



Title: PT Staff Attorney, Family Law Unit

Classification: Part time

Department: Pace Women's Justice Center

The Pace Women's Justice Center ("PWJC") 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. PWJC'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 29 and over 10,000 hours contributed annually by pro-bono attorneys, volunteers, and law students, the PWJC provides direct legal services to over 3,000 victims and survivors of domestic violence and elder abuse and conducts over 100 training and outreach events each year.

PWJC is seeking a part time, 3 days per week, litigation staff attorney for its Family Law Unit who is committed to the Center's mission and work. The attorney will provide comprehensive, holistic, direct civil legal services to victims and survivors of domestic violence, sexual assault and/or stalking in Putnam and Westchester counties. Duties include direct legal representation, cross-referrals between partners for legal and social services, training, on-going case consultation, and some community outreach. The range of legal services provided for domestic violence victims runs the spectrum from legal information, referrals, advice, brief services, advocacy and negotiation, full representation in litigated court matters and appeals. The substantive legal areas often include but are not limited to, protection orders, custody and visitation, child and spousal support, and contested matrimonials. **Position Responsibilities**

- Primary responsibilities include providing direct representation, advice and consultation on family and matrimonial matters
- Litigation in state courts (primarily Family and Supreme)
- Working with partnering agencies in Westchester & Putnam Counties
- Participation in community education, training and outreach
- Collaboration with Center staff attorneys on litigation matters and strategies

- Data collection
- Travel is required throughout Putnam and Westchester County
- Office location – the PWJC main office in White Plains

Qualifications

- Member in good standing of the New York State Bar
- 2 -3 years' experience, including litigation, or its equivalent in Matrimonial and/or Family Law practice preferred
- Experience with and/or knowledge of litigation issues associated with domestic violence cases preferred
- Spanish language proficiency a plus
- Demonstrated commitment to public interest law
- Must have driver's license and own vehicle
- Excellent litigation, oral advocacy and writing skills
- Excellent interpersonal and communication skills
- Outstanding organizational, planning and time management 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.

Pace University offers a competitive total rewards package including tuition benefits for employees & their family; flexible work-life options; and generous time off.

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

Applications Please visit <https://careers.pace.edu> and select Staff Positions to view this opportunity by its job title “PT Staff Attorney- Family Law Unit” or Posting Number S00556P

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