



## FAMILY LAW AND BRIEF SERVICES ATTORNEY

64 New York Ave NE, Suite 180, Washington D.C. 20002 (202) 832-6577

[www.nlsp.org](http://www.nlsp.org)

Neighborhood Legal Services Program of the District of Columbia (NLSP) has an immediate opening for a full-time attorney to practice in our Family Law Unit and Brief Services Unit.

### ABOUT NLSP

NLSP is a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia. Since 1964, NLSP has a long tradition of fighting for justice for the poor, combining direct representation with efforts to achieve broad-based change. Our three offices are strategically located in the poorest neighborhoods of the District to maximize our visibility, accessibility, and connections to the communities we serve. NLSP provides legal representation in a full range of civil matters affecting the lives of low-income DC residents, including housing, consumer protection, family court disputes, income maintenance, barriers to employment and public benefits. NLSP is an excellent place to work, fostering a climate of shared mission, teamwork, and support of individual employee goals. All staff are currently working remotely. Once the offices are reconstituted all staff members will receive office assignments.

### ABOUT BSU AND OUR FAMILY LAW PRACTICE

Brief Services Unit (BSU) attorneys provide first legal contact and early analysis of a client's issue and decide whether the issue can be handled with advice, brief legal services, or full representation. As a staff attorney, the successful candidate will be a member of both NLSP's BSU and Family Law Practice. NLSP has a supportive and flexible work culture. We think of ourselves as a team, and we support each other in addition to supporting our clients. Our work is creative and fast-paced.

All NLSP staff members are currently working hybrid. Once the offices are reconstituted all staff members will receive office assignments.

### DUTIES & RESPONSIBILITIES

The Staff Attorney's work will include:

- Handling brief services cases in a variety of substantive law areas within NLSP case priorities.
- Serving as the first point of contact with clients for legal evaluation of their case.
- Gathering factual information, completing a preliminary analysis of the case and providing brief services or advice.
- Providing advice and brief services in family law cases and assessing whether they are appropriate for extended representation.
- Adhering to program and case-handling policies, procedures and standards of practice, as well as the highest professional ethical standards.

- Maintaining a limited caseload of family law extended representation matters (e.g., child custody, child support, divorce, and domestic violence) as supported by NLSP case acceptance priorities as well as community needs.
  - Representing clients in all stages of the litigation process, including interviewing clients, drafting complaints and motions, filing and responding to discovery, preparing for hearings and trials, and representing clients at hearings and trials.
  - Working with other NLSP staff to identify and develop responses to systemic family law issues in D.C. that affect our clients.
  - Developing and coordinating community education and outreach to include know-your-rights presentations at public locations such as libraries and schools (in COVID safe ways) and conducting online presentations.
- Participating actively as a member of the NLSP team, including participation in cross-office activities and advocacy, and professional development opportunities.

## **QUALIFICATIONS**

The ideal candidate will have the following:

- A JD from an accredited law school and membership in the DC Bar in good standing or eligibility to become a member of the DC Bar.
- Willingness and ability to provide client-centered legal services.
- Commitment to racial equity and economic justice.
- Creative problem-solving skills, patience, flexibility, and team-oriented approach.
- Ability to work independently with minimal supervision and willingness to ask for help when needed.
- Excellent oral advocacy skills.
- Strong organizational skills.
- Flexibility and a can-do attitude.
- Enthusiastic team player.

## **SALARY AND BENEFITS**

- Salary commensurate with experience, starting at \$65,500, and increasing for each year of relevant attorney experience.
- Generous benefits package including excellent health, dental, and vision insurance and eight weeks of paid parental leave.
- Paid vacation, sick, and personal leave.
- Employer-paid life and long-term disability insurance.
- 403(b) Thrift Plan (voluntary retirement).

## **VACCINE REQUIREMENT**

None.

## **APPLICATION PROCESS**

The position is available immediately and remains open until filled. [Apply here.](#)

## **NLSP HIRING POLICY**

Neighborhood Legal Services Program is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. It is the policy of NLSP that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

NLSP thrives on our diversity, and we strongly encourage persons of color, women, LGBTQ+ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.