



Civil Attorney

The WISE civil attorney is responsible for providing civil legal services to survivors of domestic violence, sexual violence, and stalking, including full legal representation and case consultation services related to the aftermath of violence. The role also includes providing information and guidance to the WISE advocacy team to support and enhance legal advocacy for survivors. The attorney will be responsible for developing relationships with area attorneys and other legal resources to complement the WISE Legal Services Program and its support to survivors.

Hours: 32 – 40 hours/week, salary, exempt

Reports to: This position reports to the Executive Director

Job Responsibilities:

- Assess referred individuals for eligibility for WISE legal representation
- Prepare and draft legal documents on behalf of WISE legal services clients
- Provide legal representation in court for WISE legal services clients
- Hold monthly legal consultation clinics for survivors identified by advocacy team
- Establish working relationships with external attorneys and legal aid organizations to broaden support for survivors when needed
- Prepare written resources on legal topics commonly affecting survivors for internal and external purposes
- Attend WISE staff and team meetings, retreats, and professional development opportunities that further the ability to support survivors

Qualifications:

- A JD from an accredited university or law school
- Member in good standing in the Vermont Bar Association
- Experience with family court legal proceedings, specifically those most commonly impacting survivors, e.g. child custody, parenting plans, divorce
- Demonstrated ability to build effective legal strategy for clients with positive outcomes
- Skilled at building trust, communication, and rapport with clients
- Committed to a feminist framework for understanding gender-based violence
- Excellent written and verbal communication skills
- Reliable transportation, valid driver's license, required minimum insurance coverage
- WISE requires all employees to submit criminal background and driver's license checks, employment may be dependent on findings

Benefits:

- The salary range for this position is \$65,000 – 80,000
- Other benefits include generous vacation time, 100% employee health premium coverage, and retirement fund contributions

WISE employees are expected to honor staff values and practice ethical communication.