



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

BILINGUAL (SPANISH AND ENGLISH) CLIENT ADVOCATE POSITION ANNOUNCEMENT DOMESTIC VIOLENCE PROGRAM

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.

Reporting to the Managing Attorney, the Client Advocate is a key member of the Domestic Violence Program. The Client Advocate is responsible for staffing Volunteer Legal Advocates' intake phone line and clinics, and for providing comprehensive, non-legal support to clients. This dynamic role is a unique opportunity to expand access to justice for underserved, low-income individuals in our community.

Anticipated Start Date: March 2026

WHY YOU WANT THIS JOB:

- You believe that a life free from violence and abuse is a basic human right.
- You have a demonstrated commitment to working with vulnerable populations.
- You are able to work virtually, but you understand that onsite attendance in our D.C. office may be required as is necessary to carry out your duties; and onsite participation in community clinics will be required.

WHAT THIS JOB WILL ENTAIL:

- Provide non-legal support to domestic violence clients receiving services at Volunteer Legal Advocates through a walk-in clinic and/or throughout their legal case including safety planning, emotional support, and referrals to community resources.
- Staff Volunteer Legal Advocates' intake line by screening callers to determine eligibility for our legal services and scheduling in-person and remote legal consultations.
- Conduct follow up with clients at the conclusion of their case.
- Document all client contacts in a timely manner.
- Cultivate partnerships with social services providers that provide services to domestic

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violence survivors.

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 the needs of Volunteer Legal Advocates. You can work virtually but understand that onsite attendance in our D.C. office, legal clinics, and community locations is required.

MINIMUM QUALIFICATIONS:

- **Fluency in Spanish is required.**
- One to three (1-3) years of relevant work experience, preferably with an organization that provides direct services to domestic violence survivors and their families.
- Familiarity with social services in Washington, D.C. (preferred).
- Superlative interpersonal skills and ability to develop good working relationships with clients, staff, partner organizations, and members of local legal services and community coalitions.

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 range for this position is \$60,000. 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>. Please note that eligibility in PSLF cannot be guaranteed as the program is subject to change based on government policies.

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' D.C. office, legal clinics, and community locations.
- Ability to travel to community locations.
- The work environment has moderate noise (i.e., computers, phones, 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.