



MANAGING ATTORNEY FAMILY LAW LEGAL ADVOCACY PROGRAM

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.

Organization Summary

DOVE (Domestic Violence Ended), Inc. was founded in 1978 and 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, counseling for adults and children, support groups, economic empowerment, legal advocacy, community outreach, and education in area schools. At DOVE, we believe that all people have the right to live free from the fear of abuse. DOVE strives to foster healthier and safer relationships, thereby building communities of belonging. DOVE acknowledges that it is impossible to fulfill its mission without creating an equitable and inclusive environment for staff, stakeholders, and survivors alike.

Position Title:	Managing Attorney, Family Law
Positions Status:	Regular Full-Time
FLSA Classification:	Exempt, professional
Reports To:	Senior Director, Community Based Services
Supervisory Responsibilities:	Staff Attorneys, Americorps Legal Advocate

Job purpose: The Managing Attorney is an expert in family law. They are responsible for overseeing the operations of a small Legal Advocacy Program (LAP), consisting of one additional staff attorney with possibility for growth. They will balance LAP managerial functions while handling a caseload of their own. The Managing Attorney will provide legal representation, advice, *pro se* assistance, referrals, and other legal services to LAP clients in their family law and restraining order matters. Part of the Managing Attorney's managerial duties include the supervision of staff attorneys (1-3), facilitating legal training, and collaborating with other DOVE departments to ensure comprehensive legal support for survivors of domestic violence. Expertise in housing and/or immigration law is a plus. Proficiency in a foreign language is preferred but not required.

Job Responsibilities:

- ❖ Provide supervision and subject matter expertise in family law to LAP attorneys and potentially to legal interns and Americorps legal advocates.
- ❖ Provide legal representation to survivors of domestic violence in restraining order extension hearings and family law hearings, including divorce, custody, visitation, and child support.
- ❖ Provide brief legal advice and services, including meeting with clients to assist in filing complaints, motions, and other court paperwork needed for family law cases.
- ❖ Establish DOVE's presence and availability to survivors at Quincy District Court and Norfolk Family Court.
- ❖ Conduct outreach to the legal community by attending meetings with legal professionals.
- ❖ Assist DOVE's grant writer with grant reporting to maintain funding relationships.



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- ❖ Provide consultation to DOVE's non-lawyer advocates.
- ❖ Identify and facilitate relevant legal training and participate in planning training.
- ❖ Oversee recruitment and hiring of vacant positions within the LAP.

Required Skills & Abilities:

- ❖ Excellent written and oral communication skills.
- ❖ Strong organizational and interpersonal skills.
- ❖ 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 nonprofit setting.
- ❖ Ability to model and uphold appropriate professional boundaries in work with clients, co-workers, supervisor, and community.
- ❖ Knowledge and demonstrated ability/experience working with people with a range of identities and backgrounds, such as race, ethnicity, ability, gender, sexual identity, faith/religion, and lived experiences.
- ❖ Knowledge and demonstrated ability/experience working with individuals with histories of substance use/abuse, trauma, and mental health issues.
- ❖ Knowledge of child protection services and the criminal legal system as they relate to victims/survivors of violence and their families.
- ❖ Demonstrated experience making and maintaining connections in community and professional settings; experience in public speaking, networking, designing and conducting presentations and trainings, and group facilitation required. Ability to collaborate effectively with teammates and external partners.
- ❖ Positive approach, can-do attitude, sense of humor, flexibility, and critical thinking; ability to triage and trouble-shoot and stay poised and calm under pressure and in high-stress situations.
- ❖ Ability to multi-task effectively.
- ❖ Basic computer skills, including familiarity with databases.

Requirements:

- ❖ Must have valid driver's license, reliable transportation, and willingness to travel within DOVE's service area.
- ❖ Must be committed to DOVE's mission, vision, and core values, including trauma-informed practices, ending violence and oppression, championing a survivor-centered empowerment model, and promoting social justice/systemic change.
- ❖ Complete DOVE's 35-hour domestic violence training program within the first year of hire.
- ❖ Ability to climb and descend stairs and lift/carry up to 30 pounds.
- ❖ This position is classified as an Essential Employee of DOVE and may be required to travel during the State of Emergency declared by the Governor.
- ❖ A CORI background check is mandatory. CORI history will be reviewed and may not disqualify candidates.

Education & Experience:

- ❖ J.D. and licensed to practice in Massachusetts.
- ❖ Minimum 4 years of providing legal advocacy services to survivors of domestic violence, including low-income populations, and at least 1 year of supervision/managerial experience.



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Work Schedule: Full-time (35-hour work week), exempt position, generally Monday-Friday 9:00am-4:00pm with optional hybrid schedule and consolidated work week (4 days a week) negotiable. The incumbent will be required to work at other times according to organizational needs, such as, attend trainings/meetings/outreach events/fundraising events, etc.; this may include evening hours.

Compensation & Benefits:

- ❖ The salary for this exempt position is \$85,000-\$105,000 commensurate with experience.
- ❖ Additional compensation of \$2,000 gross annual may be available for fluency in languages widely spoken in DOVE's catchment area, including: Spanish, Portuguese, Haitian Creole, Vietnamese, Mandarin, and/or ASL.
- ❖ Paid time off: Vacation (3 weeks in Year 1, increases at Year 3), Personal Days (5 days/year prorated), Sick time (12 days/year), and 13 Holidays.
- ❖ Insurance coverage (70% Health/Dental and PFML covered, 100% Short-Term Disability and Life/ADD).
- ❖ Flexible Spending Account, including dependent care account.
- ❖ Opportunity to contribute to retirement account; employer match up to 4%.
- ❖ This position is supported by grant funds.

Application Instructions:

- ❖ To apply, send cover letter specific to DOVE and this position, as well as resume to Kathleen Lydon, Senior Director, Community Based Services – Kathleen.lydon@dovema.org
- ❖ Applications will be accepted on a rolling basis until the position is filled.
- ❖ Applications without a cover letter expressing interest in employment at DOVE will not be considered. Use of AI in writing the cover letter will lead to automatic disqualification.

DOVE aspires to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities including BIPOC, LGBTQIA2S+, candidates with disabilities, and individuals with experience working in DOVE's catchment area are particularly encouraged to apply.

DOVE is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristics protected by federal, state, or local law.



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