



**New York City Anti-Violence Project**  
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New York, New York 10038  
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## **JOB ANNOUNCEMENT – LEGAL DIRECTOR**

**Title:** Legal Director

**Department:** Legal Services

**Reports to:** Deputy Executive Director of Programs

The New York City Anti-Violence Project (AVP) works to empower LGBTQ and HIV-affected communities and allies to end all forms of violence through organizing and education, and supports survivors through counseling, advocacy and legal representation. AVP's core work prioritizes those in our community most marginalized and impacted by violence, including Black trans women, other people of color, transgender, gender nonconforming and non-binary people, immigrants and low-income people.

AVP is currently celebrating its 40<sup>th</sup> Anniversary, and since its beginning has been at the forefront of defining and shaping a movement to address and prevent violence.

### **JOB SUMMARY**

AVP is looking for a seasoned litigator and organizational leader to help set the strategic direction for the next phase of AVP's legal services and advocacy. The Legal department was founded seven years ago with a staff of 1 ½ and has grown to a team of 5 ½ staff. Recently, AVP's legal department has shifted from a focus primarily on family law, to now having a majority of affirmative asylum cases. In the coming months, the Director will help assess and reset priorities and goals for the department.

The Legal Director is a part of AVP's Management Team and works to establish and implement organizational goals and objectives and carry out AVP's Anti-Oppressive policy.

### **DUTIES AND RESPONSIBILITIES**

#### **Develop and Implement Legal Strategy**

- Develop legal department strategies and goals to ensure the most effective use of AVP's staff and other resources to meet the legal needs of LGBTQ and HIV-affected survivors of violence.
- Evaluate balance of services across areas of practice (immigration, family, discrimination, housing, public benefits), set priorities for legal advocacy, determine appropriate case load for staff, benchmarks success and plan for potential growth.

#### **Manage Staff Team**

- Build a cohesive staff team that strives for excellence.
- Ability to supervise across legal issue areas including immigration law, family law, public benefits, housing and legal name changes.
- Oversee administrative systems for the Legal Department.

#### **Provide Visionary Leadership**

- Lead strategic visioning for the department and help lead organization-wide visioning.
- Foster a positive, healthy, sustainable, innovative, results-oriented work environment.
- Work collaboratively with other departments to ensure communication and cooperation.
- Participate in AVP's staff-led Anti-Oppression Process.
- Promote AVP and engage in public relations, training and education and fundraising activities; build and maintain key relationships and partnerships; and help develop and carry out pro bono and corporate engagement strategies.

## QUALIFICATIONS

- Must be a proven legal strategist with expertise leading legal service and legal advocacy.
- Maintain license to practice law in the State of New York.
- Minimum 5 years of civil litigation experience with an excellent track record of providing legal services to LGBTQ and HIV-affected communities.
- 3-5 years of experience supervising attorneys, DOJ accredited representatives and legal staff.
- 1-3 years of organizational development and management experience.
- Experience with public speaking, developing training curricula and providing training to diverse audiences.
- Superior oral, written and interpersonal skills.
- Highly organized, even-keeled, with the willingness to roll up one's sleeves to get the job done, be positive, solution-oriented, and have a sense of humor.
- Commitment to social justice and advancing anti-racism and anti-oppression in a work setting.
- **Candidates fluent in Spanish are strongly encouraged to apply.**

**This is an at-will, exempt position with a salary range of \$95,000 – \$110,000, depending on experience. Hours are generally 10am – 6pm, Monday through Friday. This position is based in the AVP office in Manhattan, but is currently remote due to COVID-19.**

**Good benefits and working environment.** Benefits include, but are not limited to, paid time off amounting to over 5 weeks in first year of employment plus generous sick time, medical, dental, vision, life, and disability insurance, 403(b) retirement investment plan (employee contribution only), flexible spending accounts for medical and transit costs, pooled sick leave, paid family leave, and flexible/remote work options.

## TO APPLY

**Interested applicants should upload their resume, cover letter, and a writing sample as a single PDF to <https://bit.ly/avpishiring> by April 16, 2021.**

No phone calls please. Candidates will be notified if we are seeking an interview; because of the high volume of responses, it will not be possible to respond to all inquires. Interviews will be scheduled on a rolling basis.

*AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses. There is no minimum education requirement for this position.*