



**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 34 and over 10,000 hours contributed annually by pro-bono attorneys, volunteers, and law students, PWJC provides direct legal services to over 3,000 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** has an exciting opportunity for an attorney to serve as the Director of its Walk-in Legal Clinic, located at PWJC's main office in White Plains, NY. The clinic provides a safe, confidential, walk-in resource in Westchester County for victims and survivors of domestic violence, sexual assault, and elder abuse, to receive in-depth information, guidance, legal counsel from attorneys, and referrals for other necessary services. The Clinic provides free legal consultations to clients on a walk-in basis, as well as by appointment, and also provides services remotely via a secure online virtual platform, conducting approximately 80-90 legal consultations per month. During the legal consultations, clients receive legal advice and guidance on legal issues, as well as case consultations and referrals to other PWJC programs for ongoing legal representation when appropriate. The Director will oversee all aspects of the walk-in clinic, supervisor a full-time and part-time staff attorney, and full-time paralegal, as well 15-20 pro bono attorneys and 1-2 law students per semester. The Clinic Director is also an integral part of the management team and reports to the Executive Director.

Additionally, the Clinic Director manages grant reports, which help to fund clinic staff and the director position. This includes the compilation of grant statistics and grant report writing on a quarterly and annual basis, as well as the drafting of renewal grant applications.

This is a unique opportunity to continue to grow a first of its kind walk-in clinic, and includes oversight of intake procedures, clinic guidelines, design of workflow management, trainings for clinic pro-bono attorneys and law students, as well as interface with community partners to conduct legal and know your rights trainings. Experience working with vulnerable populations is highly desired.

## **Position Responsibilities**

- Manage all aspects of the clinic program
- Oversight of day-to-day clinic operations
- Scheduling and supervision of pro bono attorneys to provide pro bono legal advice, information and referrals to clinic clients
- Supervision of law students drafting intake sheets, consultation notes, participating in client consults, and conducting legal research
- Supervision of clinic paralegal, clinic attorney and part-time attorney
- Management team member, including participation in management team meetings
- Training and education of pro bono attorneys, paralegal, and law students working in the clinic
- Interface with partnering agencies in Westchester & Putnam Counties, including conducting legal and know your rights trainings
- Direct provision of legal services to clinic clients
- Drafting of pro se petitions for Clinic clients, including family offense, custody and child support petitions
- Occasional appearance in Family Court via Microsoft Teams for clients seeking emergency orders of protection
- Data collection, preparation and management of grant reports on a quarterly and yearly basis
- Drafting of grant renewal applications on a continuous basis

## **Qualifications**

- Member in good standing of the New York State Bar
- At least 5 to 10 years of experience in family/matrimonial law and knowledge of litigation issues associated with domestic violence cases required
- Demonstrated commitment to public interest law
- Strong managerial skills and excellent interpersonal skills
- Outstanding organizational, planning and time management skills
- Excellent analytical, writing and communication skills
- Proficient computer skills, specifically in Word and Excel
- Ability to thrive in a fast-paced environment and prioritize while working with various clients
- Outgoing and professional demeanor for interacting with a wide range of individuals from different cultures and backgrounds

- Proficiency in Spanish preferred

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 information <https://www.pace.edu/human-resources/find-employment-pace/prospective-full-time-employee>

Pace University is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

### **Applications**

**To apply for this position please visit: <https://careers.pace.edu/postings/22689>**

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