



## **Director Legal Advocacy Program**

DOVE is seeking a Director of Legal Services energized by our mission, vision, and organizational values, and committed to our efforts to address and prevent domestic and partner abuse.

### ***Mission Statement***

Hope, healing, safety, social change. Working together to end domestic and partner violence.

### ***Vision***

A community unified in peace, justice, and equity, for the safety and well-being of every individual.

### ***Statement of Welcome and Affirmation***

DOVE welcomes refugee and immigrant survivors both documented and undocumented; people with disabilities; people who are D/deaf or hard of hearing; BIPOC (Black, Indigenous, and other People of Color); LGB, Queer, Trans, and Non-Binary individuals; people of all religion and faith beliefs; and individuals whose first language is not English. DOVE welcomes people of all identities, including those not named.

### ***Organization Summary***

DOVE (Domestic Violence Ended), Inc. was founded in 1978 and has since grown from one crisis hotline to a comprehensive multi-services organization. DOVE is the only domestic violence organization in Norfolk County. DOVE provides a range of services for individuals who have experienced abuse, including a 24-hour hotline, emergency shelter, safety assessment and planning, supportive education and counseling, support groups, legal assistance, assistance accessing governmental and community-based services, and community outreach and education. At DOVE, we believe that all people have the right to live free from the fear of abuse. At our core, DOVE's work is about fostering healthier and safer relationships for all. DOVE recognizes that oppression and historical and systemic inequity are root causes of problems we strive to address with and on behalf of survivors.

### ***Position Overview***

The Director, Legal Advocacy Program is responsible for the oversight and daily operations of the Legal Advocacy Program, as well as providing leadership for the program and relationship-building with colleagues and supporters to that end. The Director provides supervision of the LAP attorneys (4), interns and fellows; provides legal representation, advice, *pro se* assistance, referrals, and other legal services to LAP clients; manages program development; conducts outreach to and relationship-building with the legal community; facilitates legal trainings; and manages grant-writing and -reporting. Expertise in housing and benefits, immigration, and/or family law is required. The Director of Legal Services is a member of DOVE's Leadership Team.

*The Legal Advocacy Program has a strong culture of collaboration and a collective-oriented decision-making structure. DOVE is seeking a Director who can foster this program culture and support the growth and leadership development of the legal team members.*

This position is supported by and dependent on grant funds.

24-Hour Hotline: 617.471.1234 or 1.888.314.DOVE (3683)

Community Advocacy & Prevention Services P.O. Box 690267 Quincy, MA 02269 617.770.4065 [www.dovema.org](http://www.dovema.org)

### ***Job Responsibilities***

- ❖ Provide supervision to LAP attorneys legal interns.
- ❖ Provide legal representation to victims of domestic violence in 209A hearings and family law hearings (including divorce, custody, visitation, and child support), immigration, or housing cases.
- ❖ Provide brief advice and services, including safety planning, meeting with clients to assist in filing complaints, motions, and other court paperwork needed for 209A, family law, immigration, or housing cases.
- ❖ Maintain relationships with court staff in district and family courts, including discussion of potential off-site programs.
- ❖ Identify and manage channels of pro bono and reduced-fee referrals for LAP clients.
- ❖ Conduct outreach to the legal community by attending meetings and roundtables with legal professionals.
- ❖ Provide consultation to DOVE's non-lawyer advocates.
- ❖ Identify and facilitate relevant legal trainings and participate in planning trainings.
- ❖ Provide leadership and vision regarding the program's growth and operations and ensure implementation and evaluation.
- ❖ Participate in identifying potential sources of funding as well as seeking and maintain funding relationships. These activities include coordinating applications for grants, contracts, and corporate support; reporting; site visits and meetings; and other related activities.
- ❖ Oversee recruitment and hiring of vacant positions within the LAP.
- ❖ Oversee the recruitment and supervision of legal interns and legal fellows.
- ❖ Participate in leadership of the organization, including attending meetings of DOVE's Leadership Team and Board of Directors.

