

Capital District Women's Bar Association **Legal Project, Inc.**

POSITION STATEMENT

(Exempt Position)

TITLE: **Staff Attorney**

RESPONSIBLE TO: Supervising Attorney

OBJECTIVE: To provide legal advice and representation to victims of domestic violence with the goal of ensuring safety and long-term independence from their abusers.

The Legal Project is a not-for-profit 501(c)(3) organization located in Albany, NY, that has grown from a small pro bono volunteer program in 1995 into an innovative staff-based and pro bono program that leverages community resources and experience in providing free and low cost civil legal services to domestic violence victims and the working poor. Our many programs include family court and divorce representation in domestic violence cases; legal advocacy and assistance to college students who are victims of sexual assault or interpersonal violence; immigration services; foreclosure prevention; wills and end of life planning; bankruptcy; veteran's legal clinics; small business legal assistance; and community legal clinics on general civil legal issues. The Legal Project also provides community education and professional training.

The Legal Project provides access to the protections of the law to advance the safety, stability and independence of the people we serve and strengthen our communities. We do this by advising, advocating for and representing people who have traditionally had difficulty obtaining civil legal assistance.

Based upon these beliefs, the mission of The Legal Project is to make the law more accessible to those in need, to increase the legal community's involvement in pro bono work; and to serve as a resource on legal issues. We feel a special commitment to women and others who may have difficulty in obtaining legal assistance.

PRINCIPAL RESPONSIBILITIES:

1. Provide high-quality trauma informed legal representation to victims of domestic violence in Family Court matters and in matrimonial proceedings.
2. Provide consultations to victims of domestic violence on civil legal matters as necessary.
3. Work as part of a team to ensure that domestic violence victims receive appropriate legal services.
4. Make referrals to community resources as appropriate.

5. Participate in team problem solving with Legal Project staff to ensure the smooth and effective functioning of programs.
6. Maintain and update knowledge of developments in the legal field related to domestic violence.
7. Identify other legal needs for future program development.

QUALIFICATIONS:

1. Admitted to NYS Bar.
2. Commitment to providing high quality legal services to clients in a variety of civil matters.
3. Experience: At least 2 years litigation experience with experience representing victims of domestic violence or disenfranchised populations strongly preferred.
4. Understanding of domestic violence.
5. Other qualities:
 - a. Thoroughness, organization and attention to detail.
 - b. Excellent oral and written communication skills.
 - c. Ability to relate to clients, community partners and staff.
 - d. Ability to plan, take responsibility, set priorities and delegate effectively.
 - e. Bilingual preferred.

Application Instructions:

Send cover letter, writing sample, resume and list of references to Bridgit Burke, Legal Director, at 24 Aviation Road, Suite 101, Albany NY 12205

The Capital District Women's Bar Association Legal Project, Inc. is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.

Application Deadline: Candidates are encouraged to apply as soon as possible. Interviews will be held on a rolling basis until the position is filled.