culture of inclusivity, respect, and integrity.
- We strongly encourage people with disabilities, people of color, transgender and non-binary people, and people from diverse backgrounds to apply.
- AG Studies is equal opportunity organization, and it is our policy to recruit, hire, train, promote, contract, and administer any and all personnel and vendor actions based on business needs, job requirements, and individual qualifications without regard to race; color; religion; national origin; sex; age; marital status; personal appearance; sexual orientation; gender identity or expression; family responsibilities; disability; matriculation; genetic information; credit information; status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking. AG Studies will not tolerate any unlawful discrimination or harassment based on any of these characteristics.

*Not sure you meet all of our qualifications? Research shows that men apply for positions when they meet an average of 60% of the criteria. Yet women and other people who are systematically marginalized tend to only apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds.*