



Temporary Staff Attorney **ATASK Legal Advocacy and Representation Program**

Position Summary: ATASK is seeking a highly organized, resourceful, and creative individual with a strong understanding of social justice and cultural humility to fill the position of **Temporary Staff Attorney**. This position will increase ATASK's capacity and offer expanded culturally competent and comprehensive legal services to marginalized Asian immigrant communities, with a specific focus on low-income and limited English proficient survivors of domestic violence and domestic and intimate partner human trafficking.

This position will be responsible for providing legal intake, representation, and comprehensive legal counseling in humanitarian immigration legal relief, family law matters, and restraining orders to survivors of domestic violence. At present, due to COVID-19, work is handled remotely, with the possibility to transition to working both remotely and in the office. This is a temporary position to cover the current attorney's maternity leave.

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.

Hours: Full-Time, 40 hours per week. 9am-5pm on weekdays. Six (6) month position starting in July 2022, with possibility for extension.

Reports To: Managing Attorney, Legal Advocacy and Representation Program

Primary Duties and Responsibilities:

- Provide legal consultations and counseling, advocacy, and direct full or limited representation to eligible ATASK clients in the following areas:
 - Family law – divorce, custody, support
 - 209A and 258E hearings
 - Humanitarian immigration relief for victims
 - Poverty law – public benefits, housing rights
 - Language Access rights
- Maintain responsibility for overall caseload and conduct case review.
- Independent legal research.
- Support effective and efficient multi-disciplinary collaboration between legal staff, community-based advocates, and clinicians.
- Conduct outreach to the legal community by attending meetings and roundtables with legal professionals.
- Perform other duties as needed, including duties as part of ATASK's overall staff.

*Job description duties are not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required by the employer.



Qualifications:

- This position is for an attorney with 2-5 years of practice experience
- The candidate must be admitted to the Massachusetts Bar and be in good standing
- Fluency in English and at least one other Asian language is preferred, but not required.
- Bi-cultural with a deep cultural understanding of Asian LEP immigrant community is preferred, but not required
- Demonstrate ability and desire to work with diverse and marginalized populations.
- Excellent interpersonal, verbal, and written communication skills.
- Outstanding administrative and organizational skills with strong attention to detail.
- Ability to multi-task and complete projects on time and under deadline.
- Intermediate proficiency in Microsoft Office Suite.
- Ability to work collaboratively as a team and as a self-led individual
- Experience working with survivors of domestic violence, human trafficking, or trauma is preferred, but not required.
- Willingness to travel to courts and government agencies as necessary.
- Ability to work with survivors in time-sensitive crisis situations.
- Committed to ending a culture of violence.

Application Deadline: Friday, June 24, 2022

Salary Range: \$57,000 - \$62,000

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 cover letter 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.