NLG Mass Defense Resource Contract Position

The NLG National Office is hiring for a 6-month temporary contract position to update and create Mass Defense resources. The contractor will work in collaboration with National Office staff and the Mass Defense Steering Committee to assess and strengthen NLG’s legal observer, Know Your Rights, jail support, post-arrest, and mass defense training materials.

About the National Lawyers Guild: NLG is a legal membership organization with a longstanding commitment to racial, economic, gender, disability, and queer liberation, incarcerated peoples’ rights, and prison and policing abolition. Our mission is to use law for the people; we unite lawyers, law students, legal workers, and jailhouse lawyers to function as an effective force in the service of the people by valuing human rights and the rights of ecosystems over property interests. This is achieved through the work of our members, and the NLG’s numerous organizational committees, caucuses, and projects, reflecting a wide spectrum of intersectional issues.

Location: This is a fully remote position.

Compensation: $25,000

Qualifications (Required):
- Commitment to NLG principles (including, but not limited to, anti-racism, anti-imperialism, anti-capitalism, and anti-oppression);
- At least 3-5 years experience with the NLG and Mass Defense work locally or nationally
- Superb written and oral communication skills, with experience translating legal concepts into accessible language
- Experience working with nonprofit, legal, or membership organizations
- Ability to navigate complex organizational structures and work well with multiple stakeholders
- Ability to work with Google Suite, Zoom, and project management systems (or the willingness to learn)
- Proven ability to work both independently and collaboratively as needed
- Availability during core business hours of 10:30am-5:30pm ET
- Ability to conduct business in English.

Job Duties
Develop a comprehensive manual and network of resources for movement legal support, including these key elements:
- Know Your Rights training templates for NLG chapters
- Legal Observer Manual & Other LO Resources
- Jail Support Resources
○ Hotline guides and scripts
○ Arrestee tracking guide
○ Recommendations for communications tools and data storage methods

● National Resources & Support
  ○ Guides for case coordination and attorney pairing
  ○ Support development of local legal support committees, as needed, in high-profile cases

● Legal strategies & considerations (plea vs. trial, individual vs. group defense, individual civil claim vs. class action)

● Library of templates for post-arrest support

● Discovery sourcing & Complications
  ○ Info on Criminal Trials (pre-trial motions, jury selection, etc)
  ○ Info on Civil Rights Claims (potential claims, settlement negotiation, etc)

● National Virtual Train the Trainer
  ○ Plan national, virtual LO training for NLG members and allies

● Coordinate Open Monthly KYRs
  ○ Taught by rotating members of MDCSC

How To Apply

Candidates should submit a letter of interest, a resume, and two references in one PDF document to jobs@nlg.org, with “[Full Name] – Mass Defense Contractor” as the subject of the email.

The letter of interest should describe your motivations for working with the NLG, any relevant movement experience, and details about your demonstrated mass defense experience. Letters of interest will not be evaluated based on adherence to any specific cover letter conventions; we just want to know more about your personal, political, and/or professional interest in this role.

References will not be checked until the last round of interviews and candidates will be given an opportunity to notify their references in advance.

Applications will be evaluated on a rolling basis until June 30. Please apply early to ensure your application is considered.

The NLG National Office complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If an accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact jobs@nlg.org.

The NLG is an affirmative action, equal opportunity employer. People of color, trans and LGBTQ people, women, disabled people, immigrants, formerly incarcerated people, and people who have lived in poverty are strongly encouraged to apply.