



**New York City Anti-Violence Project**  
116 Nassau Street, 3<sup>rd</sup> Floor  
New York, New York 10038  
212.714.1184 voice | 212.714.2627 fax  
212.714.1141 24-hour hotline

## **JOB ANNOUNCEMENT – STAFF ATTORNEY**

**Title:** Staff Attorney, General Practice

**Department:** Legal Services

**Reports to:** Deputy Director of Legal Services

**The New York City Anti-Violence Project (AVP) envisions** a world in which all lesbian, gay, bisexual, transgender, queer (LGBTQ), and HIV-affected people are safe, respected, and live free from violence. 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 is currently celebrating its 40th Anniversary, and since its beginning has been at the forefront of defining and shaping a movement to address and prevent violence.

### **DUTIES AND RESPONSIBILITIES**

#### **Legal Services**

- Conduct client intake and provide appropriate referrals or advice and counsel when appropriate;
- Provide full legal representation in a variety of legal matters, such as family law, housing, public benefits, name change, employment, and probate;
- Prepare all aspects of your clients' cases (assess viability of case, prepare and file court pleadings and responsive papers, complete legal research, prepare client and witnesses for court appearances, appear with your client and advocate during trial, interview or motion practice);
- Provide trainings and to both legal and other community members, such as Know Your Rights trainings to community members;
- Participate in external coalitions with other advocacy groups to advance the rights of LGBTQ survivors of violence;
- Provide holistic legal representation, coordinating within departments at AVP and referring clients to AVP's Client Services (CS) and/or Community Organizing and Public Advocacy (COPA) services or external programs as appropriate; and
- Engage in other legal projects as assigned by the Deputy Legal Director and the Legal Director.

#### **Administrative**

- Comply with all internal policies and procedures of the legal department and AVP, including, but not limited to:
  - Maintaining complete and organized case files;
  - Entering all data accurately and in a timely manner into the Legal Department database;
  - Adhering to all funding reporting requirements and meeting deliverables;
  - Assisting with grant data collection and reporting as directed by the Deputy Legal Director and the Legal Director;
  - Maintain a license to practice law in good standing in the State of New York; and
  - Follow and adhere to the New York Rules of Professional Conduct.

### **Program-Related**

- Attend weekly supervision with your supervisor;
- Attend weekly Legal Department meetings;
- Actively participate in AVP's requirements related to Anti-Oppression work and actively advance anti-oppressive goals at AVP;
- Attend full-Staff Meetings and Staff Discussions;
- Attend in-service trainings and external trainings/seminars as appropriate; and
- Assist with and attend AVP signature events.

### **QUALIFICATIONS**

- Legal license to practice law in the State of New York
- Demonstrated experience and aptitude working with low-income, diverse communities, especially transgender, gender non-conforming, lesbian, gay, bisexual and queer individuals, people living with HIV/AIDS, and survivors of violence;
- Demonstrated expertise in providing legal services that benefit the public interest, with preference for experience in family law, housing, or employment;
- Fluency or strong proficiency in another language (preferred, but not required); and
- Commitment to social justice and advancing anti-racism and anti-oppression in a work setting.

### **SALARY & BENEFITS**

**This is an at-will, exempt position with an annual salary of \$70,000. Applicants who speak more than one language at work are eligible for an additional \$1,000.00 added to their annual salary.** This position is based in the AVP office in Manhattan, but is currently remote due to COVID-19, and will continue as a hybrid remote/in-person position during 2022.

Benefits include, but are not limited to, paid time off amounting to over 5 weeks in first year of employment plus generous sick time, partial payment of 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**

Upload your cover letter, resume, and writing sample as a single PDF to <https://bit.ly/avpishiring> by February 1, 2022. After February 1, we will continue to review applications on a rolling basis as long as the position remains open.

**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 inquiries.

*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.*