NEW MEXICO VICTIM OF CRIME (VOCA) PROJECT DIRECTOR

LOCATION: FARMINGTON, NM

DNA - People's Legal Services ("DNA") is committed to providing high quality legal services to persons living in poverty on the Navajo, Hopi and Jicarilla Apache Reservations, and in parts of Northern Arizona, Northwest New Mexico, and Southern Utah. DNA's main office, as well as DNA's Fort Defiance branch office, are located in Window Rock, Arizona. DNA also has branch offices in Chinle, Arizona, Tuba City, Arizona, Flagstaff, Arizona, on the Hopi BIA judicial compound near Keams Canyon, Arizona, and Farmington, New Mexico. DNA legal staff practice in tribal, state, federal, and administrative courts.

REQUIREMENTS: Attorneys must be a graduate of an accredited law school and a member of the New Mexico bar association, or if licensed in another jurisdiction, able to gain admission by motion or reciprocity. Must have strong oral and written communication skills; the ability to travel and work throughout the DNA service area; competence in working with diverse individuals and communities, especially with Native Americans, persons of color, other marginalized communities; and a commitment to providing legal services to the poor.

RESPONSIBILITIES INCLUDE:

(a) Reports to Director of Litigation and Managing Attorney.

(b) Provide the full range of high-quality legal services to DNA clients.

(c) Be familiar with and follow all DNA and funder policies, and all applicable state, federal, and local regulations.

(d) Participate in community outreach, training programs, and client education events.

(e) Participate in remote, local, or online intake.

(f) Performs other duties as assigned.

SALARY RANGE (depending on experience): $59,328-$78,795

BENEFITS: The position we are offering comes with benefits, including paid federal and Navajo Nation holidays, 10 sick days per year, two weeks paid vacation per year (which increases over time), low-cost health insurance for you and your dependents, no-cost dental insurance for you, and a fully paid $60,000 life insurance policy. You may join our 401(k)-retirement plan. DNA offers a 3% non-match 401(k) contribution for all employees. For our attorneys, we also pay for continuing legal education courses and Bar dues, and offer a generous reimbursable educational loan forgiveness program. DNA is a qualified employer under the Federal Public Service Loan Forgiveness Program.

WHAT TO SUBMIT: Employment Application (found at https://dnalegalservices.org/career-opportunities-2/), Resume, Cover Letter, Transcripts, and Writing Sample (upon request).

HOW TO APPLY: Email: HResources@dnalegalservices.org | Direct: 928.871.4151 ext. 5640 Cell: 928.245.4575 Fax: 928.871.5036 (Faxed documents accepted)

Preference is given to qualified Navajo and other Native American applicants. DNA requires all applicants to be eligible to work within the United States. DNA will not sponsor visas unless otherwise noted on the position description.