

National Clearinghouse for the Defense of Battered Women

125 S. 9th Street, Suite 302 Philadelphia, PA 19107 215/351-0010 Fax: 215/351-0779

LEGAL DIRECTOR Job Posting October 2007

POSITION SUMMARY: The Legal Director will participate in and manage all activities of the National Clearinghouse Legal Team. The Legal Director will provide information and technical assistance to battered women charged with crimes and their defense teams; develop comprehensive legal and legislative resources; develop and conduct legal and advocacy training programs; participate in national and state policy development; and conduct trainings and community education programs. The Legal Director will supervise the Staff Attorney (when hired), the Legal and Advocacy Coordinator, legal consultants, and legal interns.

The National Clearinghouse for the Defense of Battered Women is a small non-profit organization that assists arrested, charged, and incarcerated battered women and members of their defense teams (such as defense attorneys, battered women's advocates, and expert witnesses). As a legal back-up center, we do not provide direct representation. For more information, please go to www.ncdbw.org.

MAJOR RESPONSIBILITIES

Technical Assistance on Specific Cases

- Provide direct technical assistance/consultation to defense team members: attorneys, battered women's advocates, and expert witnesses (primarily via telephone); discuss legal issues, strategies, and options; engage in creative problem solving; make appropriate referrals and coordinate follow-up, including legal research, when reasonable.
- Coordinate responses to requests for legal information and assistance, including women in prison.

Development of Resource Materials, Including Legal and Legislative Resource Packets

- Participate in and oversee the creation (and updating) of legal resource packets for battered women charged with crimes and their defense teams.
- Participate in and oversee the process of adding relevant legal materials to our Resource Library: identify and/or abstract new cases and litigation materials as needed.
- Track legislation relevant to battered women charged with crimes and battered women in prison.

Policy Development and Analysis

- Identify emerging critical policy issues requiring further analysis and development.
- With Director, staff, and others in the domestic violence and criminal justice fields, strategize and formulate appropriate responses to current policy issues and legislative proposals.

Training, Meeting, and Network Participation and Development

- Train new staff and legal interns.
- Develop and conduct programs for defense attorneys, battered women's advocates, and other professionals.
- Participate in local, statewide, and national meetings as required.
- Work with organizational partners to develop meeting agendas for yearly national meeting; conduct and facilitate training sessions, as required.
- Develop and maintain a network of key individuals and organizations.

Recruitment

- Assist with recruitment of staff, interns and volunteers.

Supervision

- Supervise members of Legal Team.

Other Duties

- Prepare reports on Legal Team activities, as required.
- Perform other tasks, as determined by Director.

QUALIFICATIONS:

- Law degree and at least five years of criminal law experience;
- Experience with battered women, social justice issues, diverse communities, systems advocacy and social change;
- Strong people skills, including ability to communicate and work well with diverse groups and individuals;
- Excellent verbal and writing skills;
- Creative and critical thinking skills;
- Excellent legal writing, research, and analytical skills;
- Problem solving, limit setting, team building, and organizational skills;
- High degree of accuracy;
- Ability to work both independently and collaboratively;
- Willingness and ability to travel nationally;
- Supervisory experience preferred;
- Must be computer literate.

SALARY AND BENEFITS

Salary commensurate with experience; competitive with other nonprofit legal organizations. Generous benefits packet, including employer paid medical, dental, vision, life, short and long term disability insurance, 403 (b) retirement plan, vacation, sick and holiday hours.

JOB STATUS: Full-time, exempt.

SUPERVISOR: Director

Send cover letter, resume and salary requirements by October 31, 2007, to:

Hiring Committee
NCDBW
125 S. 9th Street, Suite 302
Philadelphia, PA 19107

No phone calls or e-mails please.

AA/EOE

Last updated: October 1, 2007