



Managing Attorney
ATASK Legal Advocacy & Representation Program
Full-Time, Exempt

Position Summary: ATASK is seeking a highly organized, industrious, and mission-driven individual with a demonstrated commitment to racial and social justice to fill the position of **Managing Attorney**. The Managing Attorney will be responsible for leading the vision, mission, and values of ATASK's Legal Advocacy and Representation Program; coordinating and managing the substantive work of legal staff; ensuring the day-to-day operation of the program; providing leadership in developing and implementing the program's work plan for providing legal assistance to individual clients and law reform initiatives; overseeing staff supervision including evaluations of staff and the handling of other personnel issues; developing, managing and reporting on grants; collaborating with other legal services and participating in the ATASK management group on program wide policy issues.

ATASK's mission is to empower Asian survivors of domestic violence and abuse to rebuild their lives. We bridge language and cultural gaps for Asian communities and advocate for social change. The ideal candidate will be a committed advocate for immigrant victims, survivors, and their children and will work as a collaborative team member of ATASK to provide comprehensive and holistic legal services to survivors. At present due to COVID-19, work is handled remotely, with the possibility to transition to working both remotely and in the office.

Hours: Full-Time, 40 hours per week (exempt). 9 am - 5 pm weekdays with possible after-hours / weekend work.

Reports To: Dawn Sauma, Co-Executive Director, ATASK

Position Details:

- Manage, supervise, and mentor legal staff, law students, and pro bono attorneys.
- Maintain minimal case load of direct representation cases, including full and limited assistance
- Conduct legal intakes and legal services as needed.
- Guide responsive strategies for direct legal representation work, including developing culturally-specific products, culturally-responsive case priorities, and community partnerships.
- Develop a vision for effective outreach and education that promote access for Asian immigrant survivor communities.
- Develop relationships with pro bono providers and law schools, and community-based collaborators and providers located in diverse Asian ethnic communities.
- Participate in legal advocacy coalitions and relevant working groups that further the interests of Asian immigrant survivors and communities.
- Supervise the administration of grants that support the legal program including responding to grant solicitations, collecting relevant data, completing reports, and ensuring compliance.
- Oversee multidisciplinary legal practice best practices and ensure compliance with ethical and professional rules of professional responsibility for lawyers in non-legal agencies.
- Supervise maintenance, development, and improvement of essential data collection and legal database platforms.
- Attends regular supervision, team meetings and all staff meetings
- Able to flex hours to meet position responsibilities
- Attend and support ATASK fundraising events.

Qualifications:

- Admitted to Massachusetts Bar or ability to be admitted.
- At least eight (8) years of legal experience working with immigrant victims of gender-based violence in the areas of family law, immigration and poverty law matters. *Prior family law litigation experience is preferred.*
- At least 2-3 years of supervision/management experience, including supervision of legal and support staff
- Bi-cultural/bi-lingual in an Asian language and culture preferred.
- Understanding of gender-based violence amongst Asian communities and marginalized low-income groups.
- Committed to fighting for equity for marginalized Asian communities and ending structural barriers that perpetuate gender-based violence.
- Working knowledge of public interest legal services, immigration and court systems, education, mental health, public benefits, and child protection systems and the public policies that impact them.
- Exceptional interpersonal, verbal, and written communication skills including the ability to effectively collaborate with a diverse group of internal and external colleagues, partners, and policymakers.
- Demonstrated ability to foster a compassionate, collegial, and supportive working environment.
- Experience managing or implementing state or federal grants preferred.
- Administrative and organizational skills with exceptional attention to detail.
- Intermediate proficiency in Microsoft Office 365, and high facility and comfort level learning new virtual platforms, databases, and other legal practice cloud-based programs.
- Ability to pass a background check (CORI) required.

Salary: Compensation begins at \$100,000 and will be commensurate with experience.

Benefits: Employer-sponsored Health, Dental, and Vision, Life Insurance, Long-Term Disability, Massachusetts PFML, FSA, DCA, HRA, 401K, and generous paid time off including sick leave, personal days, 14 holidays, and up to 4 weeks of vacation.

Email your resume and a cover letter including your qualifications, vision, and interest to:

Helen Ngo

Triage Paralegal/Program Coordinator

helen@atask.org

ATASK is not able to provide visa sponsorship at this time and therefore applicants must be legally authorized to work in the U.S.

The Asian Task Force Against Domestic Violence, Inc. is an equal opportunity employer and strongly encourages women, survivors, immigrants and refugees, and LGBTQ+ community members to apply. It is ATASK's policy to not discriminate against any employee or applicant based on race, ancestry, color, religion, sex, sexual orientation, age, gender, genetic information, natural origin, disability, veteran status, or on the basis of any other legally protected category.