

Title: Assistant Director, Family Court Legal Program
Classification: Full-time
Department: Pace Women's Justice Center



The Pace Women's Justice Center is an independently funded legal services center within Pace University School of Law, under the 501(c)(3) nonprofit status of Pace University. Founded in 1991, it was the first academic legal center in the country devoted to training attorneys and others on domestic violence issues. The Center's mission is to end abuse by providing innovative legal programs including direct legal representation for victims and survivors of domestic violence and elder abuse, training, community education and outreach, service coordination, and information and referrals. Today, with a staff of 33 and over 10,000 hours contributed annually by pro-bono attorneys, volunteers, and law students, the Center provides direct legal services to over 3,100 victims and survivors of domestic violence and elder abuse and conducts over 140 training and outreach events each year.

The Pace Women's Justice Center is seeking an Assistant Director to work in its Family Court Legal Program ("FCLP"), which has emergency site offices in the White Plains and Yonkers Family Courts with staff also handling New Rochelle Family Court emergency cases. The Assistant Director will work together with the FCLP Director to develop and implement FCLP strategic goals, manage daily operations and provide direct supervision of program staff. As a member of the dedicated Family Court Legal Program team, the attorney will also work directly with victims and survivors of intimate partner violence seeking orders of protection, custody and child support and will handle on site responsibilities including initial client intake, petition drafting, direct supervision of law students, and representation of clients at order of protection proceedings.

Responsibilities

- Working in both Family Court Legal Program site offices in White Plains and Yonkers, and potentially in the future New Rochelle Family Court.
- Assisting in developing and implementing plans and goals for the department
- Working with the director to coordinate and supervise daily operations
- Family Court legal advice, petition drafting, and legal representation for victims and survivors of intimate partner violence seeking orders of protection and related relief;
- Direct supervision of program staff attorneys, volunteers, and law students;
- Close interaction with Court personnel and partnering agencies, including police departments, counseling agencies, and shelters

- Participation in the continuous development of and adherence to best practices in providing legal services to our diverse and vulnerable client base; and
- Performing other duties as assigned from time to time.

Qualifications

- Admitted to practice law in New York State, 5 years minimum preferred
- Prior supervisory position experience
- Substantive knowledge of family law, including matrimonial law
- Hands-on legal experience in and out of the courtroom
- Demonstrated interest in domestic violence issues
- Strong organizational, leadership, and time management skills
- Empathetic interviewing and interpersonal skills
- Persuasive legal writing and advocacy skills
- Ability to provide victim-centered, trauma-informed, and culturally competent legal assistance
- Ability to work collaboratively in a variety of contexts and with multiple organizations to facilitate comprehensive services
- Spanish fluency highly desirable

Pace University offers a competitive total rewards package including tuition benefits for employees & their family; flexible work-life options; and generous time off. For more detailed information: <https://www.pace.edu/human-resources/find-employment-pace/prospective-full-time-employee>

Pace University, is an Equal Employment and Affirmative Action Employer, committed to ensuring a diverse learning and working environment.

Applications

To apply for this position, please visit: <https://careers.pace.edu/postings/22667>

Applications will be accepted until position is filled. Applicants will be notified if an interview is to be scheduled. No phone inquiries please.