North Carolina Coalition Against Domestic Violence

**Job Description**

**Staff Attorney**

**Hours:** Full-time (40 hours); some evening and weekend work required

**Location:** Durham, NC

**Status**: Exempt

**Reports to:** Legal & Policy Director

**Salary:** 47-51K

**Position Summary:** Under the supervision of the Legal & Policy Director, the Staff Attorney provides domestic violence, family law, and legal services as part of a grant to help address the unmet legal needs of domestic violence survivors.

The mission of the North Carolina Coalition Against Domestic Violence (NCCADV) is to lead the state’s movement to end domestic violence and to enhance work with survivors through collaborations, innovative trainings, prevention, technical assistance, state policy development, and legal advocacy. We believe that patriarchy, gender inequality, and all oppressions play a central role at the individual, institutional, and cultural levels in creating and maintaining an environment that accepts domestic violence. We believe it is vital to understand and advocate for the elimination of all forms of oppression, including, but not limited to: sexism, racism, and homophobia. We believe it is critical to serve all domestic violence survivors, regardless of race, age, class and ethnic group, sexual orientation, gender identity, mental and physical abilities, religious and spiritual beliefs, and immigration status. We know oppression comes in all forms and leads to additional issues for survivors; we strive to serve all survivors of domestic violence and their respective needs.

**Primary Job Responsibilities**:

* Conduct intakes with clients
* Responsible for all case management of clients
* Provide legal advice to clients
* Provide representation to clients in mediation/negotiations
* Provide in-court representation to clients
* Conduct legal research necessary to develop a client’s case
* Draft court filings and responsive documents
* Comply with discovery requests
* Conduct investigation necessary to prepare for litigation
* Understanding of and commitment to issues of cultural diversity as they apply to legal services provision and ability and willingness to work with people from a variety of backgrounds and experience
* Provide legal technical assistance to domestic violence service providers, law enforcement, survivors, and other community members on legal issues related to domestic violence.

**Other:**

* Collaborate with other service providers including Legal Aid, local DV agencies, District Attorney’s Offices etc.
* Prepare and conduct legal-related trainings across the state as needed
* Assist Legal & Policy Director in related legal work such as policy review, and answering legal-related technical assistance questions from programs, survivors, and others
* Participate in NCCADV equity work, staff meetings, in-service trainings, regional meetings and retreats, and perform other duties as requested
* Prepare necessary grant reports in a timely fashion

**Qualifications:**

-Law degree and NC law license required.

- Previous experience handling civil domestic violence and family law cases strongly preferred

-Trial experience preferred
-Ability to work in a fast-paced, demanding environment with competing priorities.
-Excellent research, written, and oral communication skills.

-Strategic judgment, and the desire to be part of a collaborative team.

-Bilingual in Spanish preferred
-Strong and demonstrated commitment to NCCADV’s mission and values.

**NCCADV is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We strongly encourage intimate partner violence survivors to apply. We welcome and encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome people from all national origins, religions, ages, & ability status.**

**To Apply:** Send resume and cover letter to severett@nccadv.org by 10/26/18.