**2016 – 2018 National Advisory Committee   
Law School Professional Application Form**

The Equal Justice Works National Advisory Committee (NAC) provides leadership, advice and outreach assistance to advance Equal Justice Works’ mission of mobilizing the next generation of public interest attorneys. The NAC convenes a diverse group of law students and law school professionals to act as Equal Justice Works ambassadors within the law school and legal services communities and assist with the implementation of initiatives.

The NAC is comprised of eight law students and eight law school professionals. All 16 members serve staggered two-year terms. Equal Justice Works seeks **two** law school professionals committed to public interest and social justice issues to serve two-year terms (July 1, 2016 – June 30, 2018).

The NAC meets in person one time per year and participates in several conference calls throughout the year. The 2016 NAC Annual Meeting will be held in Washington, D.C. on either Friday, July 29 or Friday, August 5 (to be determined). All applicants must be available to attend this in-person meeting of the Committee. Reasonable travel and lodging costs for the NAC meeting are reimbursed by Equal Justice Works.

**APPLICATION INSTRUCTIONS**

Email a complete application to [nac@equaljusticeworks.org](mailto:nac@equaljusticeworks.org). A complete application includes:

* A completed application form with your contact information and responses to each question;
* Your résumé or CV in Microsoft Word (.doc or .docx) or Portable Document (.pdf) format; and
* Two letters of reference.

References may be emailed separately, but we encourage you to send a copy with your application if possible.

Include two reference letters including:

* A letter from a student or student organization; and
* A letter from a current or former colleague or supervisor.

**All applications are due by 11:59 p.m. EDT on April 29, 2016. Late applications will not be considered.** If you have any questions, please email [nac@equaljusticeworks.org](mailto:nac@equaljusticeworks.org) or call 202.466.3686. All applicants will be contacted regarding their status by the end of May.

**ELIGIBILITY**

* The applicant’s law school must be a [member of Equal Justice Works](http://www.equaljusticeworks.org/law-school/membership/law-school-members) during the 2015-2016 school year.
* The applicant must be employed by a law school in a position such as, but not limited to: admissions counselor, financial aid officer, public interest advisor, career advisor, adjunct or full-time faculty member, clinician, alumni coordinator, dean of students, or dean.
* The applicant should have experience working with a wide variety of people within the legal community. Examples include law school administration, students, alumni, faculty, government agencies, law firms and nonprofit organizations.
* The applicant must have demonstrated knowledge of issues that affect underrepresented communities and/or experience working with underrepresented communities.
* The applicant must be willing and able to commit to serving a two-year term from July 1, 2016 – June 30, 2018.

# ROLES AND RESPONSIBILITIES OF NATIONAL ADVISORY COMMITTEE MEMBERS

**The mission of the National Advisory Committee is to:**

Provide a vehicle through which students and professionals at Equal Justice Works member law schools help advance the organization’s goal of helping students develop a lifelong commitment of working on behalf of underrepresented individuals, communities and causes.

To achieve this mission, the NAC provides feedback on Equal Justice Works programs and initiatives, conducts outreach to law school professionals and students at law schools in their assigned regions, and reports back to Equal Justice Works staff on public interest law issues, news, updates, and feedback in their regions.

**Equal Justice Works**

Equal Justice Works coordinates with NAC members to:

* Establish annual goals based on organizational priorities and needs;
* Ensure NAC members receive orientation, training and information on current and new initiatives within Equal Justice Works;
* Recruit new members annually; and
* Organize an annual meeting and regular conference calls.

**NAC Members**

NAC members help extend the reach of Equal Justice Works initiatives into the law school and legal services community by:

* Acting as Equal Justice Works ambassadors within the law school and legal services communities;
* Conducting outreach to and soliciting feedback from students and professionals at member law schools not represented on the committee;
* Participating in the annual in-person meeting;
* Assisting with the annual Conference and Career Fair held every October in Washington, D.C.;
* Assisting with the design, implementation and evaluation of select initiatives; and
* Respecting and promoting the actions and decisions of the NAC among member schools.

