



## 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 assisting individuals who are not currently represented by an attorney and by answering legal and procedural questions. The Staff Attorney reports to the Legal Director.

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](http://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 and consultations;
- Support clients with family law cases through court proceedings preparation, mock trial activities, document preparation, and connection to other programs and services;
- Support and collaborate with other staff attorneys and LIFT staff;
- Develop and maintain relationships with partner agencies and court staff;
- Work as needed with the Associate Director of Legal Resources and Legal Research Advisor to research, update and develop LIFT's written materials;
- Create and maintain thorough, accurate, and current case management notes;
- Collect and report on participant data and narratives;
- Supervise interns and volunteers;
- Attend regularly scheduled staff meetings and trainings;
- Provide occasional support at LIFT community outreach events, such as webinars, family law workshops and clinics, within both the English and Spanish speaking communities;
- 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:** The starting range for the position of Staff Attorney at LIFT is \$70-75K. When determining salary offers, we take into consideration pertinent years of experience and overall years of work experience to sustain internal equity. LIFT offers 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.

**COVID-19:** LIFT requires all employees to be vaccinated against COVID-19. Reasonable accommodations will be considered. LIFT is committed to protecting the health and safety of our community.

**Location:** We have transitioned to a hybrid model this past spring and will require in person attendance as needed. This position may require the Staff Attorney to make periodic visits to New York City Family Courthouses. This position may also require in person client work in the future.

**D.E.I. Commitment:** LIFT is committed to hiring a diverse workforce. We believe in fostering a forward-thinking culture of Diversity Equity and Inclusion (DEI) within and outside of the organization which will help us achieve our goal of bridging the gaps that inequity has created. In serving under-resourced clients, it is vital that we all understand that DEI is an ever-changing concept, and because of that, we have to be in a constant state of learning and unlearning.

**How to Apply:** Please send a resume and cover letter to Nathalie Gonzalez, Esq., Legal Director, via email at [HR@LIFTonline.org](mailto: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.

*Learn more about LIFT at [www.LIFTonline.org](http://www.LIFTonline.org)*