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Montgomery Child Advocacy Project Job Posting

Job Title: Full-time Staff Attorney (37+ hours/week)

Reports To: Senior Staff Attorney

Position Summary: Direct legal representation, case management, and other related legal tasks regarding representation of abused, neglected, and trafficked children.

Major Duties:

- Provide direct legal representation to children in court and administrative proceedings
- Provide case management and complete other related legal tasks
- Provide legal guidance and support to volunteer attorneys
- Participate in the training of new volunteer attorneys
- Provide information to callers who request referral resources (Brief Services)
- Other duties as assigned

Job Requirements:

- Licensed to practice law in the Commonwealth of Pennsylvania
- Strong organizational, written, and oral communication skills
- Ability to work as a team player
- Adaptability and attention to detail
- Ability to communicate professionally
- Required to know how to use Microsoft Windows, PowerPoint, Word and Excel or similar programs

Compensation:

- Commensurate with experience and skill set
- Bonus available
- Public outreach and Licensing:
 - Payment of Commonwealth of Pennsylvania Attorney Registration Dues
 - Payment of Montgomery County Bar Association Dues
 - Payment of dues for one section of the Montgomery County Bar Association

Compliance with Montgomery Child Advocacy Project Handbook

Training provided for new staff attorney.