

## **WOMEN'S LAW CENTER of Maryland, Inc.**

<b>Job Description:</b>	Staff Attorney Protective Order Advocacy and Representation Project (POARP) - Baltimore and Carroll Counties
<b>Status:</b>	Full Time, Exempt, Grant Funded
<b>Salary:</b>	\$72,100
<b>Location:</b>	Towson, Maryland (with travel between Baltimore and Carroll Counties)
<b>Benefits:</b>	Unlimited PTO, paid family leave, simple IRA, parking, and more; hybrid-remote work policy after a probationary period. Our office climate is progressive, flexible, business casual, and committed to excellence, inclusion, and service to others.

### **Organizational Description:**

The Women's Law Center of Maryland, Inc., is a statewide non-profit legal services organization dedicated to ensuring the physical safety, economic security, and bodily autonomy of women in Maryland. Our three direct services projects provide free attorneys to survivors of intimate partner violence in family law, protective order, and immigration cases. Meanwhile, our hotlines assist callers in family and employment law matters, and our leadership team advocates for legislative policies and judicial selections that support our mission. Learn more on our web site: [www.wlcmd.org](http://www.wlcmd.org).

### **Position Description:**

**This is a full-time litigation position within our POARP project, representing survivors of intimate partner violence in protective order, contempt, and modification hearings.** Hearings will primarily be in Carroll and Baltimore Counties, and occasionally Baltimore City. While there is opportunity and a policy regarding remote work, the position requires frequent in-person court appearances at both County locations (circuit and district courts), as well as time in the courthouse offices.

### **Duties and Responsibilities Include:**

1. Provide full representation to clients in final protective order, modification, and contempt hearings, as well as appeals, in Circuit and District Court.
2. Conduct in-depth client interviews and gather evidence as part of trial preparation.
3. Draft legal documents including, but not limited to, Motions, Orders, Answers, and correspondence.
4. In coordination with the project's two Legal Advocates, provide client-management, follow-up services, and referrals.
5. Build and maintain strong working relationships with courthouse personnel, especially within the Family Law Administration in each court system.

6. Provide training, orientation, and educational materials related to POARP and domestic violence for members of the courthouse staff, the domestic violence prevention community, and other community groups.
7. Utilize MDEC and our cloud-based case management system, Legal Server.
8. Provide technical assistance and training to Family Division judges and their staff as requested.
9. Engage in administrative support, including reporting on grant funds, assisting the agency at various events subject to availability, representing the agency at trainings as necessary and available.
10. Other related duties as assigned.

**Requirements:**

1. J.D. from accredited law school and an attorney in good standing in Maryland.
2. Experience in Maryland law related to domestic violence and family law preferred. Must be committed to expanding this knowledge through on-the-job and continuing education.
3. Must support gender justice and have an understanding of trauma-informed representation.
4. Excellent judgment and interpersonal skills, as well as creativity, empathy, and flexibility.
5. Strong written and oral communications skills; fluency in English required.
6. A demonstrated ability to handle multiple professional projects simultaneously and independently.
7. Knowledge of or willingness to learn Legal Server, our case management software.
8. Basic tech skills required; experience with the Microsoft Office suite preferred.
9. Must complete tasks promptly and thoroughly without close supervision.
10. Spanish fluency helpful but not required.

To apply, send cover letter and resume via e-mail to:

Laure Ruth, Legal Director  
[lruth@wlcmd.org](mailto:lruth@wlcmd.org)

Position open until filled. Accepting applications until filled.

**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 victim status, unemployment status, caregiver status, or any other category protected by law.

## **Reasonable Accommodations**

If you require accommodations during our hiring process, email [admin@wlcmd.org](mailto:admin@wlcmd.org).

Updated 7/23