

Job Announcement: Deputy Director

Are you looking for a chance to make a difference in an organization committed to social change? The Legal Resource Center on Violence Against Women [LRC] is a small nonprofit organization devoted to improving legal representation for domestic violence survivors in interstate custody cases. The LRC's major initiatives include the following: providing training and technical assistance to attorneys, victim advocates, court personnel, and others across the country; helping survivors find attorneys in interstate cases; developing a referral network of qualified attorneys to represent survivors in interstate cases; and providing information on interstate legal issues. If you are a dynamic, positive person with a sense of initiative and an ability to get things done, we need your help!

The LRC's Deputy Director will be involved in virtually every activity we undertake, working closely with the Executive Director, the Project Coordinator, board members, and volunteer staff. We are seeking a hard-working, organized colleague who would like to join our compassionate staff. Consider the following:

- Have you represented domestic violence survivors for at least three years in civil legal proceedings?
- Have you trained attorneys, judges, or victim advocates on a complex area of law?
- Have you managed a non-profit or other organization and had experience with federal and foundation grants?
- Are you an experienced legal researcher and writer?
- Have you worked well with partner organizations?
- Have you had experience with budgeting, accounting, and grant writing?
- Do you have the patience and good humor to complete administrative tasks efficiently and with attention to detail?
- Are you people-savvy and tech-savvy?
- Are you interested in a job that allows you to work as part of a committed team as well as autonomously on your own?
- Can you complete all of the tasks involved in non-profit management and deliver excellent customer service in a job share situation (working twenty hours a week)?

If you can answer "yes" to many of these questions, please submit an application. You will make a difference in the lives of survivors and improve civil legal assistance to them.

This is a part-time position located in Takoma Park, Maryland (near Washington, D.C. and accessible to the metro). J.D. required. The position will begin in the new year (start date negotiable).

We offer a generous benefits package including vacation leave, sick leave, paid holidays, health insurance, dental insurance, a 403(b) retirement plan, and a salary that is competitive for non-profit organizations. EEO employer.

Please send a cover letter, resume, and writing sample to us at
lrcpcjobsearch@gmail.com **by January 20, 2020** and indicate what languages you speak.
Professional references will be required at a later stage of the hiring process.