



Position: Staff Attorney (family law), Collateral Legal Assistance for Survivors Project
Location: Administrative Office in Towson; Court Appearances in Surrounding Jurisdictions
Hours: Core Hours 8:30 AM – 4:30 PM, Monday – Friday; flexible schedule
Status: Full time, exempt, grant-funded
Salary: \$93,000 per year plus benefits

About the Job:

The Collateral Legal Assistance for Survivors (CLAS) Project at the Women's Law Center (WLC) provides comprehensive legal support to survivors of domestic violence, focusing primarily on family law matters such as divorce, custody, and protective orders. The CLAS Staff Attorney plays a central role in delivering trauma-informed, client-centered legal representation from initial intake through final resolution.

Working in close collaboration with the CLAS Legal Advocate and a small team of attorneys, the Staff Attorney ensures that survivors receive holistic legal assistance tailored to their unique needs and circumstances. This position offers a meaningful opportunity to advocate for justice, empower survivors, and contribute to systemic change in how the legal system responds to domestic violence. The attorney will also engage in safety planning, legal strategy development, and courtroom advocacy, all within a supportive and mission-driven environment.

While CLAS currently serves clients in Baltimore County, Baltimore City, Carroll County, Harford County, and occasionally Anne Arundel County and other jurisdictions, this position is part of an exciting expansion effort. We are seeking an attorney who can help broaden our geographic reach by taking cases in *any* of the following jurisdictions: Montgomery County, Anne Arundel County, Prince George's County, Howard County, Frederick County, or other areas in Maryland. The Staff Attorney is not expected to cover *all* of these jurisdictions, but the ability to serve one or more of them would significantly support our goal of reaching more survivors across the state.

About the Women's Law Center of Maryland:

The Women's Law Center of Maryland (WLC) is a dynamic nonprofit law firm whose mission is to ensure the physical safety, economic security, and bodily autonomy of women in Maryland. Established in 1971, the WLC has a rich history of advocating for gender equality, women's rights, and social justice. We provide legal services, education, and advocacy to empower women and families to navigate the legal system effectively. To learn more, visit our web site at www.wlcmd.org.

Key Responsibilities:

1. Legal Representation: Provide comprehensive, trauma-informed legal representation to survivors of domestic violence, primarily in family law matters such as divorce, custody,

- and protective orders. Occasionally handle related civil matters including Title IX, landlord-tenant, replevin, and others.
2. **Court Advocacy:** Represent clients in in-person and remote court hearings, including trials, motions, and settlement conferences. Provide coverage for the Protective Order Advocacy and Representation Project (POARP) as needed, including final protective order hearings, modifications, contempt hearings, and appeals.
 3. **Case Management:** Maintain an active caseload; conduct thorough client intake interviews; gather evidence; draft legal documents (e.g., pleadings, motions, discovery, correspondence); and negotiate settlements.
 4. **Collaboration & Support:** Work closely with the CLAS Legal Advocate and other attorneys to assess eligibility, develop legal strategies, and manage cases. Support and mentor interns as needed.
 5. **Community Engagement:** Build and maintain relationships with courthouse personnel, service providers, and representatives of the criminal justice system. Provide training and educational materials to community groups, courthouse staff, and domestic violence prevention organizations.
 6. **Grant Compliance & Reporting:** Track client data and assist with compiling quarterly reports and grant narratives for funders.
 7. **Administrative Duties:** Maintain accurate client and project files using Office 365 and Legal Server.
 8. **Organizational Participation:** Occasionally staff fundraising events and participate in relevant committees, task forces, trainings, and policy initiatives related to domestic violence and family law.
 9. **Other Duties:** Perform other related tasks as assigned to support the mission of the Women's Law Center.

Experience, Skills, and Qualities:

1. **Licensed Attorney:** J.D. from an accredited law school and in good standing with the Maryland Bar.
2. **Family Law Experience:** 2+ years of family law litigation experience, preferably in Maryland.
3. **Client-Centered Approach:** Sensitivity to issues facing survivors of domestic and sexual violence is required; prior experience working with survivors is preferred.
4. **Strong Communication Skills:** Excellent written and oral communication skills; fluency in English required.
5. **Judgment & Interpersonal Skills:** Must demonstrate excellent judgment, empathy, creativity, and strong interpersonal skills.
6. **Self-Motivated & Organized:** Ability to manage multiple professional projects independently and thoroughly, with minimal supervision.
7. **Team-Oriented & Flexible:** Must be adaptable and collaborative in a team environment.
8. **Tech Competency:** Proficiency in Office 365 (Word, Excel, Outlook) and basic computer operations; familiarity with Legal Server or willingness to learn.
9. **Travel Ability:** Must be able to travel to work locations and courthouses throughout Maryland, but primarily in attorney's jurisdictional focus area.
10. **Commitment to Mission:** Dedication to public service and providing high-quality legal services to all clients.
11. **Language Skills:** Spanish or other second-language proficiency is helpful but not required.

****Applicants do not need to possess all of the above qualifications. Research shows that women and people of color are less likely to apply for jobs where they do not meet all the qualifications. If you meet most of these qualifications, please apply.*

Compensation and Benefits:

The budgeted salary is \$93,000 annually, with a generous benefits package that includes fully-paid employee health insurance, matched retirement savings (Simple IRA), unlimited PTO (after probationary period), paid family leave, hybrid/remote work policy, and parking and/or travel subsidy.

Location:

WLC's administrative office is located in Towson, Maryland, and serves as the home base for our administrative staff and direct legal services team. While the Staff Attorney will occasionally be expected to work from the Towson office -- particularly during the onboarding and probationary period -- our attorneys primarily work remotely when not attending court.

This position requires travel to courthouses and legal venues across Maryland. While CLAS currently serves clients in Baltimore County, Baltimore City, Carroll County, Harford County, and occasionally other jurisdictions, we are actively working to expand our reach. We are especially interested in candidates who can reasonably travel to and take cases in Montgomery County, Anne Arundel County, Prince George's County, Howard County, Frederick County, or other underserved jurisdictions. The Staff Attorney is not expected to cover *all* of these areas, but the ability to serve *any* of them would significantly support our expansion goals and help reach more survivors across the state.

Application Process:

Interested applicants should submit, via email, a resume, detailed cover letter that describes their interest in the position and relevant experience, and short (max 5 pages) writing sample. Applications will be reviewed beginning October 20, 2025, and will continue to be accepted until the position is filled. Early applications are strongly encouraged, as interviews may be scheduled on a rolling basis.

Please write "CLAS Staff Attorney Application" in the subject line, and address all applications to:

Sara Powel, Family Law Director (she/her)
Women's Law Center of Maryland
102 W. Pennsylvania Avenue, Suite 100
Towson, MD 21204
spowel@wlcmd.org

Reasonable Accommodations:

If you require accommodations during our hiring process, email admin@wlcmd.org.

Equal Opportunity Employment:

Women's Law Center of Maryland, Inc. is an Equal Opportunity Employer committed to diversity, equity, inclusion, and accessibility in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy,

sexual orientation, or gender identity), national origin, age, disability, genetic information, marital status, political affiliation, or status as a protected veteran, and will not be discriminated against on the basis of such characteristics. This position is supported in part by federal funds. Employment decisions are made in accordance with applicable federal civil rights and equal opportunity laws.

Revised 10/25