



**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 - SENIOR STAFF ATTORNEY**

**Title:** Senior Staff Attorney, General Practice (experience in family law and/or immigration law preferred)  
**Department:** Legal Services Department  
**Reports to:** 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.

### **DUTIES AND RESPONSIBILITIES**

#### **Legal Services**

- Conduct legal consultations, provide appropriate referrals or advice and counsel when appropriate;
- Provide full legal representation in a variety of legal matters, such as family law, housing, immigration, public benefits, name change, employment (CCHR, NYS OHR, EEOC), probate/advanced directives, and crime victim's rights advocacy;
- 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 outreach to community members and other professionals;
- Provide legal trainings to other legal services organizations;
- Participate in external coalitions with other advocacy groups to advance the rights of LGBTQ survivors of violence;
- Provide holistic legal representation, coordinating with departments at AVP and referring clients to AVP's Client Services (CS) and Community Organizing and Public Advocacy (COPA) services and programs as appropriate;
- Other duties as assigned.

#### **Supervisory**

- Mentor and supervise less experienced staff attorneys in your areas of expertise;
- Attend court and administrative hearings, client preparation meetings, and other meetings with other attorneys and staff; provide feedback and support;
- Review written work of and provide feedback to less experienced attorneys;
- Assist with case conferences and legal strategy meetings;
- Report any staffing, performance, or personnel issues to the Deputy Director and Director of Legal Services;
- Participate in strategic planning and departmental development;
- Supervise law student interns and/or Pro Bono Scholars.

### **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 writing, grant data collection, and grant reporting as directed by the Deputy Director of Legal Services and the Director of Legal Services;
  - Maintain a license to practice law in good standing in the State of New York;
  - Register with the Executive Office for Immigration Review (EOIR) in order to represent clients before the Immigration Courts and the Board of Immigration Appeals; 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;
- Attend external coalition meetings as assigned; and
- Assist with and attend AVP signature events.

### **QUALIFICATIONS**

- Legal license to practice law in the State of New York (must have taken the Bar exam July 2021 or earlier);
- Demonstrated experience and aptitude working with low-income, diverse communities, especially transgender, gender non-conforming, non-binary, lesbian, gay, bisexual and queer individuals, people living with HIV/AIDS, and survivors of violence (e.g. identity-based hate violence, intimate partner violence, sexual violence, state/institutional violence, stalking, bias, and discrimination);
- 5+ years demonstrated expertise in providing legal services that benefit the public interest, with preference for experience in family law and/or immigration (specifically humanitarian forms of relief), but will be expected to practice in all AVPs legal services as detailed above;
- Supervision experience preferred, or progressively increased responsibility;
- Fluency or strong proficiency in Spanish preferred; 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 \$75,000. Applicants who speak more than one language at work are eligible for an additional \$1,000 added to their annual salary.** This position is based in the AVP office in Manhattan, but is currently hybrid (remote and in-person) due to COVID-19, and will continue as a hybrid 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 September 23, 2022. After September 23, 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.*