



Staff Attorney

Department: Legal

Reports to: Legal Director

Supervises: N/A

Status: Exempt/Full Time

Grade: 3

Compensation Range: \$55,000-\$70,000 (depending on experience)

Position Summary: Under direction from the Legal Director, the Staff Attorney prepares legal research, gives legal advice, provides legal and policy analysis of case-related issues, and participates in Continuing Legal Education training.

Essential Duties & Responsibilities

The Staff Attorney will:

- Provide civil legal representation to Spanish-speaking victims of domestic violence.
- Provide legal counsel and advice to clients with diverse socio-economic and cultural background;
- Coordinate legal services with other EC's team members as well as external agencies;
- Provide analysis of legal and policy issues.
- Conduct and oversee research into a variety of legal issues.
- Write, edit, and finalize reports, opinions, correspondence, articles, and other case-related documents;
- Advise, in collaboration with the Legal Director, Enlace's staff about legal issues concerning its clients; and
- Perform miscellaneous job-related duties as assigned; and
- Participate in agency planning and organizational development, especially as it relates to legal matters.

In addition to the essential duties outlined above, the Staff Attorney will:

- Be committed to advancing immigrant rights, gender equity, and socioeconomic justice;
- Be committed to advancing Enlace's mission, vision, core values, and programmatic goals;
- Leverage best practices for facilitating positive, constructive interpersonal communication—including an ability to navigate and resolve conflict in a manner that values and respects relationships with colleagues and community partners; and will engage in direct communication with a solutions-oriented approach;
- Be highly organized, self-motivated, detail-oriented, creative, and demonstrate excellent time management in managing multiple projects;
- Exercise emotional maturity and a sense of humor in resolving pressing issues or project components;
- Be a collaborative team player who shares responsibilities, and supports and acknowledges colleagues' contributions;
- Respect differences in race, ethnicity, age, gender, gender identity, gender expression, sexual orientation, religion (or lack thereof), ability, arrest or conviction history, socioeconomic status, and immigration status; and
- Be flexible to manage other duties as assigned.



The duties and responsibilities outlined above do not comprise a comprehensive list and are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Enlace maintains the right to augment, realign, or remove duties and responsibilities as business dictates.

Knowledge, Skills, & Abilities

The following characteristics are essential to the performance of this position.

- Ability to create, compose, and edit legal opinions and other legally specific written materials;
- Ability to conduct complex legal research, and in-depth/applied knowledge of the principles and procedures of legal research;
- Ability to monitor, assess, and record client progress per their legally focused service plan goals, and make adjustments to/pivot between case-specific legal strategies as necessary to accomplish client goals;
- Strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in diverse communities;
- Ability to assess clients' needs as they relate to legally specific service plan goals and honor clients' directives specific to their legally specific goals;
- Ability to operate effectively and communicate clearly during crises arising within the context of litigation, including conveying client information to other members of Enlace's legal department or to collaborating professionals;
- Ability to gather data, compile information, and prepare case-specific reports;
- Ability to maintain confidential records; and
- Must have strong verbal and written communication skills in both English and Spanish.

Please note: an individual is not required to disclose information about mental or physical limitations that may potentially interfere with work performance. However, a reasonable accommodation is only possible if Enlace is notified of modifications that may be necessary for the individual to adequately perform the duties of the position.

Enlace is an equal opportunity employer. We value a diverse workforce and an inclusive workplace culture. Enlace encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, immigration status, disability, or veteran status.

Position Qualifications

- J.D.
- 1-year practice of law experience (family law/domestic violence experience preferred); clinical law experience may be considered to fulfill practice of law requirement; OR
- Newly graduated law student who will sit for the bar within 12 months of hire; upon passing the bar, a salary increase will occur—along with student loan repayment assistance.
- Member of NM State Bar; and
- Bilingual (English-Spanish), written and verbal required.



Employment Screening & Compliance

- Employee will be subject to a CYFD background check;
- Employee must comply with all Enlace operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers;
- Employee must maintain a current and valid driver's license to perform work duties if position requires activities that necessitate travel by motor vehicle; and
- Employee must have and maintain a clean driving record.

Enlace Work Environment

- Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting;
- Work is normally performed in an area permitting partial-to-total privacy; and
- Work duties often require travel to other locations throughout the city, state, and country.

To Apply. All applicants must submit a cover letter, resume, a legal writing sample, and three (3) professional references to: jobs@enlacenm.org with the subject line "Staff Attorney Application" or mail to: Enlace Comunitario c/o Human Resources (2425 Alamo SE Albuquerque, NM 87106).