

Alternative, Non-Traditional, & JD Advantage Careers in Public Service
2015 NALP Annual Education Conference- Chicago, IL

Counseling Checklist

This is a checklist of topics to discuss with students/attorneys that are interested in alternative careers.

1) Self-Assessment

- Passions/Interests
- Skills/Experience
- Preferred Work Setting & Lifestyle

2) Research

- Online (see resource handout for suggested websites)
- Industry Publications
- Informational Interviews

3) Marketing Materials

- Resume (transform legal resume into industry specific resume, highlight relevant transferable skills)
- Cover Letter (specific to the industry, employer, and position)
- Business Cards
- Social Media

4) Networking

- Law School/University Organizations & Events
- Community Organizations & Events
- Professional Associations
- Industry Conferences/Meetings

5) Searching & Applying

- Online (LinkedIn, Indeed, etc., see resource handout for more suggested websites)
- Career Services Job Postings
- Professional Association Websites
- Targeted E-mails/Mailings

6) Interviewing

- Research Employer
- Mock Interview

Job Search Resources

General

NALP Shared Resources, Archived Bulletin Articles (you can filter by “alternative careers”), and Webinars www.nalp.org

NALP Conference Handouts (2005-2015 are all online) www.nalp.org/conferencehandouts

NALP JD Advantage Webpage www.nalp.org/jdadvantage?s=JD%20Advantage

PSJD www.psjd.org

Idealist www.idealist.org

Government

USAJOBS www.usajobs.gov

Presidential Management Fellows Program (PMF) www.pmf.gov

State & Local Government Directory www.statelocalgov.net

International

United Nations www.un.org/en/employment/

Human Rights Jobs www.humanrightsjobs.com

US Department of State www.state.gov/careers

Peace Corps www.peacecorps.gov/about/jobs/

Non-Profit

Nonprofit Jobs www.nonprofit-jobs.org

The Nonprofit Times www.thenonprofittimes.com

Nonprofit Careers www.nonprofitcareer.com

The Foundation Center www.philanthropynewsdigest.org/jobs/

Policy

Roll Call www.rcjobs.com

Hill Zoo www.hillzoo.com

NONPROFIT MANAGEMENT RESOURCES

RECOMMENDED TEXTS

ABA Business Law Section (2011, Third Edition), *Nonprofit Governance and Management* (paperback).

ABA Business Law Section Nonprofit Organizations Committee (2012, Third Edition), *Guidebook for Directors of Nonprofit Corporations* (paperback).

Collins, Jim (2005), *Good to Great and the Social Sectors: A Monograph to Accompany Good to Great* (paperback).

Connolly Paul M. (2006), *Navigating the Organizational Lifecycle: A Capacity-Building Guide for Nonprofit Leaders* (available for purchase at www.BoardSource.org as pdf).

Grace Kay Sprinkel, McClellan Amy, Yankey John A. (2008, Second Edition), *The Nonprofit Board's Role in Mission, Planning, and Evaluation* (available for purchase at www.BoardSource.org).

Herman, Robert D. & Associates (2010, third edition), *The Jossey-Bass Handbook of Nonprofit Leadership & Management*.

McGinnis Kathleen A., Williams Sherill K. (2011), *Building the Governance Partnership: The Chief Executive's Guide to Getting the Best from the Board* (available for purchase at www.BoardSource.org as pdf).

Runquist, Lisa A. (2005), *The ABCs of Nonprofits* (paperback).

Wolfe, Thomas (1999), *Managing a Nonprofit Organization in the Twenty-First Century* (paperback).

AVAILABLE ONLINE

Association of Fundraising Professionals: www.afpnet.org

BoardSource: www.boardsource.org

Donors Forum, [*Illinois Non Profit Principles and Best Practices*](#)

Foundation Center: www.foundationcenter.org

Sargent Shriver National Center on Poverty Law (2002), [*Poverty Law Manual for the New Lawyer*](#)