



**ATTORNEY  
at CHILDRENS LAW CENTER**

Established in 1989, Northern Kentucky Children's Law Center (CLC) is a unique nonprofit law firm that protects the rights of children and youth—so they can grow into adulthood in safe, healthy ways. Through direct legal assistance, policy reform, and community education, CLC advocates for young people across Ohio and Kentucky. We offer services across the justice system, child-welfare system, education system, and beyond. With an eye for systems improvement, CLC collaborates with many regional and national organizations.

*We invite you to join our passionate, caring, and knowledgeable team.*

**Position Description:** CLC is seeking an attorney, who will be based in our headquarters in Covington, KY. The attorney will provide holistic legal services to children and youth in accordance with the objectives and values of CLC. The attorney will:

- Provide representation in courts, administrative hearings, and other legal proceedings; conduct legal research and analysis; create appropriate filings and legal documentation.
- Help create, maintain, and protect rights associated with IEPs and 504 Plans.
- Gain specialized knowledge and duties relevant to legal services in education, victims' rights, and other fields (as coordinated with Executive Director).
- Ensure productive client communications and relationships—with children, youth, and families.
- Engage in community outreach and education.
- Assist with data collection and management, as well as reporting for internal and external purposes.
- Participate in legal clinics and other community-based activities.
- Cultivate and leverage relationships with professionals in relevant legal- and social-service systems, such as attorneys, clerks, prosecutors, public defenders, school administrators, judges, hearing officers, judges, law enforcement officers, policymakers, politicians, case managers, nonprofit leaders, social-service providers, and others.
- Advocate on public policy issues, in collaboration with Executive Director and other staff.
- Occasionally support fundraising efforts (e.g., writing parts of grant reports and applications, meeting with donors, etc., in collaboration with Development Director and Executive Director).

**Required:** J.D.; Kentucky and Ohio bar admission or ability to waive in; excellent communication and interpersonal skills; ability to multitask effectively; ability to thrive in different legal environments; strong writing and advocacy skills; cultural competency; desire to work with community partners; excellent problem-solving skills; keen attention to detail.

**Preferred:** Previous experience with education law or education-related matters, including school enrollment, discipline, and special education; experience with due process, IEP, and administrative hearings; 2+ years of legal experience; demonstrated desire and history of public interest practice.

CLC is an equal-opportunity employer. People from marginalized groups—that is, those who have experienced systemic exclusion based on race, ethnicity, religion, gender, or sexual orientation—are strongly encouraged to apply.

*Please send a letter of interest and resume to Ashley Booher, Project Administrator, at [abooher@childrenslawky.org](mailto:abooher@childrenslawky.org). Applications will be reviewed on a rolling basis.*