### ***Required Skills & Abilities***

- ❖ Bilingual (Portuguese, Haitian Creole, Mandarin, Cantonese, Hindi, Vietnamese, Arabic, Urdu, ASL, and/or Spanish, and English) strongly preferred. We also encourage monolingual BIPOC and/or LGBTQ+ candidates to apply.
- ❖ Experience and expertise in domestic violence and its intersection with one of the following areas of law: housing and benefits, immigration, and/or family law is required.
- ❖ A commitment to DOVE's mission, organizational values, and practice philosophies: ending all forms of violence, using a trauma-informed and empowerment model, and promoting social justice and social change. A demonstrated commitment to ending oppression, including racism, xenophobia, ableism, homophobia, and transphobia, and understanding of how these forms of oppression intersect with domestic violence.
- ❖ Experience actively engaging in anti-oppression dialogue and practice is welcome. Participation in this ongoing process of learning anti-oppression principles (including characteristics of white supremacy culture) and putting into reflective practice is expected of all staff members.
- ❖ Excellent written and oral communication skills, and/or a commitment to improving these skills through trainings and supervision.
- ❖ A strong work ethic and sense of initiative. Someone who leads by example and can work effectively and collaboratively in a small, creative, and resourceful non-profit setting.
- ❖ Ability to work independently and collaboratively with the LAP and other DOVE staff.
- ❖ Ability to model and uphold appropriate professional boundaries in work with clients, co-workers, supervisor, and community.

- ❖ Demonstrated ability and desire to work with diverse populations and to learn about and actively use multicultural awareness and understanding in daily work.
- ❖ Access to transportation and willingness to travel regularly within DOVE's service area required.
- ❖ Must complete DOVE's comprehensive domestic violence training within one (1) year of hire, participating when the training is next offered by DOVE; documentation of similar training at another organization may partially fulfill this requirement.
- ❖ A CORI background check is mandatory. CORI History will be reviewed and may not disqualify candidates.

### **Education & Experience**

- ❖ JD/LLM and licensed to practice in Massachusetts.
- ❖ At least five years of providing legal advocacy services to survivors of domestic violence and at least two years of supervision experience.

*DOVE aspires to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities including QTPOC, candidates with disabilities, and individuals with experience working in DOVE's catchment area are particularly encouraged to apply.*

### **Work Schedule**

Full-time exempt position, generally weekdays. The LAP Director will be required to work at other times periodically (occasional evening, weekend, and very occasional holiday hours) to conduct presentations and/or attend training/meetings/outreach events/fundraising events; this will include evening and occasional weekend hours. Hybrid Work Schedule: At present, DOVE Legal Staff are required to work on site/in office 60% FTE.

### **Compensation & Benefits**

DOVE is committed to working for racial, social, and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities. As an organization we hold openness to innovation, and we seek the opportunity and resources to do meaningful, impactful work.

- ◆ Exempt position with expected annual salary \$85,000-\$96,000, depending on skills and experience.
- ◆ Additional compensation (\$2,000 gross annual per 40 hr FTE) is available for proficient language skills preferred in DOVE's catchment area, including: Spanish, Portuguese, Haitian Creole, Vietnamese, Mandarin, Cantonese, Hindi, Urdu, Arabic, and/or ASL.

Benefits: Benefits consistent with personnel policy:

- ❖ Paid time off: Vacation (3 weeks in Year 1, increases at Year 3), Personal Days (3 days/year pro-rated), Sick time (12 days/year), and 13 Holidays.
- ❖ Insurance coverage (70% Health/Dental and PFML, 100% Short-Term Disability and Life)
- ❖ Option to utilize Flexible Spending Account and/or Dependency Care Account
- ❖ Opportunity for individual to establish and contribute to retirement account. Matching contribution up to 4% for participants.



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**Application Instructions**

To apply, send Cover Letter specifically for this position and Resume to:

Sue Chandler, Executive Director, DOVE. [applytodove@gmail.com](mailto:applytodove@gmail.com)

- ◆ Applications will be considered until the position is successfully filled.
- ◆ Applications or resumes without a cover letter expressing interest in employment at DOVE and tailored to this position will not be considered.
- ◆ DOVE will provide compensation at mid-point of hiring range (\$39.90/hr) per interview to candidates provided interviews, in order to provide support for prep and interview time, childcare, transportation, etc. (=2 hours virtual, 3 hours in-person)
- ◆ DOVE anticipates that the hiring process will consist of two to three interviews with different members of Legal team and other staff, as well as members of the Leadership Team.

For more information on DOVE, see our website: [www.dovema.org](http://www.dovema.org)

*Posted February, 2023*



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