



We're Hiring: Legal Director | Help Lead Systemic Change Toward Economic Justice in Maine

Maine Equal Justice (MEJ) is seeking a **Legal Director** to lead our litigation and legal services in pursuit of greater economic security and equity for people in Maine. This is a unique opportunity for an experienced legal professional who is passionate about economic justice, interested in anti-poverty law, and energized by the power of law, policy, and community advocacy working in concert.

As Legal Director, you will guide MEJ's legal services and litigation strategy—developing and supporting high-impact cases and aligning legal advocacy with broader systemic goals. You will supervise and mentor a passionate team of attorneys and advocates, lead collaborative problem-solving across teams, and help ensure our work is community-centered, strategic, and aligned with the lived experiences of people most impacted by poverty.

The Legal Director works under the direction of the Executive Director and in close collaboration with the Advocacy & Programs Director and Organizing & Outreach Director. This is a highly collaborative role that combines litigation expertise, team leadership, strategic thinking, and deep commitment to advancing racial and economic justice.

Maine Equal Justice is a nonprofit legal aid and economic justice organization based in Augusta, Maine. We represent the interests of people with low income in the state legislature, before the courts and administrative agencies, and through community outreach and education. We work to increase economic security, opportunity, and equity in Maine, ensuring that everyone can access adequate health care, food, income security, and pathways to higher education and training. Learn more at MaineEqualJustice.org.

Representative Tasks:

- Keeps current on the state of the law and procedures within areas of practice.
- Analyzes laws and regulations and evaluates opportunity to solve systemic problems through administrative advocacy, litigation, or legislation.
- Supervises the legal services team, ensuring quality and effective management and resolution of legal cases and the production of client education materials.

- Promotes litigation skills development and assists attorney staff in developing and pursuing affirmative systemic litigation.
- Represents clients and client groups in court, before administrative agencies, before legislative bodies, and in other appropriate forums.
- Leverages the efforts of the private bar in developing, negotiating and litigating systemic cases.
- Prepares and drafts legal documents, pleadings, motions, briefs and appeals.
- Provides legal expertise and support for the policy team, helping to ensure effective, strategic lobbying and administrative advocacy, including support with legal research, policy analysis, drafting legislation, and commenting on agency rules.
- Collaborates with the Advocacy & Programs Director and Organizing & Outreach Director to ensure the organization's policy advocacy, community organizing, and legal services are well coordinated and that MEJ is utilizing litigation effectively to help shape public policy and that litigation goals are community driven to the extent possible.
- Collaborates and coordinates with other legal services organizations to inform the systemic advocacy at MEJ and assure a high quality of legal representation to MEJ's clients.
- Serves on various commissions, committees, advisory bodies, and substantive panels.
- Contributes to strategic discussions and priority setting within the organization.

Knowledge, Skills, and Abilities:

- Ability to analyze federal and state laws and policies.
- Ability to assess potential for success in different policy and litigation forums and identify strategic opportunities.
- Ability to secure the most benefit for people with low incomes, to know when to compromise, and realistically assess the tactics and amount of effort required to achieve the goal.
- Strong supervisory skills.
- Knowledge of the Code of Professional Responsibility and the Maine Bar Rules
- Knowledge of the State and Federal Rules of Civil Procedure and the State and Federal Rules of Appellate Procedure.
- Knowledge of Class Action litigation requirements.
- Ability to work cooperatively with Maine's private bar, legal service providers, and government officials.
- Ability to work with a diverse pool of low-income clients with cultural humility and in an effective, trauma-informed manner.
- Ability to work with other allies and to work effectively with people of differing opinions.

- Knowledge of various areas of poverty law, including health, welfare, food assistance.
- Knowledge of administrative procedure and rulemaking and related case law.
- Ability to write clearly and persuasively.
- Ability to communicate effectively orally and in writing.
- Knowledge of computer programs including Microsoft Office and G-Suite. Salesforce experience is helpful but not required.

Minimum Qualifications:

JD degree from an accredited law school. Member of state and federal bars in good standing. If not admitted in Maine, must be eligible to waive in or sit for the Maine Bar. Experience litigating class action cases that is sufficient to meet Rule 23 requirements. An eight (8) year combination of education, training, and/or experience in civil legal services, litigation, policy analysis, and/or working on issues affecting people with low incomes.

Licensing/Registration/Certification Requirements: Member in good standing of state and federal bars.

Location: This is a hybrid position. Weekly in person presence working in Augusta and Portland may be necessary.

Salary and Benefits: Salary range of \$84,000-\$94,000 based on experience. Health and dental insurance are provided, with premiums and deductibles mostly covered by employer, as well as employer-paid life insurance and short- and long-term disability insurance. MEJ offers retirement accounts with an annual employer contribution, generous vacation time (five weeks vacation in first year of employment), generous sick time, and 14 paid holidays per year.

To Apply: Submit a **letter of interest, writing sample,** and **resume** addressed to Robyn Merrill, Executive Director, via email to admin@mejp.org. **PDFs are preferred.**

Please note: Resumes submitted without a letter of interest will not be considered.

Your writing sample should demonstrate your legal writing skills and may be an excerpt from a longer piece.

Applications will be accepted until May 9, 2025, or until the position is filled.

We encourage people of color, members of the LGBTQ community, and those with lived experience of poverty to apply. Maine Equal Justice is an Equal Opportunity Employer.

Thinking about applying? *Research shows that people from historically excluded communities tend to apply to jobs only when they check every box in the posting. If*

you're currently reading this and hesitating to apply for that reason, we encourage you to go for it! Let us know how your lived experience and passion set you apart.