



JOB ANNOUNCEMENT

Position Title: Staff Attorney
Reports To: Director of Programming
Status: Full time (35 hours/week)
Salary: \$61,210 - \$69,700 depending on experience.
Generous time off & health benefits
Start Date: ASAP

TO APPLY: Please review qualifications and submit two separate documents (in MS Word or PDF format only): 1. cover letter and 2. resume. Please submit as two separate attachments in an email to jobs@actompkins.org.

Our progressive social service agency seeks a qualified Staff Attorney for our Legal Services Program. The Staff Attorney will provide high-quality trauma informed legal representation and consultation for victims of domestic and sexual violence in Family Court matters, matrimonial proceedings, and other civil legal matters as necessary. The person in this position will work as part of a team with staff advocates to ensure that victims receive appropriate legal services. The Staff Attorney will provide consultations to staff advocates on civil legal matters as necessary.

The Advocacy Center of Tompkins County www.actompkins.org, located in Ithaca, NY, is an organization whose roots are based in feminism, social change, and victim rights. We have provided services for survivors of domestic violence since 1977, child sexual abuse since 1982 and adult sexual assault since 2003. We are dedicated professionals with a strong work ethic, combining seriousness of purpose and commitment to our mission with a sense of kindness and humor toward one another.

QUALIFICATIONS

Required

- A J.D. from an accredited law school with admission to the New York State Bar in good standing.
- Commitment to providing high quality legal services to clients in a variety of civil matters.
- Minimum of 3 years of relevant civil legal experience
- Ability to work independently and as part of a team in a flexible, evolving environment, with a willingness to appreciate different points of view and problem solve in a constructive manner.
- Strong interpersonal, engagement, listening and communication skills and crisis management skills.
- Excellent organization, time management skills and attention to detail.
- Excellent oral and written communication skills.

- Ability to develop a positive compassionate rapport with victims of domestic violence and sexual assault
- Sensitivity to the impact of sexual and domestic violence in diverse and marginalized communities and the ability to articulate these concerns in a sensitive and respectful manner
- Ability to establish and maintain effective professional working relationships

Desired Qualifications

- Experience representing victims of domestic violence or disenfranchised populations strongly preferred.
- Bilingual and/or bicultural candidates strongly encouraged to apply

Excellent Benefits Package Includes:

- Generous financial contribution towards our cafeteria health benefits program (includes medical and dental insurance or expense reimbursements)
- Generous time off (2 weeks vacation the first year increasing thereafter, 10-12 paid holidays, 5 personal days, sick days)
- Retirement contribution after 3 years of employment.