



My Sisters' Place Job Posting

Date: October 2019
Job Title: Managing Attorney, Family Law Practice
Department: Center for Legal Services
Job Classification: Regular Full-Time, Exempt
Position Reports To: Managing Director, Center for Legal Services

Position Overview:

My Sisters' Place (MSP) is seeking a dynamic attorney to provide expertise and leadership to our family law practice, collaborate with directors across the agency to respond to our clients' family law challenges, educate our staff and community, and engage in policy advocacy at the local, state, and national levels.

My Sisters' Place Mission Statement

My Sisters' Place (MSP) is a not-for-profit 501(c)(3) organization located in Westchester County, New York, that has grown from a grassroots task force and drop-in center formalized in 1978 into a cutting-edge leader and resource in the fields of domestic violence and human trafficking advocacy and services. MSP strives to end domestic violence and human trafficking through comprehensive services, advocacy, and community education. MSP works to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

Responsibilities:

- Provide supervision to and oversight of Family Law Staff Attorneys, including addressing day-to-day client/case issues, assessing legal strategy; reviewing and editing written work, accompanying staff attorneys to court when necessary; covering cases for staff attorneys
- Provide supervision and feedback to attorneys on an on-going basis to ensure they are serving clients in a trauma-informed manner, employing best practices in representation, and managing caseloads effectively
- Oversee and conduct legal intake and assessment of potential clients
- Track and collect statistical data for grant reports and compile and draft grant reports for funders
- Oversee implementation of grants to ensure compliance with all reporting requirements and meeting of deliverables set forth in contracts, including assisting gathering individual attorney statistics and analyzing information for program reports
- Attend and participate in monthly Managers' meetings

- Conduct trainings and presentations internally and externally
- Participate in committees and working groups addressing the rights of survivors
- Advocate for legislative and government agency policy changes to assist survivors of domestic violence
- Work closely with Managing Director of Center for Legal Services and department in providing leadership and vision for strategic growth and direction of the Family Law Practice
- Collaborate with other New York State IPV service providers as well as MSP's trafficking, counseling, and shelter programs
- Provide legal representation and advocacy to survivors of domestic violence in family law matters
- Coordinate and implement outreach and education programs
- Develop written materials/brochures
- Perform other duties as assigned

Qualifications:

- JD degree with admission to New York State Bar
- At least 5 years relevant family/matrimonial law and court experience
- Prior supervisory/management experience strongly preferred
- Non profit, domestic violence experience preferred
- Proficiency in Spanish, oral and written communication preferred
- Excellent written and oral communication skills
- Strong project management or coordination skills, including ability to work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines
- Excellent interpersonal skills including the ability to work collaboratively with management and program staff

About us

MSP has evolved from a small, grassroots organization into a holistic agency touching the lives of more than 10,000 individuals each year. For over four decades, our programs have evolved to include a 24-hour hotline, emergency residential shelter, adult counseling, legal services, children's services, and an extensive community education and training outreach program. MSP values you, your growth and contributions and believes that an effective, broad-based movement for social transformation must be rooted in anti-oppression principles as we work towards a more just and equitable society.

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To apply, please send resume and cover letter by e-mail to: lyanez@mspny.org.

My Sisters' Place policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services. My Sisters' Place is a 501(c)(3) not-for-profit organization.