



Ending the cycle of violence for survivors and children through pro bono legal aid

## ROXANA CANNON ARSHT LAW FELLOWSHIP MONTGOMERY COUNTY, MARYLAND POSITION ANNOUNCEMENT

Volunteer Legal Advocates (formerly DC Volunteer Lawyers Project) is breaking the cycle of violence for survivors and children through pro bono legal aid. We recruit, train, and support a dedicated network of volunteer attorneys who provide free legal representation to survivors of domestic violence, immigrant survivors of gender-based violence, and vulnerable children in dangerous situations. With hands-on staff support, our volunteers handle protection orders, custody, and immigration cases, serve as court-appointed attorneys for children, and staff walk-in clinics that offer legal guidance, safety planning, and referrals to essential resources. Our innovative model expands access to justice for thousands of clients at no cost to them. Learn more at [VolunteerLegalAdvocates.org](http://VolunteerLegalAdvocates.org).

Reporting to the Managing Attorney, the Roxana Cannon Arsh Law Fellow is a key member of the Domestic Violence Program. The Arsh Law Fellow is responsible for providing direct representation to clients, giving brief legal advice at Volunteer Legal Advocates clinics, and more. This dynamic role is a unique opportunity to break the cycle of violence and expand access to justice for underserved, low-income children & families in our community.

The Roxana Cannon Arsh Law Fellowship is named in honor of Roxana Cannon Arsh, the first woman judge in Delaware. The Arsh Fellowship specifically aims to recruit and empower candidates who are returning to the practice of law after taking time off. **Please include information in your letter of intent about any applicable experiences or circumstances.**

### **WHY YOU WANT THIS JOB:**

- You believe that a life free from violence and abuse is a basic human right.
- You are looking to return to the legal profession after a career break (strongly preferred).
- You have a demonstrated commitment to working with vulnerable populations and you want to use your law degree to provide marginalized individuals with access to high quality legal services.
- You have a law degree and are admitted to practice in the State of Maryland.
- You can work virtually but understand that onsite attendance in our offices is required as is necessary to carry out your duties and onsite participation in court appearances, volunteer trainings and community clinics is required.

### **WHAT THIS JOB WILL ENTAIL:**

The Arsh Fellowship is a **two-year, full-time fellowship** where the fellow will work under the supervision of experienced Volunteer Legal Advocates' attorneys with a goal of working independently while supported by Volunteer Legal Advocates supervisors. The Fellow will provide survivors of domestic violence with legal consultations and in court legal representation regarding protection order cases and domestic violence family law matters. The fellow will also staff Volunteer Legal Advocates community legal clinics.

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202-885-5542

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600 Jefferson Plaza, Ste. 500  
Rockville, MD 20852  
202-464-1700

## **OTHER DUTIES AND RESPONSIBILITIES:**

Other relevant duties as assigned. This description is not an attempt to list all essential functions of this position as it is recognized that job duties may change over time, based on Volunteer Legal Advocates' needs. You are able to work virtually, but you understand that onsite attendance in our Maryland and DC offices, court, and community locations is required.

## **MINIMUM QUALIFICATIONS:**

- A J.D. degree from an accredited law school.
- Active Maryland Bar membership or ability to become an active Maryland Bar member prior to first day of employment.
- A demonstrated commitment to working with vulnerable populations and a desire to use your law degree to provide marginalized individuals with access to high quality legal services.
- Demonstrated experience working with survivors of domestic violence is desirable.
- Knowledge of and experience using trauma-informed legal advocacy practices.
- Excellent verbal and written communication skills.
- Fluency in Spanish is desirable.

## **SALARY & BENEFITS:**

Volunteer Legal Advocates has a positive and supportive work environment with an intentional focus on recruiting, nurturing, and retaining a talented and diverse staff. We prioritize a healthy work-life balance. The salary for this position is \$70,000. Employees receive 90% employer-paid health and dental insurance and vision insurance is also available. Volunteer Legal Advocates sponsors a 403(b) retirement plan with a 4% employer contribution. Volunteer Legal Advocates also provides a tax-free stipend of \$75 each month for personal cell phone and Wi-Fi expenses. Employees receive generous paid time off every year, including three weeks of vacation, three weeks of wellness leave, and 13 holidays. We offer a generous family leave policy for parents following the birth or adoption of a child or placement of a foster child. Volunteer Legal Advocates employees are also eligible to participate in the federal government's Public Service Loan Forgiveness (PSLF) program. For more information, see <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>. You may be eligible for a loan repayment program through the Maryland Bar or another Public Interest Loan Repayment program. Volunteer Legal Advocates is happy to partner with you in providing necessary verification, however you will need to initiate the process.

## **PHYSICAL REQUIREMENTS OF THE JOB:**

In addition to the functional skills in this job posting, the following physical abilities are representative of physical demands and environment essential to this position:

- Regular attendance at Volunteer Legal Advocates' office in Montgomery County and Washington, D.C.
- Ability to travel to court venues and community locations in Maryland and Washington, D.C.
- The work environment has moderate noise (i.e., business office with computers, phone, printers, and light traffic).

## **TO APPLY:**

Volunteer Legal Advocates has a non-discrimination policy and encourages all interested and qualified applicants to apply regardless of race, gender, sexual orientation, religion, age, disability, or other status protected by applicable law. Interested applicants should send a letter of intent and a resume to Sara Tennen at [jobs@volunteerlegaladvocates.org](mailto:jobs@volunteerlegaladvocates.org).