



Women's Law Center *of Maryland*

Position:	Baltimore County Legal Advocate, Protection Order Advocacy and Representation Project
Location:	Baltimore County Circuit Courthouse - 401 Bosley Avenue, Towson, MD 21204
Hours:	8:30 AM – 4:30 PM, Monday - Friday
Status:	Full time, grant-funded
Salary:	\$56,650 per year plus benefits

About the Job:

The Protective Order Advocacy and Representation Project (POARP) represents survivors of domestic violence in peace and protective order proceedings in Baltimore and Carroll County District and Circuit Courts. The Baltimore County Legal Advocate, in coordination with the Carroll County Legal Advocate, supports POARP attorneys handling these cases in both Baltimore and Carroll Counties. The Baltimore County Legal Advocate staffs the office in the Baltimore County Circuit Courthouse and has extensive in-person and phone contact with survivors of domestic violence seeking assistance in obtaining a protective order.

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.

Key Responsibilities:

1. Act as first contact for callers seeking information about and representation in domestic violence peace and protective orders.
2. Assist petitioners with completing Petitions for Protective Orders, Petitions to Extend/Modify Protective Orders, and Petitions for Peace Orders as appropriate.
3. Staff our courthouse office to assist walk-in clients with domestic-violence-related issues.
4. Provide information to survivors of domestic violence about the legal process.
5. Assist attorneys with duties related to representing clients in court hearings. Duties include:
 - Conducting in-depth client intake interviews;
 - Maintaining contact with clients and serving as primary contact with clients for non-legal issues;
 - Collecting evidence and other documentation from clients;
 - Obtaining relevant reports and documentation from external agencies;
 - Coordinating trial calendar, scheduling interviews, and performing other administrative duties as necessary;
 - Conducting follow-up interviews with clients;

- Maintaining project and client files utilizing our case management system, Legal Server;
- Assisting with grant and data reporting.

6. Provide safety planning and other assistance to survivors, including providing relevant referrals to internal and external resources.
7. Develop and maintain strong working relationships with courthouse personnel and service providers of all types within the community.
8. Advocate on behalf of clients with representatives of the criminal justice system and accompany clients to criminal proceedings when requested.
9. Participate in development of statistical and programmatic reports to grantors.
10. Maintain project and client files.
11. Work with and support interns.
12. As part of the WLC, provide occasional staffing for fundraising events.
13. Attend and participate in committees, task forces, trainings, and policy-making bodies concerned with domestic violence as time permits.
14. Other related duties as assigned.

Experience, Skills, and Qualifications:

1. Experience working with survivors of domestic violence preferred. Sensitivity to issues facing survivors of domestic and sexual violence required.
2. Bachelor's degree or equivalent preferred. Education requirements may be substituted with relevant work experience.
3. Committed to public service and to providing excellent legal services to all clients.
4. Excellent judgment and strong problem-solving skills with the ability to analyze situations, identify options, and implement effective solutions.
5. Well-organized, creative, empathetic, and people-oriented.
6. Excellent written and oral communication skills.
7. Demonstrated ability to manage and prioritize multiple competing tasks and deadlines in a dynamic environment.
8. Demonstrated ability to work independently without close supervision.
9. Excellent attention to detail and accuracy.
10. Must be flexible and a team player.
11. Prior experience working in a legal setting preferred.
12. Must have ability to travel to work locations and different courthouses. Primary location will be at the Baltimore County Circuit Courthouse.
13. Must have computer/technology competency, including but not limited to Office365.
14. Spanish or other second-language proficiency is very 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 \$56,650 with a generous benefits package that includes health insurance, matched retirement savings (Simple IRA), unlimited PTO (after probationary period), paid family leave, option to work one day per week remotely (after probationary period), and parking (or travel) subsidy.

Location:

The administrative office of the Women's Law Center is located in Towson, MD. The Baltimore County Legal Advocate position operates in the Baltimore County Circuit Courthouse (401 Bosley Avenue, Towson, MD 21204), during the hours of 8:30 AM to 4:30 PM, Monday through Friday.

NOTE: The Baltimore County Legal Advocate is the sole staff member assigned to the Baltimore County Circuit Courthouse office and is responsible for managing all office operations independently. This role requires a high degree of self-direction, problem-solving, and the ability to work autonomously.

Application Process:

Interested applicants should submit, via email, a resume and a detailed cover letter that describes their interest in the position and relevant experience, no later than January 20, 2026. Please write "Baltimore County POARP Legal Advocate Application" in the subject line, and address all applications to:

Sara Powel, Esq. (she/her)
Family Law Director
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, please email admin@wlcmd.org.

Equal Opportunity Employment:

The Women's Law Center of Maryland considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant due to race, color, religion, gender, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence survivor status, unemployment status, caregiver status, or any other category protected by law.

Revised 12/25