



Managing Attorney, Sexual Assault Legal Institute, Maryland Coalition Against Sexual Assault

Position Overview

SALI provides legal services to survivors of sexual violence, and technical assistance and training to professionals working with survivors. The Sexual Assault Legal Institute (SALI) is the Legal Services Division of the Maryland Coalition Against Sexual Assault (MCASA). The Managing Attorney provides direct supervision for attorneys and SALI's senior legal advocate; coordinates SALI outreach and legal training; coordinates grant reporting and assists with applications; and provides legal professional support to MCASA's other programs. The Managing Attorney handles a limited caseload, including handling complex cases and preparation of legal advice and technical assistance. This position reports to the Executive Director & Counsel.

THIS POSITION REQUIRES BAR ADMISSION AND LITIGATION EXPERIENCE.

Classification: Exempt

Responsibilities and Duties

The Managing Attorney will be responsible for:

- Providing or supervising the provision of legal services to victim/survivors of sexual assault, including assessment and referral, legal consultation, and representation in protective & peace order proceedings, family law cases, victim rights/criminal advocacy, civil rights issues (including education and employment), immigration cases, title IX, campus disciplinary proceedings, and other legal matters related to sexual assault. Develop and utilize skills to provide high quality and sensitive legal services to victim/survivors of sexual assault.
- Maintaining a limited caseload in compliance with grant requirements, needs of office and other duties. The Managing Attorney's caseload includes complex litigation.
- Supervising and managing Staff Attorneys.
- Supervising and managing the Senior Legal Advocate and supervising provision of legal support for all Legal Advocates.
- Supervising a Staff Attorney to recruit, supervise, and manage legal interns.
- Providing or assuring the provision of safety planning for victim/survivors.
- Reviewing and evaluating requests for representation; selecting and assigning these cases for representation; supervising the provision of high quality legal services.
- Planning and managing SALI's outreach and legal training, including with prosecutors, local law enforcement, SARTs, and rape crisis centers.
- Promoting the professional development of legal staff.

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- Responding to legal technical assistance requests, including providing the Executive Director with legal support.
- Assisting in production of training and technical assistance materials.
- Assisting in coordination and development of low bono/pro bono attorney network.
- Managing SALI grant reports and application preparation in coordination with the Executive Director and MCASA Division Manager.
- Prioritizing and fulfilling responsibilities in accordance with available funding and grant requirements.
- Assisting with program development.
- Complying with Maryland Rules of Professional Conduct.
- Such other duties as assigned by the Executive Director & Counsel.

Qualifications

- J.D. from accredited law school.
- Must be admitted to Maryland bar. Attorneys currently licensed in another State may be eligible for admission under Maryland Rule 15 (temporary admission for public interest attorneys licensed out of state).
- Access to a car and valid drivers license; this position requires some travel within the State of Maryland.
- Access to a cell phone which has the ability to text and send and receive email.
- Minimum of five years litigation experience.
- Supervisory experience.
- Trial advocacy, moot/mock, or performing arts experience preferred.
- Knowledge and/or previous work experience with sexual assault related issues.
- Common sense, a sense of humor, and passion for the work.
- SALI will consider 32 hour/week schedules for attorneys with more than 10 years relevant experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include

close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to travel to and from different locations within the State of Maryland.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Commitment to Diversity

MCASA is an equal opportunity employer. Its policy of nondiscrimination means that all employment decisions will be based on merit and without regard to factors unrelated to job performance, such as ethnicity, creed, marital status, national origin, religion, gender, age, sexual orientation, and physical, emotional or mental capacity.