

COMMUNITY LEGAL SERVICES AND COUNSELING CENTER

ASSISTANT LEGAL DIRECTOR JOB DESCRIPTION

ABOUT THE ORGANIZATION: CLSACC provides free civil legal assistance and affordable psychological counseling for people with low incomes. Since its inception in 1970, the organization has been sustained by the commitment and dedication of volunteer lawyers and mental health professionals. Our services combat the effects of poverty and violence by helping clients and their children meet basic human needs for safety, income, health and housing. CLSACC's unique interdisciplinary approach has enabled us to keep pace with the ever-changing and interrelated needs of our clients.

THE POSITION: CLSACC seeks a highly organized, detail-oriented, self-motivated professional who has a strong belief in the mission and principles of the organization and committed to assisting the most vulnerable, particularly during these uncertain and challenging times. Reporting to the Legal Director, the Assistant Legal Director will assist in supervising and coordinating the operations of the agency's legal program. CLSACC has been growing over the past several years and soon will be moving to a new location in Cambridge.

Responsibilities include:

- Provide legal assistance, including advice, brief service, legal representation, case consultation, in-depth intake, and referrals to eligible clients who are victims of crime in family law, immigration, housing, and disability cases.
- Case handling in multiple areas of law
- Recruit, train, supervise, and support volunteer lawyers
- Collaborate with community-based social services and other legal services programs.
- Conduct community outreach to agencies serving victims of crime, including agencies that serve ethnically diverse populations
- Ensure that clients are aware of available services including victim compensation
- Collect required data and assist with the preparation of grant reports as needed
- Assist in supervision and evaluation of legal program staff
- Work with Deputy Director in developing new avenues utilizing technology for volunteer involvement, case oversight, and other Legal Program management
- Coordinate with Counseling Program on ongoing and new ways to augment interdisciplinary collaboration, including case management services

Qualifications/Competencies include:

- J.D. or LLM degree with 10 or more years of experience in family law and immigration
- Admitted to practice in Massachusetts.
- Some experience in housing and disability law preferred
- Experience representing low-income individuals and people from diverse cultural and ethnic backgrounds
- Excellent writing, communication, and organizational skills
- Team player with an ability to multitask in a fast pace environment
- Bi-lingual highly desirable

HOURS, SALARY, AND BENEFITS: The position is 35 hours/week. Salary is commensurate with experience. Excellent fringe benefit package, including health, life, short-term disability, and long-term disability insurance, vacation, personal, and sick time, 403(b) plan, Flexible Spending Plan, training and professional development opportunities.

To Apply: Applicants should submit 1) a cover letter addressing experience and interests relevant to the position, and 2) a resume, by e-mail to John Froio, Deputy Director, at jfroio@clsacc.org. No phone calls please. Applications accepted until position is filled. For more information about CLSACC refer to our website: www.clsacc.org

CLSACC is a Fair Employment Practices/Equal Employment Opportunity/disability accessible employer committed to maintaining a diverse workplace. Qualified candidates from diverse personal, cultural, and ethnic backgrounds are encouraged to apply.