SALI

Sexual Assault Legal Institute

Job Title

Staff Attorney, MCASA's Sexual Assault Legal Institute

The Maryland Coalition Against Sexual Assault (MCASA) is Maryland's sexual assault coalition and includes the State's rape crisis centers and others concerned with ending sexual violence. Our mission is to help prevent sexual assault, advocate for accessible, compassionate care for survivors of sexual violence, and work to hold offenders accountable. We would love for you to join our team of wonderful attorneys, who are committed to ending sexual violence.

We believe we cannot successfully serve others if we do not take care of ourselves. MCASA staff are encouraged to practice self-care and are supported in finding a positive work-life balance. This position, along with the rest of the agency, will entail significant virtual work and allows for flexible scheduling.

Employees are expected to be available to travel to the MCASA office in Silver Spring within 90 minutes or live within the State of Maryland. While many job duties may be performed virtually, some are in person. This may include on-site meetings, meetings with stakeholders or community members, court proceedings, conferences, or other in-person events. Employees may choose to work in the MCASA offices subject to office availability and protocols.

Position Overview

SALI provides legal services to survivors of sexual violence, and technical assistance and training to professionals working with survivors. The Sexual Assault Legal Institute (SALI) is part of the Maryland Coalition Against Sexual Assault (MCASA), an organization devoted to ending sexual violence, equity, and justice.

MCASA's SALI is seeking a full-time Staff Attorney to assist victims of sexual assault and contribute to the development and administration of SALI services, outreach, and training. Attorneys will be required to cover cases and/or meetings anywhere in the State of Maryland. This position reports to a Senior Staff Attorney.

THIS POSITION REQUIRES ADMISSION TO PRACTICE LAW IN MARYLAND.

Responsibilities and Duties

- Provide legal services to victims of sexual assault, including assessment and referral, legal consultation, and representation in protective and peace order proceedings, family law cases, victim compensation proceedings, victim/witness representation in criminal cases, and other matters
- Develop and utilize skills to provide high quality and sensitive legal services that reflect a thorough assessment and awareness of clients' social and cultural needs
- Provide or assure provision of safety planning for victims

- Maintain reasonable caseload in compliance with grant requirements and needs of office
- Review cases with SALI Legal Services Director or Senior Staff Attorney, and seek assistance when needed
- Attend local sexual assault response team meetings and participate in multidisciplinary team case reviews
- Conduct legal research
- Provide community outreach, technical assistance, and training
- Assist in production of training and technical assistance materials
- Assist in coordination and development of low bono/pro bono attorney network
- Collect data needed for grant reports or other reasons; assist in grant report preparation
- Assist in recruiting and supervision of legal interns and other SALI staff
- Prioritize and fulfill responsibilities in accordance with available funding and grant requirements
- Comply with Maryland Rules of Professional Conduct
- Such other duties as assigned by the Senior Staff Attorney, Legal Services Director, or Executive Director

Qualifications

- J.D. from accredited law school
- Must be admitted to Maryland bar--Attorneys currently licensed in another State may be eligible for admission under Maryland Rule 19-218 (temporary admission for public interest attorneys licensed out of state) and must promptly seek permanent admission
- Access to a car and valid driver's license; this position requires some travel within the State of Maryland
- 3 years litigation experience and/or judicial clerkship preferred
- Performing arts or debating experience preferred
- Knowledge and/or previous work experience with sexual assault related issues preferred
- Family law or immigration experience preferred
- Background check is required (this is mandated by federal funding regulations)

Classification: Exempt
Salary: Individuals holding a comparable position at the time of this posting receive compensation ranging from $72,000-$81,000 and the salary for this position is expected to fall within this range.

MCASA is committed to transparency, fairness, and equity in the hiring process. Compensation is determined based on education and work experience, victim services experience, and language skills. For attorneys, admission to practice law in Maryland is also considered. MCASA values a range of life and work experiences and encourages people to apply for positions they believe they are a good fit for even if there are aspects of the job that they will have to learn.

MCASA sets salary ranges being attentive to compensation levels throughout the agency, equity, and skill levels. The agency is mindful of the need to use objective criteria to ensure that new employees and current staff with similar credentials are paid fairly and the agency does not negotiate salaries with individual employees or applicants. MCASA does not consider prior salary history of applicants and requests that applicants omit this information from application materials.

MCASA's current benefits include:

- 80% of health insurance premium (3 plans to choose from)
- 100% of vision and dental insurance premiums
- Flexible work environment, including hybrid work, flexible hours, and supportive colleagues
- 40 hour work week including paid one hour lunches
- Paid sick and safe leave
- Twelve paid holidays
- Paid vacation beginning at 10 days the first 12 months, increasing to 15 days the following year, with additional set increases over time
- Three additional floating holidays during the winter holiday season (12/15-1/7)
- Two personal days annually
- Comp time

Other reasons you will love working at MCASA:

- Organizational commitment to survivor justice, sexual assault prevention, and offender accountability
- Organizational culture that is inclusive, supportive, and purposeful
- Balance between individual and collaborative work
- Professional development opportunities inside and outside the agency

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to travel to and from different locations within the State of Maryland.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Most MCASA staff work remotely, with MCASA provided laptops and office supplies. In-person attendance for external meetings and court appearances may be required, and occasional in-person MCASA meetings are possible. MCASA employees have the option of working in office space in Silver Spring, Maryland, subject to available workspace. Staff may also be required to go to agency offices or other locations in Maryland to obtain client files, supplies, and the like.

MCASA is an equal opportunity employer as required by law. Its policy of nondiscrimination means that all employment decisions will be based on merit and without regard to factors unrelated to job performance.

To Apply: Send cover letter, resume and writing sample to jobs@mcasa.org. Please include your name and position title in the subject.