Enlace Comunitario

Staff Attorney (2 vacancies)

Department: Legal
Reports to: Deputy Director of Client Services
Supervises: paralegal and client advocates on all legal matters
Status: Exempt/Full Time
Grade: 3
Compensation Range: $82,800-$96,000 (depending on experience) + Competitive Employee Benefits.

Position Summary: Under the direction of the Deputy of Client Services, the Staff Attorney provides legal representation to victims of domestic violence (DV) in civil and family law, prepares legal research, gives legal advice, provides legal and policy analyses of case-related issues, and participates in Continuing Legal Education training. All direct client work is performed through a trauma-informed lens and is client directed.

Essential Duties & Responsibilities
The Staff Attorney will:

- Provide trauma-informed civil legal representation to Spanish-speaking victims of DV in orders of protection and family law matters;
- Maintains an individual caseload, engaging in client-directed litigation
- Provide legal counsel and advice to DV clients with diverse socio-economic and cultural backgrounds;
- Supervise legal services with client advocates and paralegal on legal matters for enrolled Enlace clients;
- Provide analyses and research of legal and policy issues, especially as they intersect with DV;
- Write, edit, and finalize reports, opinions, correspondence, articles, and other case-related documents;
- Supervise, in collaboration with the Executive Director & Deputy Director, Enlace's staff about legal issues concerning its clients;
- Participate in agency planning and strategic program development specific to the legal department; and
- Participate in weekly Multi-disciplinary meetings;
- Conduct quarterly legal clinics for enrolled Enlace clients around most pressing legal issues;
- Perform miscellaneous job-related duties as assigned.

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 utilize trauma-informed and client-directed practices in the provision of civil legal representation and support;
- 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 said 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 (through established channels);
- 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.
- One year of supervisory experience preferred.
- Bilingual fluency (English/Spanish), both written and verbal
- Active Member of NM State Bar

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;
- Employee must have and maintain a clean driving record; and
- Employee must be authorized to work legally in the U.S. (e.g., via DACA/DREAM Act).

Salary and Benefits

This is a full-time exempt position. Salary is competitive for our field and geographic area and is commensurate with experience. Annual salary for the Staff Attorney position is $82,800 to $96,000 depending on experience. Enlace currently offers a generous benefits package, including:

- 90% of Individual Employee Health, Dental and Vision Premium paid by Enlace and 50% for dependents.
- Access to Traditional and 401(K) options and discretionary employer match up to 2% of base salary upon meeting eligibility requirements
- Pre-tax flexible spending account (HRA) for both medical care.
- Employer-paid life insurance and accidental death and dismemberment insurance.
- Employer-paid short and long-term disability insurance.
- 2 weeks paid annual leave and 3 weeks combined agency holidays and closure, for a total of 5 weeks paid per year.

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. <u>All applicants must submit a cover letter, resume, one (1) legal writing sample, and three (3) professional references</u> 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).