



**Position Announcement: Outreach Specialist**  
**Full-Time, Permanent, D.C.-Based with Work from Home Flexibility**  
**Expected Start: April 2023 | Salary: \$57,000-\$64,000**

The [Washington Legal Clinic for the Homeless](#) – a D.C.-based, locally-focused legal services and advocacy organization – seeks to hire an **Outreach Specialist** who shares our vision of a just and inclusive community for all residents of D.C., where housing is a human right and where every individual and family has access to the resources they need to thrive.

The Legal Clinic’s mission is to use the law to make justice a reality for our neighbors who struggle with homelessness and poverty. Combining community lawyering and advocacy to achieve our clients’ goals, our staff and network of volunteer attorneys provide low barrier legal services, helping our clients access housing, shelter, and other vital supports and services. Rooted in the experience of this client work, we blend system reform efforts, policy advocacy, client engagement and community education to advocate for long term improvements in programs that serve those who are homeless and low-income.

The **Outreach Specialist** is one of the first points of contact for our clients. They will be an active member of our Community Engagement Team, maintain a calendar of outreach activities including trainings and rights talks, and perform regular outreach in the community (at emergency shelters, day programs, encampments, etc.). They will also be responsible for informing clients of upcoming legal intake and advocacy opportunities, facilitating listening sessions, and tracking client engagement and input. The Outreach Specialist will also assist in testimony preparation and advocacy/trainings.

We are looking for an Outreach Specialist to join the Legal Clinic who:

- is committed to social and racial justice;
- is committed to client-centered representation and advocacy;
- is able to work independently and as part of a team;
- is eager to be out in the community engaging with clients, service providers, and volunteers; and
- is comfortable being part of an organization that takes unpopular positions if justice demands we do so.

Our ideal candidate will have:

- some working knowledge of the D.C. Government and community resources;
- experience working with community members, ideally with people who are unhoused;
- excellent communication, written, oral and computer skills; and
- Spanish fluency, or fluency in other languages.

The successful candidate will be comfortable working in a small, non-profit environment, both independently and as part of a team.

**Working Conditions:** The Legal Clinic is currently operating on a hybrid work schedule. While there is flexibility to work some days from home, the Outreach Specialist is expected to connect in-person with D.C.-based organizations, community members, and with the Director of Community Engagement on a regular basis. Proof of vaccination is required to initially enter the building.

**Salary:** Compensation for a candidate who meets all qualifications above – required and preferred – will be in the range of \$57,000 to \$64,000. The Legal Clinic offers excellent benefits including 100% paid platinum health plan for you, your partner, and dependents – as well as 100% paid dental and vision plan. In addition, generous time off including two-weeks of vacation (to start) plus the last week of the year, three days at Thanksgiving, Emancipation Day, and all federal holidays.

**To Apply:** Please send a cover letter and resume via e-mail to [job@legalclinic.org](mailto:job@legalclinic.org) and note "Outreach Specialist" in the subject line. *We are looking for thoughtful, personalized cover letters that demonstrate qualifications and interest in working to build a more just community.* Interested persons are encouraged to apply immediately. First round of interviews will be taken from applications received by February 13. Position will remain opened until filled.

*The Washington Legal Clinic for the Homeless values an inclusive workplace. Candidates who are Black, Indigenous, people of color, people with disabilities, and/or members of other underrepresented communities are strongly encouraged to apply.*