



JOB ANNOUNCEMENT

Position: **Supervising Attorney**, Violence Against Women/GBV Project

API Legal Outreach is the largest social justice legal organization serving the Asian, Pacific Islander and Latino communities of the Greater Bay Area and Central Valley. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation, social services, and advocacy for the most marginalized segments of the community including low-income women, seniors, recent immigrants, and youth. With offices in Oakland, San Francisco, and Stockton our work is focused in the areas of violence against women/family law, immigration and immigrant rights, senior law and elder abuse prevention, the rights of those with disabilities, anti-human trafficking, youth violence prevention, affordable housing preservation and tenants' rights, and other social justice issues.

Duties and Responsibilities:

1. Provide management and coordination for violence against women project assisting survivors of gender based violence including domestic violence, sexual assault, stalking, and dating violence; supervision and mentoring of staff; coordination of pro bono support.
2. Provide legal counseling and full scope representation to survivors of gender based violence. This work will include representation of clients in restraining order hearings, child custody and support matters, contested dissolutions, immigration petitions, public benefits matters, as well as assisting in other practice areas as needed.
3. Work with grants management staff to compile and report on service data.
4. Draft all necessary reporting for funders and the organization.
5. Coordinate community education and outreach for project.
6. Provide evaluations of project services and performance of project staff
7. Represent the organization at community, legal, and other meetings and functions, including meetings of funders and donors.
8. Provide technical assistance and training to community agencies and partners.
9. Assist with administrative and fundraising work of the organization.

Minimum Qualifications:

1. Demonstrated commitment to social justice and to serving underserved API and other communities of color.
2. Commitment to the mission, projects and organizational operations of API Legal Outreach.
3. Strong relevant courtroom, case management, and teaching skills in the priority project areas.
4. At least three years successful experience in supervising others engaged in social justice work.
5. Superior performance evaluations from relevant, applicable positions.
6. Member in good standing of the California Bar.
7. Bilingual and bicultural skills relevant to the low-income communities.
8. Ability to work well in a team-oriented, multi-cultural environment.

Preferred Qualifications:

1. Five years of litigation and/or relevant case management/social services experience; contract management, service reporting, and non-profit funding experience.
2. Experience with Legal Server, AbacusLaw, Immigrant Pro, Essential Forms, and Excel.
3. California's driver's license and own vehicle.

Hours: Minimum of 40 hours per week including some weekend and evening hours.

Salary: Commensurate with experience, based on wage scale; health insurance, paid time off, holiday, sick leave included.

If interested, send cover letter and resume with 3 professional references to jobs@apilegaloutreach.org.

Position is open until filled.

An Equal Opportunity Employer