



Safe Horizon, Inc., the nation's leading victim services and advocacy organization, provides support, prevents violence, and promotes justice for victims of crime and abuse, their families and communities, through over 80 programs operated throughout New York City. With \$50 million in annual budget and staff of 700, Safe Horizon serves over 350,000 victims of domestic violence, sexual assault, torture and other forms of crime and abuse each year. Safe Horizon is an EEO employer: people of diverse backgrounds are encouraged to apply.

Lawyers interested in working for Safe Horizon have the following opportunities available:

I. Special Assistant General Counsel

The Office of the General Counsel serves as in-house counsel to the organization. The Special Assistant General Counsel assists the General Counsel (along with the Assistant General Counsel and part-time real estate expert Assistant General Counsel) in representing the legal interests of Safe Horizon, including contractual, real estate, policy, litigation, regulatory, employment, not-for-profit governance, and tax-related matters.

Specifically, the Special Assistant General Counsel's work may include any of the following legal matters:

- Drafting, reviewing and negotiating contracts and other binding agreements;
- Negotiating leases and managing other real estate matters;
- Advising staff on legal issues relating to the organization's programs and clients;
- Analyzing statutes, regulations and procedures;
- Supervising responses to requests for information and subpoenas;
- Communicating independently with outside counsel and representatives of outside agencies;
- Providing legal advice and guidance related to intellectual property issues;
- Providing legal advice and guidance on labor and employment issues;
- Providing legal advice and guidance on not-for-profit, tax-exempt and board governance issues;
- Monitoring and managing litigation;
- Monitoring corporate compliance;
- Developing trainings and workshops for staff and external partners;
- Representing the corporation in court and administrative hearings;
- Supervising the Executive Assistant and legal interns; and
- Performing other duties as assigned.

II. Immigration Law Project

The Immigration Law Project (ILP) provides free and low-cost services to victims of crime, torture and abuse in immigration proceedings. ILP has represented thousands of victims of domestic violence in Violence Against Women Act (VAWA) self-petition and adjustment proceedings as well as gender-based asylum claims. ILP assists clients in all areas of immigration law including U visas, T visas, naturalization and work authorization applications and deportation and removal proceedings.

Specifically, ILP's work may include the following legal matters:

- Conducting in depth interviews with clients, compiling history and case investigations.
- Drafting legal documents and making court appearances with clients.
- Preparing witnesses and clients for court appearances
- Assisting clients with a holistic range of services, including advocacy on not-legal issues.
- Providing legal information, advocacy and referrals to clients.
- Maintaining clients' case files and all internal data logs.
- Maintaining monthly statistical reports documenting case representation, provision of legal advocacy and referrals.
- Conducting presentations and trainings to community based organizations and other service providers to promote the mission of the agency.
- Attending meetings to discuss policy issues affecting client population.
- Developing and maintaining relationships with individuals, organizations and government agencies within the immigration advocacy community nationally and legal community in the Northeast region.
- Serving as an internal resource to Safe Horizon staff, answering questions and making educational presentations.
- Supervising volunteers and student interns and providing oversight of support staff

We are seeking someone who has the following qualifications:

- Familiarity with a wide range of immigration law and the underlying social issues effecting survivors of domestic violence, violent crime, torture, flight from persecution in other countries, and those seeking basic family re-unification.
- Prior experience in and/or thorough knowledge of immigration and refugee issues, domestic violence and social justice work.
- Bi lingual in Spanish and oral and written skills strongly preferred. Other foreign language skills desired.
- Strong oral and written communications skills, including the ability to convey legal concepts to lay people.
- Ability to write routine reports, court documents, case notes, pleadings and correspondence in a clear, concise and effective manner.

III. The Domestic Violence Law Project

DVLP has provides legal information, advocacy and representation to thousands of low-income and indigent victims of domestic violence in family justice proceedings within the five boroughs in Family Court, Supreme Court and the Integrated Domestic Violence Courts. These proceedings include order of protection, custody & visitation, support, and divorce cases. DVLP staff provides basic legal information and referrals via a legal intake line. DVLP attorneys and staff also advocate for clients within the criminal justice system.

Specifically, DVLP's work may include the following legal matters:

- Conducting in depth interviews with victims of domestic violence, compiling history and investigating to corroborate charges.
- Conducting intakes and advocacy for domestic violence shelter residents on a variety of legal issues with a focus on family law, public benefits and housing.
- Drafting all legal documents and making all court appearances with Domestic Violence victims.
- Assisting with all phases of trial preparation including drafting petitions, motions, research and writing and drafting trial preparation questions.
- Researching and writing on various issues, in addition to the intersection of domestic violence, public benefits, housing and emergency shelters.
- Preparing witnesses and client for court appearances
- Participating in Fair Hearings
- Responsible for assisting clients with a holistic range of services, including advocacy on not-legal issues.
- Providing legal information advocacy and referrals to individual who reach out to the DVLP helpline.
- Maintaining clients' case files and all internal data logs.
- Maintaining monthly statistical reports documenting case representation, provision of legal advocacy and referrals.
- Developing and maintaining relationships with individuals, organizations and government agencies within the domestic violence and legal community in New York City.

We are seeking someone who has the following qualifications:

- Familiarity with a wide range of family law, crisis intervention, criminal justice system, working with victims of domestic violence, sexual assault, stalking, family violence, poverty law, feminist law and/ social justice work.
- Knowledge and understanding of economic issues facing domestic violence victims, including but not limited to housing, public benefits and child support
- Bi lingual in Spanish and oral and written skills strongly preferred.
- Strong oral and written communications skills, including the ability to convey legal concepts to lay people.
- Ability to write routine reports, court documents, case notes, pleadings and correspondence in a clear, concise and effective manner.