VOLUNTEER LAWYERS FOR JUSTICE, Staff Attorney

Volunteer Lawyers for Justice (VLJ), a statewide legal services organization, seeks a full-time staff attorney to join our team. VLJ’s goal is to advance social, racial, and economic justice in New Jersey by providing legal service to people living in poverty, in partnership with volunteers. To carry out its mission, VLJ operates 9 distinct pro bono programs. VLJ has 21 staff members, including 12 attorneys and a panel of more than 1,500 volunteers. More information about VLJ can be found at: www.vljnj.org.

The staff attorney will coordinate a number of VLJ programs, most likely focusing on the legal needs of survivors of human trafficking and overseeing VLJ’s Divorce Program. The staff attorney will manage a dynamic workload that includes both casework and program management tasks. Duties include: conducting client intake, coordinating and staffing virtual and in-person legal clinics, recruiting, training and supporting pro bono attorneys, placing cases with volunteer attorneys, presenting legal seminars, managing client data and files, preparing reports, and conducting outreach in the community.

VLJ seeks a highly motivated attorney with a demonstrated commitment to public interest law for this position. The ideal candidate will have:

- License to practice law in good standing in New Jersey
- 2+ years of relevant experience
- Insight into issues affecting our clients that will bring a new perspective to VLJ, which may be based on prior experience working in the area of human trafficking, domestic violence, or family law, poverty, racial justice, or personal experience as a member of a historically marginalized group, or deep knowledge of a relevant body of law
- Prior experience working in a legal services or community-based organization is a plus
- Excellent writing, communication, and interpersonal skills
- Outstanding organizational skills and the ability to multi-task
- Candidates should be detail-oriented, have the ability to work both as part of a team and independently and have the flexibility to attend morning or evening meetings/activities
- Experience working in Word, Excel, and PowerPoint is required
- Fluency in Spanish is appreciated
- Valid driver’s license, as some travel throughout New Jersey is required

HOW TO APPLY
To be considered for this position, send a cover letter detailing your relevant experience and a resume to vljpersonnel@gmail.com by 5:00 pm June 18, 2021. Please include “Staff Attorney” in the subject line of your email.

Salary depending upon experience, with a minimum starting salary of $65,000. VLJ offers an outstanding benefit package including medical and dental insurance, retirement account with employer contributions, paid holidays, and generous vacation and sick leave policies.

Volunteer Lawyers for Justice is an equal opportunity, affirmative action employer. People of color, women, LGBT people, persons with disabilities and other persons in underrepresented groups are strongly encouraged to apply.