



**Legal Information for Families Today
Bilingual Staff Attorney
Job Posting**

Legal Information for Families Today (LIFT) is seeking a talented and experienced **Bilingual Staff Attorney** to join our team.

This role is an excellent opportunity for an attorney who is interested in innovative access-to-justice work. The Staff Attorney provides direct support to those facing Family Court issues through advice consultations with pro se litigants and by answering legal and procedural questions. The Staff Attorney also conducts legal clinics and presentations to bring LIFT's family law help to members and areas of the community. The Staff Attorney reports to the Legal Director.

Please note: This position is currently primarily remote, with the possibility of in person client work in the future. Attendance at in-person meetings will be required as needed.

LIFT is a non-profit organization whose mission is to enhance access to justice for children and families by providing legal information and advice, community education, and compassionate guidance, while promoting system-wide reform of the courts and public agencies. We empower those without lawyers to successfully self-advocate in the New York Family Courts. To learn more about our programs please visit www.LIFTonline.org.

Responsibilities include but are not limited to:

- Provide legal advice and information on New York State family law and procedure through advice, consultations and community-based efforts;
- Support clients with family law cases through court proceedings preparation, mock trial activities, document preparation, and connection to other programs and services;
- Conduct webinars, family law workshops, and clinics remotely and throughout New York City;
- Train and supervise interns and volunteers;
- Support and collaborate with other staff attorneys and LIFT staff;
- Work as needed with the Associate Director of Legal Resources to research, update and develop LIFT's Legal Resource Guides;
- Create and maintain thorough, accurate, and current case management notes;
- Collect and report on participant data and narratives;
- Attend regularly scheduled staff meetings and trainings.
- Expand LIFT's networks of partnerships and services in the Spanish speaking community, and in the courthouse;
- Prepare and present at LIFT community outreach events within the Spanish speaking community;
- Serve as a program liaison and support for other court and non-court based programmatic activities, and development activities, as requested.

Qualifications:

- J.D. and New York bar admission required;
- Fluency in Spanish required;

- Experience or demonstrated interest in family law, increasing access to justice, and providing services to the underserved populations;
- Commitment to providing high quality, compassionate service;
- Ability to handle multiple tasks and thrive in a busy environment;
- Demonstrated autonomy and ability to self-manage and motivate;
- Critical thinking skills and informed decision-making;
- Attention to detail; and
- Professional, proactive, and enthusiastic team player.

Salary and Benefits: LIFT offers a competitive salary that is generous for an organization of our size and a generous benefits package that includes Medical, Dental, and Vision Insurance, Flexible Spending Accounts, TransitChek Program and a 403B Retirement Savings Plan that is matched up to 5% after one year of service. LIFT also offers paid parental leave, up to four weeks of paid vacation and sick time, federal holidays, summer Fridays, and most importantly an excellent work life balance.

How to Apply: Please send a resume and cover letter to Nathalie Gonzalez, Esq., Legal Director, via email at HR@LIFTonline.org. Please put “Bilingual Staff Attorney” in the subject line. No phone calls please.

LIFT is proud to be an Equal Opportunity Employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.

Learn more about LIFT at www.LIFTonline.org