

DC VOLUNTEER LAWYERS PROJECT

A voice for victims and children in the DC metro area since 2008

5335 WISCONSIN AVENUE NW, STE. 440 | WASHINGTON, DC 20015
Tel. (202) 885-5542 | Fax (202) 885-5529 | www.dcvlp.org

SUPERVISING ATTORNEY POSITION ANNOUNCEMENT DOMESTIC VIOLENCE PROGRAM

We believe that a life free of violence and abuse is a basic human right. Our mission is:
To **ADVOCATE** for domestic violence victims, at-risk children, and other vulnerable individuals through comprehensive *pro bono* legal services;
To **EMPOWER** victims with knowledge, resources, and on-going support; and
To **BROADEN OUR IMPACT** by engaging, training, and supporting a strong and diverse network of volunteer lawyers and community volunteers.

Since 2008, DC Volunteer Lawyers Project (DCVLP) has provided free legal services to thousands of survivors of domestic violence, vulnerable children, and immigrant survivors of gender-based violence. To broaden our reach, we recruit, train, and support hundreds of dedicated volunteer attorneys each year. More information is available at <https://www.dcvlp.org/>.

Reporting to a Managing Attorney for the Domestic Violence Practice, the Supervising Attorney is a key member of the Domestic Violence Program. The Supervising Attorney is responsible for supervising volunteer attorneys, providing brief legal advice at DCVLP clinics, participating in volunteer trainings, and more. This dynamic role is a unique opportunity to expand access to justice for underserved, low-income individuals in our community.

WHY YOU WANT THIS JOB:

- You believe that a life free from 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 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 three (3) or more years of legal experience. Experience working with domestic violence victims and/or trauma survivors is a plus.
- You are proficient in Spanish, French, Arabic, and/or Mandarin.
- 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:

- Supervise a substantial caseload of domestic violence and family law cases assigned to volunteer attorneys and law fellows. (All cases in DC Superior Court.)
- Provide high quality direct representation in domestic violence and family law cases, as needed.
- Participate in volunteer attorney trainings, as needed.

- Provide brief advice at DCVLP clinics, located throughout the community and at DC Superior Court.
- Collaborate with DCVLP's client advocates to ensure holistic service delivery.
- Ensure compliance with grant requirements by completing necessary documentation and outcomes.
- Represent DCVLP at meetings and collaborations with other organizations.

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 DCVLP's needs. You are able to work virtually, but you understand that onsite attendance in our D.C. office, court, and community locations will be 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 three (3) years of relevant work experience, preferably with a legal services organization that provides legal services to survivors of domestic violence. Experience supervising attorneys in a legal setting also is desirable.
- Superlative interpersonal skills and ability to develop good working relationships with volunteers, clients, staff, partner organizations, and members of local legal services and domestic violence coalitions.
- Excellent verbal and written communication skills. **Fluency in Spanish is highly desirable.**

SALARY & BENEFITS:

DCVLP 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 \$80,000- \$90,000. Employees receive 90% employer-paid health and dental insurance and vision insurance is also available. DCVLP sponsors a 403(b) retirement plan with a 4% employer contribution. DCVLP 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. DCVLP 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 DCVLP attorneys are eligible to participate in the DC Bar Foundation's Loan Repayment Assistance Program. For more information, see www.dcbfoundation.org/lrap.

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 DCVLP's office.
- Ability to travel to court venues and community locations.
- The work environment has moderate noise (i.e., business office with computers, phone, printers, and light traffic).

TO APPLY:

DCVLP 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@dcvlp.org.