



**Part-Time Position Available
Intake Attorney**

Posting Date: July 11, 2007

The ACLU Foundation of Massachusetts seeks a part-time attorney to assist with complaint intake and review for a flexible sixteen hours per week, generally four hours on four mornings or afternoons. The position requires exercise of judgment concerning complaints, factual investigation where appropriate, and some legal research to help decide if a complaint should be pursued at ACLUM or referred elsewhere. The intake attorney will work within the legal department and will consult with other ACLUM attorneys as needed. The intake attorney may also provide complainants with basic information about their rights.

The applicant should have legal experience, good organization, awareness of legal issues, ability to relate well to complainants, and excellent computer skills, along with a commitment to civil rights and civil liberties. Knowledge of Spanish is a plus. This position will pay \$16.00 to \$25.00 per hour depending on experience, along with two weeks of prorated vacation per year.

Please send cover letter, list of references, and resume as soon as possible to:

Heidi Becker
ACLU of Massachusetts
211 Congress Street
Boston, MA 02110,

or by email to hbecker@aclum.org. Applications will be considered as they are received.

No phone calls please.

The ACLU of Massachusetts is an affirmative action/equal opportunity employer and encourages women, people of color, persons with disabilities, and members of the LGBT community to apply.