



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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**Limited Term Position Available:
Staff Attorney**

The National Network to End Domestic Violence (NNEDV) is a social change organization dedicated to creating a social, political, and economic environment in which domestic violence no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence, and provides training, technical assistance, education, and support to state and territory domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

NNEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion and equity and envisions an organization that reflects the rich cultural diversity of the community. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms. NNEDV currently has 45 employees.

NNEDV seeks a **Staff Attorney** to join our WomensLaw team. The Staff Attorney is supervised by the WomensLaw Senior Legal Director. The Staff Attorney is primarily responsible for: 1) creating, editing, and updating legal and non-legal content on the WomensLaw.org website; and 2) providing legal information on the WomensLaw Email Hotline. **The position is a limited term position currently funded through September 30, 2025** with the possibility of an extension if renewal funding is secured. The WomensLaw team is the only project within NNEDV whose target audience is survivors of domestic violence, sexual assault, and stalking. Through the WomensLaw.org website and Email Hotline, we strive to empower victims through knowledge of the law. This is a great opportunity for lawyers who want to assist domestic violence victims in the legal context without representing clients or appearing in court.

RESPONSIBILITIES:

To assist with the goals of the WomensLaw team, under the supervision of the WomensLaw Senior Legal Director and Deputy Legal Director, the Attorney will be responsible for the following duties:

Approximately 40% - 60% of the Staff Attorney's time will be devoted to answering Email Hotline inquiries from victims, their loved ones, and advocates from across the country, providing legal information, referrals, and support in a "plain-language" format. The topics are usually related to restraining orders, family law, domestic violence, sexual assault, stalking, preparing for court, and misuse of technology. Additional Email Hotline-related tasks include researching laws and other topics as needed and creating/organizing sample language used for Email Hotline responses. The Staff Attorney may also correspond with Email Hotline users on our online chat system to answer follow-up questions from survivors of abuse.

The Staff Attorney will spend the remaining 60% - 40% of their time on tasks related to the WomensLaw.org website, including interpreting statutes into plain language to create, update, or edit

legal content for WomensLaw.org based on legislative changes, updating resources on the website, writing or editing non-legal content related to domestic violence, as well as other related tasks.

REQUIRED SKILLS, EDUCATION, AND QUALIFICATIONS:

A successful candidate will meet the following requirements:

- J.D. and Bar admission **required** in any state or territory.
- Bilingual Spanish-speaking candidate with fluency in written Spanish is a plus.
- Minimum of five years of relevant experience.
- Excellent writing and grammar.
- Ability to explain complex concepts in a plain-language, easy-to-understand manner.
- Superior organizational skills and attention to detail.
- Excellent oral and written communication skills.
- Ability to work independently and as part of a team.
- Willingness to take on new projects and problem solve creatively.
- Proficient computer skills, including Microsoft Office suite.

DESIRED SKILLS AND QUALIFICATIONS:

- Prior experience working with survivors of domestic violence and/or sexual assault.
- Experience as a litigator in family law (restraining orders, custody, divorce, etc.) strongly preferred.
- Immigration experience/knowledge considered a plus.

LOCATION:

This position offers a flexible and collegial working environment in our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. Because of COVID-19 precautions, currently, NNEDV is in a voluntary work from home status; however, a DC-based employee will ultimately work out of our offices.

NNEDV will also consider non-DC-based, remote applicants for this position. *Please indicate in your cover letter if you are applying as a non-DC-based remote-only applicant.*

TO APPLY:

To apply for this position, all of the following are required:

- 1) A cover letter—please indicate whether you are **D.C.-based** or **non-D.C.-based, remote only**;
- 2) A resume; and
- 3) Please compose a response of less than one page to a hypothetical D.C. resident who writes into the Email Hotline to say: “I am being abused and I want a restraining order to keep myself and my children safe.” In your response, please provide the D.C. resident with legal information, not legal advice, about restraining orders and any other topics you think are appropriate. You can use WomensLaw.org as reference, including WomensLaw.org links as needed in the response.

- Please combine the three application components listed above into a single PDF and attach to your email.
- Please also copy and paste your cover letter into the body of the email.
- Send to Stacey Sarver, Esq. at WLJobs@NNEDV.org.
- Applications that do not contain all of the required items may not be considered.
- Applications received by **July 10, 2023** will be given priority; however, the position will remain open until filled.
- No U.S. mail or faxes please.

We're committed to diversity, equity, and inclusion and racial equity and strongly encourage Black candidates and candidates of color to apply. We want to hear from you, even if you may not meet every single qualification.

SALARY AND BENEFITS:

- This is a full-time exempt position.
- The salary range for hiring an Attorney is \$70,000 - \$81,200 for D.C. and may be adjusted for experience and for remote-based staff based on locality.
- NNEDV pays the entire cost for each employee's Health (HMO plan), Dental, Life, and Short-Term and Long-Term disability insurances.
- NNEDV contributes 3% to each employee's 401k retirement plan (no match required), where eligible under our plan documents.
- NNEDV provides 19 paid holidays, including the last week of each year, 15 days of accrued annual leave, and 10 days of accrued sick leave.
- NNEDV also offers vision insurance at a nominal cost.
- **This position is limited term and is currently funded through September 30, 2025, with possibility of extension if additional funding is secured.**

We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.