



**HOPE'S
DOOR**
Embracing Life Free
From Domestic Abuse

Job Announcement for 2 Attorney Positions Domestic Violence Agency

Date of Posting –October 12, 2018

- 1) Director of Legal Services**
- 2) Staff Attorney**

Overview of Agency

Hope's Door seeks to end domestic violence and to empower survivors to achieve safety, independence, and healing from the trauma of abuse. We have served victims of domestic violence since 1980, touching the lives of more than 11,000 persons last year. Our services include safety planning, shelter, hotline, counseling, support groups, advocacy, information and referral, and an extensive school and community based education and awareness program.

Overview

Director of Legal Services will serve as a member of the agency's senior management team with responsibility for launching and overseeing the Hope's Door Legal Center. In addition to expert legal representation, we seek a candidate with experience in supervision, coordination of program staff and volunteers, recruitment and oversight of pro bono attorneys, governmental relations, program development, leadership, management, and grants administration.

Staff Attorney will help launch the Legal Center, with primary responsibility for providing civil legal services to victims of abuse, including family and matrimonial law, knowledge of immigration and criminal law and good working relationships with law enforcement and the judiciary.

Qualifications and Preferred Skills and Experience

Both positions require:

- A J.D. from an accredited law school with admission to the New York State Bar in good standing.
- Computer skills (Word, Excel, Database).
- Strong written and verbal communication skills.
- A passion for justice.

The Director position requires 6+ years of experience representing victims of domestic violence, sexual assault, stalking, human trafficking, immigrants, and/or other vulnerable groups in combination with program development and management experience. The Staff Attorney position, 2+ years of relevant experience.

Bilingual Spanish is a plus for either position.

Salary and Benefits	<p>Salary Range for Director - \$72,000 to \$80,000</p> <p>Salary Range for Attorney - \$55,000 to \$62,000</p> <p>Flexible Benefits with Health Plan Options – Value of \$800 per month after 3 months of service – Opt Out Benefit Life Insurance - Short and Long-term Disability - 401K Participation after Year 1</p> <p>Vacation: 20 days Sick Time: 12 days Holidays: 12 days</p>
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APPLICANTS PLEASE SEND RESUME AND COVER LETTER TO

CARLLA HORTON, EXECUTIVE DIRECTOR, HOPE'S DOOR, PO BOX 262, HAWTHORNE, NY 10532

E-MAIL ADDRESS: CHorton@HopesDoorNY.org

Hope's Door policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, national origin, marital status, parental status, or political affiliation in employment and delivery of services.