Description:

**ABOUT US**

Sanctuary for Families is New York's leading service provider and advocate for survivors of domestic violence, sex trafficking and related forms of gender violence. Every year, Sanctuary empowers thousands of adults and children to move from fear and abuse to safety and stability, transforming lives through a comprehensive range of services. We provide a range of wrap-around services to help survivors rebuild their lives in the aftermath of abuse, and work to end gender violence through three key strategies: direct services, outreach and training, and systems-change advocacy. Our services are available in 11 locations throughout New York City.

**POSITION OVERVIEW**

Sanctuary for Families seeks an experienced family law attorney to focus on legal consultations and pro se services for clients who come to the Manhattan Family Justice Center seeking assistance with family offense, custody/visitation, and child/spousal support proceedings, as well as matrimonial matters. The Consultation Attorney will provide civil legal screenings and legal consultations, assist pro se clients by drafting family law petitions and other filings, represent a small caseload of clients, and coordinate and conduct Sanctuary's pro se clinics. The Consultation Attorney will provide technical assistance to FJC partner agencies, conduct community outreach, training and education in Manhattan, actively engage in advocacy committees and task forces, and collaborate with other agencies to advocate for systemic change. They will coordinate and supervise staff attorneys, project assistants, pro bono attorneys, interns, and volunteers. The Consultation Attorney will work out of our Manhattan Family Justice Center office and will report to the Senior Program Director and Associate Program Director of the Family Law Project at the Manhattan Family Justice Center.

**RESPONSIBILITIES**

* Provides initial civil legal screenings and any necessary follow-up legal consultations to clients seeking family law assistance, including drafting of pro se petitions and other filings
* In collaboration with Senior Program Director and Associate Program Director, creates, implements, coordinates and conducts ongoing family law legal clinics to assist clients in drafting pro se petitions for Family and Supreme Courts.
* Collaborates with FJC family law projects across the five FJC's to create, implement and coordinate pro se services and clinics and collaborates with other SFF legal projects.
* Coordinates, supervises and/or mentors staff attorneys, project assistants, pro bono attorneys, interns, and volunteers on all aspects of client contact, litigation support, litigation strategy and execution, case management, and/or project development.
* Recruits, selects, hires, and onboards project assistants, collaborating with Senior Program Director and Associate Program Director.
* Assists Senior Program Director and Associate Program Director with performance evaluation of staff, responsible for performance evaluation for project assistants.
* Together with the Senior Program Director and Associate Program Director, participates in internal management audits and reviews, and designs and implements program improvements using outcome-based evaluations, among other tools
* Provides direct representation to a small caseload of clients in family law matters, including matrimonial, family offense, custody and visitation, and child and spousal support cases.
* Provides other advocacy as needed, including the criminal legal and child protective systems.
* Facilitates clients' access to intra-agency and outside resources, and administers provision of direct financial assistance and donations to clients.
* Provides technical assistance to FJC partner agencies.
* Conducts community outreach, training and education.
* Actively engages in advocacy committees and task forces, and collaborates with other agencies to advocate for systemic change.
* Participates in interagency conferences and legal/ bar association committee meetings to keep abreast of developments in the areas of pro bono, domestic violence, and legal remedies for victims of domestic violence.
* Performs any other department or agency-related duties or special projects as directed by supervisor.

Requirements:

* J.D. degree
* Admission to the NY Bar
* 3 or more years of relevant family law experience required
* Fluency in a community language a plus
* Strong lawyering, advocacy, and leadership skills
* Enjoy working collaboratively and be comfortable speaking in public
* Highly motivated to provide zealous, knowledgeable, culturally competent, and empathic legal advocacy to domestic violence survivors
* Ability to work well with people from diverse communities and backgrounds

**Budgeted Salary:** **$78,000 - $83,000 annually**

**Work position is currently hybrid; must be able to meet job location schedule obligations hybrid**

**Vaccination Policy: Proof of vaccination or proof of first dose with scheduled 2nd dose within 30 days is required.**

**Benefits:**

* Health, Dental and Vision Insurance
* Employer-paid life insurance
* Employer retirement contribution
* Paid time off
* Flex spending account
* Student loan assistance
* Tuition reimbursement program
* Gym reimbursement program

*All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status, and other categories protected under Federal, New York state or New York city laws. Sanctuary for Families follows the requirements of the Human Rights Law including with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.*

***People of color, trans and gender non-conforming people, people with disabilities, and survivors of gender-based violence are strongly encouraged to apply.***

*We recognize that the safety, healing and self-determination of survivors of domestic violence and related forms of gender violence is at the intersection of racial, gender, economic, immigrant, LGBTQ+, and disability justice, as well as many other critical issues. In order to realize our mission, Sanctuary strives to center DEI principles at every level of the organization and continues to deepen that commitment.*

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