



Staff Attorney Washington, DC

The ABA Commission on Domestic & Sexual Violence is seeking a full-time staff attorney in our Washington, DC office or working remotely from California, Illinois, Indiana, Maryland, Texas, or Virginia. As a part of the Commission's Training & Technical Assistance Unit, the staff attorney will plan, develop, and host national and regional, multi-day, in-person and virtual continuing legal education programs for attorneys representing victims of domestic violence, dating violence, sexual violence, and stalking violence. Funding is from the United States Department of Justice, Office on Violence Against Women.

Individual Responsibilities

This position includes the following responsibilities:

- Drafting training curricula and materials
- Development, editing, and publication of written resources
- Development of publicity and registration materials
- Consultant contract development, management, and execution
- Coordinating with training sites and other vendors
- Managing event registration
- On-site and virtual coordination of trainings
- Identification and recruitment of subject-matter experts as faculty
- Provision of technical assistance to attorneys in the field
- Budget management

Collective Responsibilities

This position includes the following responsibilities:

- Attending weekly staff meetings
- Attending weekly supervision meetings
- Compiling data for, drafting, and submitting funder reports
- Applying for grant awards
- Attending periodic Commission Member & Liaison meetings

Minimum Qualifications

Qualified applicants must have:

- A deep commitment to ending gender-based violence
- A law degree and bar admission in at least one U.S. jurisdiction



- At least **four** years of legal experience (preferably representing victims of domestic & sexual violence in contested litigation)
- The ability to communicate professionally, both orally and in writing
- Excellent research, writing, organizational, and interpersonal skills
- Excellent Microsoft Office skills (Word, Excel, PowerPoint, Outlook)
- The ability to be self-directed and capable of managing multiple projects under tight timelines, and with unexpected twists
- The skills and experience to work effectively with experts to create training materials for attorneys to provide high-quality representation to victims of domestic & sexual violence in civil protection order cases, custody cases, and related civil matters

Preferences

A successful candidate will have:

- Experience with conference or large-scale event planning
- Familiarity with United States Department of Justice, Office on Violence Against Women-funded programming
- Experience with public speaking and training adult learners
- Experience working with victims from traditionally excluded, underrepresented, and/or underserved communities; in particular, victims who are BIPOC and/or LGBTQI+ and living at multiple identity intersections
- An understanding of how interpersonal and institutional power, privilege, and oppression affect the lives of domestic & sexual violence survivors

Travel

Travel to conduct trainings or stakeholder meetings is required. Travel takes place for multiple days, approximately 4–6 times per year. *Note: Travel is not expected to take place until 2023 due to COVID-19 safety concerns.

Salary

Starting salary range is \$68,900 to \$77,690, depending on experience.

Application Process

Interested candidates should send a cover letter, resume, writing sample, and contact information for three professional references to Chief Counsel Vivian



Huelgo, at vivian.huelgo@americanbar.org, with STAFF ATTORNEY as the subject line. References will not be contacted without express candidate permission.

Commission staff will not respond to inquiries. Please do not email.

The American Bar Association is an Equal Opportunity Employer, M/F/D/V

The Commission is committed to enhancing equity, inclusion, and diversity. As an equitable, inclusive, and diverse staff and work product are critical to our mission. We welcome and encourage applications from candidates of color, with disabilities, who are trans* or non-binary, and/or with other historically excluded and underrepresented backgrounds and experiences.

In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association, please call 312-988-5188.

To learn more about the Commission, please visit our website at www.americanbar.org/cdsv.