



## JOB ANNOUNCEMENT: SUPERVISING ATTORNEY, PRO BONO

### About Survivor Justice Center

Survivor Justice Center “the Center” formerly known as the Los Angeles Center for Law and Justice, is a nonprofit law firm serving survivors of domestic violence and sexual assault throughout Los Angeles County. Our mission is to secure justice for survivors and empower them to create their own future. While the Center’s primary practice areas are family law and immigration, we strive to provide clients with holistic legal services and have a growing criminal justice advocacy and appellate practice. The Center serves clients using an integrated legal/social worker service model whereby community advocates work alongside attorneys to provide supportive services such as accompaniment, education, safety planning, and linkages to other service providers. The Center is committed to a trauma-informed and culturally-responsive workplace and service delivery model.

### The Position

Survivor Justice Center is seeking a Supervising Attorney to oversee its pro bono program, volunteer initiatives, and the California Legal Access for Survivors Project (CLASP) as well as provide direct client representation to low-income survivors in a variety of immigration and family law matters. The successful candidate will work report directly to the Director of Legal Services but will also work closely with the Center’s Executive Director and Director of Development in executing our pro bono strategy and initiatives. Responsibilities will include:

#### *Networking and Outreach*

- Serve as the ambassador for Survivor Justice Center’s pro bono program both internally and externally
- Cultivate strong relationships with law firms, in-house counsel offices, and law school public interest and career planning offices
- Actively participate in and attend networking events at partner law firms, volunteer events in the community, and recruiting/ outreach events at law schools
- Collaborate with development and communications staff to engage pro bono attorneys in fundraising campaigns and agency communications

### *Recruiting and Training*

- Oversee the recruitment of pro bono attorneys, law student interns, law fellows, and volunteers
  - Recruit new pro bono attorneys, particularly ones willing and able to take on immigration cases
  - Recruit service providers that offer victim services in diverse geographic areas and that work with underserved populations
  - Recruit, screen, and place law student interns, fellows, and volunteers;
  - Oversee communications with potential volunteer attorneys and law students throughout recruiting process;
- Provide ongoing training and technical assistance to pro bono attorneys
- Work with program staff to prepare and deliver legal trainings for pro bono attorneys
- Provide oversight court representation to clients in DVPA matters
- Oversee the preparation and maintenance of all volunteer training materials, educational resources and information handouts;
- Work with program staff to develop and coordinate training programs for volunteers
- Oversee training of staff or volunteers at community agencies and victim advocates to assist victims via CLASP
- Review and update all restraining order forms and online document assembly programs as needed for CLASP Project

### *Program Management*

- Work with Survivor Justice Center supervisors and directors to identify and assign appropriate cases to appropriate volunteer attorneys
- Serve as an internal resource for all pro bono and volunteer matters
- Provide direction and oversight to pro bono associate in all areas including:
  - the placement of matters with pro bono attorneys
  - the collection and reporting of pro bono program data for fundraising, grant reporting, and operational activities
  - the design and execution of volunteer recognition initiatives
  - the organization and execution of pro bono clinics and special projects

### *Legal Representation and Other Duties*

- Provide high-quality representation in a limited number of cases from all core legal programs;
- Adhere to standards of professional responsibility and all internal policies and procedures;
- Participate in staff trainings and meetings;

## Qualifications

- J.D. degree from an ABA accredited law school
- Membership in good standing in the California Bar
- Demonstrated knowledge of immigration and family law
- Minimum of 3 years litigation experience
- Fluency in written and spoken Spanish

## Desired Knowledge, Skills, Abilities

- Previous experience working with domestic violence survivors
- Demonstrated commitment to public interest work
- Ability to work successfully with people from diverse backgrounds

## Salary and Benefits

This is a full-time, exempt position with an annual salary range of \$85,000-\$95,000 depending on candidate experience. The Center offers a generous benefits package that includes: a 35-hour workweek, unlimited vacation, generous paid sick leave and holiday time, and 100% employer-paid medical, dental, long-term disability, and life insurance for employees. Additional benefits include: a 403(b) plan with matching, flexible savings accounts, and supplemental insurance offerings. The Center is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program.

## To Apply

Interested candidates should email a cover letter and resume to Marilyn Florentino at [marilyn@survivorjusticecenter.org](mailto:marilyn@survivorjusticecenter.org). Please write “Supervising Attorney, Pro Bono” in the email subject line. Applications will be reviewed on a rolling basis and accepted until the position is filled.

*Survivor Justice Center is an equal opportunity employer and does not discriminate on the basis of age (40 and over); ancestry; color; ethnicity; religious creed (including religious dress and grooming practices); denial of family and medical care leave; disability (including mental and physical disability); marital status; medical condition (cancer and genetic characteristics); genetic information; military and veteran status; national origin (including language use restrictions); race (including traits historically associated with race - which includes but is not limited to - hair texture and protective hairstyles); sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding); gender (including gender identity and gender expression); sexual orientation; and any other characteristic protected by State or federal law.*