

Jennifer Gordon, Esq.

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EXPERIENCE

Nova Southeastern University Shepard Broad College of Law, Fort Lauderdale, Florida

<i>Adjunct Faculty, Master of Science in Law</i>	June 2024 – Present
<i>Bar Coach, Academic Success and Professionalism Program</i>	May 2022 – Present
<i>Professor, First-Year Experience Course UNIV 1000</i>	May 2021 – Present
<i>Interim Director of the Career and Professional Development Office</i>	June 2020 – October 2020
<i>Director of Public Interest Programs</i>	July 2014 – Present

Serve as the primary resource and contact for law school and professional communities to promote public interest law and pro bono programs. Develop, administer, and publicize NSU Law's Public Interest Programs, which includes the Mandatory Service Graduation Requirement, Van Horn Law Group Pro Bono Honor Program, NSU Law Summer Fellowships, and the Public Interest Law Society. Provide public interest and pro bono counseling to students and alumni including: document structure and content, interviewing techniques, mock interviews and informational interviews, networking, and job search strategies. Serve as the liaison between NSU Law and the South Florida community to coordinate collaborative programming and to foster relationships. Coordinate, manage, and staff the One-Day Service Projects held each semester at the College of Law in partnership with community nonprofits and student organizations to provide free legal services in various areas including: immigration, community ids, sealing and expungement, and guardian advocacy. Administer the Mandatory Service Graduation Requirement for all students, provide opportunities for service, and maintain student files. Manage the Van Horn Law Group Pro Bono Honor Program, a voluntary program that recognizes students for their commitment pro bono service in the community. Created the Service Handbook with information and reporting forms as well as the Service Calendar that provides one-time opportunities for students to engage. Coordinate, promote, and execute public interest events, including Public Interest Law Day for students to learn about different federal, state, and local public service organizations and about the different pro bono, internships, clinical, fellowship, and employment opportunities available at each. Organize and manage the Orientation Day of Service Projects for incoming students at various nonprofits tying the service project to a particular area of law. Serve as a co-advisor to the NSU Law student organization, the Public Interest Law Society. Coordinate, promote, and execute the Public Interest Law Society's Annual Auction to raise money for law student summer fellowships. Coordinate the NSU Law Summer Fellowships, including: creating an application and reporting forms, reviewing applications, creating new guidelines, administering the fellowship funds, and supervising students. Managed the 17th Judicial Circuit of Florida Summer Judicial Internship Program, including: creating new guidelines and requirements, creating an application and reporting forms, securing Judges to participate, submitting the application and background checks, reviewing applications, and supervising students. Assist students who are involved in disciplinary issues, work with students when sanctions are given, maintain confidential records, and submit reports to appropriate state bar. Manage and supervise office Student Assistants. Collect, draft, and submit reports to various outside organizations on behalf of NSU Law. Attend networking events and local, regional, and national meetings and conferences on behalf of NSU Law. Selected and completed the Emerging Leadership Program.

St. Thomas University School of Law, Miami Gardens, Florida

<i>Director of Pro Bono & Public Interest Career Counselor</i>	August 2012 – July 2014
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Administered and managed the day-to-day operations of the Pro Bono Program, a mandatory service graduation requirement. Developed, promoted, and coordinated pro bono projects. Served as the liaison between St. Thomas Law and the South Florida community to coordinate collaborative programming and foster relationships. Provided pro bono counseling to students and match students with pro bono service opportunities. Maintained student pro bono records. Updated and maintained pro bono contact databases. Created the pro bono handbook with information and forms. Coordinated the Public Service Awards Program, recognizing students for their pro bono efforts. Served as the Director of Career Services when the Director of Career Services was unavailable. Assisted with OSCAR applications. Assisted with gathering recent graduate information for reporting employment statistics. Trained new staff. Assisted the Alumni Relations Department with events involving students and alumni. Responded to inquiries from faculty, staff, students, and others regarding the Career Services Office. Spearheaded a new collaboration between Carol City High School's Law Magnet Program and St. Thomas Law to

Public Interest Career Counselor

May 2010 – July 2014

provide civic teaching. Continued the responsibilities of Public Interest Career Counselor as described below. Provided general counseling to students and alumni including: document structure and content, interviewing techniques, mock interviews and informational interviews, networking, and job search strategies. Provided specific public interest counseling to students and alumni. Reviewed student and alumni documents including: resumes, personal statements, and cover letters. Coordinated and promoted the Pro Bono & Public Service Fair which consisted of federal, state, and local public service participants from the South Florida community. Coordinated and presented on public interest topics each semester. Coordinated the St. Thomas Law Loan Repayment Assistance Program. Assisted with the On Campus Interviewing Program. Created the Career Services' resume guide, cover letter guide, timeline guide, and samples guide. Coordinated, managed, and edited the Anti-Defamation League Summer Associate Research Program's St. Thomas Law student participants. Coordinated the Florida Bar Foundation Public Service Fellowship Program, including: writing grant applications, writing final reports, and supervising students. Supervised the Career Services Office's Research Assistants. Attended networking events and various local, regional, and national meetings and conferences on behalf of the Career Services Office and/or St. Thomas Law. Assisted with coordinating and executing events held at St. Thomas Law including: graduations, Florida Bar events, special speakers, admissions events, and alumni events. Assisted and attended alumni events on behalf of the Career Services Office. Performed outreach within South Florida's public sector community. Served on St. Thomas University committees as requested.

EDUCATION

St. Thomas University School of Law, Miami Gardens, Florida*Juris Doctor*

May 2009

Honors:INTERCULTURAL HUMAN RIGHTS LAW REVIEW: *Managing Editor*, 2008 – 2009.International Moot Court: *Susan J. Ferrell Intercultural Human Rights Moot Court Competition Coordinator*, 2008 – 2009; 3rd Best Memorial - Jessup International Law Moot Court Competition, 2008.

Book Award: Advanced Legal Writing; Dean's List; Peter T. Fay American Inn of Court.

Florida State University, Tallahassee, Florida*Bachelor of Arts* in English, *cum laude* (Minor in Education)

May 2006

Honors: Dean's List.Study Abroad: Universitat Politecnica, Valencia, Spain (Summer 2004).**MEMBERSHIPS**

The Florida Bar.

The Public Interest Law Section, *Executive Counsel*, 2016 – 2017, 2018 – Present;*The Florida Public Interest Journal (Administrative Editor*, 2011 – Present).

The Florida Pro Bono Coordinators Association.

The National Association of Pro Bono Professionals.

17th Judicial Circuit Pro Bono Committee.

Florida Notary Public.

COMMUNITY INVOLVEMENT

Junior League of Greater Fort Lauderdale, Fort Lauderdale, Florida (*Sustainer*, 2021 – Present; *GMM Member*, 2020 – 2021; *Board Member*, 2019 – 2020; *Nominating Chair*, 2019 – 2020; *Nominating Committee Member*, 2018 – 2019; *Prospective Member Committee Member*, 2017 – 2018; *Community Affairs Chair*, 2016 – 2017; *Community Affairs Committee Member*, 2015 – 2016; *Project Development Committee Member*, 2014 – 2015; *Organizational Development Institute Committee Member*, 2013 – 2014).

City of Fort Lauderdale, Education Advisory Board, Fort Lauderdale, Florida (*Member*, 2015 – 2017).**Cross Cultural Solutions**, Tanzania, Africa (*Volunteer Teacher*, Summer 2006).