



## **We're Hiring!**

**Position Title:** Civil Legal Project Attorney

**Salary Range:** \$65,000-\$69,000/year

**Classification:** Full Time Exempt

**Report To:** Executive Director

**Applications due: August 22, 2022 or until filled**

CAWS North Dakota is a non-profit domestic violence and sexual assault coalition. Our mission is to provide leadership and support in the identification, intervention, and prevention of domestic and sexual violence. ALL ND Victims is a project of CAWS North Dakota that aims to provide legal support to crime victims through direct representation and access to accurate legal information.

**Overview:** The position will assist in projects addressing civil legal needs of crime victims including complicated divorce and legal separation, evictions, child support and custody, contested protection order hearings, immigration, employment, and legal issues facing sexual assault and human trafficking victims.

**Primary Responsibilities:** Coordinate and supervise the All ND Victims Project by accomplishing the following:

- Provide legal assistance to victims that call the ALL ND Victims legal line. Conduct intake information and provide caller with support through follow-up referrals, safety planning, and emotional support.
- Provide crime victims with civil representation and legal advisement.
- Enhance the legal line by further developing meaningful connections with attorneys and victim service providers across the state.
- Assist in the continued implementation of the state-wide Civil Legal Remedies Collaborative that includes professionals from the legal community and victim services.
- Collaborate to provide advisement and support in the delivery of a strategic plan to prioritize addressing crime victims' needs.
- Supervises the Civil Legal Assistant.

**Qualifications:**

- License to practice law in North Dakota.
- Knowledge of North Dakota courts, laws, and procedures.
- Thorough understanding family law, civil procedure, evidence, and ethics.
- Ability to provide professional, high quality and sensitive legal services to victims of domestic/sexual violence and stalking.
- Ability to provide trauma-informed counsel, advise clients and provide referrals for people who are in crisis.
- Demonstrate understanding and commitment to issues surrounding social and racial justice.
- Willingness to practice in state and tribal courts throughout North Dakota.
- Demonstrate experience in technical assistance and training.
- Ability to problem solve, take initiative, exercise sound judgment, and work independently.
- Excellent writing and communications skills.
- Ability to complete assignments and responsibilities accurately and in a timely manner.
- Organized with the ability to multi-task.

**To Apply:**

Send **cover letter and resume** by August 22, 2022 or until filled to:

CAWS ND

521 E. Main Ave. Suite 320

Bismarck, ND 58501

701 or 888-255-6240

contact@cawsnorthdakota.org

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