



**New York City Anti-Violence Project**  
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New York, New York 10038  
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212.714.1141 *24-hour hotline*

## **JOB ANNOUNCEMENT – DEPUTY DIRECTOR OF LEGAL SERVICES**

**Title:** Deputy Director of Legal Services  
**Department:** Legal Services  
**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.

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.

### **ROLES AND RESPONSIBILITIES**

The Deputy Director will report to and work closely with the Legal Director sharing responsibilities of running the legal department. The Deputy Director will have the primary responsibility of supervision of the Department's attorneys, assist with administrative and grant responsibilities, and keep a limited caseload. The Deputy Director will be responsible for helping to develop and implement a strategic vision for the Department's work and supervising attorneys on a range of litigation including representation in Family Court, Housing Court, administrative proceedings, and immigration matters. Other duties include intake review, community education and outreach, professional training, strengthening partnerships with community groups, and direct client work.

In addition to the qualifications below, the ideal candidate will be a highly motivated individual with a strong interest in supervising a diverse legal team, providing a general law practice to LGBTQ and HIV-affected survivors of violence, has a positive attitude and who leads with encouragement and enthusiasm.

### **QUALIFICATIONS**

We seek an attorney admitted to the New York State Bar with:

- A demonstrated passion for social, racial and LGBTQ justice and a commitment to working with LGBTQ communities to advance equity and end violence;
- Excellent analytical, written, and communication skills;
- Strong interpersonal and organizational skills and the ability to provide supportive and consistent supervision to attorneys, paralegals, and support staff in a fast paced and high-volume practice;
- Minimum of 5 years of litigation experience with an emphasis on working with clients who have experienced violence, and experience training and supervising attorneys and legal staff;
- Experience supervising other attorneys, law students, or interns;
- Demonstrated expertise in Family Law, Immigration and/or Housing Law. Experience with legal name changes, Public Benefits and/or Estate Law a plus.

**SALARY**

This is an at-will, exempt position with a salary of \$95,000. Applicants who use more than one language at work are eligible to receive a \$1,000 salary enhancement in addition to their base salary. This position is based in the AVP office in Manhattan and will require a hybrid of both remote and in-person work during 2022 and 2023.

**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**

Upload your cover letter, resume, and writing sample as a single PDF to <https://bit.ly/avpishiring>. 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.*