**National Advisory Committee Application: Law School Professionals**

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| Applicant Information *Instructions: Click on the highlighted field to type in your information. Double click check boxes to check off the appropriate answer.* | |
| Name: |  |
| Title: |  |
| Law School: |  |
| Mailing Address  (as of June 2014): | Number and street  City, State and Zip |
| Phone: | eg.: 555-555-5555 |
| Email: |  |
| By submitting this application, I hereby confirm that I have read and understand the NAC Roles and Responsibilities outlined above and am willing to abide by them should I be selected.  I agree | |
| Please answer the following questions. Note that each question has a word limit. | |
| 1. What do you consider to be the most pressing issue or issues in the public interest legal community both nationally and at your law school and why? *Please limit your response to 500 words.* | |
| 2. Describe your current involvement with others within the law school and legal community on public interest issues, giving specific attention to leadership experience. If applicable, include any organizations and affiliations of which you are an active member and any positions held. *Please limit your response to 500 words.* | |
| 3. Equal Justice Works is increasing our outreach to law students and working to help them connect with each other in a national network.  In addition to information about our programs and opportunities, what do you think we should include in the content of our outreach? What do students want to know in relation to public interest law on their campuses and public interest legal careers? What can we do or what can we provide to develop, strengthen or support public interest and pro bono programming on law school campuses? Think outside the box! *Please limit your response to 500 words.* | |
| 4. Members of the National Advisory Committee are asked to occasionally facilitate conversations with law school students, faculty, and staff; brainstorm programming ideas; write blogs and other content; and advise Equal Justice Works. Citing examples, describe what qualities and skills you bring to the National Advisory Committee, including any successful collaborative projects in which you have been involved.  *Please limit your response to 500 words.* | |

**Equal Justice Works National Advisory Committee**

**Reference Instructions**

Include two reference letters including:

* + - A letter from a student or student organization; and
    - A letter from a current or former colleague or supervisor.

Please include the following instructions when seeking references:

An applicant for membership on the Equal Justice Works National Advisory Committee (NAC) has submitted your name as a reference able to evaluate her/his qualifications for such an appointment. As a NAC member, the applicant would be a part of a team of 14 law students and law school professionals (administration, faculty and staff) that collectively supports and advances Equal Justice Works’ goal of helping law students develop a lifelong commitment to working on behalf of underrepresented individuals, communities and causes.

To this end, the National Advisory Committee will:

* Engage multiple law school stakeholders in its work;
* Conduct outreach to and solicit feedback from law schools not represented on the NAC;
* Act as Equal Justice Works ambassadors within the law school and legal services communities; and
* Assist with the design, implementation and evaluation for select Equal Justice Works initiatives.

**Suggested Recommendation Letter Content and Format**

Please write a letter of recommendation sharing your insights and observations of the applicant’s potential to contribute as a NAC member. Please provide specific examples and include your opinion on the applicant’s strengths and weaknesses in at least five of the following topics:

* Commitment to public service and access to justice issues;
* Leadership skills;
* Capacity for critical thinking and problem solving;
* Ability to effect change;
* Ability to work independently and as part of a team;
* Experience working with diverse communities, groups and issues;
* Understanding of program development, implementation and evaluation; or
* Experience introducing new programs or organizations and curricular or extra-curricular innovations at his/her law school.

Please adhere to a maximum length of two pages, double-spaced, and include the name of the applicant on each page.

Equal Justice Works prefers that the references be included with the applications submitted. However, if you wish to email your reference separately, you may do so by emailing it to [nac@equaljusticeworks.org](mailto:nac@equaljusticeworks.org). If you have any questions, please email [nac@equaljusticeworks.org](mailto:nac@equaljusticeworks.org) or call 202.466.3686.

Thank you for taking the time to complete this recommendation.