



MANAGING ATTORNEY POSITION ANNOUNCEMENT FAMILY LAW PRACTICE 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 Legal Director, the Managing Attorney for the Family Law Practice is a key member of the Domestic Violence Program. The Managing Attorney is responsible for supervising internal staff, assigning family law cases, managing volunteer trainings, and more. This dynamic role is a unique opportunity to expand access to justice for underserved, low-income individuals in our community.

Anticipated Start Date: September 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 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 District of Columbia.
- You have five (5) or more years of legal experience focused on working with domestic violence survivors and/or trauma survivors.
- You can work virtually but understand that onsite attendance in our D.C. office is required as is necessary to carry out your duties and onsite participation in community clinics is required.

WHAT THIS JOB WILL ENTAIL:

- In partnership with the Legal Director, oversee the day-to-day operations of the Domestic Violence Family Law Practice.
- Conduct case review and assign cases to staff and supervising attorneys consistent with Volunteer Legal Advocates' case acceptance guidelines.
- Plan, manage, and facilitate at least two volunteer attorney trainings for the Family Law Practice and other trainings throughout the year, as needed.
- Supervise internal staff and supervising attorneys in the Domestic Violence Program and ensure supervisees are supported in their work with volunteer attorneys and that supervisees are complying with data reporting required by grants.
- Co-counsel with volunteer lawyers providing high quality representation in a small case load of family law matters.

5335 Wisconsin Avenue NW, Ste. 440
Washington, DC 20015
202-885-5542

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

info@volunteerlegaladvocates.org | VolunteerLegalAdvocates.org

- Provide brief advice at Volunteer Legal Advocates clinics, located throughout the community and at DC Superior Court, as needed.
- Represent Volunteer Legal Advocates at meetings in the community with court personnel & judges, funders, partner organizations, and other stakeholders.

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, court, and community locations is required.

MINIMUM QUALIFICATIONS:

- A J.D. degree from an accredited law school.
- Active DC Bar membership or ability to become an active DC Bar member prior to first day of employment.
- Minimum of five (5) years of relevant work experience, preferably with a legal services organization that provides legal services to survivors of domestic violence.
- Experience supervising attorneys and staff in a legal setting to ensure high quality work and a positive work environment.
- Excellent verbal and written communication skills.
- **Fluency in Spanish is highly 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 \$100,000. 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. We also provide a tax-free stipend of \$75 each month for personal cell phone and Wi-Fi expenses. Employees receive generous paid leave 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>. And Volunteer Legal Advocates attorneys are eligible to participate in the DC Bar Foundation's Loan Repayment Assistance Program. For more information, see www.dcbarfoundation.org/lrap. Please note that eligibility in PSLF and or LRAP cannot be guaranteed as both programs are 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' office.
- Ability to travel to court venues and 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.