



JOB ANNOUNCEMENT

Staff Attorney

My Sister's House began in 2000 to serve the needs of Asian and Pacific Islander women and children impacted by domestic violence so they can achieve a life of human dignity.

The staff attorney is hired by the Executive Director and is directly accountable to the Executive Director and Deputy Director of My Sister's House. The Staff Attorney provides support to ensure the successful operation of My Sister's House which includes the following responsibilities:

- Provide direct services and legal advice for victims of domestic violence.
- Prepare restraining orders; divorce, custody, and immigration papers; and other legal matters.
- Provide legal advocacy, court accompaniment and representation.
- Conduct intake and screening of new clients in accordance to established criteria.
- Supervise, coordinate, and promote volunteer attorneys, paralegals, and law school interns
- Participate and represent My Sister's House at various community and collaborative meetings.
- Maintain accurate and up to date client records, statistics and information.
- Other duties as assigned.

Desired Qualifications:

- JD Degree and a member in good standing of California State Bar
- Have a minimum of 1 year experience in Family law
- Experience in working and/or managing a legal department with volunteers preferred
- Able to work with diverse populations, including Asian and Pacific Islander ethnic groups, youth, immigrants, refugees, lesbians, transgender, physically and mentally challenged, a wide age range from infants to elderly
- Strong legal research and analysis skills
- Excellent interpersonal relations skills
- Strong oral and written communications
- Ability to manage multiple tasks and projects simultaneously and efficiently with minimal supervision
- Valid driver's license and ability to use personal vehicle for work; proof of car insurance
- Ability to work as part of a team
- Committed to the representation of those unable to afford counsel

Position: Full time (grant funded) – note work schedule varies
Position available immediately.

Salary: \$50,000-\$55,000

Deadline to apply: **Open until filled**

To Apply: Send resume and cover letter to:

My Sister's House
Attn : Executive Director
3053 Freeport Blvd #120
Sacramento, CA 95818