



COMMITTED TO ACCESSIBLE
CIVIL JUSTICE

Family/Probate Staff Attorney Position

At DC Affordable Law Firm (DCALF), we believe everyone deserves access to justice and that income should not be a barrier to a family's receipt of high-quality legal representation. DCALF was founded in 2015 with the mission of providing accessible, affordable, high-quality legal services to DC residents who earn too much to qualify for traditional sources of free legal services available in the District but cannot afford representation by private attorneys. DCALF fills a sizeable void in the District's civil legal services landscape as the only nonprofit legal service provider in the District of Columbia centered on the family law, probate, estate and end-of-life planning, and immigration needs of the more than 125,000 hardworking DC residents typically living two-to-four times above the Federal Poverty Level. Additionally, DCALF is a partner in the Family Law Assistance Network ("FLAN"), an initiative providing limited-scope family law representation and legal assistance to self-represented litigants from lower-income households. DCALF is part of an innovative access to justice movement seeking to close the civil justice gap and enhance equitable access to counsel. We are fiercely dedicated to leveling the playing field and ensuring historically underserved clients are able to tackle some of life's most daunting legal issues with a lawyer by their side.

Position Overview: DCALF is hiring a Staff Attorney to focus on increasing access to justice in family law, probate, and estate planning matters. A Staff Attorney will engage in direct representation, advice, advocacy, and litigation on behalf of DCALF clients, practicing in family law and probate/estate planning, maintaining a hybrid caseload across both practices. The Family/Probate Staff Attorney position does *not* require family law or probate experience but a willingness to learn these areas of law and ability to pivot focus areas.

Staff Attorneys receive supervision and mentoring, along with a balance of independent work and opportunities for collaboration. Staff Attorneys will reflect on lawyering and the legal system, and commit to supporting DCALF's work toward anti-racism, equity, and inclusion. In addition to their casework, Staff Attorneys will serve as leaders within the organization, offering informal mentorship and support to DCALF staff serving in our DCALF's unique 15-month post-graduate fellowship program. A Staff Attorney will participate in all case rounds and staff meetings, follow and enhance organizational policies and procedures, and report to the Supervising Attorney specific to their practice.

Qualifications:

- J.D.; Barred in the District of Columbia and in good standing or eligible to waive into DC immediately;
- Minimum of two years' experience post-J.D. in a judicial clerkship or as a legal services attorney, with individuals with additional years' experience strongly encouraged to apply;
- Dedication to access to justice;
- Emphasis on client-centered advocacy;

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- Strong organizational skills;
- Sound independent judgment and decision-making skills;
- Commitment to diversity, inclusion, and race equity principles;
- Excellent oral and written communication skills;
- Willingness to reflect upon critical feedback; and
- Spanish proficiency preferred.

Compensation

Compensation consistent with experience and DCALF compensation metrics, with a starting salary of \$62,000 for an applicant with the minimum years of relevant experience advertised for the position, with starting salary increases for individuals possessing additional years of relevant experience; persons with additional years of experience are encouraged to apply. Staff with a demonstrated proficiency in spoken and written Spanish will receive an additional \$2,500 per year in annual compensation.

DCALF offers a 401(K) retirement plan with 3% match, medical insurance, and elective dental and vision insurance options. Through employment with DCALF, Staff Attorneys are also eligible to avail themselves of the Loan Repayment Assistance Program (LRAP) offered through the DC Bar Foundation (DCBF). The DCBF's LRAP provides one-year, interest-free, forgivable loans of up to \$12,000 per year to qualified attorneys. More information on the DCBF LRAP can be found at: <https://www.dcbf.org/lrap>. DCALF provides the following paid time off: annual rate of 10 days of vacation, 3 personal days, winter break closure (Christmas-New Year's), unlimited sick leave, all Federal and local holidays. DCALF also provides family and medical leave.

COVID-19 Considerations

Vaccine Requirement

DCALF staff must be fully vaccinated against COVID-19 and comply with all CDC-booster recommendations as a condition of employment, unless allowed an accommodation consistent with applicable law. Proof of vaccination is required for employment.

Work Environment

DCALF is currently working in a hybrid remote/in-person model. Due to the responsibilities of this position, it is paramount that the candidate come into the office and attend court/interviews/client meetings with ease and regularity, approximately 2-3 days/week, consistent with client needs and evolving DCALF policies. Due to the evolving nature of the pandemic, our COVID-19 policies are also subject to change.

The ideal candidate for this position should maintain full-time residence in the District of Columbia, Maryland, or Virginia to facilitate ease of access to DCALF's physical office.

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Application Process

- Please submit a cover letter specifically addressing position requirements listed above, resume, five-page writing sample, and list of three references to info@dcaffordablelaw.org with the subject line “**Family/Probate Staff Attorney, [First and Last Name].**” No calls accepted regarding this posting. Applications will be reviewed on a rolling basis.

DC Affordable Law Firm is an equal opportunity employer. We provide equal opportunity to applicants without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, political affiliation, physical or mental disability, or other classification protected by law.

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