



# Family Legal Care

Justice for All. One Family at a Time.

## **Pro Bono Staff Attorney**

Family Legal Care seeks a full-time, talented, and experienced Staff Attorney to join our pro bono team. The Staff Attorney will join an exciting pro bono program that pioneered providing remote legal assistance to New York family court litigants. This is a great opportunity for someone who is interested in innovative access to justice work and using technology to help connect underserved communities with critical legal assistance.

The Pro Bono Staff Attorney must be able to work successfully with varying audiences to help support both volunteer attorneys and clients. The Staff Attorney will help support and grow the pro bono program by supervising and mentoring volunteer attorneys, preparing case referrals, and assisting clients directly. The individual will work under the supervision of and report to the Director of Pro Bono Programs and work closely and collaboratively with the other members of the pro bono team.

Family Legal Care is a non-profit organization whose mission is to increase access to justice in New York State Family Court. We combine legal guidance, easy-to-access technology, and compassionate support to help unrepresented parents and caregivers self-advocate on critical family law issues, while working on reform that improves the system for everyone. To learn more, please visit [familylegalcare.org](http://familylegalcare.org).

### **Responsibilities include, but are not limited to:**

- Supervise and mentor pro bono attorneys – provide support to pro bono attorneys before, during and after consultations with clients
- Draft and finalize case referrals for volunteer attorneys
- Review petitions drafted by pro bono attorneys and provide constructive feedback
- Provide legal advice and guidance to clients in a virtual environment (via video chat, phone and email)
- Evaluate post-consultation requests from clients
- Research, update and develop written materials for Family Legal Care's pro bono program
- Conduct client intakes
- Create and maintain thorough, accurate, and current case management notes
- Assist with family law trainings and other pro bono events
- Assist with training and supervising legal interns and volunteers
- Assist with any data and/or reporting needs of the Pro Bono Program

### **Qualifications:**

- J.D. and New York bar admission required
- Experience or demonstrated interest in family law, increasing access to justice, and providing services to underserved populations
- Ability to effectively and respectfully communicate, build relationships and support individuals from different backgrounds and audiences
- Strong writing skills and close attention to detail
- Demonstrated experience working on a team and/or in a collaborative environment
- Ability to take responsibility for multiple, varied tasks and thrive in a busy setting
- Experience and comfort using technology, including to communicate effectively with clients and team members
- Demonstrated autonomy and ability to self-manage and motivate

- Professional, proactive, and enthusiastic team player

**Salary and Benefits:** The starting range for the position is \$70,000-\$75,000. When determining salary offers, we take into consideration pertinent years of experience and overall years of work experience to sustain internal equity. Family Legal Care offers a generous benefits package that includes Medical, Dental, and Vision Insurance, Flexible Spending Accounts, TransitChek Program and a 403B Retirement Savings Plan that is matched up to 5% after one year of service. Family Legal Care also offers paid parental leave, up to four weeks of paid vacation and sick time, federal holidays, summer Fridays, and most importantly an excellent work life balance.

**Location:** We have a hybrid model and will require in-person attendance as needed.

**D.E.I. Commitment:** Family Legal Care is committed to hiring a diverse workforce. We believe in fostering a forward-thinking culture of Diversity Equity and Inclusion (DEI) within and outside of the organization which will help us achieve our goal of bridging the gaps that inequity has created. In serving under-resourced clients, it is vital that we all understand that DEI is an ever-changing concept, and because of that, we have to be in a constant state of learning and unlearning.

**How to Apply:** Please send a resume and cover letter to Sami Ingram, Director of Pro Bono Programs, via email at [HR@familylegalcare.org](mailto:HR@familylegalcare.org). Please put "Pro Bono Staff Attorney" in the subject line. No phone calls please.

Family Legal Care is proud to be an Equal Opportunity Employer.

Learn more about Family Legal Care at [www.familylegalcare.org](http://www.familylegalcare.org)