



STAFF ATTORNEY POSITION ANNOUNCEMENT CHILD ADVOCACY 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 Staff Attorney is a key member of the Child Advocacy Program. The Staff Attorney is responsible for providing direct representation to clients, participating in volunteer trainings, 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.

WHY YOU WANT THIS JOB:

- You believe that a life free of violence and abuse is a basic human right.
- You have demonstrated commitment to working with vulnerable populations and you want to use your law degree to provide vulnerable children and families with access to high quality legal services.
- You have a law degree and are admitted to practice in the District of Columbia.
- You have one to three (1-3) or more years of legal experience. Experience in child advocacy, especially in a legal services or law school clinic setting, is strongly preferred.
- You can work virtually but understand that onsite attendance in our D.C. office, court, and community locations is required as is necessary to carry out your duties.

WHAT THIS JOB WILL ENTAIL:

- Carry a substantial caseload of cases in which you serve as the court-appointed Guardian *ad litem* for child clients in custody matters in DC Superior Court.
- Provide high-quality representation by spending meaningful time with each child client, conducting a thorough investigation, and advocating for the child's best interest in and out of court.
- Maintain timely and thorough case files for each client.
- Engage in regular communication with Child Advocacy Program Managing Attorney for case planning and feedback.
- Ensure compliance with grant requirements by completing necessary documentation and outcomes.
- Participate in projects related to child protection and child advocacy, including presenting and/or preparing for the biannual volunteer trainings of the Child Advocacy Team.

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- Assist in the development of Child Advocacy Team documents as needed.

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 one to three (1-3) years of relevant work experience, preferably in child advocacy.
- 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 range for this position is \$70,000-\$75,000. 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>. And Volunteer Legal Advocates attorneys are eligible to participate in the DC Bar Foundation's Loan Repayment Assistance Program (LRAP). 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.