



**NNEDV**  
NATIONAL NETWORK  
TO END DOMESTIC  
VIOLENCE

1325 Massachusetts Ave NW  
7th Floor  
Washington, DC 20005-4188

**NNEDV.org**  
phone: 202.543.5566  
fax: 202.543.5626

**Three Temporary Positions Available for Immediate Hire:  
Staff Attorneys at the National Network to End Domestic Violence  
Full-Time or Part-Time Applicants Will Be Considered**

The National Network to End Domestic Violence (NNEDV) seeks three Temporary Staff Attorneys to join our WomensLaw Team. The Temporary Staff Attorneys are primarily responsible for: 1) Providing legal information on the WomensLaw Email Hotline, either in English or Spanish; and 2) Creating, editing, or updating content on the WomensLaw.org website, either in English or Spanish. For each position, we will consider applicants who want to work between 20 to 40 hours per week. These roles are needed through September, 30, 2021, but depending on grant funding, there is a possibility that one of the positions will become a permanent staff position. The Temporary Staff Attorneys will be supervised by the WomensLaw Legal Director. In addition, the WomensLaw Senior Staff Attorneys will perform some supervision of tasks and assist with training.

**Position 1: Hiring an English-speaking Temporary Staff Attorney**

**Position 2: Hiring a fluent, bilingual Spanish-speaking Temporary Staff Attorney**

**Position 3: Hiring an English-speaking Temporary Staff Attorney or a fluent, bilingual Spanish-speaking Temporary Staff Attorney**

This is a great opportunity to assist domestic violence victims in the legal context without representing clients or appearing in court.

NNEDV is a social change organization dedicated to creating a social, political, and economic environment in which domestic violence no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence, and provides training, technical assistance, education, and support to state/territory domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public. WomensLaw was originally its own 501(c)(3) founded in 2000 and joined NNEDV as one of its signature projects in 2010.

**RESPONSIBILITIES:**

- Approximately 75% to 95 % of the Temporary Staff Attorneys' time will be devoted to answering Email Hotline inquiries from victims, their loved ones, and advocates all over the country, providing legal information, referrals, and support in a "plain language" format. The topics are usually related to restraining orders, custody, divorce, immigration, domestic violence, sexual assault, stalking, and misuse of technology. Additional Hotline-related tasks may include researching laws and other topics as needed, reviewing Email Hotline replies written by volunteer law students and attorneys, and more. *The Spanish-speaking Temporary Staff Attorney position will perform all of these tasks in Spanish the majority of the time, but may also perform them in English.*
- Approximately 5% to 25% of the Temporary Staff Attorneys' time will be spent on tasks related to the WomensLaw.org website, such as interpreting statutes into "plain language" to create, update, or edit legal content for WomensLaw.org, updating resources on the website, writing or editing non-legal content related to domestic

violence, as well as other related tasks, such as reviewing amicus briefs for sign-on and writing legal summaries and statements of interest. *Other than the amicus work, the Spanish-speaking Temporary Staff Attorney position will perform all of these tasks in Spanish the majority of the time, but may also perform them in English.*

## REQUIRED SKILLS, EDUCATION, AND QUALIFICATIONS

A successful candidate will meet the following requirements:

- J.D. and Bar admission **required** (any state or DC);
- Minimum of 5 years of relevant experience;
- Excellent writing and grammar;
- Ability to explain complex concepts in a plain-language, easy-to-understand manner;
- Highly organized and self-motivated with a great attention to detail;
- *For the Spanish-speaking Temporary Staff Attorney position, fluency in written Spanish is required.*

## DESIRED SKILLS AND QUALIFICATIONS

- Prior experience working with survivors of domestic violence and/or sexual assault, especially in the context of family law strongly preferred.

## LOCATION

This position offers a flexible and collegial working environment in our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. At the time of this posting, NNEDV is in remote status. NNEDV is telework ready and the position may initially start based at home as needed during the COVID-19 pandemic.

NNEDV will also consider non-D.C. based, remote applicants for this position.

## TO APPLY

To apply for this position, all of the following are required:

1) cover letter – please indicate **the hours per week** that you want to work (minimum of 20, maximum of 40) & whether you are **D.C.-based** or **non-D.C.-based, remote only**;

2) resume;

3) compose a response of less than one page to a hypothetical D.C. resident who writes into the Email Hotline to say:

“I am being abused and I want a restraining order to keep myself and my children safe.”

In your response, please provide the D.C. resident with legal information, not legal advice, about restraining orders and any other topics you think are appropriate.

*If you are applying for the Spanish-speaking Temporary Staff Attorney position, please write your Email Hotline reply in Spanish, but include your resume and cover letter in English.*

## Additional notes:

- Please combine the three application components listed above into a single PDF and attach to your email.
- Please copy and paste your cover letter into the body of the email.
- Send to **Stacey Sarver, Esq.** at [WLjobs@nnedv.org](mailto:WLjobs@nnedv.org). Applications that do not contain all of the

required items will not be considered.

**Applications received by April 28, 2021 will be given priority; however, the positions will remain open until filled.**

No U.S. mail or faxes please.

#### **SALARY & BENEFITS**

- These are temporary exempt positions.
- Minimum starting full-time, yearly salary for these positions, if based in Washington, D.C., is the equivalent of \$70,000 annually (but will be pro-rated based on duration and/or part-time status).
- Minimum starting salary for non-D.C.-based/remote staff may be adjusted for locality and experience.
- NNEDV provides paid holidays, annual and sick leave, accrued monthly and pro-rated based on duration and/or part-time status.
- As temporary employees, these positions are eligible to participate in the NNEDV 401K plan benefits. NNEDV contributes 3% to each employee's 401k retirement plan (no match required).

***We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.***